

# Isothermal Community College

www.isothermal.edu



## 2022 - 2023 College Catalog and Student Handbook

### **Rutherford Campus**

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

### **Polk Center**

1255 West Mill Street  
Columbus, North Carolina 28722  
828-894-3092

### **Rutherfordton Learning Center**

134 Maple Street  
Rutherfordton, North Carolina 28139  
828-286-2218

**VOLUME XXXVIII**

**June 2022**

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Under the laws enforced by EEOC, it is illegal to discriminate against someone (applicant or employee) because of that person's race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 or older), disability or genetic information. 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 who believes they have been discriminated against or who desires more information concerning these provisions and/or grievance procedures should contact:

Stephen Matheny, Chief Operating Officer and Vice President of Administrative Services  
Isothermal Community College, P.O. Box 804, Spindale, North Carolina 28160 828-395-1293

# ISOTHERMAL

COMMUNITY COLLEGE



Welcome to Isothermal Community College! We are excited that you have made the choice to take the next step in your educational and professional journey. At ICC, we are focused on your future, your goals, and your success. Our experienced faculty and staff are ready to guide and support you as you gain new knowledge and skills that will allow you to thrive both at ICC and beyond.

Whether you are confident in your next steps or feeling a bit uncertain about what the future holds, at ICC you will find the support you need to navigate college successfully, meet new people who share your interests, learn from and with faculty, staff, and peers, and develop the skills to take control of whatever the future brings.

With programs in health care, public service, business, engineering, technology, arts, sciences, education and more, our facilities located in Rutherford and Polk counties offer a diverse range of academic and career pathways. At Isothermal, we are committed to "improving life through learning." Whether you are seeking a certificate, diploma, or degree that leads to a successful career or transfer to a university, ICC is a great place to start as you pursue your educational and career goals. At Isothermal Community College, we have seen the opportunities of the future and they begin today!

Again, welcome to ICC!

A handwritten signature in black ink that reads "Margaret H. Annunziata". The signature is fluid and cursive.

Dr. Margaret H. Annunziata, President

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## ISOTHERMAL COMMUNITY COLLEGE BOARD OF TRUSTEES AS OF JULY 1, 2021

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Mr. Leonard Hollifield  
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Mr. Tommy Melton  
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# GENERAL INFORMATION

## ADMINISTRATIVE OFFICES OFFICE OF THE PRESIDENT

President.....	Dr. Margaret Annunziata
Chief Operating Officer and Vice President of Administrative Services.....	Stephen Matheny
Academic and Student Affairs.....	Dr. Greg Thomas, Vice President
Chief Development Officer.....	Dr. Thad Harrill, Vice President
Institutional Assessment and Accreditation and SACSCOC Liaison.....	Leeann Cline-Burris, Director
Marketing and Community Relations.....	Mike Gavin, Director
Executive Administrative Assistant to the President and Director of Special Events.....	Dee Dee Barnard

## ACADEMIC SERVICES

Applied Sciences and Engineering Technology.....	Bobbi Hodge, Faculty Chair
Arts and Sciences.....	Dr. Kathy Ackerman, Dean
Basic Law Enforcement Training.....	Philip Bailey
Business Sciences.....	Sarah Kilgo, Faculty Chair
Cosmetology.....	Megan Jones
Dental Assisting.....	Stacey Jenkins, Director
Equine and Agribusiness Sciences.....	Kim Wawzysko, Director
Health and Public Services.....	Ava Yamouti, Dean
Isothermal Associate Degree Nursing.....	Dr. Kim Amos, Director
Practical Nursing Program.....	Stephanie Dension, Director

## STUDENT SERVICES

Enrollment Management.....	Sandra Lackner, Dean
Financial Aid.....	Diane Dickerson, Director
Records.....	Pamela Ellis, Director
Student Activities.....	Rachel Mercantini, Registrar
	Laura Horbal, Coordinator

## ADVISING AND SUCCESS CENTER

Health and Public Services.....	Alfreda Lindsay, Director
Arts and Sciences.....	Kelly Collum, College Navigator
Applied Technologies.....	Michael Clough, College Navigator
Advising and Testing.....	Marin Crosbie, College Navigator
Career and College Promise.....	Tina Porter, Advising Coordinator
Rutherford Early College High School.....	Karen Harris, Lead Advisor
Polk County Early College High School.....	Andrew Bradshaw, College Liaison
	Rachel Goettert Staton, College Liaison

## ACADEMIC DEVELOPMENT

Tutoring Center.....	Dr. Kelly Lovelace, Director
Writing Center.....	Todd Ledford, Coordinator
	Karen Taylor, Coordinator

## WORKFORCE AND COMMUNITY EDUCATION

Continuing Education.....	Donna Hood, Dean
College and Career Readiness.....	Amy Galla, Director
College and Career Readiness Transition.....	Lauren Mooney, Coordinator
Customized Training.....	Mark Franklin, Director
Emergency Services and Lifelong Learning Coordinator.....	Jonathan Bland, Coordinator
Grants and College Development and Fundraising.....	Sarah Morse, Coordinator
Allied Health.....	vacant, Coordinator
Performing Arts and Conference Center.....	David Kester, Director
Polk Center.....	Karen Marshall, Coordinator
Small Business Center.....	Faye Bishop, Director

## ADMINISTRATIVE AND SUPPORT SERVICES

Business Office.....	Amy Penson, Controller
Campus Enforcement.....	Corporals Jordan Ray and Clint Tuttler
Campus Print Shop.....	Susan Straw, Manager
Human Resources.....	Charity Hardin, 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.isothermal.edu](http://www.isothermal.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 inclusive 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.

## **GUIDING QUESTION**

Are we doing the best that can be done to help students learn?

## **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 veteran status, race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 or older), disability, or genetic information. 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 certificates, diplomas, and associate degrees. Questions about the accreditation of Isothermal Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](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 ensure that operations are in compliance with SACSCOC principles.

## 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 2021 Performance Measures for Student Success Summary**

The 2021 performance measures for student success document reports that the College was above the standard baseline level on all measures and above the state average on five of these measures. Of those, the College measured excellent in the state for Curriculum Completion Rates. See Appendix J for a summary of the state-wide report.

## **COLLEGE OVERVIEW**

Founded in 1964, Isothermal Community College serves Rutherford and Polk counties in the beautiful foothills of western North Carolina. Isothermal, so-named because of 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 mission is to "improve life through learning."

The college offers 86 programs of study, including college transfer, vocational, and technical programs leading to a two-year associate degree, or one-year or less certificate or diploma. Isothermal also provides training for area business and industry, personal enrichment courses, adult basic education, adult high school programs and developmental courses.

The college's Customized Training programs have assisted local businesses in the creation of hundreds of jobs. In recent years, the college has assisted Trelleborg, Facebook, American Zinc Products, Shaw Construction, Cardinal Tissue, West Rock, Ultra Machining, Timken, Parker-Hannifin and many others.

The institution is accredited to award associate degrees by the Commission on Colleges of the Southern Association of Colleges and Schools. As of Fall 2021, nearly 2,500 students were enrolled in curriculum courses at Isothermal. Thousands take part in the college's wide range of continuing education programs each year.

The main campus is on approximately 181 acres in Spindale. Perched on the shore of an 11-acre lake, the campus is home to The Foundation Center for the Performing Arts, the area's premier venue for the arts and other special events. The Rutherfordton Learning Center is in the former Rutherfordton Elementary School and houses nursing, fire and emergency services programs along with several other continuing education offerings.

The campus is also home to Rutherford Early College High School, a collaboration with Rutherford County Schools that allows students to obtain a college degree while attending high school. In 2013, REaCH was named a Blue Ribbon School by the federal Department of Education, a prestigious designation given to only a handful of schools. Isothermal also offers a variety of online courses and has various joint programs with Gardner-Webb University, Appalachian State University, Western Carolina University and many other four-year institutions.

In 2019, The Foundation Performing Arts and Conference Center celebrated its 20th anniversary. The venue has hosted scores of wonderful performances by acts as varied as the National Symphony, the North Carolina Symphony, Charlie Daniels, Merle Haggard, the North Carolina Dance Theater, Mickey Rooney, the Acting Company, Loretta Lynn and Doc Watson. In addition, The Foundation hosts a variety of meeting and banquet functions ranging from weddings and proms to trade shows and corporate retreats.

The college also owns and operates WNCW 88.7 FM, an a 30-year-old award-winning public radio station that can be heard in parts of five different states: North Carolina, South Carolina, Virginia, Tennessee and Georgia.

The Isothermal Polk Center is in Columbus and opened in the fall of 1989. The Polk Center offers GED, massage therapy, dental assisting, equine studies, and driving safety classes on a regular basis as well as a variety of continuing education classes. In August 2013, the college opened the Rutherfordton Learning Center (RLC), in cooperation with Rutherford County Schools, 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 Medical Center.

Dr. Margaret Annunziata has served as the college's president since Feb. 2021. She follows the Hon. Walter Dalton, former Lieutenant Governor of North Carolina, who was appointed President in May 2013. The preceding president was Dr. Myra Johnson who served in that capacity for six years.

## FALL 2022 ACADEMIC CALENDARS AND IMPORTANT DATES

### Curriculum Course Schedule

	Full Semester Courses (16 weeks)	Term AB Courses (First 8 weeks)	Term CD Courses* (Second 8 weeks)
Fall 2022 Early Registration	March 21, 2022- August 16, 2022		
Final Days of Fall 2022 Registration	August 17- 18	August 17- 18	August 17- 18; October 12 and 17
Last Day to Drop with 100% Refund	August 18	August 18	October 18
First Day of Classes	August 19	August 19	October 19
Schedule Adjustment	August 19 and 22	August 19 and 22	August 19 and 22; October 19
Census (10% Point of Course) Last Day to Request 75% Refund	August 30	August 24	October 24
Last Day to Withdraw with a "W"	November 11	September 21	November 18
Spring 2023 Early Registration	October 24, 2022 – January 3, 2023		
Last Day of Classes	December 15	October 12	December 15

\*When seeking to enroll in Term CD courses after the full-term census date, students should communicate with Financial Aid staff for questions about aid eligibility.

Career and College Promise (CCP) course schedules may vary. Students enrolled in CCP courses should check each course syllabus for important schedule information.

### Fall 2022 Basic Law Enforcement Training (BLET) Course Schedule

	Course Term
Daytime BLET Program	August 19, 2022 – December 15, 2022
Evening BLET Program	August 19, 2022- March 31, 2023
Late Start Daytime Program	October 19, 2022- February 20, 2023
Late Start Evening Program	October 19, 2022- May 8, 2023

### Important Dates

Dates	Weekday	Event/Activity
August 15	Monday	Convocation - All Faculty and Staff (College Closed)
August 16	Tuesday	Faculty and Staff Workday (College Open)
August 30	Tuesday	Big Blue Welcome Event
September 5	Monday	Labor Day Holiday (College Closed)
October 13	Thursday	Professional Development Day (College Closed)
October 14	Friday	Fall Break - No Classes (College Open)
October 18	Tuesday	Advising Day ( No Classes; Meet with Your Advisor)
October 21	Friday	Last Day to Apply for Fall Graduation
October 26	Wednesday	Grub Day (No classes 11am-2pm, 4pm-6pm)
November 23	Wednesday	Staff Workday (College Closed to the Public)
November 24-25	Thursday-Friday	Thanksgiving Day - Holiday (College Closed)
December 1	Thursday	Learning College Student of Semester Awards Day
December 16	Friday	Faculty Checkout
December 19-21	Monday- Wednesday	Faculty/Student Break (College Open)
December 22- January 2	Thursday - Monday	Christmas Holiday Observed (College Closed)

Please refer to the college calendar at [www.isoenthal.edu/calendar](http://www.isoenthal.edu/calendar) for the most current version of academic-related postings.



## SPRING 2023 ACADEMIC CALENDARS AND IMPORTANT DATES

### Curriculum Course Schedule

	Full Semester Courses (16 weeks)	Term AB Courses (First 8 weeks)	Term CD Courses* (Second 8 weeks)
Spring 2023 Early Registration	October 24, 2022 – January 3, 2023		
Final Days of Spring 2023 Registration	January 4 and 5	January 4 and 5	January 4 and 5; March 2 and 3
Last Day to Drop with 100% Refund	January 5	January 5	March 3
First Day of Classes	January 6	January 6	March 6
Schedule Adjustment	January 6 and 9	January 6 and 9	January 6 and 9; March 6
Census (10% Point of Course) Last Day to Request 75% Refund	January 18	January 11	March 9
Summer/Fall 2023 Early Registration	March 20, 2023- May 16, 2023		
Last Day to Withdraw with a “W”	April 6	February 16	April 25
Last Day of Classes	May 8	March 2	May 8

\*When seeking to enroll in Term CD courses after the full-term census date, students should communicate with Financial Aid staff for questions about aid eligibility.

Career and College Promise (CCP) course schedules may vary. Students enrolled in CCP courses should check each course syllabus for important schedule information.

### Spring 2023 Basic Law Enforcement Training (BLET) Course Schedule

	Course Term
Daytime BLET Program	January 6, 2023- May 8, 2023
Evening BLET Program	January 6, 2023- July 27, 2023
Late Start Daytime Program	March 6, 2023- July 27, 2023

### Important Dates

Dates	Weekday	Event/Activity
January 3	Tuesday	Faculty/Staff Workday (College Open)
January 16	Monday	Dr. Martin Luther King Jr. - Holiday (College Closed)
February 17	Friday	Professional Development Day (College Closed)
March 14	Tuesday	Advising Day (No Classes; Meet with Your Advisor)
March 24	Friday	Last Day to Apply for Spring Graduation
March 29	Wednesday	Sports Day (Classes are in Session)
April 5	Wednesday	Last Day to Apply for Graduation if participating in Commencement (Summer Graduates)
April 7-10	Friday - Monday	Good Friday and Holiday (College Closed)
April 11- 14	Tuesday- Friday	Spring Break - Student/Faculty (No Classes)
April 27	Thursday	Awards Day
May 9	Tuesday	Faculty Checkout
May 12	Friday	REaCH Graduation Commencement
May 13	Saturday	Curriculum Graduation Commencement College and Career Readiness Commencement

Please refer to the college calendar at [www.isothermal.edu/calendar](http://www.isothermal.edu/calendar) for the most current version of academic-related postings.

## SUMMER 2023 ACADEMIC CALENDARS AND IMPORTANT DATES

### Curriculum Course Schedule

	Full Semester Courses (10 weeks)	Term AB Courses (8 weeks)
Summer/Fall 2023 Early Registration	March 20, 2023- May 22, 2023	
Final Day of Spring 2023 Registration	May 23	
Last Day to Drop with 100% Refund	May 23	
First Day of Classes	May 24	
Schedule Adjustment	May 24	
Census (10% Point of Course) Last Day to Request 75% Refund	May 31	May 30
Fall 2023 Early Registration (continued from March 20- May 23)	June 1, 2023- August 17, 2023	
Last Day to Withdraw with a "W"	July 6	June 29
Last Day of Classes	July 27	July 19

### Important Dates

Dates	Weekday	Event/Activity
May 29	Monday	Memorial Day (College Closed)
June 8	Thursday	Last Day to Apply for Summer Graduation (If Not Participating in Commencement Ceremony)
July 4	Tuesday	Independence Day - Holiday (College Closed)
July 31	Monday	Faculty Checout (Full Term)

*The College is closed on Fridays from May 19 through August 11.*

*Please refer to the college calendar at [www.isothermal.edu/calendar](http://www.isothermal.edu/calendar) for the most current version of academic-related postings.*

## **NEWS STORIES AND ANNOUNCEMENTS**

The latest College news releases, feature stories, photography, and coming events announcements may be accessed 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 or designee.

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. Each edition is available by subscribing 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 and on the website 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), Practical Nursing Education, Associate Degree Nursing, Cosmetology, Dental Assisting, 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 their 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 innovative high school in partnership with Isothermal Community College that serves students from Polk County. Students enroll at PCEC at the beginning of their ninth grade year and continue through their twelfth grade year. While enrolled at PCEC, students take a combination of high school and college courses and may graduate with both their high school diploma and 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 a Career and College Promise advisor at 828-395-4337 or 828-395-4324.

## 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, 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 College and Career Readiness and Human Resource Development. 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 Coordinator

## **CONTINUING EDUCATION COURSE REPEAT 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. Courses taken for certification, licensure, or recertification are exempt from this policy.

## **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 is 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**

The Human Resource Development (HRD) program helps unemployed, under employed, and dislocated workers with foundational employability skills, soft skills, pre-job orientation, and job search skills. Students are provided instruction which 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

## **CAREER READINESS CERTIFICATION**

Career Readiness Certification can be obtained at Isothermal Community College. This national credential represents a student's abilities in what are considered foundational employability skills; reading for information, applied math and graphic literacy.

## **COLLEGE AND CAREER READINESS**

### **ADULT HIGH SCHOOL DIPLOMA**

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, and students may contact the Chief Examiner at 828-395-1464 for more information. 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 include 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.

### **PROFESSIONAL TRUCK DRIVER TRAINING**

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.isothermal.edu](http://www.isothermal.edu) or call 828-395-1631.

### **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.

# CURRICULUM TUITION AND FEES

## TUITION PAYMENT AND FEES

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 Isothermal email including important information related to registering for fall in the spring or early summer prior to July.

With exception of students awaiting certification of veterans education benefits, 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: Refund of Tuition and Fees Policy and Procedures for further information.

## TUITION RATES\* *Fees are subject to change.*

IN-STATE		OUT-OF-STATE	
HOUR	RATE	HOUR	RATE
1	\$76.00	1	\$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, 2022.

## LAW ENFORCEMENT OFFICERS AND FAMILY OF CORRECTIONAL OFFICERS

Eligible law enforcement officers who work for campus police agencies of private institutions and family members of correctional officers killed or permanently and totally disabled as a result of a traumatic injury sustained in the line of duty may be eligible for tuition-free enrollment. Additional information is available through the Records Office.

## 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 this document. Local fees may apply.

ACTIVITY FEE*	
CREDIT HOURS	FEE
1-4	\$20.00
5-8	\$25.00
9+	\$30.00

TECHNOLOGY FEE*	
Instructional	\$48.00

College Access, Parking & Security (CAPS) FEE*	
Instructional	\$25.00

With the exception of students enrolled in Career and College Promise programs, all curriculum students must pay the Student Activity, Technology, and CAPS fees. Student activity and CAPS fees will be charged during fall and spring sessions only. Technology fees are non-refundable. **NOTE:** Isothermal Community College does not charge fees related to the verification of student identities in distance learning courses.

OTHER FEES*	
ADN Testing/Uniforms/Add'l Costs	Approx. \$2,245.00*
ADN Immunization Tracking	\$15 - \$60 per year*
AFA Program	Approx. \$482.00
Books/Required Materials	Approx. \$1,000.00 (full-time student for one semester)
Dental Assisting Uniforms/Add'l Costs	Approx. \$1,350.00
Graduation	Approx. \$50.00
OSHA Card	\$8.00
PN Testing/Uniforms	Approx. \$1,350.00*
Returned Check	\$10.00

\* PN/ADN fees are non-refundable if student withdraws.

To access the Department of Education's net price calculator visit <https://www.isothermal.edu/getstarted/financial-aid/net-pricecalculator/index.html>

# CURRICULUM PROGRAMS OF STUDY

Programs of study fall into two major categories—college/university transfer and career preparation. The Arts and Sciences 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 SCIENCE & ENGINEERING TECHNOLOGY

<u>Program</u>	<u>Code</u>	<u>Page #</u>
Advertising and Graphic Design	A30100	20
Advertising and Graphic Design	C30100	22
Photography	C3010001	22
Broadcasting and Production Technology	A30120	23
Audio Production	D3012001	26
Video Production	D3012002	27
Basic Audio Production	C3012001	28
Basic Video Production	C3012002	28
Building Construction Technology	A35140	29
Building Construction Technology	D35140	31
Basic Carpentry	C3514001	32
Advanced Carpentry	C3514002	32
Basic Plumbing	C3514003	32
Basic Air Conditioning	C3514004	32
General Contractor Licensing Preparation	C3514005	33
Basic Construction	C3514008	33
Elementary Carpentry	C3514009	33
Sustainable Building Design	C3514010	33
Construction Management	C3514011	34
Computer Engineering Technology	A40160	35
Computer Engineering Technology	D40160	37
Computer Engineering Technology	C40160	38
Computer-Integrated Machining	A50210	39
Computer-Integrated Machining	D50210	41
Machining	C5021001	42
CNC	C5021002	42
Motorsports Machining	C5021003	42
Advanced Motorsports Machining	C5021004	42
Electrical Systems Technology	A35130	43
Electrical Systems Technology	D35130	45
Electrical Wiring	C3513001	45
Industrial Controls	C3513002	45
Electronics Engineering Technology	A40200	46
Electronics Engineering Technology	D40200	48
Electronics and Automation	C4020001	49
Electric Utility	C4020002	49
Industrial Systems Technology	A50240	50
Industrial Systems Technology	C5024001	52
Pipefitting Technology	C5024002	52
Manufacturing Technology	A50320	53
CNC Programming	C5032001	55
Manufacturing	C5032002	55
Mechanical Drafting Technology	A50340	56
Mechanical Drafting Technology	D50340	58
Mechanical Drafting Technology	C50340	59
Mechanical Engineering Technology	A40320	60
Mechanical Engineering Technology	D40320	63
Mechanical Engineering Technology	C40320	63
Mechanical Engineering Technology Transition	C4032002	64
Mechanical Engineering Advanced Technology	C4032003	64
Welding Technology	A50420	65
Welding Technology	D50420	67
Basic Welding	C5042001	67
Advanced Welding	C5042002	68
Advanced Welding and Inspection Processes	C5042003	68



## ARTS AND SCIENCES

Associate in Arts (A.A.)	A10100	70
Associate in Engineering (A.E.)	A10500	75
Associate in Fine Arts in Music (A.F.A.)	A10700	77
Associate in Science (A.S.)	A10400	80

## BUSINESS SCIENCES

Accounting and Finance	A25800	86
Accounting and Finance	D25800	88
Computerized Accounting	C258002	89
Bookkeeping	C258004	89
Payroll	C258005	89
Agribusiness Technology	A15100	90
Agribusiness Technology	D15100	92
Agriculture Technology	C1510001	93
General Business	C1510002	93
Equine Science	C1510003	93
Landscape Technology	C1510004	94
Agribusiness Technology	C1510005	94
Animal Science	C1510006	94
Business Administration - General Business	A25120G	95
Business Administration - Entrepreneurship	A25120E	97
Business Administration - Hospitality	A25120H	99
Business Administration - Office Management	A25120F	101
Business Administration	D25120	103
Business Administration	C25120	104
Business Economics	C2512002	104
Hospitality	C2512003	104
Office Management	C2512008	105
Entrepreneurship	C2512009	105
Equine Business	A15270	106
Equine Business	D15270	108
Equine Business	C15270	109
Equine Science	C1527001	109
Equine Breeding	C1527002	109
Business Management	C1527003	109
Information Technology - Business Support	A25590I	110
Information Technology - Computer Programing and Development	A25590C	112
Information Technology - Gaming Programming	A25590G	114
Information Technology - Web Administration and Design	A25590W	116
C++ Programming	C25590C1	118
Front End Web Development	C25590W1	118
Game Programming	C25590C4	118
IT Business Support Technology	C25590I	118
Java Programming	C25590C3	119
Networking Technology	C25590N	119
Python Programming	C25590C2	119
Visual Basic Programming	C25590C5	119
Medical Office Administration - Healthcare Administration	A25310H	120
Medical Office Administration - Medical Billing and Coding	A25310M	122
Medical Office Administration - Patient Services Representative	A25310S	124
Medical Office Administration	D25310	125
Healthcare Administration	C25310H	126
Medical Billing and Coding	C25310M	126
Medical Office Administration General	C25310G	126
Patient Services Representative	C25310S	126

## HEALTH & PUBLIC SERVICES

Associate Degree Nursing	A45110	127
Associate Degree Nursing (RIBN)	A45110RB	129
Associate Degree Nursing (LPN to ADN)	A45110T	131
Associate in General Education Nursing (AGE-N)	A1030N	133
Associate in General Education-Nursing - RIBN	A1030NRB	135
Practical Nursing	D45660	137
Basic Law Enforcement Training (BLET)	C55120	138
Cosmetology	A55140	139
Cosmetology	D55140	141
Cosmetology	C55140	141
Cosmetology Instructor	C55160	142
Esthetics Instructor	C55270	142
Esthetics Technology	C55230	143
Manicuring Instructor	C55380	143
Manicuring/Nail Technology	C55400	144
Criminal Justice Technology	A55180	145
Criminal Justice Technology	D55180	147
Criminal Justice Technology	C55180	147
Dental Assisting	D45240	148
Associate in Arts in Teacher Preparation (AATP)	A1010T	149
Associate in Science in Teacher Preparation (AATP)	A1040T	152
Early Childhood Education - Career Entry	A55220C	155
Early Childhood - Birth to K Licensure Transfer	A55220L	158
Early Childhood Non-Licensure	A55220N	160
Early Childhood	D55220	161
Early Childhood Administration	C55850	162
Early Childhood Education	C55220	162
Early Childhood Preschool	C55860	162
Infant/Toddler Care	C55290	163
School Age Education	A55440	164
Emergency Medical Science Bridge Program	A45340	167
General Occupational Technology	A55280H	169
General Occupational Technology Emergency Medicine	A55280E	171
General Occupational Technology Dental	A55280D	173
General Occupational Technology	D55280H	175
General Occupational Technology	C55280H	176
Human Services Technology	A45380	177
Human Services Technology Addiction and Recovery Studies	A45380E	179
Human Services Technology Animal Assisted Interactions	A4538F	181
Human Services Technology	D45380	183
Human Services Technology Animal Assisted Interactions	D4538F	184
Human Services Technology	C45380	185
Human Services Technology -		
Equine Assisted Services	C4538F	185
Human Services Technology -		
Small Animal Assisted Services	C4538FSA	185
Occupational Education	A55320	186
Occupational Education	D55320	188
Occupational Education	C55320	188

## **GLOBAL DISTINCTION**

The Global Distinction Program at Isothermal Community College aims to equip students with the advanced skillset needed to successfully navigate the complexities of our interconnected world.

In a global society, students increasingly encounter people of differing cultures, ethnicities, language, and perspectives. The Global Distinction program focuses on discovering what it means to be a global citizen and how students can apply this knowledge to their academic, personal, and professional endeavors.

For current information on the program, visit [www.isothermal.edu/academics/global-distinction](http://www.isothermal.edu/academics/global-distinction).

## **HONORS COLLEGE**

For more information about the Honors College Program, contact the dean of arts and sciences at [kackerman@isothermal.edu](mailto:kackerman@isothermal.edu).

## **TECHNICAL STANDARDS STATEMENT**

Students enrolling in the career and technical education programs must meet specific emotional, behavioral, physical, cognitive and professional standards. Technical standards describe the non-academic qualifications required in addition to academic achievements which the school considers essential for successful completion of the educational objectives of its curriculum. Students who require special accommodations to complete the required standards must contact the Counselor and Student Advocacy Coordinator located in the Advising and Success Center.

## **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 prerequisite and co-requisite developmental English and math courses, academic related courses (ACA), a Peer 2 Peer Mentorship Program, a Writing Center, and a Tutoring Center.

Students whose placement indicates a need for prerequisite or co-requisite developmental courses may enroll in the following courses. 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. Courses offered are:

### Prerequisite Courses

ENG 002 Transition English

MAT 003 Transition Math

### Co-requisite Courses

ENG 011 Writing and Inquiry Support

MAT 052 Statistical Methods I Support

MAT 071 Precalculus Algebra Support

ACA 122 is required for all degree-seeking students. The course should be taken during a student's first or second semester.

ACA 122 College Transfer Success

The Peer 2 Peer Mentorship Program matches second-year students with first-year students to provide personalized support and connection to campus resources.

Semester Offered: F:Fall, SP: Spring, S: Summer

**ADVERTISING AND GRAPHIC DESIGN DEGREE (A30100)**

Advisor contact information: Zachary Freeman, 828-395-1534, zfreeman@isothermal.edu

**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

**Credits Hours****1) General Education Requirements****English Requirement - Take 3 credits**

ENG-111	Writing and Inquiry	3.00
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**Communications Requirement - Take 3 credits**

COM-231	Public Speaking	3.00
ENG-112	Writing/Research in the Disc	3.00

**Humanities Requirement - Take 3 credits**

ART-111	Art Appreciation	3.00
ART-114	Art History Survey I	3.00
ART-115	Art History Survey II	3.00
ENG-231	American Literature I	3.00
ENG-232	American Literature II	3.00
ENG-241	British Literature I	3.00
ENG-242	British Literature II	3.00
ENG-262	World Literature II	3.00
HUM-110	Technology and Society	3.00
HUM-115	Critical Thinking	3.00
HUM-120	Cultural Studies	3.00
HUM-122	Southern Culture	3.00
HUM-130	Myth in Human Culture	3.00
HUM-170	The Holocaust	3.00
MUS-110	Music Appreciation	3.00
MUS-112	Introduction to Jazz	3.00
MUS-113	American Music	3.00
PHI-215	Philosophical Issues	3.00
PHI-240	Introduction to Ethics	3.00
REL-110	World Religions	3.00
REL-111	Eastern Religions	3.00
REL-211	Intro to Old Testament	3.00
REL-212	Intro to New Testament	3.00

**Social Science Requirement - Take 3 credits**

ANT-210	General Anthropology	3.00
ANT-220	Cultural Anthropology	3.00
ECO-251	Prin of Microeconomics	3.00

ECO-252	Prin of Macroeconomics	3.00
GEO-111	World Regional Geography	3.00
HIS-111	World Civilizations I	3.00
HIS-112	World Civilizations II	3.00
HIS-131	American History I	3.00
HIS-132	American History II	3.00
POL-120	American Government	3.00
POL-220	International Relations	3.00
PSY-150	General Psychology	3.00
PSY-237	Social Psychology	3.00
PSY-241	Developmental Psych	3.00
PSY-281	Abnormal Psychology	3.00
SOC-210	Introduction to Sociology	3.00
SOC-213	Sociology of the Family	3.00
SOC-220	Social Problems	3.00

**Mathematics Requirement - Take 3 credits**

MAT-110	Math Measurement & Literacy	3.00
MAT-143	Quantitative Literacy	3.00

**2) Major Requirements**

**Core Requirements - Take 27 credits**

GRD-110	Typography I	3.00
GRD-121	Drawing Fundamentals I	2.00
GRD-141	Graphic Design I	4.00
GRD-142	Graphic Design II	4.00
GRD-151	Computer Design Basics	3.00
GRD-152	Computer Design Tech I	3.00
GRD-241	Graphic Design III	4.00
GRD-280	Portfolio Design	4.00

**3) Other Major Requirements - Take 25 credits**

GRD-131	Illustration I	2.00
GRD-132	Illustration II	2.00
GRD-153	Computer Design Tech II	3.00
GRD-160	Photo Fundamentals I	3.00
GRD-161	Photo Fundamentals II	3.00
GRD-162	Photography Portfolio	3.00
GRD-242	Graphic Design IV	4.00
GRD-263	Illustrative Imaging	3.00
GRD-281	Design of Advertising	2.00

**Other Major Required - Take 4 credits**

ART-131	Drawing I	3.00
ART-132	Drawing II	3.00
ART-140	Basic Painting	2.00
BUS-110	Introduction to Business	3.00
BUS-139	Entrepreneurship I	3.00
BUS-230	Small Business Management	3.00
CIS-110	Introduction to Computers	3.00
DME-110	Intro to Digital Media	3.00
DME-140	Intro to Audio/Video Media	3.00
GRD-133	Illustration III	2.00
GRD-167	Photographic Imaging I	3.00
GRD-168	Photographic Imaging II	3.00
GRD-233	Product Illustration	2.00
MKT-120	Principles of Marketing	3.00
MKT-223	Customer Service	3.00
SPA-111	Elementary Spanish I	3.00
WBL-111	Work-Based Learning I	1.00
WBL-121	Work-Based Learning II	1.00
WEB-115	Web Markup and Scripting	3.00
WEB-140	Web Development Tools	3.00

	WEB-285	Emerging Web Technologies	3.00
4)	<b>Other Requirements</b>		
	<b>ACA Requirement - Take 1 credit</b>		
	ACA-122	College Transfer Success	1.00

**Total Required Hours 72**

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

Advisor contact information: Zachary Freeman, 828-395-1534, zfreeman@isothermal.edu

			<b>Credits</b>	<b>Hours</b>
1)	<b>Major Requirements</b>			
	<b>Core Requirements - Take 13 credits</b>			
	GRD-110	Typography I	3.00	
	GRD-121	Drawing Fundamentals I	2.00	
	GRD-141	Graphic Design I	4.00	
	GRD-151	Computer Design Basics	3.00	
2)	<b>Other Major Requirements - Take 3</b>			
	GRD-160	Photo Fundamentals I	3.00	

**Total Required Hours 16**

**PHOTOGRAPHY CERTIFICATE (C3010001)**

Advisor contact information: Zachary Freeman, 828-395-1534, zfreeman@isothermal.edu

			<b>Credits</b>	<b>Hours</b>
1)	<b>Major Requirements</b>			
	<b>Core Requirements - Take 7 credits</b>			
	GRD-141	Graphic Design I	4.00	
	GRD-151	Computer Design Basics	3.00	
2)	<b>Other Major Requirements - Take 3 credits</b>			
	GRD-160	Photo Fundamentals I	3.00	
	GRD-161	Photo Fundamentals II	3.00	
	GRD-162	Photography Portfolio	3.00	

**Total Required Hours 16**

# BROADCASTING AND PRODUCTION TECHNOLOGY DEGREE (A30120)

Advisor contact information: Carolyn Young, 828-395-1537, cyoung@isothermal.edu

## 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

		Credits	Hours
1)	<b>General Education Requirements</b>		
	<b>English Requirement - Take 3 credits</b>		
	ENG-111	Writing and Inquiry	3.00
	<b>Communications Requirement - Take 3 credits</b>		
	COM-231	Public Speaking	3.00
	ENG-112	Writing/Research in the Disc	3.00
	<b>Humanities Requirement - Take 3 credits</b>		
	ART-111	Art Appreciation	3.00
	ART-114	Art History Survey I	3.00
	ART-115	Art History Survey II	3.00
	ENG-231	American Literature I	3.00
	ENG-232	American Literature II	3.00
	ENG-241	British Literature I	3.00
	ENG-242	British Literature II	3.00
	ENG-262	World Literature II	3.00
	HUM-110	Technology and Society	3.00
	HUM-115	Critical Thinking	3.00
	HUM-120	Cultural Studies	3.00
	HUM-122	Southern Culture	3.00
	HUM-130	Myth in Human Culture	3.00
	HUM-170	The Holocaust	3.00
	MUS-110	Music Appreciation	3.00
	MUS-112	Introduction to Jazz	3.00
	MUS-113	American Music	3.00
	PHI-215	Philosophical Issues	3.00
	PHI-240	Introduction to Ethics	3.00
	REL-110	World Religions	3.00
	REL-111	Eastern Religions	3.00
	REL-211	Intro to Old Testament	3.00
	REL-212	Intro to New Testament	3.00

**Social Science Requirement - Take 3 credits**

ANT-210	General Anthropology	3.00
ANT-220	Cultural Anthropology	3.00
ECO-251	Prin of Microeconomics	3.00
ECO-252	Prin of Macroeconomics	3.00
GEO-111	World Regional Geography	3.00
HIS-111	World Civilizations I	3.00
HIS-112	World Civilizations II	3.00
HIS-131	American History I	3.00
HIS-132	American History II	3.00
POL-120	American Government	3.00
POL-220	International Relations	3.00
PSY-150	General Psychology	3.00
PSY-237	Social Psychology	3.00
PSY-241	Developmental Psych	3.00
PSY-281	Abnormal Psychology	3.00
SOC-210	Introduction to Sociology	3.00
SOC-213	Sociology of the Family	3.00
SOC-220	Social Problems	3.00

**Mathematics Requirement - Take 3 credits**

MAT-110	Math Measurement & Literacy	3.00
MAT-143	Quantitative Literacy	3.00
MAT-152	Statistical Methods I	4.00

**2) Major Requirements****Required Courses - Take 13 credits**

BPT-110	Intro to Broadcasting	3.00
BPT-111	Broadcast Law & Ethics	3.00
BPT-112	Broadcast Writing	4.00
BPT-113	Broadcast Sales	3.00

**3) Other Major Requirements - Take 25 credits**

BPT-131	Audio/Radio Production I	4.00
BPT-132	Audio/Radio Production II	4.00
BPT-140	Intro to TV Systems	2.00
BPT-231	Video/TV Production I	4.00
BPT-232	Video/TV Production II	4.00
BPT-285	Broadcast Prod Capstone	3.00
DME-110	Intro to Digital Media	3.00
WBL-111	Work-Based Learning I	1.00

**Radio/TV Production - Take 6 credits**

BPT-135	Radio Performance I	2.00
BPT-136	Radio Performance II	2.00
BPT-137	Radio Performance III	2.00
BPT-235	TV Performance I	2.00
BPT-236	TV Performance II	2.00
BPT-237	TV Performance III	2.00

**Other Major Options - Take 12 credits**

BPT-115	Public Relations	3.00
BPT-121	Broadcast Speech I	3.00
BPT-135	Radio Performance I	2.00
BPT-136	Radio Performance II	2.00
BPT-137	Radio Performance III	2.00
BPT-138	Radio Performance IV	2.00
BPT-139	Radio Performance V	2.00
BPT-210	Broadcast Management	3.00
BPT-215	Broadcast Programming	3.00
BPT-220	Broadcast Marketing	3.00
BPT-235	TV Performance I	2.00
BPT-236	TV Performance II	2.00



BPT-237	TV Performance III	2.00
BPT-238	TV Performance IV	2.00
BPT-239	TV Performance V	2.00
BPT-241	Broadcast Journalism I	4.00
BPT-242	Broadcast Journalism II	4.00
BPT-250	Institutional Video	3.00
BPT-255	Computer-Based Production	3.00
BPT-260	Multi-Track Recording	3.00
CIS-110	Introduction to Computers	3.00
DME-140	Intro to Audio/Video Media	3.00
WBL-121	Work-Based Learning II	1.00

4) **Other Requirements**

**ACA Requirement - Take 1 credit**

ACA-122	College Transfer Success	1.00
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**Total Required Hours 72**

## BROADCASTING AND PRODUCTION TECHNOLOGY AUDIO PRODUCTION DIPLOMA (D3012001)

Advisor contact information: Carolyn Young, 828-395-1537, cyoung@isothermal.edu

			Credits Hours
1)	<b>General Education Requirements</b>		
	<b>English Requirement - Take 3 credits</b>		
	ENG-111	Writing and Inquiry	3.00
	<b>Social Science Requirement - Take 3 credits</b>		
	ANT-210	General Anthropology	3.00
	ANT-220	Cultural Anthropology	3.00
	ECO-251	Prin of Microeconomics	3.00
	ECO-252	Prin of Macroeconomics	3.00
	GEO-111	World Regional Geography	3.00
	HIS-111	World Civilizations I	3.00
	HIS-112	World Civilizations II	3.00
	HIS-131	American History I	3.00
	HIS-132	American History II	3.00
	POL-120	American Government	3.00
	PSY-150	General Psychology	3.00
	PSY-237	Social Psychology	3.00
	PSY-241	Developmental Psych	3.00
	PSY-281	Abnormal Psychology	3.00
	SOC-210	Introduction to Sociology	3.00
	SOC-213	Sociology of the Family	3.00
	SOC-220	Social Problems	3.00
2)	<b>Major Requirements</b>		
	<b>Required Courses - Take 13 credits</b>		
	BPT-110	Intro to Broadcasting	3.00
	BPT-111	Broadcast Law & Ethics	3.00
	BPT-112	Broadcast Writing	4.00
	BPT-113	Broadcast Sales	3.00
3)	<b>Other Major Requirements - Take 21 credits from 1 of 2 Groups</b>		
	<b>Group 1</b>		
	BPT-121	Broadcast Speech I	3.00
	BPT-131	Audio/Radio Production I	4.00
	BPT-132	Audio/Radio Production II	4.00
	BPT-135	Radio Performance I	2.00
	BPT-136	Radio Performance II	2.00
	BPT-137	Radio Performance III	2.00
	CIS-110	Introduction to Computers	3.00
	WBL-111	Work-Based Learning I	1.00
	<b>Group2</b>		
	BPT-131	Audio/Radio Production I	4.00
	BPT-132	Audio/Radio Production II	4.00
	BPT-135	Radio Performance I	2.00
	BPT-136	Radio Performance II	2.00
	BPT-137	Radio Performance III	2.00
	BPT-260	Multi-Track Recording	3.00
	CIS-110	Introduction to Computers	3.00
	WBL-111	Work-Based Learning I	1.00

**Total Required Hours 40**

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

Advisor contact information: Carolyn Young, 828-395-1537, cyoung@isothermal.edu

		<b>Credits</b>	<b>Hours</b>
<b>1)</b>	<b>General Education Requirements</b>		
	<b>English Requirement - Take 3 credits</b>		
	ENG-111	Writing and Inquiry	3.00
	<b>Social Science Requirement - Take 3 credits</b>		
	ANT-210	General Anthropology	3.00
	ANT-220	Cultural Anthropology	3.00
	ECO-251	Prin of Microeconomics	3.00
	ECO-252	Prin of Macroeconomics	3.00
	GEO-111	World Regional Geography	3.00
	HIS-111	World Civilizations I	3.00
	HIS-112	World Civilizations II	3.00
	HIS-131	American History I	3.00
	HIS-132	American History II	3.00
	POL-120	American Government	3.00
	PSY-150	General Psychology	3.00
	PSY-237	Social Psychology	3.00
	PSY-241	Developmental Psych	3.00
	PSY-281	Abnormal Psychology	3.00
	SOC-210	Introduction to Sociology	3.00
	SOC-213	Sociology of the Family	3.00
	SOC-220	Social Problems	3.00
<b>2)</b>	<b>Major Requirements</b>		
	<b>Required Courses - Take 13 credits</b>		
	BPT-110	Intro to Broadcasting	3.00
	BPT-111	Broadcast Law & Ethics	3.00
	BPT-112	Broadcast Writing	4.00
	BPT-113	Broadcast Sales	3.00
<b>3)</b>	<b>Other Major Requirements - Take 21 credits from 1 of 2 Groups</b>		
	<b>Group 1</b>		
	BPT-231	Video/TV Production I	4.00
	BPT-232	Video/TV Production II	4.00
	BPT-235	TV Performance I	2.00
	BPT-236	TV Performance II	2.00
	BPT-237	TV Performance III	2.00
	BPT-250	Institutional Video	3.00
	CIS-110	Introduction to Computers	3.00
	WBL-111	Work-Based Learning I	1.00
	<b>Group2</b>		
	BPT-231	Video/TV Production I	4.00
	BPT-232	Video/TV Production II	4.00
	BPT-235	TV Performance I	2.00
	BPT-236	TV Performance II	2.00
	BPT-237	TV Performance III	2.00
	CIS-110	Introduction to Computers	3.00
	DME-140	Intro to Audio/Video Media	3.00
	WBL-111	Work-Based Learning I	1.00

**Total Required Hours 40**

**BASIC AUDIO PRODUCTION CERTIFICATE (C3012001)**

Advisor contact information: Carolyn Young, 828-395-1537, cyoung@isothermal.edu

		Credits Hours
1)	<b>Other Major Requirements - Take 15 credits</b>	
	BPT-121 Broadcast Speech I	3.00
	BPT-131 Audio/Radio Production I	4.00
	BPT-132 Audio/Radio Production II	4.00
	BPT-135 Radio Performance I	2.00
	BPT-136 Radio Performance II	2.00
	BPT-260 Multi-Track Recording	3.00
<b>Total Required Hours 15</b>		

**BASIC VIDEO PRODUCTION CERTIFICATE (C3012002)**

Advisor contact information: Carolyn Young, 828-395-1537, cyoung@isothermal.edu

		Credits Hours
1)	<b>Other Major Requirements - Take 15 credits</b>	
	BPT-140 Intro to TV Systems	2.00
	BPT-231 Video/TV Production I	4.00
	BPT-232 Video/TV Production II	4.00
	BPT-235 TV Performance I	2.00
	BPT-236 TV Performance II	2.00
	BPT-250 Institutional Video	3.00
	DME-140 Intro to Audio/Video Media	3.00
<b>Total Required Hours 15</b>		

## BUILDING CONSTRUCTION TECHNOLOGY DEGREE (A35140)

Advisor contact information: Michael Lyda, 828-395-1605, mlyda@isothermal.edu

### 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. Identify materials and methods involved in the construction or repair of houses and buildings.
2. Demonstrate the interpretation of prints and specifications that are associated with construction projects.
3. Apply the mathematical principles of statics and strength of materials as applied to structural building components.
4. Demonstrate knowledge of machines and tools involved in the construction or repair of houses and buildings.
5. Demonstrate knowledge of workplace safety and ethics.
6. Apply the practical application of building codes involved in the construction or repair of houses and buildings.

		<b>Credits Hours</b>
<b>1) General Education Requirements</b>		
<b>English Requirement - Take 3 credits</b>		
ENG-111	Writing and Inquiry	3.00
<b>Communications Requirement - Take 3 credits</b>		
COM-231	Public Speaking	3.00
ENG-112	Writing/Research in the Disc	3.00
<b>Math Requirement - Take 3 credits</b>		
MAT-110	Math Measurement & Literacy	3.00
MAT-121	Algebra/Trigonometry I	3.00
MAT-143	Quantitative Literacy	3.00
MAT-152	Statistical Methods I	4.00
MAT-171	Precalculus Algebra	4.00
<b>Humanities Requirement - Take 3 credits</b>		
ART-111	Art Appreciation	3.00
ART-114	Art History Survey I	3.00
ART-115	Art History Survey II	3.00
ENG-231	American Literature I	3.00
ENG-232	American Literature II	3.00
ENG-241	British Literature I	3.00
ENG-242	British Literature II	3.00
ENG-262	World Literature II	3.00
HUM-110	Technology and Society	3.00
HUM-115	Critical Thinking	3.00
HUM-120	Cultural Studies	3.00
HUM-122	Southern Culture	3.00
HUM-130	Myth in Human Culture	3.00
HUM-170	The Holocaust	3.00
MUS-110	Music Appreciation	3.00
MUS-112	Introduction to Jazz	3.00
MUS-113	American Music	3.00
PHI-215	Philosophical Issues	3.00
PHI-240	Introduction to Ethics	3.00
REL-110	World Religions	3.00
REL-111	Eastern Religions	3.00
REL-211	Intro to Old Testament	3.00
REL-212	Intro to New Testament	3.00

**Social Science Requirement - Take 3 credits**

ANT-210	General Anthropology	3.00
ANT-220	Cultural Anthropology	3.00
ECO-251	Prin of Microeconomics	3.00
ECO-252	Prin of Macroeconomics	3.00
GEO-111	World Regional Geography	3.00
HIS-111	World Civilizations I	3.00
HIS-112	World Civilizations II	3.00
HIS-131	American History I	3.00
HIS-132	American History II	3.00
POL-120	American Government	3.00
POL-220	International Relations	3.00
PSY-150	General Psychology	3.00
PSY-237	Social Psychology	3.00
PSY-241	Developmental Psych	3.00
PSY-281	Abnormal Psychology	3.00
SOC-210	Introduction to Sociology	3.00
SOC-213	Sociology of the Family	3.00
SOC-220	Social Problems	3.00

**2) Major Requirements****Required Courses - Take 16 credits**

ARC-112	Constr Matls & Methods	4.00
ARC-131	Building Codes	3.00
BPR-130	Print Reading-Construction	3.00
CMT-120	Codes and Inspections	3.00
SST-140	Green Bldg & Design Concepts	3.00

**Required Subject Area - Take 12 Credit Hours from 1 of 2 Groups****Group 1**

CAR-111	Carpentry I	8.00
CST-221	Statics/Structures	4.00

**Group 2**

CST-111	Construction I	4.00
CST-112	Construction II	4.00
CST-221	Statics/Structures	4.00

**3) Other Major Requirements - Take 32 credits**

AHR-120	HVACR Maintenance	2.00
AHR-151	HVAC Duct Systems I	2.00
AHR-210	Residential Building Code	2.00
AHR-211	Residential System Design	3.00
ARC-111	Intro to Arch Technology	3.00
ARC-114	Architectural CAD	2.00
CAB-111	Cabinetmaking I	7.00
CAR-112	Carpentry II	8.00
CAR-113	Carpentry III	6.00
CIV-240	Project Management	3.00
CMT-210	Construction Management Fund	3.00
CMT-212	Total Safety Performance	3.00
CMT-214	Planning and Scheduling	3.00
CST-113	Construction III	4.00
CST-131	OSHA/Safety/Certification	3.00
CST-211	Construction Surveying	3.00
CST-244	Sustainable Bldg Design	3.00
CST-251	Electrical Wiring Systems	3.00
MAS-140	Intro to Masonry	2.00
PLU-111	Intro to Basic Plumbing	2.00
PLU-211	Commercial/Ind Plumbing	3.00
SST-110	Intro to Sustainability	3.00
WLD-112	Basic Welding Processes	2.00
WOL-110	Basic Construction Skills	3.00

4)	<b>Other Requirements</b>		
	<b>ACA Requirement - Take 1 credit</b>		
	ACA-122	College Transfer Success	1.00

**Total Required Hours 76**

**BUILDING CONSTRUCTION TECHNOLOGY DIPLOMA (D35140)**

Advisor contact information: Michael Lyda, 828-395-1605, mlyda@isothermal.edu

		Credits	Hours
1)	<b>General Education Requirements</b>		
	<b>English Requirement - Take 3 credits</b>		
	ENG-111	Writing and Inquiry	3.00
	<b>Math Requirement - Take 3 credits</b>		
	MAT-110	Math Measurement & Literacy	3.00
	MAT-121	Algebra/Trigonometry I	3.00
2)	<b>Major Requirements</b>		
	<b>Required Courses - Take 16 credits</b>		
	ARC-112	Constr Matls & Methods	4.00
	ARC-131	Building Codes	3.00
	BPR-130	Print Reading-Construction	3.00
	CMT-120	Codes and Inspections	3.00
	SST-140	Green Bldg & Design Concepts	3.00
	<b>Required Subject Area - Take 12 Credit Hours from 1 of 2 Groups</b>		
	<b>Group 1</b>		
	CAR-111	Carpentry I	8.00
	CST-221	Statics/Structures	4.00
	<b>Group 2</b>		
	CST-111	Construction I	4.00
	CST-112	Construction II	4.00
	CST-221	Statics/Structures	4.00
3)	<b>Other Major Requirements - Take 6 credits</b>		
	CST-131	OSHA/Safety/Certification	3.00
	WOL-110	Basic Construction Skills	3.00
4)	<b>Other Requirements</b>		
	<b>ACA Requirement - Take 1 credit</b>		
	ACA-122	College Transfer Success	1.00

**Total Required Hours 41**

**BASIC CARPENTRY CERTIFICATE (C3514001)**

Advisor contact information: Michael Lyda, 828-395-1605, mlyda@isothermal.edu

		Credits Hours
1)	<b>Major Requirements</b>	
	<b>Required Courses - Take 14 credits</b>	
	ARC-131 Building Codes	3.00
	BPR-130 Print Reading-Construction	3.00
	CAR-111 Carpentry I	8.00
	<b>Total Required Hours 14</b>	

**ADVANCED CARPENTRY CERTIFICATE (C3514002)**

Advisor contact information: Michael Lyda, 828-395-1605, mlyda@isothermal.edu

		Credits Hours
1)	<b>Major Requirements</b>	
	<b>Required Courses - Take 3 credits</b>	
	CMT-120 Codes and Inspections	3.00
2)	<b>Other Major Requirements - Take 11 credits</b>	
	CAR-112 Carpentry II	8.00
	CST-131 OSHA/Safety/Certification	3.00
	<b>Total Required Hours 14</b>	

**BASIC PLUMBING CERTIFICATE (C3514003)**

Advisor contact information: Michael Lyda, 828-395-1605, mlyda@isothermal.edu

		Credits Hours
1)	<b>Major Requirements</b>	
	<b>Required Courses - Take 3 credits</b>	
	BPR-130 Print Reading-Construction	3.00
2)	<b>Other Major Requirements - Take 11 credits</b>	
	CST-131 OSHA/Safety/Certification	3.00
	PLU-111 Intro to Basic Plumbing	2.00
	PLU-211 Commercial/Ind Plumbing	3.00
	WOL-110 Basic Construction Skills	3.00
	<b>Total Required Hours 14</b>	

**BASIC AIR CONDITIONING CERTIFICATE (C3514004)**

Advisor contact information: Michael Lyda, 828-395-1605, mlyda@isothermal.edu

		Credits Hours
1)	<b>Major Requirements</b>	
	<b>Required Courses - Take 3 credits</b>	
	BPR-130 Print Reading-Construction	3.00
2)	<b>Other Major Requirements - Take 10 credits</b>	
	AHR-151 HVAC Duct Systems I	2.00
	AHR-210 Residential Building Code	2.00
	AHR-211 Residential System Design	3.00
	CST-131 OSHA/Safety/Certification	3.00
	<b>Total Required Hours 13</b>	



## GENERAL CONTRACTOR LICENSING PREP CERTIFICATE (C3514005)

Advisor contact information: Michael Lyda, 828-395-1605, mlyda@isothermal.edu

		<b>Credits Hours</b>
<b>1) Major Requirements</b>		
<b>Required Courses - Take 10 credits</b>		
ARC-112	Constr Matls & Methods	4.00
ARC-131	Building Codes	3.00
BPR-130	Print Reading-Construction	3.00
<b>2) Other Major Requirements - Take 3 credits</b>		
CST-131	OSHA/Safety/Certification	3.00
		<b>Total Required Hours 13</b>

## BASIC CONSTRUCTION CERTIFICATE (C3514008)

Advisor contact information: Michael Lyda, 828-395-1605, mlyda@isothermal.edu

		<b>Credits Hours</b>
<b>1) Major Requirements</b>		
<b>Required Courses - Take 3 credits</b>		
BPR-130	Print Reading-Construction	3.00
<b>2) Other Major Requirements - Take 10 credits</b>		
CST-251	Electrical Wiring Systems	3.00
MAS-140	Intro to Masonry	2.00
PLU-111	Intro to Basic Plumbing	2.00
WOL-110	Basic Construction Skills	3.00
		<b>Total Required Hours 13</b>

## ELEMENTARY CARPENTRY CERTIFICATE (C3514009)

Advisor contact information: Michael Lyda, 828-395-1605, mlyda@isothermal.edu

		<b>Credits Hours</b>
<b>1) Major Requirements</b>		
<b>Required Courses - Take 11 credits</b>		
BPR-130	Print Reading-Construction	3.00
CAR-111	Carpentry I	8.00
<b>2) Other Major Requirements - Take 3 credits</b>		
WOL-110	Basic Construction Skills	3.00
		<b>Total Required Hours 14</b>

## SUSTAINABLE BUILDING DESIGN CERTIFICATE (C3514010)

Advisor contact information: Michael Lyda, 828-395-1605, mlyda@isothermal.edu

		<b>Credits Hours</b>
<b>1) Major Requirements</b>		
<b>Required Courses - Take 10 credits</b>		
ARC-112	Constr Matls & Methods	4.00
ARC-131	Building Codes	3.00
SST-140	Green Bldg & Design Concepts	3.00
<b>2) Other Major Requirements - Take 8 credits</b>		
ARC-111	Intro to Arch Technology	3.00
ARC-114	Architectural CAD	2.00
SST-110	Intro to Sustainability	3.00
		<b>Total Required Hours 18</b>

**CONSTRUCTION MANAGEMENT CERTIFICATE (C3514011)**

Advisor contact information: Michael Lyda, 828-395-1605, mlyda@isothermal.edu

		<b>Credits Hours</b>
<b>1) Major Requirements</b>		
<b>Required Courses - Take 3 credits</b>		
CMT-120	Codes and Inspections	3.00
<b>2) Other Major Requirements - Take 9 credits</b>		
CMT-210	Construction Management Fund	3.00
CMT-212	Total Safety Performance	3.00
CST-131	OSHA/Safety/Certification	3.00
	<b>Total Required Hours</b>	<b>12</b>

## COMPUTER ENGINEERING TECHNOLOGY DEGREE (A40160)

Advisor contact information: Steve Hollifield, 828-395-1521, shollifield@isothermal.edu  
or Philip Pruett, 828-395-1627, ppruett@isothermal.edu

### Curriculum Description

The Computer Engineering Technology curriculum prepares 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. Mathematically demonstrate basic engineering-related laws and theory (eg. Ohm's law, Kirchoff'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. Demonstrate basic digital logic principles, design and troubleshooting concepts (eg. Gate logic, digital devices)
5. Demonstrate competency with automation technology (e.g.. PLC programming, Microcontrollers)

		Credits	Hours
1)	<b>General Education Requirements</b>		
	<b>English Requirement - Take 3 credits</b>		
	ENG-111	Writing and Inquiry	3.00
	<b>Communications Requirement - Take 3 credits</b>		
	COM-231	Public Speaking	3.00
	ENG-112	Writing/Research in the Disc	3.00
	<b>Humanities Requirement - Take 3 credits</b>		
	ART-111	Art Appreciation	3.00
	ART-114	Art History Survey I	3.00
	ART-115	Art History Survey II	3.00
	ENG-231	American Literature I	3.00
	ENG-232	American Literature II	3.00
	ENG-241	British Literature I	3.00
	ENG-242	British Literature II	3.00
	ENG-262	World Literature II	3.00
	HUM-110	Technology and Society	3.00
	HUM-115	Critical Thinking	3.00
	HUM-120	Cultural Studies	3.00
	HUM-122	Southern Culture	3.00
	HUM-130	Myth in Human Culture	3.00
	HUM-170	The Holocaust	3.00
	MUS-110	Music Appreciation	3.00
	MUS-112	Introduction to Jazz	3.00
	MUS-113	American Music	3.00
	PHI-215	Philosophical Issues	3.00
	PHI-240	Introduction to Ethics	3.00
	REL-110	World Religions	3.00
	REL-111	Eastern Religions	3.00
	REL-211	Intro to Old Testament	3.00
	REL-212	Intro to New Testament	3.00
	<b>Social Science Requirement - Take 3 credits</b>		
	ANT-210	General Anthropology	3.00
	ANT-220	Cultural Anthropology	3.00
	ECO-251	Prin of Microeconomics	3.00
	ECO-252	Prin of Macroeconomics	3.00
	GEO-111	World Regional Geography	3.00
	HIS-111	World Civilizations I	3.00
	HIS-112	World Civilizations II	3.00

HIS-131	American History I	3.00
HIS-132	American History II	3.00
POL-120	American Government	3.00
POL-220	International Relations	3.00
PSY-150	General Psychology	3.00
PSY-237	Social Psychology	3.00
PSY-241	Developmental Psych	3.00
PSY-281	Abnormal Psychology	3.00
SOC-210	Introduction to Sociology	3.00
SOC-213	Sociology of the Family	3.00
SOC-220	Social Problems	3.00

**Math Option - Take 3 credits**

MAT-121	Algebra/Trigonometry I	3.00
MAT-171	Precalculus Algebra	4.00

**2) Major Requirements****Technical Core - Take 16 credits**

ELN-131	Analog Electronics I	4.00
ELC-138	DC Circuit Analysis	4.00
ELC-139	AC Circuit Analysis	4.00
ELN-133	Digital Electronics	4.00

**Programming Core - Take 12 Credit Hours from 1 of 3 Groups****Group 1**

ELN-232	Intro to Microprocessors	4.00
CET-111	Computer Upgrade/Repair I	3.00
CET-161	Procedural Programming	3.00
ELN-152	Fabrication Techniques	2.00

**Group 2**

ELN-232	Intro to Microprocessors	4.00
CET-111	Computer Upgrade/Repair I	3.00
CSC-134	C++ Programming	3.00
ELN-152	Fabrication Techniques	2.00

**Group 3**

CET-111	Computer Upgrade/Repair I	3.00
CSC-139	Visual BASIC Programming	3.00
ELN-152	Fabrication Techniques	2.00
ELN-232	Intro to Microprocessors	4.00

**3) Other Major Requirements - Take 17 credits**

ATR-115	Introduction to Mechatronics	4.00
CET-130	Operating System Prin	3.00
ELC-127	Software for Technicians	2.00
ELC-128	Intro to PLC	3.00
ELC-132	Electrical Drawings	2.00
ELN-249	Digital Communication	3.00

**System Design - Take 4 credits**

ELN-233	Microprocessor Systems	4.000
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**Mathematics - Take 3 credits**

MAT-122	Algebra/Trigonometry II	3.00
MAT-152	Statistical Methods I	4.00
MAT-172	Precalculus Trigonometry	4.00
MAT-271	Calculus I	4.00

**Physics I - Take 4 credits**

PHY-131	Physics-Mechanics	4.00
PHY-151	College Physics I	4.00

**Major Elective - Take 3 credits**

ELN-237	Local Area Networks	3.00
PHY-132	Physics-Elec & Magnetism	4.00
PHY-152	College Physics II	4.00

**4) Other Requirements**

**ACA Requirement - Take 1 credit**

ACA-122	College Transfer Success	1.00
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**Total Required Hours 75**

**COMPUTER ENGINEERING TECHNOLOGY DIPLOMA (D40160)**

Advisor contact information: Steve Hollifield, 828-395-1521, shollifield@isothermal.edu  
or Philip Pruett, 828-395-1627, ppruett@isothermal.edu

**Credits Hours**

**1) General Education Requirements**

**English Requirement - Take 3 credits**

ENG-111	Writing and Inquiry	3.00
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**Social Science Requirement - Take 3 credits**

ANT-210	General Anthropology	3.00
ANT-220	Cultural Anthropology	3.00
ECO-251	Prin of Microeconomics	3.00
ECO-252	Prin of Macroeconomics	3.00
GEO-111	World Regional Geography	3.00
HIS-111	World Civilizations I	3.00
HIS-112	World Civilizations II	3.00
HIS-131	American History I	3.00
HIS-132	American History II	3.00
POL-120	American Government	3.00
PSY-150	General Psychology	3.00
PSY-237	Social Psychology	3.00
PSY-241	Developmental Psych	3.00
PSY-281	Abnormal Psychology	3.00
SOC-210	Introduction to Sociology	3.00
SOC-213	Sociology of the Family	3.00
SOC-220	Social Problems	3.00

**Math Option - Take 3 credits**

MAT-121	Algebra/Trigonometry I	3.00
MAT-171	Precalculus Algebra	4.00

**2) Major Requirements**

**Technical Core - Take 16 credits**

ELC-138	DC Circuit Analysis	4.00
ELC-139	AC Circuit Analysis	4.00
ELN-131	Analog Electronics I	4.00
ELN-133	Digital Electronics	4.00

**Programming Core - Take 7 Credits**

ELN-232	Intro to Microprocessors	4.00
CET-111	Computer Upgrade/Repair I	3.00

**3) Other Major Requirements - Take 3 credits**

ELC-128	Intro to PLC	3.00
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**4) Other Requirements**

**ACA Requirement - Take 1 credit**

ACA-122	College Transfer Success	1.00
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**Total Required Hours 36**

**COMPUTER ENGINEERING TECHNOLOGY CERTIFICATE (C40160)**

Advisor contact information: Steve Hollifield, 828-395-1521, [shollifield@isothermal.edu](mailto:shollifield@isothermal.edu)  
 or Philip Pruett, 828-395-1627, [ppruett@isothermal.edu](mailto:ppruett@isothermal.edu)

		<b>Credits Hours</b>
1)	<b>Major Requirements</b>	
	<b>Technical Core - Take 12 credits</b>	
	ATR-115 Introduction to Mechatronics	4.00
	ATR-211 Robot Programming	3.00
	CET-111 Computer Upgrade/Repair I	3.00
	CET-130 Operating System Prin	3.00
	CET-161 Procedural Programming	3.00
	ELC-127 Software for Technicians	2.00
	ELC-128 Intro to PLC	3.00
	ELC-138 DC Circuit Analysis	4.00
	ELC-139 AC Circuit Analysis	4.00
	ELN-131 Analog Electronics I	4.00
	ELN-133 Digital Electronics	4.00
	ELN-152 Fabrication Techniques	2.00
	ELN-232 Intro to Microprocessors	4.00
	ELN-237 Local Area Networks	3.00
	ELN-249 Digital Communication	3.00
	<b>Total Required Hours</b>	<b>36</b>

## COMPUTER INTEGRATED MACHINING DEGREE (A50210)

Advisor contact information: Jeff Waters, 828-395-1406, jwaters@isothermal.edu

### 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. 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. Develop a CNC programmed part without the assistance of CAD.
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

### Credits Hours

#### 1) General Education Requirements

##### English Requirement - Take 3 credits

ENG-111	Writing and Inquiry	3.00
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##### Communications Requirement - Take 3 credits

COM-231	Public Speaking	3.00
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ENG-112	Writing/Research in the Disc	3.00
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##### Math Requirement - Take 3 credits

MAT-110	Math Measurement & Literacy	3.00
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MAT-121	Algebra/Trigonometry I	3.00
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##### Humanities Requirement - Take 3 credits

ART-111	Art Appreciation	3.00
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ART-114	Art History Survey I	3.00
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ART-115	Art History Survey II	3.00
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ENG-231	American Literature I	3.00
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ENG-232	American Literature II	3.00
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ENG-241	British Literature I	3.00
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ENG-242	British Literature II	3.00
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ENG-262	World Literature II	3.00
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HUM-110	Technology and Society	3.00
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HUM-115	Critical Thinking	3.00
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HUM-120	Cultural Studies	3.00
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HUM-122	Southern Culture	3.00
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HUM-130	Myth in Human Culture	3.00
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HUM-170	The Holocaust	3.00
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MUS-110	Music Appreciation	3.00
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MUS-112	Introduction to Jazz	3.00
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MUS-113	American Music	3.00
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PHI-215	Philosophical Issues	3.00
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PHI-240	Introduction to Ethics	3.00
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REL-110	World Religions	3.00
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REL-111	Eastern Religions	3.00
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REL-211	Intro to Old Testament	3.00
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REL-212	Intro to New Testament	3.00
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**Social Science Requirement - Take 3 credits**

ANT-210	General Anthropology	3.00
ANT-220	Cultural Anthropology	3.00
ECO-251	Prin of Microeconomics	3.00
ECO-252	Prin of Macroeconomics	3.00
GEO-111	World Regional Geography	3.00
HIS-111	World Civilizations I	3.00
HIS-112	World Civilizations II	3.00
HIS-131	American History I	3.00
HIS-132	American History II	3.00
POL-120	American Government	3.00
POL-220	International Relations	3.00
PSY-150	General Psychology	3.00
PSY-237	Social Psychology	3.00
PSY-241	Developmental Psych	3.00
PSY-281	Abnormal Psychology	3.00
SOC-210	Introduction to Sociology	3.00
SOC-213	Sociology of the Family	3.00
SOC-220	Social Problems	3.00

**2) Major Requirements****Core Requirements - Take 16 credits**

BPR-111	Print Reading	2.00
MAC-121	Intro to CNC	2.00
MAC-124	CNC Milling	2.00
MAC-141	Machining Applications I	4.00
MAC-142	Machining Applications II	4.00
MEC-110	Intro to CAD/CAM	2.00

**3) Other Major Requirements - Take 32 credits**

DFT-151	CAD I	3.00
MAC-113	Machining Technology III	6.00
MAC-122	CNC Turning	2.00
MAC-126	CNC Metal Fabrication	2.00
MAC-141A	Machining Appl I Lab	2.00
MAC-142A	Machining Appl II Lab	2.00
MAC-151	Machining Calculations	2.00
MAC-222	Advanced CNC Turning	2.00
MAC-224	Advanced CNC Milling	2.00
MAC-233	Appl in CNC Machining	6.00
MEC-231	Comp-Aided Manufact I	3.00

**Technical Electives - Take 8 credits**

AUT-211	Automotive Machining	4.00
CIS-110	Introduction to Computers	3.00
DFT-152	CAD II	3.00
DFT-154	Intro Solid Modeling	3.00
EGR-125	Appl Software for Tech	2.00
ISC-121	Envir Health & Safety	3.00
MAC-114	Intro to Metrology	2.00
MAC-118	Machine Shop Basic	2.00
MAC-171	Measure/Material & Safety	1.00
MAC-214	Machining Technology IV	6.00
MAC-232	CAM: CNC Milling	3.00
MAC-234	Adv Multi-Axis Machin	3.00
MAC-241	Jigs & Fixtures I	4.00
MEC-232	Comp-Aided Manufact II	3.00
WLD-112	Basic Welding Processes	2.00

**4) Other Requirements****ACA Requirement - Take 1 credit**

ACA-122	College Transfer Success	1.00
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**Total Required Hours 72**



# COMPUTER INTEGRATED MACHINING DIPLOMA (D50210)

Advisor contact information: Jeff Waters, 828-395-1406, jwaters@isothermal.edu

		Credits	Hours
1)	<b>General Education Requirements</b>		
	<b>English Requirement - Take 3 credits</b>		
	ENG-111 Writing and Inquiry		3.00
	<b>Math Requirement - Take 3 credits</b>		
	MAT-110 Math Measurement & Literacy		3.00
	MAT-121 Algebra/Trigonometry I		3.00
	<b>Major Requirements</b>		
	<b>Core Requirements - Take 12 credits</b>		
	BPR-111 Print Reading		2.00
	MAC-121 Intro to CNC		2.00
	MAC-124 CNC Milling		2.00
	MAC-141 Machining Applications I		4.00
	MAC-142 Machining Applications II		4.00
3)	<b>Other Major Requirements - Take 25 credits</b>		
	MAC-122 CNC Turning		2.00
	MAC-124 CNC Milling		2.00
	MAC-141A Machining Appl I Lab		2.00
	MAC-142A Machining Appl II Lab		2.00
	MAC-151 Machining Calculations		2.00
	MAC-222 Advanced CNC Turning		2.00
	MAC-224 Advanced CNC Milling		2.00
	MAC-233 Appl in CNC Machining		6.00
	MEC-110 Intro to CAD/CAM		2.00
	MEC-231 Comp-Aided Manufact I		3.00
	<b>Technical Electives - Take 5 credits</b>		
	AUT-211 Automotive Machining		4.00
	CIS-110 Introduction to Computers		3.00
	DFT-152 CAD II		3.00
	DFT-154 Intro Solid Modeling		3.00
	ISC-121 Envir Health & Safety		3.00
	MAC-234 Adv Multi-Axis Machin		3.00
	MAC-241 Jigs & Fixtures I		4.00
	MEC-232 Comp-Aided Manufact II		3.00
	<b>Total Required Hours</b>	<b>72</b>	

**MACHINING CERTIFICATE (C5021001)**

Advisor contact information: Jeff Waters, 828-395-1406, jwaters@isothermal.edu

		Credits Hours
1)	<b>Major Requirements</b>	
	<b>Core Requirements - Take 8 credits</b>	
	MAC-141 Machining Applications I	4.00
	MAC-142 Machining Applications II	4.00
3)	<b>Other Major Requirements - Take 4 credits</b>	
	MAC-141A Machining Appl I Lab	2.00
	MAC-142A Machining Appl II Lab	2.00
		<b>Total Required Hours 12</b>

**CNC CERTIFICATE (C5021002)**

Advisor contact information: Jeff Waters, 828-395-1406, jwaters@isothermal.edu

		Credits Hours
1)	<b>Major Requirements</b>	
	<b>Core Requirements - Take 2 credits</b>	
	MAC-121 Intro to CNC	2.00
3)	<b>Other Major Requirements - Take 14 credits</b>	
	MAC-122 CNC Turning	2.00
	MAC-124 CNC Milling	2.00
	MAC-222 Advanced CNC Turning	2.00
	MAC-224 Advanced CNC Milling	2.00
	MAC-233 Appl in CNC Machining	6.00
		<b>Total Required Hours 16</b>

**MOTORSPORTS MACHINING CERTIFICATE (C5021003)**

Advisor contact information: Jeff Waters, 828-395-1406, jwaters@isothermal.edu

		Credits Hours
1)	<b>Major Requirements</b>	
	<b>Core Requirements - Take 8 credits</b>	
	BPR-111 Print Reading	2.00
	MAC-121 Intro to CNC	2.00
	MAC-141 Machining Applications I	4.00
3)	<b>Other Major Requirements - Take 8 credits</b>	
	MAC-122 CNC Turning	2.00
	MAC-124 CNC Milling	2.00
	MAC-141A Machining Appl I Lab	2.00
	MAC-151 Machining Calculations	2.00
		<b>Total Required Hours 16</b>

**ADVANCED MOTORSPORTS MACHINING CERTIFICATE (C5021004)**

Advisor contact information: Jeff Waters, 828-395-1406, jwaters@isothermal.edu

		Credits Hours
1)	<b>Other Major Requirements - Take 15 credits</b>	
	AUT-211 Automotive Machining	4.00
	DFT-154 Intro Solid Modeling	3.00
	MAC-234 Adv Multi-Axis Machin	3.00
	MAC-234A Adv Multi-Axis Machin Lab	1.00
	MAC-241 Jigs & Fixtures I	4.00
		<b>Total Required Hours 15</b>

## ELECTRICAL SYSTEMS TECHNOLOGY DEGREE (A35130)

Advisor contact information: Glenn Gibert, 828-395-1497, ggibert@isothermal.edu

### 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

		<b>Credits Hours</b>
<b>1) General Education Requirements</b>		
<b>English Requirement - Take 3 credits</b>		
ENG-111	Writing and Inquiry	3.00
<b>Communications Requirement - Take 3 credits</b>		
COM-231	Public Speaking	3.00
ENG-112	Writing/Research in the Disc	3.00
<b>Math Requirement - Take 3 credits</b>		
MAT-110	Math Measurement & Literacy	3.00
MAT-121	Algebra/Trigonometry I	3.00
MAT-143	Quantitative Literacy	3.00
MAT-152	Statistical Methods I	4.00
<b>Humanities Requirement - Take 3 credits</b>		
ART-111	Art Appreciation	3.00
ART-114	Art History Survey I	3.00
ART-115	Art History Survey II	3.00
ENG-231	American Literature I	3.00
ENG-232	American Literature II	3.00
ENG-241	British Literature I	3.00
ENG-242	British Literature II	3.00
ENG-262	World Literature II	3.00
HUM-110	Technology and Society	3.00
HUM-115	Critical Thinking	3.00
HUM-120	Cultural Studies	3.00
HUM-122	Southern Culture	3.00
HUM-130	Myth in Human Culture	3.00
HUM-170	The Holocaust	3.00
MUS-110	Music Appreciation	3.00
MUS-112	Introduction to Jazz	3.00
MUS-113	American Music	3.00
PHI-215	Philosophical Issues	3.00
PHI-240	Introduction to Ethics	3.00
REL-110	World Religions	3.00
REL-111	Eastern Religions	3.00
REL-211	Intro to Old Testament	3.00
REL-212	Intro to New Testament	3.00

**Social Science Requirement - Take 3 credits**

ANT-210	General Anthropology	3.00
ANT-220	Cultural Anthropology	3.00
ECO-251	Prin of Microeconomics	3.00
ECO-252	Prin of Macroeconomics	3.00
GEO-111	World Regional Geography	3.00
HIS-111	World Civilizations I	3.00
HIS-112	World Civilizations II	3.00
HIS-131	American History I	3.00
HIS-132	American History II	3.00
POL-120	American Government	3.00
POL-220	International Relations	3.00
PSY-150	General Psychology	3.00
PSY-237	Social Psychology	3.00
PSY-241	Developmental Psych	3.00
PSY-281	Abnormal Psychology	3.00
SOC-210	Introduction to Sociology	3.00
SOC-213	Sociology of the Family	3.00
SOC-220	Social Problems	3.00

**2) Major Requirements**

**Required Core - Take 16 credits**

ELC-112	DC/AC Electricity	5.00
ELC-113	Residential Wiring	4.00
ELC-117	Motors and Controls	4.00
ELC-128	Intro to PLC	3.00

**Required Subject Area - Take 12 credits**

ELC-114	Commercial Wiring	4.00
ELC-115	Industrial Wiring	4.00
ELC-118	National Electrical Code	2.00
ELC-119	NEC Calculations	2.00

**3) Other Major Requirements - Take 18 credits**

CIS-110	Introduction to Computers	3.00
ELC-134	Transformer Applications	2.00
ELC-135	Electrical Machines	3.00
ELC-220	Photovoltaic Sys Tech	3.00
ELC-228	PLC Applications	4.00
ELN-231	Industrial Controls	3.00
SPA-111	Elementary Spanish I	3.00

**Required Elective - Take 3 credits**

DFT-111	Technical Drafting I	2.00
DFT-111A	Technical Drafting I Lab	1.00
DFT-151	CAD I	3.00
ELC-127	Software for Technicians	2.00
ELC-132	Electrical Drawings	2.00
HYD-110	Hydraulics/Pneumatics I	3.00
MNT-222	Industrial Sys Schematics	2.00
WLD-112	Basic Welding Processes	2.00

**4) Other Requirements**

**ACA Requirement - Take 1 credit**

ACA-122	College Transfer Success	1.00
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**Total Required Hours 65**

## ELECTRICAL SYSTEMS TECHNOLOGY DIPLOMA (D35130)

Advisor contact information: Glenn Gibert, 828-395-1497, ggibert@isothermal.edu

		<b>Credits Hours</b>
<b>1) General Education Requirements</b>		
<b>English Requirement - Take 3 credits</b>		
ENG-111	Writing and Inquiry	3.00
<b>Math Requirement - Take 3 credits</b>		
MAT-110	Math Measurement & Literacy	3.00
<b>2) Major Requirements</b>		
<b>Required Core - Take 23 credits</b>		
ELC-112	DC/AC Electricity	5.00
ELC-113	Residential Wiring	4.00
ELC-114	Commercial Wiring	4.00
ELC-115	Industrial Wiring	4.00
ELC-117	Motors and Controls	4.00
ELC-118	National Electrical Code	2.00
<b>3) Other Major Requirements - Take 11 credits</b>		
CIS-110	Introduction to Computers	3.00
ELC-119	NEC Calculations	2.00
ELC-135	Electrical Machines	3.00
ELN-231	Industrial Controls	3.00
	<b>Total Required Hours</b>	<b>40</b>

## ELECTRICAL WIRING CERTIFICATE (C3513001)

Advisor contact information: Glenn Gibert, 828-395-1497, ggibert@isothermal.edu

		<b>Credits Hours</b>
<b>1) Major Requirements</b>		
<b>Required Core - Take 17 credits</b>		
ELC-112	DC/AC Electricity	5.00
ELC-113	Residential Wiring	4.00
ELC-114	Commercial Wiring	4.00
ELC-115	Industrial Wiring	4.00
	<b>Total Required Hours</b>	<b>17</b>

## INDUSTRIAL CONTROLS CERTIFICATE (C3513002)

Advisor contact information: Glenn Gibert, 828-395-1497, ggibert@isothermal.edu

		<b>Credits Hours</b>
<b>1) Major Requirements</b>		
<b>Required Core - Take 12 credits</b>		
ELC-112	DC/AC Electricity	5.00
ELC-117	Motors and Controls	4.00
ELC-128	Intro to PLC	3.00
<b>3) Other Major Requirements - Take 3 credits</b>		
ELN-231	Industrial Controls	3.00
	<b>Total Required Hours</b>	<b>15</b>

**ELECTRONICS ENGINEERING TECHNOLOGY DEGREE (A40200)**

Advisor contact information: Steve Hollifield, 828-395-1521, shollifield@isothermal.edu  
or Philip Pruett, 828-395-1627, ppruett@isothermal.edu

**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. Mathematically demonstrate basic engineering-related laws and theory (eg. Ohm's law, Kirchoff'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. Demonstrate basic digital logic principles, design and troubleshooting concepts (eg. Gate logic, digital devices)
5. Demonstrate competency with automation technology (e.g.. PLC programming, Microcontrollers)

		<b>Credits Hours</b>
<b>1) General Education Requirements</b>		
<b>English Requirement - Take 3 credits</b>		
ENG-111	Writing and Inquiry	3.00
<b>Communications Requirement - Take 3 credits</b>		
COM-231	Public Speaking	3.00
ENG-112	Writing/Research in the Disc	3.00
<b>Humanities Requirement - Take 3 credits</b>		
ART-111	Art Appreciation	3.00
ART-114	Art History Survey I	3.00
ART-115	Art History Survey II	3.00
ENG-231	American Literature I	3.00
ENG-232	American Literature II	3.00
ENG-241	British Literature I	3.00
ENG-242	British Literature II	3.00
ENG-262	World Literature II	3.00
HUM-110	Technology and Society	3.00
HUM-115	Critical Thinking	3.00
HUM-120	Cultural Studies	3.00
HUM-122	Southern Culture	3.00
HUM-130	Myth in Human Culture	3.00
HUM-170	The Holocaust	3.00
MUS-110	Music Appreciation	3.00
MUS-112	Introduction to Jazz	3.00
MUS-113	American Music	3.00
PHI-215	Philosophical Issues	3.00
PHI-240	Introduction to Ethics	3.00
REL-110	World Religions	3.00
REL-111	Eastern Religions	3.00
REL-211	Intro to Old Testament	3.00
REL-212	Intro to New Testament	3.00
<b>Social Science Requirement - Take 3 credits</b>		
ANT-210	General Anthropology	3.00
ANT-220	Cultural Anthropology	3.00
ECO-251	Prin of Microeconomics	3.00
ECO-252	Prin of Macroeconomics	3.00
GEO-111	World Regional Geography	3.00
HIS-111	World Civilizations I	3.00
HIS-112	World Civilizations II	3.00

HIS-131	American History I	3.00
HIS-132	American History II	3.00
POL-120	American Government	3.00
POL-220	International Relations	3.00
PSY-150	General Psychology	3.00
PSY-237	Social Psychology	3.00
PSY-241	Developmental Psych	3.00
PSY-281	Abnormal Psychology	3.00
SOC-210	Introduction to Sociology	3.00
SOC-213	Sociology of the Family	3.00
SOC-220	Social Problems	3.00

**Mathematics Option - Take 3 credits**

MAT-121	Algebra/Trigonometry I	3.00
MAT-171	Precalculus Algebra	4.00

**2) Major Requirements**

**Technical Core - Take 16 credits**

ELN-131	Analog Electronics I	4.00
ELC-138	DC Circuit Analysis	4.00
ELC-139	AC Circuit Analysis	4.00
ELN-133	Digital Electronics	4.00

**Major Required - Take 16 credits**

ELC-127	Software for Technicians	2.00
ELC-128	Intro to PLC	3.00
ELC-132	Electrical Drawings	2.00
ELN-152	Fabrication Techniques	2.00
ELN-232	Intro to Microprocessors	4.00
ELN-249	Digital Communication	3.00

**3) Concentration Requirements - Take 1 of 2 Subrequirements**

**Electronics and Automation - Take 11 credits**

ATR-115	Introduction to Mechatronics	4.00
ATR-211	Robot Programming	3.00
ELC-228	PLC Applications	4.00

**Electric Utility - Take 12 credits**

ELC-231	Electric Power Systems	4.00
EUS-110	Intro to Elect Util Ind	4.00
EUS-130	Elect Util Print Reading	4.00

**4) Other Major Requirements**

**Programming - Take 3 credits**

CET-161	Procedural Programming	3.00
CSC-134	C++ Programming	3.00
CSC-139	Visual BASIC Programming	3.00

**Mathematics - Take 3 credits**

MAT-122	Algebra/Trigonometry II	3.00
MAT-152	Statistical Methods I	4.00
MAT-172	Precalculus Trigonometry	4.00
MAT-271	Calculus I	4.00

**Physics I - Take 4 credits**

PHY-131	Physics-Mechanics	4.00
PHY-151	College Physics I	4.00

**Major Elective - Take 3 credits**

ELN-237	Local Area Networks	3.00
PHY-132	Physics-Elec & Magnetism	4.00
PHY-152	College Physics II	4.00

- 5) **Other Requirements**  
**ACA Requirement - Take 1 credit**  
 ACA-122 College Transfer Success 1.00  
**Total Required Hours 72**

**ELECTRONICS ENGINEERING TECHNOLOGY DIPLOMA (D40200)**

Advisor contact information: Steve Hollifield, 828-395-1521, shollifield@isothermal.edu  
 or Philip Pruett, 828-395-1627, ppruett@isothermal.edu

- |    |   | Credits | Hours |
|----|---|---------|-------|
| 1) | <b>General Education Requirements</b>                           |         |       |
|    | <b>English Requirement - Take 3 credits</b>                     |         |       |
|    | ENG-111 Writing and Inquiry                                     |         | 3.00  |
|    | <b>Social Science Requirement - Take 3 credits</b>              |         |       |
|    | ANT-210 General Anthropology                                    |         | 3.00  |
|    | ANT-220 Cultural Anthropology                                   |         | 3.00  |
|    | ECO-251 Prin of Microeconomics                                  |         | 3.00  |
|    | ECO-252 Prin of Macroeconomics                                  |         | 3.00  |
|    | GEO-111 World Regional Geography                                |         | 3.00  |
|    | HIS-111 World Civilizations I                                   |         | 3.00  |
|    | HIS-112 World Civilizations II                                  |         | 3.00  |
|    | HIS-131 American History I                                      |         | 3.00  |
|    | HIS-132 American History II                                     |         | 3.00  |
|    | POL-120 American Government                                     |         | 3.00  |
|    | POL-220 International Relations                                 |         | 3.00  |
|    | PSY-150 General Psychology                                      |         | 3.00  |
|    | PSY-237 Social Psychology                                       |         | 3.00  |
|    | PSY-241 Developmental Psych                                     |         | 3.00  |
|    | PSY-281 Abnormal Psychology                                     |         | 3.00  |
|    | SOC-210 Introduction to Sociology                               |         | 3.00  |
|    | SOC-213 Sociology of the Family                                 |         | 3.00  |
|    | SOC-220 Social Problems   |         | 3.00  |
|    | <b>Mathematics Option - Take 3 credits</b>                      |         |       |
|    | MAT-121 Algebra/Trigonometry I                                  |         | 3.00  |
|    | MAT-171 Precalculus Algebra                                     |         | 4.00  |
| 2) | <b>Major Requirements</b>                                       |         |       |
|    | <b>Technical Core - Take 23 credits</b>                         |         |       |
|    | ELC-128 Intro to PLC  |         | 3.00  |
|    | ELC-138 DC Circuit Analysis                                     |         | 4.00  |
|    | ELC-139 AC Circuit Analysis                                     |         | 4.00  |
|    | ELN-131 Analog Electronics I                                    |         | 4.00  |
|    | ELN-133 Digital Electronics                                     |         | 4.00  |
|    | ELN-232 Intro to Microprocessors                                |         | 4.00  |
| 3) | <b>Concentration Requirements - Take 1 of 2 Subrequirements</b> |         |       |
|    | <b>Electronics and Automation - Take 4 credits</b>              |         |       |
|    | ATR-115 Introduction to Mechatronics                            |         | 4.00  |
|    | <b>Electric Utility - Take 8 credits</b>                        |         |       |
|    | EUS-110 Intro to Elect Util Ind                                 |         | 4.00  |
|    | EUS-130 Elect Util Print Reading                                |         | 4.00  |
| 4) | <b>Other Requirements</b>                                       |         |       |
|    | <b>ACA Requirement - Take 1 credit</b>                          |         |       |
|    | ACA-122 College Transfer Success                                |         | 1.00  |
|    | <b>Total Required Hours 37</b>                                  |         |       |



**ELECTRONICS ENGINEERING TECHNOLOGY  
ELECTRONICS & AUTOMATION CERTIFICATE (C4020001)**

Advisor contact information: Steve Hollifield, 828-395-1521, shollifield@isothermal.edu  
or Philip Pruett, 828-395-1627, ppruett@isothermal.edu

		<b>Credits Hours</b>
<b>1)</b>	<b>Major Requirements</b>	
	<b>Technical Core - Take 12 credits</b>	
	ATR-115 Introduction to Mechatronics	4.00
	ATR-211 Robot Programming	3.00
	CET-161 Procedural Programming	3.00
	ELC-127 Software for Technicians	2.00
	ELC-128 Intro to PLC	3.00
	ELC-138 DC Circuit Analysis	4.00
	ELC-139 AC Circuit Analysis	4.00
	ELC-228 PLC Applications	4.00
	ELN-131 Analog Electronics I	4.00
	ELN-133 Digital Electronics	4.00
	ELN-152 Fabrication Techniques	2.00
	ELN-232 Intro to Microprocessors	4.00
	ELN-237 Local Area Networks	3.00
	ELN-249 Digital Communication	3.00
	<b>Total Required Hours 12</b>	

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

Advisor contact information: Steve Hollifield, 828-395-1521, shollifield@isothermal.edu  
or Philip Pruett, 828-395-1627, ppruett@isothermal.edu

		<b>Credits Hours</b>
<b>1)</b>	<b>Major Requirements</b>	
	<b>Technical Core - Take 16 credits</b>	
	ELC-139 AC Circuit Analysis	4.00
	ELN-133 Digital Electronics	4.00
	EUS-110 Intro to Elect Util Ind	4.00
	EUS-130 Elect Util Print Reading	4.00
	<b>Total Required Hours 16</b>	

**INDUSTRIAL SYSTEMS TECHNOLOGY DEGREE (A50240)**

Advisor contact information: Lee Roach, 828-395-1628, lroach@isothermal.edu

**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

		<b>Credits Hours</b>
<b>1)</b>	<b>General Education Requirements</b>	
	<b>English Requirement - Take 3 credits</b>	
	ENG-111 Writing and Inquiry	3.00
	<b>Communications Requirement - Take 3 credits</b>	
	COM-231 Public Speaking	3.00
	ENG-112 Writing/Research in the Disc	3.00
	<b>Humanities Requirement - Take 3 credits</b>	
	ART-111 Art Appreciation	3.00
	ART-114 Art History Survey I	3.00
	ART-115 Art History Survey II	3.00
	ENG-231 American Literature I	3.00
	ENG-232 American Literature II	3.00
	ENG-241 British Literature I	3.00
	ENG-242 British Literature II	3.00
	ENG-262 World Literature II	3.00
	HUM-110 Technology and Society	3.00
	HUM-115 Critical Thinking	3.00
	HUM-120 Cultural Studies	3.00
	HUM-122 Southern Culture	3.00
	HUM-130 Myth in Human Culture	3.00
	HUM-170 The Holocaust	3.00
	MUS-110 Music Appreciation	3.00
	MUS-112 Introduction to Jazz	3.00
	MUS-113 American Music	3.00
	PHI-215 Philosophical Issues	3.00
	PHI-240 Introduction to Ethics	3.00
	REL-110 World Religions	3.00
	REL-111 Eastern Religions	3.00
	REL-211 Intro to Old Testament	3.00
	REL-212 Intro to New Testament	3.00
	<b>Social Science Requirement - Take 3 credits</b>	
	ANT-210 General Anthropology	3.00
	ANT-220 Cultural Anthropology	3.00
	ECO-251 Prin of Microeconomics	3.00
	ECO-252 Prin of Macroeconomics	3.00
	GEO-111 World Regional Geography	3.00
	HIS-111 World Civilizations I	3.00

HIS-112	World Civilizations II	3.00
HIS-131	American History I	3.00
HIS-132	American History II	3.00
POL-120	American Government	3.00
POL-220	International Relations	3.00
PSY-150	General Psychology	3.00
PSY-237	Social Psychology	3.00
PSY-241	Developmental Psych	3.00
PSY-281	Abnormal Psychology	3.00
SOC-210	Introduction to Sociology	3.00
SOC-213	Sociology of the Family	3.00
SOC-220	Social Problems	3.00

**Mathematics Requirement - Take 3 credits**

MAT-110	Math Measurement & Literacy	3.00
MAT-121	Algebra/Trigonometry I	3.00
MAT-171	Precalculus Algebra	4.00

**2) Major Requirements**

**Core Requirements - Take 21 credits**

BPR-111	Print Reading	2.00
ELC-112	DC/AC Electricity	5.00
HYD-110	Hydraulics/Pneumatics I	3.00
ISC-121	Envir Health & Safety	3.00
MAC-141	Machining Applications I	4.00
MNT-110	Intro to Maint Procedures	2.00
WLD-112	Basic Welding Processes	2.00

**3) Concentration Requirements**

**Required Subject - Take 9 credits**

ELC-128	Intro to PLC	3.00
MAC-142	Machining Applications II	4.00
MNT-222	Industrial Sys Schematics	2.00

**Technical Elective - Take 3 credits**

BPR-130	Print Reading-Construction	3.00
ELC-111	Intro to Electricity	3.00
ELC-113	Residential Wiring	4.00
ELC-114	Commercial Wiring	4.00
ELC-117	Motors and Controls	4.00
ELC-135	Electrical Machines	3.00
ELC-138	DC Circuit Analysis	4.00
ELC-139	AC Circuit Analysis	4.00
ELC-220	Photovoltaic Sys Tech	3.00
ISC-132	Mfg Quality Control	3.00
MAC-233	Appl in CNC Machining	6.00
MEC-161	Manufacturing Processes I	3.00
MEC-180	Engineering Materials	3.00
MEC-231	Comp-Aided Manufact I	3.00
WLD-115	SMAW (Stick) Plate	5.00
WLD-121	GMAW (MIG) FCAW/Plate	4.00

**4) Other Major Requirements - Take 25 credits**

AHR-120	HVACR Maintenance	2.00
AHR-130	HVAC Controls	3.00
AHR-160	Refrigerant Certification	1.00
ATR-211	Robot Programming	3.00
CIS-110	Introduction to Computers	3.00
CMT-120	Codes and Inspections	3.00
CMT-210	Construction Management Fund	3.00
CMT-212	Total Safety Performance	3.00
ELC-115	Industrial Wiring	4.00
MAC-141A	Machining Appl I Lab	2.00

MAC-142A	Machining Appl II Lab	2.00
PFT-111	Piping & Valves	4.00
PLU-111	Intro to Basic Plumbing	2.00
PLU-211	Commercial/Ind Plumbing	3.00
SST-110	Intro to Sustainability	3.00
SST-120	Energy Use Analysis	3.00
SST-140	Green Bldg & Design Concepts	3.00
WLD-117	Industrial SMAW	3.00
WOL-110	Basic Construction Skills	3.00

5) **Other Requirements**

**ACA Requirement - Take 1 credit**

ACA-122	College Transfer Success	1.00
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**Total Required Hours 74**

**INDUSTRIAL SYSTEMS TECHNOLOGY CERTIFICATE (C5024001)**

Advisor contact information: Lee Roach, 828-395-1628, lroach@isothermal.edu

**Credits Hours**

1) **Major Requirements**

**Core Requirements - Take 14 credits**

BPR-111	Print Reading	2.00
HYD-110	Hydraulics/Pneumatics I	3.00
ISC-121	Envir Health & Safety	3.00
MAC-141	Machining Applications I	4.00
WLD-112	Basic Welding Processes	2.00

2) **Other Major Requirements - Take 2 credits**

MAC-141A	Machining Appl I Lab	2.00
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**Total Required Hours 16**

**INDUSTRIAL SYSTEMS PIPEFITTING TECHNOLOGY CERTIFICATE (C5024002)**

Advisor contact information: Lee Roach, 828-395-1628, lroach@isothermal.edu

**Credits Hours**

1) **Major Requirements**

**Core Requirements - Take 2 credits**

WLD-112	Basic Welding Processes	2.00
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2) **Other Major Requirements - Take 10 credits**

PFT-111	Piping & Valves	4.00
WLD-117	Industrial SMAW	3.00
WOL-110	Basic Construction Skills	3.00

**Total Required Hours 12**

# MANUFACTURING TECHNOLOGY DEGREE (A50320)

Advisor contact information: Lee Roach, 828-395-1628, lroach@isothermal.edu

## 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

		Credits	Hours
<b>1) General Education Requirements</b>			
<b>English Requirement - Take 3 credits</b>			
ENG-111	Writing and Inquiry	3.00	
<b>Communications Requirement - Take 3 credits</b>			
COM-231	Public Speaking	3.00	
ENG-112	Writing/Research in the Disc	3.00	
<b>Humanities Requirement - Take 3 credits</b>			
ART-111	Art Appreciation	3.00	
ART-114	Art History Survey I	3.00	
ART-115	Art History Survey II	3.00	
ENG-231	American Literature I	3.00	
ENG-232	American Literature II	3.00	
ENG-241	British Literature I	3.00	
ENG-242	British Literature II	3.00	
ENG-262	World Literature II	3.00	
HUM-110	Technology and Society	3.00	
HUM-115	Critical Thinking	3.00	
HUM-120	Cultural Studies	3.00	
HUM-122	Southern Culture	3.00	
HUM-130	Myth in Human Culture	3.00	
HUM-170	The Holocaust	3.00	
MUS-110	Music Appreciation	3.00	
MUS-112	Introduction to Jazz	3.00	
MUS-113	American Music	3.00	
PHI-215	Philosophical Issues	3.00	
PHI-240	Introduction to Ethics	3.00	
REL-110	World Religions	3.00	
REL-111	Eastern Religions	3.00	
REL-211	Intro to Old Testament	3.00	
REL-212	Intro to New Testament	3.00	
<b>Social Science Requirement - Take 3 credits</b>			
ANT-210	General Anthropology	3.00	
ANT-220	Cultural Anthropology	3.00	
ECO-251	Prin of Microeconomics	3.00	
ECO-252	Prin of Macroeconomics	3.00	
GEO-111	World Regional Geography	3.00	
HIS-111	World Civilizations I	3.00	
HIS-112	World Civilizations II	3.00	
HIS-131	American History I	3.00	
HIS-132	American History II	3.00	
POL-120	American Government	3.00	

POL-220	International Relations	3.00
PSY-150	General Psychology	3.00
PSY-237	Social Psychology	3.00
PSY-241	Developmental Psych	3.00
PSY-281	Abnormal Psychology	3.00
SOC-210	Introduction to Sociology	3.00
SOC-213	Sociology of the Family	3.00
SOC-220	Social Problems	3.00

**Mathematics Requirement - Take 3 credits**

MAT-110	Math Measurement & Literacy	3.00
MAT-121	Algebra/Trigonometry I	3.00
MAT-171	Precalculus Algebra	4.00

**2) Major Requirements**

**Required Core - Take 8 credits**

DFT-111	Technical Drafting I	2.00
ISC-121	Envir Health & Safety	3.00
ISC-132	Mfg Quality Control	3.00

**Program Major Requirement - Take 13 credits**

HYD-110	Hydraulics/Pneumatics I	3.00
MAC-114	Intro to Metrology	2.00
MAC-121	Intro to CNC	2.00
MEC-161	Manufacturing Processes I	3.00
MEC-180	Engineering Materials	3.00

**3) Other Major Requirements - Take 8 credits**

BPR-121	Blueprint Reading-Mech	2.00
CIS-110	Introduction to Computers	3.00
DFT-111A	Technical Drafting I Lab	1.00
DFT-121	Intro to GD&T	2.00
DFT-151	CAD I	3.00
DFT-154	Intro Solid Modeling	3.00
DFT-231	Jig & Fixture Design	2.00
EGR-110	Intro to Engineering Tech	2.00
MAC-151	Machining Calculations	2.00
MAC-241	Jigs & Fixtures I	4.00
MAC-234	Adv Multi-Axis Machin	3.00
MAC-234A	Adv Multi-Axis Machin Lab	1.00
MEC-110	Intro to CAD/CAM	2.00
SST-110	Intro to Sustainability	3.00
SST-120	Energy Use Analysis	3.00

**Tracks - Take 1 of 2 Groups**

**Group 1 - Take 29 Credits**

DFT-112	Technical Drafting II	2.00
DFT-112A	Technical Drafting II Lab	1.00
DFT-152	CAD II	3.00
ELC-128	Intro to PLC	3.00
ELC-138	DC Circuit Analysis	4.00
MAC-141	Machining Applications I	4.00
MAC-141A	Machining Appl I Lab	2.00
MEC-181	Introduction to CIM	2.00
MEC-231	Comp-Aided Manufact I	3.00
MEC-232	Comp-Aided Manufact II	3.00
WLD-112	Basic Welding Processes	2.00

**Group 2 - Take 28 Credits**

BPR-111	Print Reading	2.00
MAC-141	Machining Applications I	4.00
MAC-141A	Machining Appl I Lab	2.00

MAC-142	Machining Applications II	4.00
MAC-142A	Machining Appl II Lab	2.00
MAC-122	CNC Turning	2.00
MAC-124	CNC Milling	2.00
MAC-222	Advanced CNC Turning	2.00
MAC-224	Advanced CNC Milling	2.00
MAC-233	Appl in CNC Machining	6.00

4) **Other Requirements**

**ACA Requirement - Take 1 credit**

ACA-122	College Transfer Success	1.00
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**Total Required Hours 73**

**CNC PROGRAMMING CERTIFICATE (C5032001)**

Advisor contact information: Lee Roach, 828-395-1628, lroach@isothermal.edu

**Credits Hours**

1) **Major Requirements**

**Required Core - Take 2 credits**

MAC-121	Intro to CNC	2.00
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2) **Other Major Requirements - Take 13 credits**

DFT-151	CAD I	3.00
MAC-122	CNC Turning	2.00
MAC-124	CNC Milling	2.00
MEC-231	Comp-Aided Manufact I	3.00
MEC-232	Comp-Aided Manufact II	3.00
MAC-233	Appl in CNC Machining	6.00

**Total Required Hours 15**

**MANUFACTURING CERTIFICATE (C5032002)**

Advisor contact information: Lee Roach, 828-395-1628, lroach@isothermal.edu

**Credits Hours**

1) **Major Requirements**

**Required Core - Take 5 credits**

DFT-111	Technical Drafting I	2.00
ISC-121	Envir Health & Safety	3.00

**Program Major Requirement - Take 10 credits**

MAC-114	Intro to Metrology	2.00
MAC-121	Intro to CNC	2.00
MEC-161	Manufacturing Processes I	3.00
MEC-180	Engineering Materials	3.00

2) **Other Major Requirements - Take 1 credits**

DFT-111A	Technical Drafting I Lab	1.00
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**Total Required Hours 16**

**MECHANICAL DRAFTING TECHNOLOGY DEGREE (A50340)**

Advisor contact information: Bobbi Hodge, 828-395-4325, bhodge@isothermal.edu

**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

		<b>Credits Hours</b>
<b>1)</b>	<b>General Education Requirements</b>	
	<b>English Requirement - Take 3 credits</b>	
	ENG-111 Writing and Inquiry	3.00
	<b>Communications Requirement - Take 3 credits</b>	
	COM-231 Public Speaking	3.00
	ENG-112 Writing/Research in the Disc	3.00
	<b>Mathematics Requirement - Take 3 credits</b>	
	MAT-110 Math Measurement & Literacy	3.00
	MAT-121 Algebra/Trigonometry I	3.00
	MAT-171 Precalculus Algebra	4.00
	<b>Humanities Requirement - Take 3 credits</b>	
	ART-111 Art Appreciation	3.00
	ART-114 Art History Survey I	3.00
	ART-115 Art History Survey II	3.00
	ENG-231 American Literature I	3.00
	ENG-232 American Literature II	3.00
	ENG-241 British Literature I	3.00
	ENG-242 British Literature II	3.00
	ENG-262 World Literature II	3.00
	HUM-110 Technology and Society	3.00
	HUM-115 Critical Thinking	3.00
	HUM-120 Cultural Studies	3.00
	HUM-122 Southern Culture	3.00
	HUM-130 Myth in Human Culture	3.00
	HUM-170 The Holocaust	3.00
	MUS-110 Music Appreciation	3.00
	MUS-112 Introduction to Jazz	3.00
	MUS-113 American Music	3.00
	PHI-215 Philosophical Issues	3.00
	PHI-240 Introduction to Ethics	3.00
	REL-110 World Religions	3.00



REL-111	Eastern Religions	3.00
REL-211	Intro to Old Testament	3.00
REL-212	Intro to New Testament	3.00

**Social Science Requirement - Take 3 credits**

ANT-210	General Anthropology	3.00
ANT-220	Cultural Anthropology	3.00
ECO-251	Prin of Microeconomics	3.00
ECO-252	Prin of Macroeconomics	3.00
GEO-111	World Regional Geography	3.00
HIS-111	World Civilizations I	3.00
HIS-112	World Civilizations II	3.00
HIS-131	American History I	3.00
HIS-132	American History II	3.00
POL-120	American Government	3.00
POL-220	International Relations	3.00
PSY-150	General Psychology	3.00
PSY-237	Social Psychology	3.00
PSY-241	Developmental Psych	3.00
PSY-281	Abnormal Psychology	3.00
SOC-210	Introduction to Sociology	3.00
SOC-213	Sociology of the Family	3.00
SOC-220	Social Problems	3.00

**2) Major Requirements****Required Core - Take 12 credits**

DFT-151	CAD I	3.00
DFT-152	CAD II	3.00
DFT-153	CAD III	3.00
DFT-154	Intro Solid Modeling	3.00

**Required Program Major - Take 12 credits**

DFT-111	Technical Drafting I	2.00
DFT-111A	Technical Drafting I Lab	1.00
DFT-112	Technical Drafting II	2.00
DFT-112A	Technical Drafting II Lab	1.00
MEC-161	Manufacturing Processes I	3.00
MEC-180	Engineering Materials	3.00

**3) Other Major Requirements - Take 4 credits**

DDF-221	Design Drafting Project	2.00
BPR-111	Print Reading	2.00

**Required Elective - Take 2 Credits**

CIV-125	Civil/Surveying CAD	3.00
DFT-231	Jig & Fixture Design	2.00
DFT-254	Intermed Solid Model/Render	3.00
EGR-110	Intro to Engineering Tech	2.00
MNT-110	Intro to Maint Procedures	2.00
SRV-110	Surveying I	4.00
SRV-111	Surveying II	4.00

**Tracks - Take 1 of 2 Groups****Group 1 - Take 19 Credits**

ARC-111	Intro to Arch Technology	3.00
ARC-114	Architectural CAD	2.00
CST-111	Construction I	4.00
CST-112	Construction II	4.00
SST-110	Intro to Sustainability	3.00
SST-140	Green Bldg & Design Concepts	3.00

**Group 2 - Take 19 Credits**

DFT-121	Intro to GD&T	2.00
HYD-110	Hydraulics/Pneumatics I	3.00
ISC-132	Mfg Quality Control	3.00
MAC-121	Intro to CNC	2.00
MEC-231	Comp-Aided Manufact I	3.00
MAC-141	Machining Applications I	4.00
MAC-141A	Machining Appl I Lab	2.00

**4) Other Requirements**

**ACA Requirement - Take 1 credit**

ACA-122	College Transfer Success	1.00
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**Total Required Hours 65**

**MECHANICAL DRAFTING TECHNOLOGY DIPLOMA (D50340)**

Advisor contact information: Bobbi Hodge, 828-395-4325, bhodge@isothermal.edu

**Credits Hours**

**1) General Education Requirements**

**English Requirement - Take 3 credits**

ENG-111	Writing and Inquiry	3.00
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**Mathematics Requirement - Take 3 credits**

MAT-110	Math Measurement & Literacy	3.00
MAT-121	Algebra/Trigonometry I	3.00

**2) Major Requirements**

**Required Core - Take 12 credits**

DFT-151	CAD I	3.00
DFT-152	CAD II	3.00
DFT-153	CAD III	3.00
DFT-154	Intro Solid Modeling	3.00

**Required Program Major - Take 12 credits**

DFT-111	Technical Drafting I	2.00
DFT-111A	Technical Drafting I Lab	1.00
DFT-112	Technical Drafting II	2.00
DFT-112A	Technical Drafting II Lab	1.00
MEC-161	Manufacturing Processes I	3.00
MEC-180	Engineering Materials	3.00

**3) Other Major Requirements**

**Required Elective - Take 2 Credits**

DFT-231	Jig & Fixture Design	2.00
EGR-110	Intro to Engineering Tech	2.00
MNT-110	Intro to Maint Procedures	2.00

**Tracks - Take 1 of 2 Groups**

**Group 1 - Take 5 Credits**

ARC-111	Intro to Arch Technology	3.00
ARC-114	Architectural CAD	2.00

**Group 2 - Take 5 Credits**

MAC-121	Intro to CNC	2.00
MEC-231	Comp-Aided Manufact I	3.00

**Total Required Hours 37**

# MECHANICAL DRAFTING TECHNOLOGY CERTIFICATE (C50340)

Advisor contact information: Bobbi Hodge, 828-395-4325, bhodge@isothermal.edu

		Credits Hours
1)	<b>Major Requirements</b>	
	<b>Required Core - Take 12 credits</b>	
	DFT-111 Technical Drafting I	2.00
	DFT-111A Technical Drafting I Lab	1.00
	DFT-112 Technical Drafting II	2.00
	DFT-112A Technical Drafting II Lab	1.00
	DFT-151 CAD I	3.00
	DFT-152 CAD II	3.00
	<b>Total Required Hours</b>	<b>12</b>

**MECHANICAL ENGINEERING TECHNOLOGY DEGREE (A40320)**

Advisor contact information: Lee Roach, 828-395-1628, lroach@isothermal.edu

**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

		<b>Credits Hours</b>
<b>1)</b>	<b>General Education Requirements</b>	
	<b>English Requirement - Take 3 credits</b>	
	ENG-111 Writing and Inquiry	3.00
	<b>Communications Requirement - Take 3 credits</b>	
	COM-231 Public Speaking	3.00
	ENG-112 Writing/Research in the Disc	3.00
	<b>Mathematics Requirement - Take 3 credits</b>	
	MAT-121 Algebra/Trigonometry I	3.00
	MAT-171 Precalculus Algebra	4.00
	<b>Humanities Requirement - Take 3 credits</b>	
	ART-111 Art Appreciation	3.00
	ART-114 Art History Survey I	3.00
	ART-115 Art History Survey II	3.00
	ENG-231 American Literature I	3.00
	ENG-232 American Literature II	3.00
	ENG-241 British Literature I	3.00
	ENG-242 British Literature II	3.00
	ENG-262 World Literature II	3.00
	HUM-110 Technology and Society	3.00
	HUM-115 Critical Thinking	3.00
	HUM-120 Cultural Studies	3.00
	HUM-122 Southern Culture	3.00
	HUM-130 Myth in Human Culture	3.00
	HUM-170 The Holocaust	3.00
	MUS-110 Music Appreciation	3.00
	MUS-112 Introduction to Jazz	3.00
	MUS-113 American Music	3.00
	PHI-215 Philosophical Issues	3.00
	PHI-240 Introduction to Ethics	3.00
	REL-110 World Religions	3.00
	REL-111 Eastern Religions	3.00
	REL-211 Intro to Old Testament	3.00
	REL-212 Intro to New Testament	3.00
	<b>Social Science Requirement - Take 3 credits</b>	
	ANT-210 General Anthropology	3.00
	ANT-220 Cultural Anthropology	3.00

ECO-251	Prin of Microeconomics	3.00
ECO-252	Prin of Macroeconomics	3.00
GEO-111	World Regional Geography	3.00
HIS-111	World Civilizations I	3.00
HIS-112	World Civilizations II	3.00
HIS-131	American History I	3.00
HIS-132	American History II	3.00
POL-120	American Government	3.00
POL-220	International Relations	3.00
PSY-150	General Psychology	3.00
PSY-237	Social Psychology	3.00
PSY-241	Developmental Psych	3.00
PSY-281	Abnormal Psychology	3.00
SOC-210	Introduction to Sociology	3.00
SOC-213	Sociology of the Family	3.00
SOC-220	Social Problems	3.00

**2) Major Requirements**

**Required Core - Take 1 of 2 Groups**

**Group 1**

DFT-151	CAD I	3.00
DFT-154	Intro Solid Modeling	3.00
EGR-250	Statics/Strength of Mater	5.00
HYD-110	Hydraulics/Pneumatics I	3.00
MEC-161	Manufacturing Processes I	3.00
MEC-180	Engineering Materials	3.00
PHY-131	Physics-Mechanics	4.00

**Group 2**

DFT-151	CAD I	3.00
DFT-154	Intro Solid Modeling	3.00
EGR-250	Statics/Strength of Mater	5.00
HYD-110	Hydraulics/Pneumatics I	3.00
MEC-161	Manufacturing Processes I	3.00
MEC-180	Engineering Materials	3.00
PHY-151	College Physics I	4.00

**3) Other Major Requirements - Take 13 credits**

CIS-110	Introduction to Computers	3.00
ISC-121	Envir Health & Safety	3.00
ISC-132	Mfg Quality Control	3.00
MAC-141	Machining Applications I	4.00

**Tracks - Take 1 of 5 Groups**

**Group 1 - Take 22 Credits**

EGR-110	Intro to Engineering Tech	2.00
MAC-114	Intro to Metrology	2.00
MAC-121	Intro to CNC	2.00
MAT-122	Algebra/Trigonometry II	3.00
MEC-181	Introduction to CIM	2.00
MEC-231	Comp-Aided Manufact I	3.00
MEC-232	Comp-Aided Manufact II	3.00
MEC-270	Machine Design	4.00
MEC-271	Machine Design Project	1.00

**Group 2 - Take 23 Credits**

EGR-110	Intro to Engineering Tech	2.00
MAC-114	Intro to Metrology	2.00
MAC-121	Intro to CNC	2.00
MAT-152	Statistical Methods I	4.00
MEC-181	Introduction to CIM	2.00
MEC-231	Comp-Aided Manufact I	3.00
MEC-232	Comp-Aided Manufact II	3.00

MEC-270	Machine Design	4.00
MEC-271	Machine Design Project	1.00

**Group 3 - Take 23 Credits**

EGR-110	Intro to Engineering Tech	2.00
MAC-114	Intro to Metrology	2.00
MAC-121	Intro to CNC	2.00
MAT-172	Precalculus Trigonometry	4.00
MEC-181	Introduction to CIM	2.00
MEC-231	Comp-Aided Manufact I	3.00
MEC-232	Comp-Aided Manufact II	3.00
MEC-270	Machine Design	4.00
MEC-271	Machine Design Project	1.00

**Group 4 - Take 22 Credits**

ATR-211	Robot Programming	3.00
EGR-110	Intro to Engineering Tech	2.00
EGR-285	Design Project	2.00
ELC-128	Intro to PLC	3.00
ELC-138	DC Circuit Analysis	4.00
ELN-133	Digital Electronics	4.00
PHY-132	Physics-Elec & Magnetism	4.00

**Group 5 - Take 22 Credits**

DDF-211	Design Process I	4.00
DDF-221	Design Drafting Project	2.00
DFT-111	Technical Drafting I	2.00
DFT-111A	Technical Drafting I Lab	1.00
DFT-112	Technical Drafting II	2.00
DFT-112A	Technical Drafting II Lab	1.00
DFT-121	Intro to GD&T	2.00
DFT-152	CAD II	3.00
MAC-121	Intro to CNC	2.00
MEC-231	Comp-Aided Manufact I	3.00

**4) Other Requirements**

**ACA Requirement - Take 1 credit**

ACA-122	College Transfer Success	1.00
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**Total Required Hours 75**

## MECHANICAL ENGINEERING TECHNOLOGY DIPLOMA (D40320)

Advisor contact information: Lee Roach, 828-395-1628, lroach@isothermal.edu

		<b>Credits Hours</b>
<b>1) General Education Requirements</b>		
<b>English Requirement - Take 3 credits</b>		
ENG-111	Writing and Inquiry	3.00
<b>Mathematics Requirement - Take 3 credits</b>		
MAT-121	Algebra/Trigonometry I	3.00
<b>2) Major Requirements</b>		
<b>Required Core - Take 15 credits</b>		
DFT-151	CAD I	3.00
DFT-154	Intro Solid Modeling	3.00
HYD-110	Hydraulics/Pneumatics I	3.00
MEC-161	Manufacturing Processes I	3.00
MEC-180	Engineering Materials	3.00
<b>3) Other Major Requirements - Take 13 credits</b>		
CIS-110	Introduction to Computers	3.00
EGR-110	Intro to Engineering Tech	2.00
ISC-121	Envir Health & Safety	3.00
ISC-132	Mfg Quality Control	3.00
MAC-141	Machining Applications I	4.00
<b>4) Other Requirements</b>		
<b>ACA Requirement - Take 1 credit</b>		
ACA-122	College Transfer Success	1.00
	<b>Total Required Hours</b>	<b>37</b>

## MECHANICAL ENGINEERING TECHNOLOGY CERTIFICATE (C40320)

Advisor contact information: Lee Roach, 828-395-1628, lroach@isothermal.edu

		<b>Credits Hours</b>
<b>1) Major Requirements</b>		
<b>Required Core - Take 12 credits</b>		
DFT-151	CAD I	3.00
HYD-110	Hydraulics/Pneumatics I	3.00
MEC-161	Manufacturing Processes I	3.00
MEC-180	Engineering Materials	3.00
<b>3) Other Major Requirements - Take 6 credits</b>		
ISC-132	Mfg Quality Control	3.00
MEC-231	Comp-Aided Manufact I	3.00
	<b>Total Required Hours</b>	<b>18</b>

## MECHANICAL ENGINEERING TECHNOLOGY TRANSITION CERTIFICATE (C4032002)

Advisor contact information: Lee Roach, 828-395-1628, lroach@isothermal.edu

		Credits	Hours
1)	<b>General Education Requirements</b>		
	<b>Mathematics Requirement - Take 3 credits</b>		
	MAT-121 Algebra/Trigonometry I	3.00	
	MAT-171 Precalculus Algebra	4.00	
2)	<b>Major Requirements</b>		
	<b>Required Core - Take 11 credits</b>		
	DFT-151 CAD I	3.00	
	EGR-250 Statics/Strength of Mater	5.00	
	MEC-180 Engineering Materials	3.00	
3)	<b>Other Major Requirements - Take 3 credits</b>		
	DFT-152 CAD II	3.00	
	<b>Total Required Hours 17</b>		

## MECHANICAL ENGINEERING ADVANCED TECHNOLOGY CERTIFICATE (C4032003)

Advisor contact information: Lee Roach, 828-395-1628, lroach@isothermal.edu

		Credits	Hours
1)	<b>Major Requirements</b>		
	<b>Required Core - Take 9 credits</b>		
	DFT-151 CAD I	3.00	
	HYD-110 Hydraulics/Pneumatics I	3.00	
	MEC-161 Manufacturing Processes I	3.00	
3)	<b>Other Major Requirements - Take 6 credits</b>		
	EGR-110 Intro to Engineering Tech	2.00	
	MAC-141 Machining Applications I	4.00	
	<b>Total Required Hours 15</b>		



## WELDING TECHNOLOGY DEGREE (A50420)

Advisor contact information: Nathan Fisher, 828-395-1515, nfisher@isothermal.edu

### 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 able 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

		Credits	Hours
<b>1) General Education Requirements</b>			
<b>English Requirement - Take 3 credits</b>			
ENG-111	Writing and Inquiry	3.00	
<b>Communications Requirement - Take 3 credits</b>			
COM-231	Public Speaking	3.00	
ENG-112	Writing/Research in the Disc	3.00	
<b>Humanities Requirement - Take 3 credits</b>			
ART-111	Art Appreciation	3.00	
ART-114	Art History Survey I	3.00	
ART-115	Art History Survey II	3.00	
ENG-231	American Literature I	3.00	
ENG-232	American Literature II	3.00	
ENG-241	British Literature I	3.00	
ENG-242	British Literature II	3.00	
ENG-262	World Literature II	3.00	
HUM-110	Technology and Society	3.00	
HUM-115	Critical Thinking	3.00	
HUM-120	Cultural Studies	3.00	
HUM-122	Southern Culture	3.00	
HUM-130	Myth in Human Culture	3.00	
HUM-170	The Holocaust	3.00	
MUS-110	Music Appreciation	3.00	
MUS-112	Introduction to Jazz	3.00	
MUS-113	American Music	3.00	
PHI-215	Philosophical Issues	3.00	

PHI-240	Introduction to Ethics	3.00
REL-110	World Religions	3.00
REL-111	Eastern Religions	3.00
REL-211	Intro to Old Testament	3.00
REL-212	Intro to New Testament	3.00

**Social Science Requirement - Take 3 credits**

ANT-210	General Anthropology	3.00
ANT-220	Cultural Anthropology	3.00
ECO-251	Prin of Microeconomics	3.00
ECO-252	Prin of Macroeconomics	3.00
GEO-111	World Regional Geography	3.00
HIS-111	World Civilizations I	3.00
HIS-112	World Civilizations II	3.00
HIS-131	American History I	3.00
HIS-132	American History II	3.00
POL-120	American Government	3.00
POL-220	International Relations	3.00
PSY-150	General Psychology	3.00
PSY-237	Social Psychology	3.00
PSY-241	Developmental Psych	3.00
PSY-281	Abnormal Psychology	3.00
SOC-210	Introduction to Sociology	3.00
SOC-213	Sociology of the Family	3.00
SOC-220	Social Problems	3.00

**Math Requirement - Take 3 credits**

MAT-110	Math Measurement & Literacy	3.00
MAT-121	Algebra/Trigonometry I	3.00
MAT-171	Precalculus Algebra	4.00

**2) Major Requirements**

**Core Requirements - Take 18 credits**

WLD-110	Cutting Processes	2.00
WLD-115	SMAW (Stick) Plate	5.00
WLD-121	GMAW (MIG) FCAW/Plate	4.00
WLD-131	GTAW (TIG) Plate	4.00
WLD-141	Symbols & Specifications	3.00

**3) Other Major Requirements - Take 36 credits**

BPR-111	Print Reading	2.00
CIS-110	Introduction to Computers	3.00
WLD-116	SMAW (stick) Plate/Pipe	4.00
WLD-122	GMAW (MIG) Plate/Pipe	3.00
WLD-132	GTAW (TIG) Plate/Pipe	3.00
WLD-143	Welding Metallurgy	2.00
WLD-151	Fabrication I	4.00
WLD-215	SMAW (stick) Pipe	4.00
WLD-231	GTAW (TIG) Pipe	3.00
WLD-261	Certification Practices	2.00
WLD-262	Inspection & Testing	3.00
WOL-110	Basic Construction Skills	3.00

**4) Other Requirements**

**ACA Requirement - Take 1 credit**

ACA-122	College Transfer Success	1.00
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**Total Required Hours 70**

## WELDING TECHNOLOGY DIPLOMA (D50420)

Advisor contact information: Nathan Fisher, 828-395-1515, nfisher@isothermal.edu

		Credits	Hours
1)	<b>General Education Requirements</b>		
	<b>English Requirement - Take 3 credits</b>		
	ENG-111	Writing and Inquiry	3.00
	<b>Math Requirement - Take 3 credits</b>		
	MAT-110	Math Measurement & Literacy	3.00
	MAT-121	Algebra/Trigonometry I	3.00
2)	<b>Major Requirements</b>		
	<b>Core Requirements - Take 18 credits</b>		
	WLD-110	Cutting Processes	2.00
	WLD-115	SMAW (Stick) Plate	5.00
	WLD-121	GMAW (MIG) FCAW/Plate	4.00
	WLD-131	GTAW (TIG) Plate	4.00
	WLD-141	Symbols & Specifications	3.00
3)	<b>Other Major Requirements - Take 36 credits</b>		
	BPR-111	Print Reading	2.00
	WLD-116	SMAW (stick) Plate/Pipe	4.00
	WLD-122	GMAW (MIG) Plate/Pipe	3.00
	WLD-132	GTAW (TIG) Plate/Pipe	3.00
	WLD-143	Welding Metallurgy	2.00
	WLD-215	SMAW (stick) Pipe	4.00
	WLD-261	Certification Practices	2.00
	WOL-110	Basic Construction Skills	3.00
		<b>Total Required Hours</b>	<b>47</b>

## BASIC WELDING CERTIFICATE (C5042001)

Advisor contact information: Nathan Fisher, 828-395-1515, nfisher@isothermal.edu

		Credits	Hours
1)	<b>Major Requirements</b>		
	<b>Core Requirements - Take 7 credits</b>		
	WLD-110	Cutting Processes	2.00
	WLD-115	SMAW (Stick) Plate	5.00
3)	<b>Other Major Requirements - Take 9 credits</b>		
	BPR-111	Print Reading	2.00
	WLD-116	SMAW (stick) Plate/Pipe	4.00
	WOL-110	Basic Construction Skills	3.00
		<b>Total Required Hours</b>	<b>16</b>

### ADVANCED WELDING CERTIFICATE (C5042002)

Advisor contact information: Nathan Fisher, 828-395-1515, nfisher@isothermal.edu

		Credits Hours
1)	<b>Major Requirements</b>	
	<b>Core Requirements - Take 11 credits</b>	
	WLD-121 GMAW (MIG) FCAW/Plate	4.00
	WLD-131 GTAW (TIG) Plate	4.00
	WLD-141 Symbols & Specifications	3.00
3)	<b>Other Major Requirements - Take 5 credits</b>	
	WLD-122 GMAW (MIG) Plate/Pipe	3.00
	WLD-143 Welding Metallurgy	2.00
<b>Total Required Hours 16</b>		

### ADVANCED WELDING & INSPECTION PROCESSES CERTIFICATE (C5042003)

Advisor contact information: Nathan Fisher, 828-395-1515, nfisher@isothermal.edu

		Credits Hours
1)	<b>Other Major Requirements - Take 36 credits</b>	
	WLD-132 GTAW (TIG) Plate/Pipe	3.00
	WLD-215 SMAW (stick) Pipe	4.00
	WLD-231 GTAW (TIG) Pipe	3.00
	WLD-261 Certification Practices	2.00
	WLD-262 Inspection & Testing	3.00
<b>Total Required Hours 47</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 in Arts); the A.S. (Associate in Science); the A.E. (Associate in Engineering); or the A.F.A. (Associate in Fine Arts in Music) 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.

For more information about the transferability of the Associate in Arts in Teacher Preparation, contact the program advisor (Health and Public Services).

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)

Advisor contact information: Assigned through the Advising & Success Center call 828-395-1436

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 global awareness and appreciation
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.

		Credits	Hours
1)	<b>General Education Requirements</b>		
	<b>UGETC -English Composition - Take 6 credits</b>		
	ENG-111 Writing and Inquiry	3.00	
	ENG-112 Writing/Research in the Disc	3.00	
	<b>UGETC - Humanities/Fin - Take 9 credits - Minimum 2 subjects</b>		
	ART-111 Art Appreciation	3.00	
	ART-114 Art History Survey I	3.00	
	ART-115 Art History Survey II	3.00	
	COM-231 Public Speaking	3.00	
	ENG-231 American Literature I	3.00	
	ENG-232 American Literature II	3.00	
	ENG-241 British Literature I	3.00	
	ENG-242 British Literature II	3.00	
	MUS-110 Music Appreciation	3.00	
	MUS-112 Introduction to Jazz	3.00	
	PHI-215 Philosophical Issues	3.00	
	PHI-240 Introduction to Ethics	3.00	
	<b>UGETC -Social Science - Take 9 credits - Minimum 2 subjects</b>		
	ECO-251 Prin of Microeconomics	3.00	
	ECO-252 Prin of Macroeconomics	3.00	
	HIS-111 World Civilizations I	3.00	
	HIS-112 World Civilizations II	3.00	
	HIS-131 American History I	3.00	
	HIS-132 American History II	3.00	
	POL-120 American Government	3.00	
	PSY-150 General Psychology	3.00	
	SOC-210 Introduction to Sociology	3.00	
	SOC-213 Sociology of the Family	3.00	
	<b>UGETC - Math - Take 3 credits</b>		
	MAT-143 Quantitative Literacy	3.00	
	MAT-152 Statistical Methods I	4.00	
	MAT-171 Precalculus Algebra	4.00	

**UGETC - Natural Sciences - Take 1 of 5 Groups****Group 1 - Take 4 credits**

AST-151	General Astronomy I	3.00
AST-151A	General Astronomy I Lab	1.00

**Group 2 - Take 4 credits**

BIO-110	Principles of Biology	4.00
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**Group 3 - Take 4 credits**

BIO-111	General Biology I	4.00
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**Group 4 - Take 4 credits**

CHM-151	General Chemistry I	4.00
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**Group 5 - Take 4 credits**

PHY-110	Conceptual Physics	3.00
PHY-110A	Conceptual Physics Lab	1.00

**AGEE - Electives - Take 14 credits**

ANT-210	General Anthropology	3.00
ANT-220	Cultural Anthropology	3.00
ART-111	Art Appreciation	3.00
ART-114	Art History Survey I	3.00
ART-115	Art History Survey II	3.00
AST-151	General Astronomy I	3.00
AST-151A	General Astronomy I Lab	1.00
AST-152	General Astronomy II	3.00
AST-152A	General Astronomy II Lab	1.00
BIO-110	Principles of Biology	4.00
BIO-111	General Biology I	4.00
BIO-112	General Biology II	4.00
BIO-140	Environmental Biology	3.00
BIO-140A	Environmental Biology Lab	1.00
CHM-131	Introduction to Chemistry	3.00
CHM-131A	Intro to Chemistry Lab	1.00
CHM-132	Organic and Biochemistry	4.00
CHM-151	General Chemistry I	4.00
CHM-152	General Chemistry II	4.00
CIS-115	Intro to Prog & Logic	3.00
COM-231	Public Speaking	3.00
ECO-251	Prin of Microeconomics	3.00
ECO-252	Prin of Macroeconomics	3.00
ENG-231	American Literature I	3.00
ENG-232	American Literature II	3.00
ENG-241	British Literature I	3.00
ENG-242	British Literature II	3.00
ENG-261	World Literature I	3.00
ENG-262	World Literature II	3.00
GEO-111	World Regional Geography	3.00
HIS-111	World Civilizations I	3.00
HIS-112	World Civilizations II	3.00
HIS-131	American History I	3.00
HIS-132	American History II	3.00
HUM-110	Technology and Society	3.00
HUM-115	Critical Thinking	3.00
HUM-120	Cultural Studies	3.00
HUM-122	Southern Culture	3.00
HUM-130	Myth in Human Culture	3.00
MAT-143	Quantitative Literacy	3.00
MAT-152	Statistical Methods I	4.00
MAT-171	Precalculus Algebra	4.00
MAT-172	Precalculus Trigonometry	4.00
MAT-263	Brief Calculus	4.00

MAT-271	Calculus I	4.00
MAT-272	Calculus II	4.00
MAT-273	Calculus III	4.00
MUS-110	Music Appreciation	3.00
MUS-112	Introduction to Jazz	3.00
MUS-113	American Music	3.00
PHI-215	Philosophical Issues	3.00
PHI-240	Introduction to Ethics	3.00
PHY-110	Conceptual Physics	3.00
PHY-110A	Conceptual Physics Lab	1.00
PHY-151	College Physics I	4.00
PHY-152	College Physics II	4.00
PHY-251	General Physics I	4.00
PHY-252	General Physics II	4.00
POL-120	American Government	3.00
PSY-150	General Psychology	3.00
PSY-237	Social Psychology	3.00
PSY-241	Developmental Psych	3.00
PSY-281	Abnormal Psychology	3.00
REL-110	World Religions	3.00
REL-211	Intro to Old Testament	3.00
REL-212	Intro to New Testament	3.00
SOC-210	Introduction to Sociology	3.00
SOC-213	Sociology of the Family	3.00
SOC-220	Social Problems	3.00
SOC-225	Social Diversity	3.00
SPA-111	Elementary Spanish I	3.00
SPA-112	Elementary Spanish II	3.00
SPA-211	Intermediate Spanish I	3.00
SPA-212	Intermediate Spanish II	3.00

## 2) Other Required Hours

### Pre-Major Electives - Take 11 credits

ACC-120	Prin of Financial Accounting	4.00
ACC-121	Prin of Managerial Accounting	4.00
ANT-210	General Anthropology	3.00
ANT-220	Cultural Anthropology	3.00
ART-111	Art Appreciation	3.00
ART-114	Art History Survey I	3.00
ART-115	Art History Survey II	3.00
ART-118	Art by Women	3.00
ART-121	Two-Dimensional Design	3.00
ART-131	Drawing I	3.00
ART-132	Drawing II	3.00
ART-140	Basic Painting	2.00
ART-240	Painting I	3.00
ART-241	Painting II	3.00
ASL-111	Elementary ASL I	3.00
AST-111	Descriptive Astronomy	3.00
AST-111A	Descriptive Astronomy Lab	1.00
AST-151	General Astronomy I	3.00
AST-151A	General Astronomy I Lab	1.00
AST-152	General Astronomy II	3.00
AST-152A	General Astronomy II Lab	1.00
BIO-111	General Biology I	4.00
BIO-112	General Biology II	4.00
BIO-140	Environmental Biology	3.00
BIO-140A	Environmental Biology Lab	1.00
BIO-155	Nutrition	3.00
BIO-163	Basic Anat & Physiology	5.00
BIO-168	Anatomy and Physiology I	4.00
BIO-169	Anatomy and Physiology II	4.00
BIO-275	Microbiology	4.00



BUS-110	Introduction to Business	3.00
BUS-115	Business Law I	3.00
BUS-137	Principles of Management	3.00
CHM-130	Gen, Org, & Biochemistry	3.00
CHM-130A	Gen, Org, & Biochem Lab	1.00
CHM-131	Introduction to Chemistry	3.00
CHM-131A	Intro to Chemistry Lab	1.00
CHM-132	Organic and Biochemistry	4.00
CHM-151	General Chemistry I	4.00
CHM-152	General Chemistry II	4.00
CHM-251	Organic Chemistry I	4.00
CHM-252	Organic Chemistry II	4.00
CIS-115	Intro to Prog & Logic	3.00
CJC-111	Intro to Criminal Justice	3.00
CJC-121	Law Enforcement Operations	3.00
CJC-141	Corrections	3.00
COM-231	Public Speaking	3.00
COM-251	Debate I	3.00
CSC-134	C++ Programming	3.00
CSC-139	Visual BASIC Programming	3.00
CTS-115	Info Sys Business Concepts	3.00
DFT-170	Engineering Graphics	3.00
ECO-251	Prin of Microeconomics	3.00
ECO-252	Prin of Macroeconomics	3.00
EDU-144	Child Development I	3.00
EDU-145	Child Development II	3.00
EDU-216	Foundations of Education	3.00
EDU-221	Children With Exceptionalities	3.00
EGR-150	Intro to Engineering	2.00
ENG-231	American Literature I	3.00
ENG-232	American Literature II	3.00
ENG-241	British Literature I	3.00
ENG-242	British Literature II	3.00
ENG-262	World Literature II	3.00
GEO-111	World Regional Geography	3.00
HEA-110	Personal Health/Wellness	3.00
HEA-112	First Aid & CPR	2.00
HEA-120	Community Health	3.00
HIS-111	World Civilizations I	3.00
HIS-112	World Civilizations II	3.00
HIS-131	American History I	3.00
HIS-132	American History II	3.00
HUM-110	Technology and Society	3.00
HUM-115	Critical Thinking	3.00
HUM-120	Cultural Studies	3.00
HUM-122	Southern Culture	3.00
HUM-130	Myth in Human Culture	3.00
HUM-170	The Holocaust	3.00
HUM-180	Internat Cultural Explor	3.00
HUM-230	Leadership Development	3.00
MAT-143	Quantitative Literacy	3.00
MAT-152	Statistical Methods I	4.00
MAT-171	Precalculus Algebra	4.00
MAT-172	Precalculus Trigonometry	4.00
MAT-263	Brief Calculus	4.00
MAT-271	Calculus I	4.00
MAT-272	Calculus II	4.00
MAT-273	Calculus III	4.00
MAT-280	Linear Algebra	3.00
MAT-285	Differential Equations	3.00
MUS-110	Music Appreciation	3.00
MUS-112	Introduction to Jazz	3.00
MUS-113	American Music	3.00

MUS-121	Music Theory I	3.00
MUS-122	Music Theory II	3.00
MUS-125	Aural Skills I	1.00
MUS-126	Aural Skills II	1.00
MUS-131	Chorus I	1.00
MUS-132	Chorus II	1.00
MUS-141	Ensemble I	1.00
MUS-142	Ensemble II	1.00
MUS-151	Class Music I	1.00
MUS-152	Class Music II	1.00
MUS-221	Music Theory III	3.00
MUS-222	Music Theory IV	3.00
MUS-225	Aural Skills III	1.00
MUS-226	Aural Skills IV	1.00
MUS-231	Chorus III	1.00
MUS-232	Chorus IV	1.00
PED-110	Fit and Well for Life	2.00
PED-113	Aerobics I	1.00
PED-117	Weight Training I	1.00
PED-120	Walking for Fitness	1.00
PED-130	Tennis-Beginning	1.00
PED-137	Badminton	1.00
PED-152	Swimming-Beginning	1.00
PED-153	Swimming-Intermediate	1.00
PED-155	Water Aerobics	1.00
PED-219	Disc Golf	1.00
PHI-215	Philosophical Issues	3.00
PHI-240	Introduction to Ethics	3.00
PHY-110	Conceptual Physics	3.00
PHY-110A	Conceptual Physics Lab	1.00
PHY-151	College Physics I	4.00
PHY-152	College Physics II	4.00
PHY-251	General Physics I	4.00
PHY-252	General Physics II	4.00
POL-120	American Government	3.00
PSY-150	General Psychology	3.00
PSY-231	Forensic Psychology	3.00
PSY-237	Social Psychology	3.00
PSY-241	Developmental Psych	3.00
PSY-281	Abnormal Psychology	3.00
REL-110	World Religions	3.00
REL-111	Eastern Religions	3.00
REL-211	Intro to Old Testament	3.00
REL-212	Intro to New Testament	3.00
SOC-210	Introduction to Sociology	3.00
SOC-213	Sociology of the Family	3.00
SOC-220	Social Problems	3.00
SPA-111	Elementary Spanish I	3.00
SPA-181	Spanish Lab 1	1.00
SPA-112	Elementary Spanish II	3.00
SPA-182	Spanish Lab 2	1.00
SPA-211	Intermediate Spanish I	3.00
SPA-281	Spanish Lab 3	1.00
SPA-212	Intermediate Spanish II	3.00
SPA-282	Spanish Lab 4	1.00

**CIS 110 Requirement - Take 3 credits**

CIS-110	Introduction to Computers	3.00
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**ACA Requirement - Take 1 credit**

ACA-122	College Transfer Success	1.00
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**Total Required Hours 60**

## ASSOCIATE IN ENGINEERING (A.E.) DEGREE (A10500)

Advisor contact information: Assigned through the Advising & Success Center call 828-395-1436 or  
Tim Beaver, 828-395-1616, tbeaver@isothermal.edu

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.

		Credits	Hours
<b>1) General Education Requirements</b>			
<b>UGETC -English Composition - Take 6 credits</b>			
ENG-111	Writing and Inquiry	3.00	
ENG-112	Writing/Research in the Disc	3.00	
<b>Humanities/Fine Arts - Take 2 Groups</b>			
<b>Group 1 - Take 3 credits</b>			
ENG-231	American Literature I	3.00	
ENG-232	American Literature II	3.00	
ENG-241	British Literature I	3.00	
ENG-242	British Literature II	3.00	
PHI-215	Philosophical Issues	3.00	
PHI-240	Introduction to Ethics	3.00	
REL-110	World Religions	3.00	
<b>Group 2 - Take 3 credits</b>			
ART-111	Art Appreciation	3.00	
ART-114	Art History Survey I	3.00	
ART-115	Art History Survey II	3.00	
COM-231	Public Speaking	3.00	
MUS-110	Music Appreciation	3.00	
MUS-112	Introduction to Jazz	3.00	
<b>Social/Behavioral Sciences - Take 2 Groups</b>			
<b>Group 1 - Take 3 credits</b>			
ECO-251	Prin of Microeconomics	3.00	
<b>Group 2 - Take 3 credits</b>			
HIS-111	World Civilizations I	3.00	
HIS-112	World Civilizations II	3.00	

HIS-131	American History I	3.00
HIS-132	American History II	3.00
POL-120	American Government	3.00
PSY-150	General Psychology	3.00
SOC-210	Introduction to Sociology	3.00

**Mathematics - Take 12 credits**

MAT-271	Calculus I	4.00
MAT-272	Calculus II	4.00
MAT-273	Calculus III	4.00

**Natural Sciences - Take 12 credits**

CHM-151	General Chemistry I	4.00
PHY-251	General Physics I	4.00
PHY-252	General Physics II	4.00

**Other Gen Ed - Take 3 credits**

BIO-111	General Biology I	4.00
CHM-152	General Chemistry II	4.00
COM-231	Public Speaking	3.00
ECO-252	Prin of Macroeconomics	3.00
GEL-111	Geology	4.00
HUM-110	Technology and Society	3.00
PHI-240	Introduction to Ethics	3.00

**2) Other Required Hours****Required Courses - Take 3 credits**

ACA-122	College Transfer Success	1.00
EGR-150	Intro to Engineering	2.00

**Other Required Hours - Take 12 credits**

BIO-111	General Biology I	4.00
CHM-152	General Chemistry II	4.00
CHM-251	Organic Chemistry I	4.00
CHM-252	Organic Chemistry II	4.00
CSC-134	C++ Programming	3.00
CSC-151	JAVA Programming	3.00
DFT-170	Engineering Graphics	3.00
ECO-252	Prin of Macroeconomics	3.00
GEL-111	Geology	4.00
MAT-280	Linear Algebra	3.00
MAT-285	Differential Equations	3.00
PED-110	Fit and Well for Life	2.00

**Total Required Hours 60**

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

Advisor contact information: Assigned through the Advising & Success Center call 828-395-1436  
or Johnathan Jones, 828-395-1768, jjones@isothermal.edu

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

		Credits Hours
1)	<b>General Education Requirements</b>	
	<b>UGETC -English - Take 6 credits</b>	
	ENG-111 Writing and Inquiry	3.00
	ENG-112 Writing/Research in the Disc	3.00
	<b>UGETC - Humanities - Take 3 credits</b>	
	ART-111 Art Appreciation	3.00
	ART-114 Art History Survey I	3.00
	ART-115 Art History Survey II	3.00
	COM-231 Public Speaking	3.00
	ENG-231 American Literature I	3.00
	ENG-232 American Literature II	3.00
	ENG-241 British Literature I	3.00
	ENG-242 British Literature II	3.00
	MUS-110 Music Appreciation	3.00
	MUS-112 Introduction to Jazz	3.00
	PHI-215 Philosophical Issues	3.00
	PHI-240 Introduction to Ethics	3.00
	<b>UGETC -Social Science - Take 6 credits - Minimum 2 subjects</b>	
	ECO-251 Prin of Microeconomics	3.00
	ECO-252 Prin of Macroeconomics	3.00
	HIS-111 World Civilizations I	3.00
	HIS-112 World Civilizations II	3.00
	HIS-131 American History I	3.00
	HIS-132 American History II	3.00
	POL-120 American Government	3.00
	PSY-150 General Psychology	3.00
	SOC-210 Introduction to Sociology	3.00
	<b>UGETC - Math - Take 3 credits</b>	
	MAT-143 Quantitative Literacy	3.00
	MAT-171 Precalculus Algebra	4.00
	<b>UGETC - Natural Sciences - Take 1 of 5 Groups</b>	
	<b>Group 1 - Take 4 credits</b>	
	AST-151 General Astronomy I	3.00
	AST-151A General Astronomy I Lab	1.00
	<b>Group 2 - Take 4 credits</b>	
	BIO-110 Principles of Biology	4.00

<b>Group 3 - Take 4 credits</b>		
BIO-111	General Biology I	4.00
<b>Group 4 - Take 4 credits</b>		
CHM-151	General Chemistry I	4.00
<b>Group 5 - Take 4 credits</b>		
PHY-110	Conceptual Physics	3.00
PHY-110A	Conceptual Physics Lab	1.00
<b>AGEE - Required Elective - Take 3 credits</b>		
ART-111	Art Appreciation	3.00
ART-114	Art History Survey I	3.00
ART-115	Art History Survey II	3.00
COM-231	Public Speaking	3.00
ENG-231	American Literature I	3.00
ENG-241	British Literature I	3.00
ENG-242	British Literature II	3.00
MUS-110	Music Appreciation	3.00
MUS-112	Introduction to Jazz	3.00
PHI-215	Philosophical Issues	3.00
PHI-240	Introduction to Ethics	3.00
SPA-111	Elementary Spanish I	3.00
<b>2) Other Requirements</b>		
<b>Music Theory - Take 16 credits</b>		
MUS-121	Music Theory I	3.00
MUS-122	Music Theory II	3.00
MUS-125	Aural Skills I	1.00
MUS-126	Aural Skills II	1.00
MUS-221	Music Theory III	3.00
MUS-222	Music Theory IV	3.00
MUS-225	Aural Skills III	1.00
MUS-226	Aural Skills IV	1.00
<b>Applied Music Requirement - Take 8 credits</b>		
MUS-161	Applied Music I	2.00
MUS-162	Applied Music II	2.00
MUS-261	Applied Music III	2.00
MUS-262	Applied Music IV	2.00
<b>Class Music Requirement - Take 2 credits</b>		
MUS-151	Class Music I	1.00
MUS-152	Class Music II	1.00
<b>Ensemble Requirement - Take 4 credits</b>		
MUS-131	Chorus I	1.00
MUS-132	Chorus II	1.00
MUS-137	Orchestra I	1.00
MUS-138	Orchestra II	1.00
MUS-141	Ensemble I	1.00
MUS-142	Ensemble II	1.00
MUS-231	Chorus III	1.00
MUS-232	Chorus IV	1.00
MUS-237	Orchestra III	1.00
MUS-238	Orchestra IV	1.00
MUS-241	Ensemble III	1.00
MUS-242	Ensemble IV	1.00
<b>Additional Music Requirement - Take 2 credits</b>		
MUS-260	Intro to Music Education	2.00

**CIS 110 Requirement - Take 3 credits**

CIS-110	Introduction to Computers	3.00
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**ACA Requirement - Take 1 credit**

ACA-122	College Transfer Success	1.00
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**Total Required Hours 61**

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

Advisor contact information: Assigned through the Advising & Success Center call 828-395-1436

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.

		Credits	Hours
1)	<b>General Education Requirements</b>		
	<b>UGETC -English Composition - Take 6 credits</b>		
	ENG-111 Writing and Inquiry	3.00	
	ENG-112 Writing/Research in the Disc	3.00	
	<b>UGETC - Humanities/Fine Arts - Take 6 credits - Minimum 2 subjects</b>		
	ART-111 Art Appreciation	3.00	
	ART-114 Art History Survey I	3.00	
	ART-115 Art History Survey II	3.00	
	COM-231 Public Speaking	3.00	
	ENG-231 American Literature I	3.00	
	ENG-232 American Literature II	3.00	
	ENG-241 British Literature I	3.00	
	ENG-242 British Literature II	3.00	
	MUS-110 Music Appreciation	3.00	
	MUS-112 Introduction to Jazz	3.00	
	PHI-215 Philosophical Issues	3.00	
	PHI-240 Introduction to Ethics	3.00	
	<b>UGETC -Social Science - Take 6 credits - Minimum 2 subjects</b>		
	ECO-251 Prin of Microeconomics	3.00	
	ECO-252 Prin of Macroeconomics	3.00	
	HIS-111 World Civilizations I	3.00	
	HIS-112 World Civilizations II	3.00	
	HIS-131 American History I	3.00	
	HIS-132 American History II	3.00	
	POL-120 American Government	3.00	
	PSY-150 General Psychology	3.00	
	SOC-210 Introduction to Sociology	3.00	
	<b>UGETC - Math - Take 8 credits</b>		
	MAT-171 Precalculus Algebra	4.00	
	MAT-172 Precalculus Trigonometry	4.00	
	MAT-263 Brief Calculus	4.00	
	MAT-271 Calculus I	4.00	
	MAT-272 Calculus II	4.00	



**UGETC - Natural Sciences - Take 1 of 7 Groups****Group 1 - Take 8 credits**

AST-151	General Astronomy I	3.00
AST-151A	General Astronomy I Lab	1.00
BIO-110	Principles of Biology	4.00

**Group 2 - Take 8 credits**

AST-151	General Astronomy I	3.00
AST-151A	General Astronomy I Lab	1.00
PHY-110	Conceptual Physics	3.00
PHY-110A	Conceptual Physics Lab	1.00

**Group 3 - Take 8 credits**

BIO-110	Principles of Biology	4.00
PHY-110	Conceptual Physics	3.00
PHY-110A	Conceptual Physics Lab	1.00

**Group 4 - Take 8 credits**

BIO-111	General Biology I	4.00
BIO-112	General Biology II	4.000

**Group 5 - Take 8 credits**

CHM-151	General Chemistry I	4.00
CHM-152	General Chemistry II	4.00

**Group 6 - Take 8 credits**

PHY-151	College Physics I	4.00
PHY-152	College Physics II	4.00

**Group 7 - Take 8 credits**

PHY-251	General Physics I	4.00
PHY-252	General Physics II	4.00

**AGEE - Electives - Take 11 credits**

ANT-210	General Anthropology	3.00
ANT-220	Cultural Anthropology	3.00
ART-111	Art Appreciation	3.00
ART-114	Art History Survey I	3.00
ART-115	Art History Survey II	3.00
AST-151	General Astronomy I	3.00
AST-151A	General Astronomy I Lab	1.00
AST-152	General Astronomy II	3.00
AST-152A	General Astronomy II Lab	1.00
BIO-110	Principles of Biology	4.00
BIO-111	General Biology I	4.00
BIO-112	General Biology II	4.00
BIO-140	Environmental Biology	3.00
BIO-140A	Environmental Biology Lab	1.00
CHM-131	Introduction to Chemistry	3.00
CHM-131A	Intro to Chemistry Lab	1.00
CHM-132	Organic and Biochemistry	4.00
CHM-151	General Chemistry I	4.00
CHM-152	General Chemistry II	4.00
CIS-115	Intro to Prog & Logic	3.00
COM-231	Public Speaking	3.00
ECO-251	Prin of Microeconomics	3.00
ECO-252	Prin of Macroeconomics	3.00
ENG-231	American Literature I	3.00
ENG-232	American Literature II	3.00
ENG-241	British Literature I	3.00
ENG-242	British Literature II	3.00
ENG-261	World Literature I	3.00
ENG-262	World Literature II	3.00

GEO-111	World Regional Geography	3.00
HIS-111	World Civilizations I	3.00
HIS-112	World Civilizations II	3.00
HIS-131	American History I	3.00
HIS-132	American History II	3.00
HUM-110	Technology and Society	3.00
HUM-115	Critical Thinking	3.00
HUM-120	Cultural Studies	3.00
HUM-122	Southern Culture	3.00
HUM-130	Myth in Human Culture	3.00
MAT-143	Quantitative Literacy	3.00
MAT-152	Statistical Methods I	4.00
MAT-171	Precalculus Algebra	4.00
MAT-172	Precalculus Trigonometry	4.00
MAT-263	Brief Calculus	4.00
MAT-271	Calculus I	4.00
MAT-272	Calculus II	4.00
MAT-273	Calculus III	4.00
MUS-110	Music Appreciation	3.00
MUS-112	Introduction to Jazz	3.00
MUS-113	American Music	3.00
PHI-215	Philosophical Issues	3.00
PHI-240	Introduction to Ethics	3.00
PHY-110	Conceptual Physics	3.00
PHY-110A	Conceptual Physics Lab	1.00
PHY-151	College Physics I	4.00
PHY-152	College Physics II	4.00
PHY-251	General Physics I	4.00
PHY-252	General Physics II	4.00
POL-120	American Government	3.00
PSY-150	General Psychology	3.00
PSY-237	Social Psychology	3.00
PSY-241	Developmental Psych	3.00
PSY-281	Abnormal Psychology	3.00
REL-110	World Religions	3.00
REL-211	Intro to Old Testament	3.00
REL-212	Intro to New Testament	3.00
SOC-210	Introduction to Sociology	3.00
SOC-213	Sociology of the Family	3.00
SOC-220	Social Problems	3.00
SOC-225	Social Diversity	3.00
SPA-111	Elementary Spanish I	3.00
SPA-112	Elementary Spanish II	3.00
SPA-211	Intermediate Spanish I	3.00
SPA-212	Intermediate Spanish II	3.00

## 2) Other Required Hours

### Pre-Major Electives - Take 11 credits

ACC-120	Prin of Financial Accounting	4.00
ACC-121	Prin of Managerial Accounting	4.00
ANT-210	General Anthropology	3.00
ANT-220	Cultural Anthropology	3.00
ART-111	Art Appreciation	3.00
ART-114	Art History Survey I	3.00
ART-115	Art History Survey II	3.00
ART-118	Art by Women	3.00
ART-121	Two-Dimensional Design	3.00
ART-131	Drawing I	3.00
ART-132	Drawing II	3.00
ART-140	Basic Painting	2.00
ART-240	Painting I	3.00
ART-241	Painting II	3.00
ASL-111	Elementary ASL I	3.00

AST-111	Descriptive Astronomy	3.00
AST-111A	Descriptive Astronomy Lab	1.00
AST-151	General Astronomy I	3.00
AST-151A	General Astronomy I Lab	1.00
AST-152	General Astronomy II	3.00
AST-152A	General Astronomy II Lab	1.00
BIO-111	General Biology I	4.00
BIO-112	General Biology II	4.00
BIO-140	Environmental Biology	3.00
BIO-140A	Environmental Biology Lab	1.00
BIO-155	Nutrition	3.00
BIO-163	Basic Anat & Physiology	5.00
BIO-168	Anatomy and Physiology I	4.00
BIO-169	Anatomy and Physiology II	4.00
BIO-275	Microbiology	4.00
BUS-110	Introduction to Business	3.00
BUS-115	Business Law I	3.00
BUS-137	Principles of Management	3.00
CHM-130	Gen, Org, & Biochemistry	3.00
CHM-130A	Gen, Org, & Biochem Lab	1.00
CHM-131	Introduction to Chemistry	3.00
CHM-131A	Intro to Chemistry Lab	1.00
CHM-132	Organic and Biochemistry	4.00
CHM-151	General Chemistry I	4.00
CHM-152	General Chemistry II	4.00
CHM-251	Organic Chemistry I	4.00
CHM-252	Organic Chemistry II	4.00
CIS-115	Intro to Prog & Logic	3.00
CJC-111	Intro to Criminal Justice	3.00
CJC-121	Law Enforcement Operations	3.00
CJC-141	Corrections	3.00
COM-231	Public Speaking	3.00
COM-251	Debate I	3.00
CSC-134	C++ Programming	3.00
CSC-139	Visual BASIC Programming	3.00
CTS-115	Info Sys Business Concepts	3.00
DFT-170	Engineering Graphics	3.00
ECO-251	Prin of Microeconomics	3.00
ECO-252	Prin of Macroeconomics	3.00
EDU-144	Child Development I	3.00
EDU-145	Child Development II	3.00
EDU-216	Foundations of Education	3.00
EDU-221	Children With Exceptionalities	3.00
EGR-150	Intro to Engineering	2.00
ENG-231	American Literature I	3.00
ENG-232	American Literature II	3.00
ENG-241	British Literature I	3.00
ENG-242	British Literature II	3.00
ENG-262	World Literature II	3.00
GEO-111	World Regional Geography	3.00
HEA-110	Personal Health/Wellness	3.00
HEA-112	First Aid & CPR	2.00
HEA-120	Community Health	3.00
HIS-111	World Civilizations I	3.00
HIS-112	World Civilizations II	3.00
HIS-131	American History I	3.00
HIS-132	American History II	3.00
HUM-110	Technology and Society	3.00
HUM-115	Critical Thinking	3.00
HUM-120	Cultural Studies	3.00
HUM-122	Southern Culture	3.00
HUM-130	Myth in Human Culture	3.00
HUM-170	The Holocaust	3.00

HUM-180	Internat Cultural Explor	3.00
HUM-230	Leadership Development	3.00
MAT-143	Quantitative Literacy	3.00
MAT-152	Statistical Methods I	4.00
MAT-171	Precalculus Algebra	4.00
MAT-172	Precalculus Trigonometry	4.00
MAT-263	Brief Calculus	4.00
MAT-271	Calculus I	4.00
MAT-272	Calculus II	4.00
MAT-273	Calculus III	4.00
MAT-280	Linear Algebra	3.00
MAT-285	Differential Equations	3.00
MUS-110	Music Appreciation	3.00
MUS-112	Introduction to Jazz	3.00
MUS-113	American Music	3.00
MUS-121	Music Theory I	3.00
MUS-122	Music Theory II	3.00
MUS-125	Aural Skills I	1.00
MUS-126	Aural Skills II	1.00
MUS-131	Chorus I	1.00
MUS-132	Chorus II	1.00
MUS-141	Ensemble I	1.00
MUS-142	Ensemble II	1.00
MUS-151	Class Music I	1.00
MUS-152	Class Music II	1.00
MUS-221	Music Theory III	3.00
MUS-222	Music Theory IV	3.00
MUS-225	Aural Skills III	1.00
MUS-226	Aural Skills IV	1.00
MUS-231	Chorus III	1.00
MUS-232	Chorus IV	1.00
PED-110	Fit and Well for Life	2.00
PED-113	Aerobics I	1.00
PED-117	Weight Training I	1.00
PED-120	Walking for Fitness	1.00
PED-130	Tennis-Beginning	1.00
PED-137	Badminton	1.00
PED-152	Swimming-Beginning	1.00
PED-153	Swimming-Intermediate	1.00
PED-155	Water Aerobics	1.00
PED-219	Disc Golf	1.00
PHI-215	Philosophical Issues	3.00
PHI-240	Introduction to Ethics	3.00
PHY-110	Conceptual Physics	3.00
PHY-110A	Conceptual Physics Lab	1.00
PHY-151	College Physics I	4.00
PHY-152	College Physics II	4.00
PHY-251	General Physics I	4.00
PHY-252	General Physics II	4.00
POL-120	American Government	3.00
PSY-150	General Psychology	3.00
PSY-231	Forensic Psychology	3.00
PSY-237	Social Psychology	3.00
PSY-241	Developmental Psych	3.00
PSY-281	Abnormal Psychology	3.00
REL-110	World Religions	3.00
REL-111	Eastern Religions	3.00
REL-211	Intro to Old Testament	3.00
REL-212	Intro to New Testament	3.00
SOC-210	Introduction to Sociology	3.00
SOC-213	Sociology of the Family	3.00
SOC-220	Social Problems	3.00
SPA-111	Elementary Spanish I	3.00

SPA-181	Spanish Lab 1	1.00
SPA-112	Elementary Spanish II	3.00
SPA-182	Spanish Lab 2	1.00
SPA-211	Intermediate Spanish I	3.00
SPA-281	Spanish Lab 3	1.00
SPA-212	Intermediate Spanish II	3.00
SPA-282	Spanish Lab 4	1.00

**CIS 110 Requirement - Take 3 credits**

CIS-110	Introduction to Computers	3.00
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**ACA Requirement - Take 1 credit**

ACA-122	College Transfer Success	1.00
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**Total Required Hours 60**

## ACCOUNTING AND FINANCE DEGREE (A25800)

Advisor contact information: Rick Childress, 828-395-1641, rchildress@isothermal.edu

### 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)

			Credits	Hours
1)	<b>General Education Requirements</b>			
	<b>English Requirements - Take 3 credits</b>			
	ENG-111	Writing and Inquiry	3.00	
	<b>Communications Requirements - Take 3 credits</b>			
	COM-231	Public Speaking	3.00	
	ENG-112	Writing/Research in the Disc	3.00	
	<b>Mathematics Requirement - Take 3 credits</b>			
	MAT-110	Math Measurement & Literacy	3.00	
	MAT-143	Quantitative Literacy	3.00	
	MAT-152	Statistical Methods I	4.00	
	<b>Social Science Requirement - Take 3 credits</b>			
	ECO-252	Prin of Macroeconomics	3.00	
	<b>Humanities Requirement - Take 3 credits</b>			
	ART-111	Art Appreciation	3.00	
	ART-114	Art History Survey I	3.00	
	ART-115	Art History Survey II	3.00	
	ENG-231	American Literature I	3.00	
	ENG-232	American Literature II	3.00	
	ENG-241	British Literature I	3.00	
	ENG-242	British Literature II	3.00	
	ENG-262	World Literature II	3.00	
	HUM-110	Technology and Society	3.00	
	HUM-115	Critical Thinking	3.00	
	HUM-120	Cultural Studies	3.00	
	HUM-122	Southern Culture	3.00	
	HUM-130	Myth in Human Culture	3.00	

HUM-170	The Holocaust	3.00
HUM-230	Leadership Development	3.00
MUS-110	Music Appreciation	3.00
MUS-112	Introduction to Jazz	3.00
MUS-113	American Music	3.00
PHI-215	Philosophical Issues	3.00
PHI-240	Introduction to Ethics	3.00
REL-110	World Religions	3.00
REL-211	Intro to Old Testament	3.00
REL-212	Intro to New Testament	3.00

**2) Major Requirements**

**Required Courses - Take 23 credits**

ACC-120	Prin of Financial Accounting	4.00
ACC-121	Prin of Managerial Accounting	4.00
BUS-115	Business Law I	3.00
BUS-125	Personal Finance	3.00
CIS-110	Introduction to Computers	3.00
CTS-130	Spreadsheet	3.00
ECO-251	Prin of Microeconomics	3.00

**3) Concentration Requirements**

**Required Subject Area - Take 9 credits**

ACC-129	Individual Income Taxes	3.00
ACC-140	Payroll Accounting	2.00
ACC-220	Intermediate Accounting I	4.00

**4) Other Major Requirements - Take 14 credits**

ACC-122	Prin of Financial Acct II	3.00
ACC-150	Accounting Software Appl	2.00
ACC-180	Practices in Bookkeeping	3.00
BUS-110	Introduction to Business	3.00
BUS-270	Professional Development	3.00

**Required Elective - Take 3 credits**

BUS-137	Principles of Management	3.00
BUS-253	Leadership and Mgt Skills	3.00
BUS-260	Business Communication	3.00
CSC-139	Visual BASIC Programming	3.00
MKT-120	Principles of Marketing	3.00

**5) Other Requirement**

**ACA Requirement - Take 1 credit**

ACA-122	College Transfer Success	1.00
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**Total Required Hours 65**

## ACCOUNTING AND FINANCE DIPLOMA (D25800)

Advisor contact information: Rick Childress, 828-395-1641, rchildress@isothermal.edu

		<b>Credits Hours</b>
<b>1) General Education Requirements</b>		
<b>English Requirements - Take 3 credits</b>		
ENG-111	Writing and Inquiry	3.00
<b>Social Science Requirement - Take 3 credits</b>		
ECO-252	Prin of Macroeconomics	3.00
<b>2) Major Requirements</b>		
<b>Required Courses - Take 15 credits</b>		
ACC-120	Prin of Financial Accounting	4.00
ACC-121	Prin of Managerial Accounting	4.00
ACC-220	Intermediate Accounting I	4.00
BUS-115	Business Law I	3.00
<b>3) Concentration Requirements</b>		
<b>Required Subject Area - Take 14 credits</b>		
ACC-129	Individual Income Taxes	3.00
ACC-140	Payroll Accounting	2.00
CIS-110	Introduction to Computers	3.00
CTS-130	Spreadsheet	3.00
ECO-251	Prin of Microeconomics	3.00
<b>4) Other Major Requirements - Take 8 credits</b>		
ACC-122	Prin of Financial Acct II	3.00
ACC-150	Accounting Software Appl	2.00
ACC-180	Practices in Bookkeeping	3.00
<b>5) Other Requirement</b>		
<b>ACA Requirement - Take 1 credit</b>		
ACA-122	College Transfer Success	1.00
	<b>Total Required Hours</b>	<b>44</b>



## ACCOUNTING AND FINANCE COMPUTERIZED ACCOUNTING CERTIFICATE (C258002)

Advisor contact information: Rick Childress, 828-395-1641, rchildress@isothermal.edu

		Credits Hours
1)	<b>Major Requirements</b>	
	<b>Required Courses - Take 12 credits</b>	
	ACC-120 Prin of Financial Accounting	4.00
	ACC-129 Individual Income Taxes	3.00
	ACC-150 Accounting Software Appl	2.00
	CIS-110 Introduction to Computers	3.00
	<b>Total Required Hours 12</b>	

## ACCOUNTING AND FINANCE BOOKKEEPING CERTIFICATE (C258004)

Advisor contact information: Rick Childress, 828-395-1641, rchildress@isothermal.edu

		Credits Hours
1)	<b>Major Requirements</b>	
	<b>Required Courses - Take 12 credits</b>	
	ACC-120 Prin of Financial Accounting	4.00
	ACC-129 Individual Income Taxes	3.00
	ACC-150 Accounting Software Appl	2.00
	ACC-180 Practices in Bookkeeping	3.00
	<b>Total Required Hours 12</b>	

## ACCOUNTING AND FINANCE PAYROLL CERTIFICATE (C258005)

Advisor contact information: Rick Childress, 828-395-1641, rchildress@isothermal.edu

		Credits Hours
1)	<b>Major Requirements</b>	
	<b>Required Courses - Take 12 credits</b>	
	ACC-120 Prin of Financial Accounting	4.00
	ACC-121 Prin of Managerial Accounting	4.00
	ACC-140 Payroll Accounting	2.00
	ACC-150 Accounting Software Appl	2.00
	<b>Total Required Hours 12</b>	

## AGRIBUSINESS TECHNOLOGY DEGREE (A15100)

Advisor contact information: Lisa Higgins, 828-395-4326, lhiggins@isothermal.edu

### 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.

		Credits Hours
1)	<b>General Education Requirements</b>	
	<b>English Requirements - Take 3 credits</b>	
	ENG-111 Writing and Inquiry	3.00
	<b>Communications Requirements - Take 3 credits</b>	
	COM-231 Public Speaking	3.00
	ENG-112 Writing/Research in the Disc	3.00
	<b>Science/Math Requirement - Take 3 credits</b>	
	BIO-111 General Biology I	4.00
	MAT-110 Math Measurement & Literacy	3.00
	MAT-121 Algebra/Trigonometry I	3.00
	MAT-143 Quantitative Literacy	3.00
	MAT-152 Statistical Methods I	4.00
	MAT-171 Precalculus Algebra	4.00
	<b>Social Science Requirement - Take 3 credits</b>	
	ECO-252 Prin of Macroeconomics	3.00
	<b>Humanities Requirement - Take 3 credits</b>	
	ART-111 Art Appreciation	3.00
	ART-114 Art History Survey I	3.00
	ART-115 Art History Survey II	3.00
	ENG-231 American Literature I	3.00
	ENG-232 American Literature II	3.00
	ENG-241 British Literature I	3.00
	ENG-242 British Literature II	3.00
	ENG-261 World Literature I	3.00
	ENG-262 World Literature II	3.00
	HUM-115 Critical Thinking	3.00
	HUM-120 Cultural Studies	3.00
	HUM-122 Southern Culture	3.00
	HUM-130 Myth in Human Culture	3.00
	HUM-170 The Holocaust	3.00
	MUS-110 Music Appreciation	3.00
	MUS-112 Introduction to Jazz	3.00
	MUS-113 American Music	3.00

PHI-215	Philosophical Issues	3.00
PHI-240	Introduction to Ethics	3.00
REL-110	World Religions	3.00
REL-111	Eastern Religions	3.00
REL-211	Intro to Old Testament	3.00
REL-212	Intro to New Testament	3.00

**2) Major Requirements**

**Technical Core - Take 16 credits**

AGR-139	Intro to Sustainable Ag	3.00
AGR-140	Agricultural Chemicals	3.00
AGR-170	Soil Science	3.00
AGR-214	Agricultural Marketing	3.00
ANS-110	Animal Science	3.00
WBL-111	Work-Based Learning I	1.00

**Program Major - Take 12 credits**

AGR-210	Agricultural Accounting	3.00
AGR-212	Farm Business Management	3.00
AGR-213	Ag Law & Finance	3.00
AGR-261	Agronomy	3.00

**3) Other Major Requirements - Take 13 credits**

AGR-110	Agricultural Economics	3.00
AGR-111	Basic Farm Maintenance	2.00
BUS-125	Personal Finance	3.00
CIS-110	Introduction to Computers	3.00
HOR-150	Intro to Horticulture	2.00

**Required Track - Take 1 of 4 Groups**

**Group 1 - Take 10 credits**

ANS-115	Animal Feeds & Nutrition	3.00
ANS-116	Intro to the Equine Ind	3.00
ANS-180	Equine Production	4.00

**Group 2 - Take 9 credits**

BUS-110	Introduction to Business	3.00
BUS-137	Principles of Management	3.00
MKT-120	Principles of Marketing	3.00

**Group 3 - Take 9 credits**

AGR-262	Weed ID & Control	3.00
HOR-112	Landscape Design I	3.00
HOR-134	Greenhouse Operations	3.00

**Group 4 - Take 9 credits**

ANS-111	Sustainable Livestock Mgt	3.00
ANS-115	Animal Feeds & Nutrition	3.00
ANS-210	Livestock Prod Issues	3.00

**4) Other Requirement**

**ACA Requirement - Take 1 credit**

ACA-122	College Transfer Success	1.00
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**Total Required Hours 66**

## AGRIBUSINESS TECHNOLOGY DIPLOMA (D15100)

Advisor contact information: Lisa Higgins, 828-395-4326, lhiggins@isothermal.edu

		<b>Credits Hours</b>
<b>1) General Education Requirements</b>		
<b>English Requirements - Take 3 credits</b>		
ENG-111	Writing and Inquiry	3.00
<b>Communications Requirements - Take 3 credits</b>		
COM-231	Public Speaking	3.00
ENG-112	Writing/Research in the Disc	3.00
<b>Science/Math Requirement - Take 4 credits</b>		
BIO-111	General Biology I	4.00
<b>Social Science Requirement - Take 3 credits</b>		
ECO-252	Prin of Macroeconomics	3.00
<b>2) Major Requirements</b>		
<b>Technical Core - Take 15 credits</b>		
AGR-139	Intro to Sustainable Ag	3.00
AGR-140	Agricultural Chemicals	3.00
AGR-170	Soil Science	3.00
AGR-214	Agricultural Marketing	3.00
ANS-110	Animal Science	3.00
<b>Program Major - Take 3 credits</b>		
AGR-212	Farm Business Management	3.00
<b>3) Other Major Requirements - Take 10 credits</b>		
AGR-111	Basic Farm Maintenance	2.00
BUS-125	Personal Finance	3.00
CIS-110	Introduction to Computers	3.00
HOR-150	Intro to Horticulture	2.00
<b>Required Track - Take 3 credits</b>		
BUS-110	Introduction to Business	3.00
<b>4) Other Requirement</b>		
<b>ACA Requirement - Take 1 credit</b>		
ACA-122	College Transfer Success	1.00
	<b>Total Required Hours</b>	<b>45</b>

## AGRIBUSINESS TECHNOLOGY AGRICULTURE CERTIFICATE (C1510001)

Advisor contact information: Lisa Higgins, 828-395-4326, lhiggins@isothermal.edu

		Credits Hours
1)	<b>Major Requirements</b>	
	<b>Technical Core - Take 13 credits</b>	
	AGR-111 Basic Farm Maintenance	2.00
	AGR-139 Intro to Sustainable Ag	3.00
	ANS-110 Animal Science	3.00
	BUS-125 Personal Finance	3.00
	HOR-150 Intro to Horticulture	2.00
	<b>Total Required Hours 13</b>	

## AGRIBUSINESS TECHNOLOGY GENERAL BUSINESS CERTIFICATE (C1510002)

Advisor contact information: Lisa Higgins, 828-395-4326, lhiggins@isothermal.edu

		Credits Hours
1)	<b>Major Requirements</b>	
	<b>Technical Core - Take 12 credits</b>	
	AGR-210 Agricultural Accounting	3.00
	AGR-212 Farm Business Management	3.00
	AGR-213 Ag Law & Finance	3.00
	AGR-214 Agricultural Marketing	3.00
	<b>Total Required Hours 12</b>	

## AGRIBUSINESS TECHNOLOGY EQUINE SCIENCE CERTIFICATE (C1510003)

Advisor contact information: Lisa Higgins, 828-395-4326, lhiggins@isothermal.edu

		Credits Hours
1)	<b>Major Requirements</b>	
	<b>Technical Core - Take 13 credits</b>	
	ANS-110 Animal Science	3.00
	ANS-115 Animal Feeds & Nutrition	3.00
	ANS-116 Intro to the Equine Ind	3.00
	ANS-180 Equine Production	4.00
	<b>Total Required Hours 13</b>	

## AGRIBUSINESS TECHNOLOGY LANDSCAPE CERTIFICATE (C1510004)

Advisor contact information: Lisa Higgins, 828-395-4326, lhiggins@isothermal.edu

		<b>Credits Hours</b>
1)	<b>Major Requirements</b>	
	<b>Technical Core - Take 3 credits</b>	
	AGR-170      Soil Science	3.00
2)	<b>Other Major Requirements - Take 9 credits</b>	
	AGR-262      Weed ID & Control	3.00
	HOR-112      Landscape Design I	3.00
	HOR-134      Greenhouse Operations	3.00
	<b>Total Required Hours 12</b>	

## AGRIBUSINESS TECHNOLOGY CERTIFICATE (C1510005)

Advisor contact information: Lisa Higgins, 828-395-4326, lhiggins@isothermal.edu

		<b>Credits Hours</b>
1)	<b>Major Requirements</b>	
	<b>Technical Core - Take 6 credits</b>	
	AGR-139      Intro to Sustainable Ag	3.00
	ANS-110      Animal Science	3.00
2)	<b>Other Major Requirements - Take 3 credits</b>	
	CIS-110      Introduction to Computers	3.00
	<b>Required Course - Take 3 credits</b>	
	BUS-110      Introduction to Business	3.00
	<b>Total Required Hours 12</b>	

## AGRIBUSINESS TECHNOLOGY ANIMAL SCIENCE CERTIFICATE (C1510006)

Advisor contact information: Lisa Higgins, 828-395-4326, lhiggins@isothermal.edu

		<b>Credits Hours</b>
1)	<b>Major Requirements</b>	
	<b>Technical Core - Take 12 credits</b>	
	ANS-110      Animal Science	3.00
	ANS-111      Sustainable Livestock Mgt	3.00
	ANS-115      Animal Feeds & Nutrition	3.00
	ANS-210      Livestock Prod Issues	3.00
	<b>Total Required Hours 12</b>	

## BUSINESS ADMINISTRATION DEGREE GENERAL BUSINESS SPECIALTY (A25120G)

Advisor contact information: Melissa Johnson, 828-395-1524, johnsonm@isothermal.edu or Rebecca Haney, 828-395-1305, rhaney@isothermal.edu or Rick Childress, 828-395-1641, rchildress@isothermal.edu

### 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.

		<b>Credits Hours</b>
<b>1) General Education Requirements</b>		
<b>English Requirements - Take 3 credits</b>		
ENG-111	Writing and Inquiry	3.00
<b>Communications Requirements - Take 3 credits</b>		
COM-231	Public Speaking	3.00
ENG-112	Writing/Research in the Disc	3.00
<b>Mathematics Requirement - Take 3 credits</b>		
MAT-110	Math Measurement & Literacy	3.00
MAT-143	Quantitative Literacy	3.00
MAT-152	Statistical Methods I	4.00
<b>Humanities Requirement - Take 3 credits</b>		
ART-111	Art Appreciation	3.00
ART-114	Art History Survey I	3.00
ART-115	Art History Survey II	3.00
ENG-231	American Literature I	3.00
ENG-232	American Literature II	3.00
ENG-241	British Literature I	3.00
ENG-242	British Literature II	3.00
ENG-262	World Literature II	3.00
HUM-110	Technology and Society	3.00
HUM-115	Critical Thinking	3.00
HUM-120	Cultural Studies	3.00
HUM-122	Southern Culture	3.00
HUM-130	Myth in Human Culture	3.00
HUM-170	The Holocaust	3.00
HUM-230	Leadership Development	3.00
MUS-110	Music Appreciation	3.00
MUS-112	Introduction to Jazz	3.00
MUS-113	American Music	3.00
PHI-215	Philosophical Issues	3.00
PHI-240	Introduction to Ethics	3.00
REL-110	World Religions	3.00
REL-111	Eastern Religions	3.00
REL-211	Intro to Old Testament	3.00
REL-212	Intro to New Testament	3.00

	<b>Social Science Requirement - Take 3 credits</b>		
	ECO-252	Prin of Macroeconomics	3.00
2)	<b>Major Requirements</b>		
	<b>Technical Core - Take 12 credits</b>		
	BUS-110	Introduction to Business	3.00
	BUS-115	Business Law I	3.00
	BUS-137	Principles of Management	3.00
	MKT-120	Principles of Marketing	3.00
	<b>Accounting Requirement - Take 4 credits</b>		
	ACC-120	Prin of Financial Accounting	4.00
	<b>Computer Requirement - Take 3 credits</b>		
	CIS-110	Introduction to Computers	3.00
	<b>Economics Requirement - Take 3 credits</b>		
	ECO-251	Prin of Microeconomics	3.00
3)	<b>Concentration Requirements</b>		
	<b>Business Administration - Take 12 credits</b>		
	BUS-125	Personal Finance	3.00
	BUS-153	Human Resource Management	3.00
	BUS-253	Leadership and Mgt Skills	3.00
	BUS-260	Business Communication	3.00
4)	<b>Other Major Requirements</b>		
	<b>Business Administration - Take 2 Groups</b>		
	<b>Group 1 - Take 10 credits</b>		
	ACC-121	Prin of Managerial Accounting	4.00
	BUS-270	Professional Development	3.00
	CTS-130	Spreadsheet	3.00
	<b>Group 2 - Take 8 credits</b>		
	ACC-129	Individual Income Taxes	3.00
	ACC-140	Payroll Accounting	2.00
	ACC-150	Accounting Software Appl	2.00
	ACC-180	Practices in Bookkeeping	3.00
	ACC-220	Intermediate Accounting I	4.00
	BUS-139	Entrepreneurship I	3.00
	BUS-230	Small Business Management	3.00
	CIS-115	Intro to Prog & Logic	3.00
	CTI-110	Web, Pgm, & Db Foundation	3.00
	CTS-115	Info Sys Business Concepts	3.00
	CTS-287	Emerging Technologies	3.00
	DBA-110	Database Concepts	3.00
	ETR-220	Innovation and Creativity	3.00
	HRM-110	Intro to Hosp & Tourism	3.00
	HRM-210	Meetings & Event Planning	3.00
	HRM-235	Quality Mgmt-Hospitality	3.00
	MKT-223	Customer Service	3.00
	OST-134	Text Entry & Formatting	3.00
	OST-164	Office Editing	3.00
	OST-181	Office Procedures	3.00
	WBL-111	Work-Based Learning I	1.00
	WEB-210	Web Design	3.00
5)	<b>Other Requirement</b>		
	<b>ACA Requirement - Take 1 credit</b>		
	ACA-122	College Transfer Success	1.00
		<b>Total Required Hours 68</b>	



# BUSINESS ADMINISTRATION DEGREE ENTREPRENEUR INNOVATION SPECIALTY (A25120E)

Advisor contact information: Melissa Johnson, 828-395-1524, johnsonm@isothermal.edu or  
Rebecca Haney, 828-395-1305, rhaney@isothermal.edu or Rick Childress, 828-395-1641, rchildress@isothermal.edu

		<b>Credits Hours</b>
<b>1)</b>	<b>General Education Requirements</b>	
	<b>English Requirements - Take 3 credits</b>	
	ENG-111 Writing and Inquiry	3.00
	<b>Communications Requirements - Take 3 credits</b>	
	COM-231 Public Speaking	3.00
	ENG-112 Writing/Research in the Disc	3.00
	<b>Mathematics Requirement - Take 3 credits</b>	
	MAT-110 Math Measurement & Literacy	3.00
	MAT-143 Quantitative Literacy	3.00
	MAT-152 Statistical Methods I	4.00
	<b>Humanities Requirement - Take 3 credits</b>	
	ART-111 Art Appreciation	3.00
	ART-114 Art History Survey I	3.00
	ART-115 Art History Survey II	3.00
	ENG-231 American Literature I	3.00
	ENG-232 American Literature II	3.00
	ENG-241 British Literature I	3.00
	ENG-242 British Literature II	3.00
	ENG-262 World Literature II	3.00
	HUM-110 Technology and Society	3.00
	HUM-115 Critical Thinking	3.00
	HUM-120 Cultural Studies	3.00
	HUM-122 Southern Culture	3.00
	HUM-130 Myth in Human Culture	3.00
	HUM-170 The Holocaust	3.00
	HUM-230 Leadership Development	3.00
	MUS-110 Music Appreciation	3.00
	MUS-112 Introduction to Jazz	3.00
	MUS-113 American Music	3.00
	PHI-215 Philosophical Issues	3.00
	PHI-240 Introduction to Ethics	3.00
	REL-110 World Religions	3.00
	REL-111 Eastern Religions	3.00
	REL-211 Intro to Old Testament	3.00
	REL-212 Intro to New Testament	3.00
	<b>Social Science Requirement - Take 3 credits</b>	
	ECO-252 Prin of Macroeconomics	3.00
<b>2)</b>	<b>Major Requirements</b>	
	<b>Technical Core - Take 12 credits</b>	
	BUS-110 Introduction to Business	3.00
	BUS-115 Business Law I	3.00
	BUS-137 Principles of Management	3.00
	MKT-120 Principles of Marketing	3.00
	<b>Accounting Requirement - Take 4 credits</b>	
	ACC-120 Prin of Financial Accounting	4.00
	<b>Computer Requirement - Take 3 credits</b>	
	CIS-110 Introduction to Computers	3.00
	<b>Economics Requirement - Take 3 credits</b>	
	ECO-251 Prin of Microeconomics	3.00

<b>3)</b>	<b>Concentration Requirements</b>		
	<b>Business Administration - Take 12 credits</b>		
	BUS-125	Personal Finance	3.00
	BUS-153	Human Resource Management	3.00
	BUS-253	Leadership and Mgt Skills	3.00
	BUS-260	Business Communication	3.00
<b>4)</b>	<b>Other Major Requirements</b>		
	<b>Entrepreneurship - Take 2 Groups</b>		
	<b>Group 1 - Take 16 credits</b>		
	ACC-121	Prin of Managerial Accounting	4.00
	BUS-139	Entrepreneurship I	3.00
	BUS-230	Small Business Management	3.00
	BUS-270	Professional Development	3.00
	ETR-220	Innovation and Creativity	3.00
	<b>Group 2 - Take 3 credits</b>		
	CTS-130	Spreadsheet	3.00
	MKT-223	Customer Service	3.00
<b>5)</b>	<b>Other Requirement</b>		
	<b>ACA Requirement - Take 1 credit</b>		
	ACA-122	College Transfer Success	1.00
		<b>Total Required Hours</b>	<b>69</b>

## BUSINESS ADMINISTRATION DEGREE HOSPITALITY SPECIALTY (A25120H)

Advisor contact information: Melissa Johnson, 828-395-1524, johnsonm@isothermal.edu or  
Rebecca Haney, 828-395-1305, rhaney@isothermal.edu or Rick Childress, 828-395-1641, rchildress@isothermal.edu

		<b>Credits Hours</b>
<b>1)</b>	<b>General Education Requirements</b>	
	<b>English Requirements - Take 3 credits</b>	
	ENG-111 Writing and Inquiry	3.00
	<b>Communications Requirements - Take 3 credits</b>	
	COM-231 Public Speaking	3.00
	ENG-112 Writing/Research in the Disc	3.00
	<b>Mathematics Requirement - Take 3 credits</b>	
	MAT-110 Math Measurement & Literacy	3.00
	MAT-143 Quantitative Literacy	3.00
	MAT-152 Statistical Methods I	4.00
	<b>Humanities Requirement - Take 3 credits</b>	
	ART-111 Art Appreciation	3.00
	ART-114 Art History Survey I	3.00
	ART-115 Art History Survey II	3.00
	ENG-231 American Literature I	3.00
	ENG-232 American Literature II	3.00
	ENG-241 British Literature I	3.00
	ENG-242 British Literature II	3.00
	ENG-262 World Literature II	3.00
	HUM-110 Technology and Society	3.00
	HUM-115 Critical Thinking	3.00
	HUM-120 Cultural Studies	3.00
	HUM-122 Southern Culture	3.00
	HUM-130 Myth in Human Culture	3.00
	HUM-170 The Holocaust	3.00
	HUM-230 Leadership Development	3.00
	MUS-110 Music Appreciation	3.00
	MUS-112 Introduction to Jazz	3.00
	MUS-113 American Music	3.00
	PHI-215 Philosophical Issues	3.00
	PHI-240 Introduction to Ethics	3.00
	REL-110 World Religions	3.00
	REL-111 Eastern Religions	3.00
	REL-211 Intro to Old Testament	3.00
	REL-212 Intro to New Testament	3.00
	<b>Social Science Requirement - Take 3 credits</b>	
	ECO-252 Prin of Macroeconomics	3.00
<b>2)</b>	<b>Major Requirements</b>	
	<b>Technical Core - Take 12 credits</b>	
	BUS-110 Introduction to Business	3.00
	BUS-115 Business Law I	3.00
	BUS-137 Principles of Management	3.00
	MKT-120 Principles of Marketing	3.00
	<b>Accounting Requirement - Take 4 credits</b>	
	ACC-120 Prin of Financial Accounting	4.00
	<b>Computer Requirement - Take 3 credits</b>	
	CIS-110 Introduction to Computers	3.00
	<b>Economics Requirement - Take 3 credits</b>	
	ECO-251 Prin of Microeconomics	3.00

<b>3)</b>	<b>Concentration Requirements</b>		
	<b>Business Administration - Take 12 credits</b>		
	BUS-125	Personal Finance	3.00
	BUS-153	Human Resource Management	3.00
	BUS-253	Leadership and Mgt Skills	3.00
	BUS-260	Business Communication	3.00
<b>4)</b>	<b>Other Major Requirements</b>		
	<b>Hospitality - Take 18 credits</b>		
	BUS-270	Professional Development	3.00
	CTS-130	Spreadsheet	3.00
	HRM-110	Intro to Hosp & Tourism	3.00
	HRM-210	Meetings & Event Planning	3.00
	HRM-235	Quality Mgmt-Hospitality	3.00
	MKT-223	Customer Service	3.00
<b>5)</b>	<b>Other Requirement</b>		
	<b>ACA Requirement - Take 1 credit</b>		
	ACA-122	College Transfer Success	1.00
		<b>Total Required Hours</b>	<b>68</b>

## BUSINESS ADMINISTRATION DEGREE OFFICE MANAGEMENT (A25120F)

Advisor contact information: Melissa Johnson, 828-395-1524, johnsonm@isothermal.edu or  
Rebecca Haney, 828-395-1305, rhaney@isothermal.edu or Rick Childress, 828-395-1641, rchildress@isothermal.edu

		<b>Credits Hours</b>
<b>1)</b>	<b>General Education Requirements</b>	
	<b>English Requirements - Take 3 credits</b>	
	ENG-111 Writing and Inquiry	3.00
	<b>Communications Requirements - Take 3 credits</b>	
	COM-231 Public Speaking	3.00
	ENG-112 Writing/Research in the Disc	3.00
	<b>Mathematics Requirement - Take 3 credits</b>	
	MAT-110 Math Measurement & Literacy	3.00
	MAT-143 Quantitative Literacy	3.00
	MAT-152 Statistical Methods I	4.00
	<b>Humanities Requirement - Take 3 credits</b>	
	ART-111 Art Appreciation	3.00
	ART-114 Art History Survey I	3.00
	ART-115 Art History Survey II	3.00
	ENG-231 American Literature I	3.00
	ENG-232 American Literature II	3.00
	ENG-241 British Literature I	3.00
	ENG-242 British Literature II	3.00
	ENG-262 World Literature II	3.00
	HUM-110 Technology and Society	3.00
	HUM-115 Critical Thinking	3.00
	HUM-120 Cultural Studies	3.00
	HUM-122 Southern Culture	3.00
	HUM-130 Myth in Human Culture	3.00
	HUM-170 The Holocaust	3.00
	HUM-230 Leadership Development	3.00
	MUS-110 Music Appreciation	3.00
	MUS-112 Introduction to Jazz	3.00
	MUS-113 American Music	3.00
	PHI-215 Philosophical Issues	3.00
	PHI-240 Introduction to Ethics	3.00
	REL-110 World Religions	3.00
	REL-111 Eastern Religions	3.00
	REL-211 Intro to Old Testament	3.00
	REL-212 Intro to New Testament	3.00
	<b>Social Science Requirement - Take 3 credits</b>	
	ECO-252 Prin of Macroeconomics	3.00
<b>2)</b>	<b>Major Requirements</b>	
	<b>Technical Core - Take 12 credits</b>	
	BUS-110 Introduction to Business	3.00
	BUS-115 Business Law I	3.00
	BUS-137 Principles of Management	3.00
	MKT-120 Principles of Marketing	3.00
	<b>Accounting Requirement - Take 4 credits</b>	
	ACC-120 Prin of Financial Accounting	4.00
	<b>Computer Requirement - Take 3 credits</b>	
	CIS-110 Introduction to Computers	3.00
	<b>Economics Requirement - Take 3 credits</b>	
	ECO-251 Prin of Microeconomics	3.00

<b>3)</b>	<b>Concentration Requirements</b>		
	<b>Business Administration - Take 12 credits</b>		
	BUS-125	Personal Finance	3.00
	BUS-153	Human Resource Management	3.00
	BUS-253	Leadership and Mgt Skills	3.00
	BUS-260	Business Communication	3.00
<b>4)</b>	<b>Other Major Requirements</b>		
	<b>Office Management - Take 18 credits</b>		
	BUS-270	Professional Development	3.00
	CTS-130	Spreadsheet	3.00
	CTS-287	Emerging Technologies	3.00
	OST-134	Text Entry & Formatting	3.00
	OST-164	Office Editing	3.00
	OST-181	Office Procedures	3.00
<b>5)</b>	<b>Other Requirement</b>		
	<b>ACA Requirement - Take 1 credit</b>		
	ACA-122	College Transfer Success	1.00
		<b>Total Required Hours</b>	<b>68</b>

## BUSINESS ADMINISTRATION DIPLOMA (D25120)

Advisor contact information: Melissa Johnson, 828-395-1524, johnsonm@isothermal.edu or  
Rebecca Haney, 828-395-1305, rhaney@isothermal.edu or Rick Childress, 828-395-1641, rchildress@isothermal.edu

		<b>Credits Hours</b>
<b>1)</b>	<b>General Education Requirements</b>	
	<b>English Requirements - Take 3 credits</b>	
	ENG-111 Writing and Inquiry	3.00
	<b>General Ed Requirement - Take 3 credits</b>	
	ART-111 Art Appreciation	3.00
	ART-114 Art History Survey I	3.00
	ART-115 Art History Survey II	3.00
	COM-231 Public Speaking	3.00
	ECO-252 Prin of Macroeconomics	3.00
	ENG-112 Writing/Research in the Disc	3.00
	ENG-231 American Literature I	3.00
	ENG-232 American Literature II	3.00
	ENG-241 British Literature I	3.00
	ENG-242 British Literature II	3.00
	ENG-262 World Literature II	3.00
	HUM-110 Technology and Society	3.00
	HUM-115 Critical Thinking	3.00
	HUM-120 Cultural Studies	3.00
	HUM-122 Southern Culture	3.00
	HUM-130 Myth in Human Culture	3.00
	HUM-170 The Holocaust	3.00
	HUM-230 Leadership Development	3.00
	MAT-110 Math Measurement & Literacy	3.00
	MAT-143 Quantitative Literacy	3.00
	MAT-152 Statistical Methods I	4.00
	MUS-110 Music Appreciation	3.00
	MUS-112 Introduction to Jazz	3.00
	MUS-113 American Music	3.00
	PHI-215 Philosophical Issues	3.00
	PHI-240 Introduction to Ethics	3.00
	REL-110 World Religions	3.00
	REL-111 Eastern Religions	3.00
	REL-211 Intro to Old Testament	3.00
	REL-212 Intro to New Testament	3.00
<b>2)</b>	<b>Major Requirements</b>	
	<b>Required Courses - Take 12 credits</b>	
	BUS-110 Introduction to Business	3.00
	BUS-115 Business Law I	3.00
	BUS-137 Principles of Management	3.00
	MKT-120 Principles of Marketing	3.00
	<b>Accounting Requirement - Take 4 credits</b>	
	ACC-120 Prin of Financial Accounting	4.00
	<b>Computer Requirement - Take 3 credits</b>	
	CIS-110 Introduction to Computers	3.00
	<b>Economics Requirement - Take 3 credits</b>	
	ECO-251 Prin of Microeconomics	3.00

- 3) **Concentration Requirements**  
**Business Administration - Take 9 credits**
- |         |                           |      |
|---------|---------------------------|------|
| BUS-125 | Personal Finance          | 3.00 |
| BUS-153 | Human Resource Management | 3.00 |
| BUS-253 | Leadership and Mgt Skills | 3.00 |
| CTS-130 | Spreadsheet               | 3.00 |
- 4) **Other Requirement**  
**ACA Requirement - Take 1 credit**
- |         |                          |      |
|---------|--------------------------|------|
| ACA-122 | College Transfer Success | 1.00 |
|---------|--------------------------|------|
- Total Required Hours 38**

### **BUSINESS ADMINISTRATION CERTIFICATE (C25120)**

Advisor contact information: Melissa Johnson, 828-395-1524, johnsonm@isothermal.edu or  
 Rebecca Haney, 828-395-1305, rhaney@isothermal.edu or Rick Childress, 828-395-1641, rchildress@isothermal.edu

- Credits Hours**
- 1) **Major Requirements**  
**Required Courses - Take 12 credits**
- |         |                           |      |
|---------|---------------------------|------|
| BUS-110 | Introduction to Business  | 3.00 |
| BUS-115 | Business Law I            | 3.00 |
| BUS-137 | Principles of Management  | 3.00 |
| CIS-110 | Introduction to Computers | 3.00 |
- Total Required Hours 12**

### **BUSINESS ECONOMICS CERTIFICATE (C2512002)**

Advisor contact information: Melissa Johnson, 828-395-1524, johnsonm@isothermal.edu or  
 Rebecca Haney, 828-395-1305, rhaney@isothermal.edu or Rick Childress, 828-395-1641, rchildress@isothermal.edu

- Credits Hours**
- 1) **General Education Requirements**  
**Social Science Requirement - Take 3 credits**
- |         |                        |      |
|---------|------------------------|------|
| ECO-252 | Prin of Macroeconomics | 3.00 |
|---------|------------------------|------|
- 2) **Major Requirements**  
**Required Courses - Take 10 credits**
- |         |                              |      |
|---------|------------------------------|------|
| ACC-120 | Prin of Financial Accounting | 4.00 |
| BUS-110 | Introduction to Business     | 3.00 |
| ECO-251 | Prin of Microeconomics       | 3.00 |
- Total Required Hours 13**

### **HOSPITALITY CERTIFICATE (C2512003)**

Advisor contact information: Melissa Johnson, 828-395-1524, johnsonm@isothermal.edu or  
 Rebecca Haney, 828-395-1305, rhaney@isothermal.edu or Rick Childress, 828-395-1641, rchildress@isothermal.edu

- Credits Hours**
- 1) **Major Requirements**  
**Required Courses - Take 12 credits**
- |         |                           |      |
|---------|---------------------------|------|
| HRM-110 | Intro to Hosp & Tourism   | 3.00 |
| HRM-210 | Meetings & Event Planning | 3.00 |
| HRM-235 | Quality Mgmt-Hospitality  | 3.00 |
| MKT-223 | Customer Service          | 3.00 |
- Total Required Hours 12**



### OFFICE MANAGEMENT CERTIFICATE (C2512008)

Advisor contact information: Melissa Johnson, 828-395-1524, johnsonm@isothermal.edu or  
Rebecca Haney, 828-395-1305, rhaney@isothermal.edu or Rick Childress, 828-395-1641, rchildress@isothermal.edu

		<b>Credits Hours</b>
<b>1) Concentration Requirements</b>		
<b>Business Administration - Take 3 credits</b>		
BUS-153	Human Resource Management	3.00
<b>2) Other Major Requirements</b>		
<b>Office Management - Take 9 credits</b>		
CTS-287	Emerging Technologies	3.00
OST-134	Text Entry & Formatting	3.00
OST-181	Office Procedures	3.00
	<b>Total Required Hours</b>	<b>12</b>

### ENTREPRENEURSHIP CERTIFICATE (C2512009)

Advisor contact information: Melissa Johnson, 828-395-1524, johnsonm@isothermal.edu or  
Rebecca Haney, 828-395-1305, rhaney@isothermal.edu or Rick Childress, 828-395-1641, rchildress@isothermal.edu

		<b>Credits Hours</b>
<b>1) Major Requirements</b>		
<b>Required Courses - Take 12 credits</b>		
BUS-110	Introduction to Business	3.00
BUS-139	Entrepreneurship I	3.00
BUS-230	Small Business Management	3.00
ETR-220	Innovation and Creativity	3.00
	<b>Total Required Hours</b>	<b>12</b>

## EQUINE BUSINESS DEGREE (A15270)

Advisor contact information: Kim Wawzysko, 828-395-1759, kwawzysko@isothermal.edu

### Curriculum Description

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

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

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

### Program Student Learning Outcomes

Graduates will be able to:

1. Identify and explain the innate behaviors in equine.
2. Explain common illness/injury and the proper treatment for each.
3. Identify the essential vitamins and minerals and their roles in equine development and nutrition.
4. Identify careers in the equine industry and industry recognized associations, memberships, and certifications.

		Credits	Hours
1)	<b>General Education Requirements</b>		
	<b>English Requirements - Take 3 credits</b>		
	ENG-111 Writing and Inquiry	3.00	
	<b>Communications Requirement - Take 3 credits</b>		
	COM-231 Public Speaking	3.00	
	ENG-112 Writing/Research in the Disc	3.00	
	<b>Natural Sci/Math - Take 4 credits</b>		
	BIO-111 General Biology I	4.00	
	MAT-110 Math Measurement & Literacy	3.00	
	<b>Social/Behavioral Science - Take 3 credits</b>		
	ECO-252 Prin of Macroeconomics	3.00	
	GEO-111 World Regional Geography	3.00	
	HIS-111 World Civilizations I	3.00	
	POL-120 American Government	3.00	
	PSY-150 General Psychology	3.00	
	SOC-210 Introduction to Sociology	3.00	
	<b>Humanities - Take 3 credits</b>		
	ART-111 Art Appreciation	3.00	
	ART-114 Art History Survey I	3.00	
	ART-115 Art History Survey II	3.00	
	ENG-231 American Literature I	3.00	
	ENG-232 American Literature II	3.00	
	ENG-241 British Literature I	3.00	
	ENG-242 British Literature II	3.00	
	ENG-261 World Literature I	3.00	
	ENG-262 World Literature II	3.00	
	HUM-115 Critical Thinking	3.00	
	HUM-120 Cultural Studies	3.00	
	HUM-122 Southern Culture	3.00	
	HUM-130 Myth in Human Culture	3.00	
	HUM-170 The Holocaust	3.00	
	MUS-110 Music Appreciation	3.00	
	MUS-112 Introduction to Jazz	3.00	
	MUS-113 American Music	3.00	
	PHI-215 Philosophical Issues	3.00	
	PHI-240 Introduction to Ethics	3.00	

REL-110	World Religions	3.00
REL-111	Eastern Religions	3.00
REL-211	Intro to Old Testament	3.00
REL-212	Intro to New Testament	3.00

2) **Major Requirements**

**Required Courses - Take 22 credits**

EQU-111	Horse Science I	5.00
EQU-112	Horse Science II	5.00
EQU-120	Horsemanship I	3.00
EQU-150	Equine Nutrition	2.00
EQU-211	Horse Farm Mgmt I	6.00
EQU-270	Equine Business Law	1.00

**Equine Business - Take 4 Groups**

**Group 1 - Take 3 credits**

ANS-116	Intro to the Equine Ind	3.00
ANS-110	Animal Science	3.00

**Group 2 - Take 3 credits**

BUS-135	Principles of Supervision	3.00
BUS-137	Principles of Management	3.00

**Group 3 - Take 3 credits**

MKT-120	Principles of Marketing	3.00
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**Group 4 - Take 3 credits**

AGR-212	Farm Business Management	3.00
BUS-230	Small Business Management	3.00

3) **Other Major Requirements - Take 7 credits**

ANS-180	Equine Production	4.00
EQU-125	Equine Behavior	3.00

**Required Elective - Take 12 credits**

AGR-110	Agricultural Economics	3.00
AGR-111	Basic Farm Maintenance	2.00
AGR-210	Agricultural Accounting	3.00
AGR-214	Agricultural Marketing	3.00
AGR-261	Agronomy	3.00
CIS-110	Introduction to Computers	3.00
EQU-110	Intro Therapeutic Horsemanship	2.00
EQU-115	Princ-Therapeutic Horsemanship	3.00
EQU-130	Equine Anatomy & Phys	3.00
EQU-140	Equine Evaluation I	2.00
EQU-210	Training the Therapeutic Horse	2.00
EQU-215	Therapeutic Horse-Teaching	2.00

4) **Other Requirement**

**ACA Requirement - Take 1 credit**

ACA-122	College Transfer Success	1.00
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**Total Required Hours 70**

## EQUINE BUSINESS DIPLOMA (D15270)

Advisor contact information: Kim Wawzysko, 828-395-1759, kwawzysko@isothermal.edu

		<b>Credits Hours</b>
<b>1) General Education Requirements</b>		
<b>English Requirements - Take 3 credits</b>		
ENG-111	Writing and Inquiry	3.00
<b>Communications Requirement - Take 3 credits</b>		
COM-231	Public Speaking	3.00
ENG-112	Writing/Research in the Disc	3.00
<b>2) Major Requirements</b>		
<b>Required Courses - Take 12 credits</b>		
EQU-111	Horse Science I	5.00
EQU-112	Horse Science II	5.00
EQU-150	Equine Nutrition	2.00
<b>3) Other Major Requirements - Take 7 credits</b>		
EQU-120	Horsemanship I	3.00
EQU-125	Equine Behavior	3.00
EQU-270	Equine Business Law	1.00
<b>Required Elective - Take 10 credits</b>		
AGR-111	Basic Farm Maintenance	2.00
AGR-210	Agricultural Accounting	3.00
AGR-212	Farm Business Management	3.00
EQU-110	Intro Therapeutic Horsemanship	2.00
EQU-115	Princ-Therapeutic Horsemanship	3.00
EQU-130	Equine Anatomy & Phys	3.00
EQU-140	Equine Evaluation I	2.00
<b>4) Other Requirement</b>		
<b>ACA Requirement - Take 1 credit</b>		
ACA-122	College Transfer Success	1.00
	<b>Total Required Hours</b>	<b>36</b>

## EQUINE BUSINESS CERTIFICATE (C15270)

Advisor contact information: Kim Wawzysko, 828-395-1759, kwawzysko@isothermal.edu

		Credits	Hours
1)	<b>Major Requirements</b>		
	<b>Required Courses - Take 14 credits</b>		
	AGR-212	Farm Business Management	3.00
	EQU-111	Horse Science I	5.00
	EQU-112	Horse Science II	5.00
	EQU-270	Equine Business Law	1.00
		<b>Total Required Hours</b>	<b>14</b>

## EQUINE BUSINESS SCIENCE CERTIFICATE (C1527001)

Advisor contact information: Kim Wawzysko, 828-395-1759, kwawzysko@isothermal.edu

		Credits	Hours
1)	<b>Major Requirements</b>		
	<b>Required Courses - Take 7 credits</b>		
	EQU-111	Horse Science I	5.00
	EQU-150	Equine Nutrition	2.00
2)	<b>Other Major Requirements - Take 7 credits</b>		
	ANS-180	Equine Production	4.00
	EQU-125	Equine Behavior	3.00
		<b>Total Required Hours</b>	<b>14</b>

## EQUINE BUSINESS BREEDING CERTIFICATE (C1527002)

Advisor contact information: Kim Wawzysko, 828-395-1759, kwawzysko@isothermal.edu

		Credits	Hours
1)	<b>Major Requirements</b>		
	<b>Required Courses - Take 12 credits</b>		
	EQU-111	Horse Science I	5.00
	EQU-112	Horse Science II	5.00
	EQU-150	Equine Nutrition	2.00
2)	<b>Other Major Requirements - Take 3 credits</b>		
	ANS-180	Equine Production	4.00
		<b>Total Required Hours</b>	<b>15</b>

## EQUINE BUSINESS GENERAL BUSINESS CERTIFICATE (C1527003)

Advisor contact information: Kim Wawzysko, 828-395-1759, kwawzysko@isothermal.edu

		Credits	Hours
1)	<b>Major Requirements</b>		
	<b>Required Courses - Take 1 of 2 Groups</b>		
	<b>Group 1 - Take 13 credits</b>		
	AGR-210	Agricultural Accounting	3.00
	AGR-212	Farm Business Management	3.00
	EQU-211	Horse Farm Mgmt I	6.00
	EQU-270	Equine Business Law	1.00
	<b>Group 2 - Take 13 credits</b>		
	AGR-210	Agricultural Accounting	3.00
	BUS-230	Small Business Management	3.00
	EQU-211	Horse Farm Mgmt I	6.00
	EQU-270	Equine Business Law	1.00
		<b>Total Required Hours</b>	<b>13</b>

# INFORMATION TECHNOLOGY DEGREE BUSINESS SUPPORT SPECIALTY (A25590I)

Advisor contact information: Dana Anderson, 828-395-1523, danderson@isothermal.edu  
or Katlin Mitchell, 828-395-1423, kmitchell@isothermal.edu

## 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. Apply proper planning and design techniques to develop computer software solutions.
2. Demonstrate programming concepts and techniques.
3. Utilize industry related programming tools and techniques to develop highly sophisticated programs.
4. Employ logical structure development techniques for designing IT solutions.

		<b>Credits Hours</b>
<b>1) General Education Requirements</b>		
<b>English Requirements - Take 3 credits</b>		
ENG-111	Writing and Inquiry	3.00
<b>Communications Requirement - Take 3 credits</b>		
COM-231	Public Speaking	3.00
ENG-112	Writing/Research in the Disc	3.00
<b>Mathematics Requirement - Take 3 credits</b>		
MAT-110	Math Measurement & Literacy	3.00
MAT-143	Quantitative Literacy	3.00
MAT-152	Statistical Methods I	4.00
<b>Humanities - Take 3 credits</b>		
ART-111	Art Appreciation	3.00
ART-114	Art History Survey I	3.00
ART-115	Art History Survey II	3.00
ENG-231	American Literature I	3.00
ENG-232	American Literature II	3.00
ENG-241	British Literature I	3.00
ENG-242	British Literature II	3.00
ENG-262	World Literature II	3.00
HUM-110	Technology and Society	3.00
HUM-115	Critical Thinking	3.00
HUM-120	Cultural Studies	3.00
HUM-122	Southern Culture	3.00
HUM-130	Myth in Human Culture	3.00
HUM-170	The Holocaust	3.00
MUS-110	Music Appreciation	3.00
MUS-112	Introduction to Jazz	3.00
MUS-113	American Music	3.00
PHI-215	Philosophical Issues	3.00
PHI-240	Introduction to Ethics	3.00
REL-110	World Religions	3.00
REL-111	Eastern Religions	3.00
REL-211	Intro to Old Testament	3.00
REL-212	Intro to New Testament	3.00

<b>Social Science Requirement - Take 3 credits</b>			
	ECO-251	Prin of Microeconomics	3.00
	ECO-252	Prin of Macroeconomics	3.00
<b>2)</b>	<b>Major Requirements</b>		
	<b>Technical Core - Take 12 credits</b>		
	CIS-110	Introduction to Computers	3.00
	CTI-110	Web, Pgm, & Db Foundation	3.00
	CTI-120	Network & Sec Foundation	3.00
	CTS-115	Info Sys Business Concepts	3.00
<b>3)</b>	<b>Concentration Requirements</b>		
	<b>IT Business Support - Take 6 credits</b>		
	CTS-130	Spreadsheet	3.00
	CTS-240	Project Management	3.00
<b>4)</b>	<b>Other Major Requirements</b>		
	<b>IT Business Support - Take 2 Groups</b>		
	<b>Group 1 - Take 21 credits</b>		
	BUS-110	Introduction to Business	3.00
	BUS-115	Business Law I	3.00
	BUS-137	Principles of Management	3.00
	CSC-139	Visual BASIC Programming	3.00
	CIS-115	Intro to Prog & Logic	3.00
	WEB-115	Web Markup and Scripting	3.00
	WEB-140	Web Development Tools	3.00
	<b>Group 2 - Take 12 credits</b>		
	CSC-121	Python Programming	3.00
	CSC-134	C++ Programming	3.00
	CSC-151	JAVA Programming	3.00
	CSC-221	Advanced Python Programming	3.00
	CSC-234	Advanced C++ Programming	3.00
	CSC-239	Advanced Visual BASIC Prog	3.00
	CSC-251	Advanced JAVA Programming	3.00
	DBA-110	Database Concepts	3.00
	NET-125	Introduction to Networks	3.00
	NET-126	Routing Basics	3.00
	SGD-111	Introduction to SGD	3.00
	SGD-112	SGD Design	3.00
	SGD-113	SGD Programming	3.00
	WEB-182	PHP Programming	3.00
	WEB-210	Web Design	3.00
	WEB-250	Database Driven Websites	3.00
<b>5)</b>	<b>Other Requirement</b>		
	<b>ACA Requirement - Take 1 credit</b>		
	ACA-122	College Transfer Success	1.00
			<b>Total Required Hours 67</b>

**INFORMATION TECHNOLOGY DEGREE  
COMPUTER PROGRAMING AND DEVELOPMENT SPECIALTY (A25590C)**

Advisor contact information: Dana Anderson, 828-395-1523, danderson@isothermal.edu  
or Katlin Mitchell, 828-395-1423, kmitchell@isothermal.edu

			<b>Credits Hours</b>
<b>1)</b>	<b>General Education Requirements</b>		
	<b>English Requirements - Take 3 credits</b>		
	ENG-111	Writing and Inquiry	3.00
	<b>Communications Requirement - Take 3 credits</b>		
	COM-231	Public Speaking	3.00
	ENG-112	Writing/Research in the Disc	3.00
	<b>Mathematics Requirement - Take 3 credits</b>		
	MAT-110	Math Measurement & Literacy	3.00
	MAT-143	Quantitative Literacy	3.00
	MAT-152	Statistical Methods I	4.00
	<b>Humanities - Take 3 credits</b>		
	ART-111	Art Appreciation	3.00
	ART-114	Art History Survey I	3.00
	ART-115	Art History Survey II	3.00
	ENG-231	American Literature I	3.00
	ENG-232	American Literature II	3.00
	ENG-241	British Literature I	3.00
	ENG-242	British Literature II	3.00
	ENG-262	World Literature II	3.00
	HUM-110	Technology and Society	3.00
	HUM-115	Critical Thinking	3.00
	HUM-120	Cultural Studies	3.00
	HUM-122	Southern Culture	3.00
	HUM-130	Myth in Human Culture	3.00
	HUM-170	The Holocaust	3.00
	MUS-110	Music Appreciation	3.00
	MUS-112	Introduction to Jazz	3.00
	MUS-113	American Music	3.00
	PHI-215	Philosophical Issues	3.00
	PHI-240	Introduction to Ethics	3.00
	REL-110	World Religions	3.00
	REL-111	Eastern Religions	3.00
	REL-211	Intro to Old Testament	3.00
	REL-212	Intro to New Testament	3.00
	<b>Social Science Requirement - Take 3 credits</b>		
	ECO-251	Prin of Microeconomics	3.00
	ECO-252	Prin of Macroeconomics	3.00
<b>2)</b>	<b>Major Requirements</b>		
	<b>Technical Core - Take 12 credits</b>		
	CIS-110	Introduction to Computers	3.00
	CTI-110	Web, Pgm, & Db Foundation	3.00
	CTI-120	Network & Sec Foundation	3.00
	CTS-115	Info Sys Business Concepts	3.00
<b>3)</b>	<b>Concentration Requirements</b>		
	<b>IT Business Support - Take 6 credits</b>		
	CSC-134	C++ Programming	3.00
	CSC-234	Advanced C++ Programming	3.00



4) **Other Major Requirements**

**Computer Program & Develop - Take 2 Groups**

**Group 1 - Take 21 credits**

CIS-115	Intro to Prog & Logic	3.00
CSC-139	Visual BASIC Programming	3.00
CSC-239	Advanced Visual BASIC Prog	3.00
CTS-240	Project Management	3.00
WEB-115	Web Markup and Scripting	3.00
WEB-182	PHP Programming	3.00
WEB-250	Database Driven Websites	3.00

**Group 2 - Take 12 credits**

CSC-121	Python Programming	3.00
CSC-151	JAVA Programming	3.00
CSC-221	Advanced Python Programming	3.00
CSC-251	Advanced JAVA Programming	3.00
CTS-130	Spreadsheet	3.00
DBA-110	Database Concepts	3.00
NET-125	Introduction to Networks	3.00
NET-126	Routing Basics	3.00
SGD-111	Introduction to SGD	3.00
SGD-112	SGD Design	3.00
SGD-113	SGD Programming	3.00
WEB-140	Web Development Tools	3.00
WEB-210	Web Design	3.00

5) **Other Requirement**

**ACA Requirement - Take 1 credit**

ACA-122	College Transfer Success	1.00
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**Total Required Hours 67**

# INFORMATION TECHNOLOGY DEGREE GAME AND SIMULATION SPECIALTY (A25590G)

Advisor contact information: Dana Anderson, 828-395-1523, danderson@isothermal.edu  
or Katlin Mitchell, 828-395-1423, kmitchell@isothermal.edu

		<b>Credits Hours</b>
<b>1)</b>	<b>General Education Requirements</b>	
	<b>English Requirements - Take 3 credits</b>	
	ENG-111 Writing and Inquiry	3.00
	<b>Communications Requirement - Take 3 credits</b>	
	COM-231 Public Speaking	3.00
	ENG-112 Writing/Research in the Disc	3.00
	<b>Mathematics Requirement - Take 3 credits</b>	
	MAT-110 Math Measurement & Literacy	3.00
	MAT-143 Quantitative Literacy	3.00
	MAT-152 Statistical Methods I	4.00
	<b>Humanities - Take 3 credits</b>	
	ART-111 Art Appreciation	3.00
	ART-114 Art History Survey I	3.00
	ART-115 Art History Survey II	3.00
	ENG-231 American Literature I	3.00
	ENG-232 American Literature II	3.00
	ENG-241 British Literature I	3.00
	ENG-242 British Literature II	3.00
	ENG-262 World Literature II	3.00
	HUM-110 Technology and Society	3.00
	HUM-115 Critical Thinking	3.00
	HUM-120 Cultural Studies	3.00
	HUM-122 Southern Culture	3.00
	HUM-130 Myth in Human Culture	3.00
	HUM-170 The Holocaust	3.00
	MUS-110 Music Appreciation	3.00
	MUS-112 Introduction to Jazz	3.00
	MUS-113 American Music	3.00
	PHI-215 Philosophical Issues	3.00
	PHI-240 Introduction to Ethics	3.00
	REL-110 World Religions	3.00
	REL-111 Eastern Religions	3.00
	REL-211 Intro to Old Testament	3.00
	REL-212 Intro to New Testament	3.00
	<b>Social Science Requirement - Take 3 credits</b>	
	ECO-251 Prin of Microeconomics	3.00
	ECO-252 Prin of Macroeconomics	3.00
<b>2)</b>	<b>Major Requirements</b>	
	<b>Technical Core - Take 12 credits</b>	
	CIS-110 Introduction to Computers	3.00
	CTI-110 Web, Pgm, & Db Foundation	3.00
	CTI-120 Network & Sec Foundation	3.00
	CTS-115 Info Sys Business Concepts	3.00
<b>3)</b>	<b>Concentration Requirements</b>	
	<b>Game and Simulation Prog - Take 1 of 2 Groups</b>	
	<b>Group 1 - Take 6 credits</b>	
	SGD-111 Introduction to SGD	3.00
	SGD-113 SGD Programming	3.00
	<b>Group 2 - Take 6 credits</b>	
	SGD-111 Introduction to SGD	3.00
	SGD-112 SGD Design	3.00

4) **Other Major Requirements**

**Game and Simulation Progr - Take 2 Groups**

**Group 1 - Take 21 credits**

CIS-115	Intro to Prog & Logic	3.00
CSC-134	C++ Programming	3.00
CSC-139	Visual BASIC Programming	3.00
CSC-151	JAVA Programming	3.00
CSC-239	Advanced Visual BASIC Prog	3.00
CSC-251	Advanced JAVA Programming	3.00
CTS-240	Project Management	3.00

**Group 2 - Take 12 credits**

CSC-121	Python Programming	3.00
CSC-221	Advanced Python Programming	3.00
CSC-234	Advanced C++ Programming	3.00
CTS-130	Spreadsheet	3.00
DBA-110	Database Concepts	3.00
NET-125	Introduction to Networks	3.00
NET-126	Routing Basics	3.00
SGD-112	SGD Design	3.00
SGD-113	SGD Programming	3.00
WEB-115	Web Markup and Scripting	3.00
WEB-140	Web Development Tools	3.00
WEB-182	PHP Programming	3.00
WEB-210	Web Design	3.00
WEB-250	Database Driven Websites	3.0

5) **Other Requirement**

**ACA Requirement - Take 1 credit**

ACA-122	College Transfer Success	1.00
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**Total Required Hours 67**

**INFORMATION TECHNOLOGY DEGREE  
WEB ADMINISTRATION AND DESIGN SPECIALTY (A25590W)**

Advisor contact information: Dana Anderson, 828-395-1523, danderson@isothermal.edu  
or Katlin Mitchell, 828-395-1423, kmitchell@isothermal.edu

			<b>Credits Hours</b>
<b>1)</b>	<b>General Education Requirements</b>		
	<b>English Requirements - Take 3 credits</b>		
	ENG-111	Writing and Inquiry	3.00
	<b>Communications Requirement - Take 3 credits</b>		
	COM-231	Public Speaking	3.00
	ENG-112	Writing/Research in the Disc	3.00
	<b>Mathematics Requirement - Take 3 credits</b>		
	MAT-110	Math Measurement & Literacy	3.00
	MAT-143	Quantitative Literacy	3.00
	MAT-152	Statistical Methods I	4.00
	<b>Humanities - Take 3 credits</b>		
	ART-111	Art Appreciation	3.00
	ART-114	Art History Survey I	3.00
	ART-115	Art History Survey II	3.00
	ENG-231	American Literature I	3.00
	ENG-232	American Literature II	3.00
	ENG-241	British Literature I	3.00
	ENG-242	British Literature II	3.00
	ENG-262	World Literature II	3.00
	HUM-110	Technology and Society	3.00
	HUM-115	Critical Thinking	3.00
	HUM-120	Cultural Studies	3.00
	HUM-122	Southern Culture	3.00
	HUM-130	Myth in Human Culture	3.00
	HUM-170	The Holocaust	3.00
	MUS-110	Music Appreciation	3.00
	MUS-112	Introduction to Jazz	3.00
	MUS-113	American Music	3.00
	PHI-215	Philosophical Issues	3.00
	PHI-240	Introduction to Ethics	3.00
	REL-110	World Religions	3.00
	REL-111	Eastern Religions	3.00
	REL-211	Intro to Old Testament	3.00
	REL-212	Intro to New Testament	3.00
	<b>Social Science Requirement - Take 3 credits</b>		
	ECO-251	Prin of Microeconomics	3.00
	ECO-252	Prin of Macroeconomics	3.00
<b>2)</b>	<b>Major Requirements</b>		
	<b>Technical Core - Take 12 credits</b>		
	CIS-110	Introduction to Computers	3.00
	CTI-110	Web, Pgm, & Db Foundation	3.00
	CTI-120	Network & Sec Foundation	3.00
	CTS-115	Info Sys Business Concepts	3.00
<b>3)</b>	<b>Concentration Requirements</b>		
	<b>Web Admin and Design - Take 6 credits</b>		
	WEB-115	Web Markup and Scripting	3.00
	WEB-210	Web Design	3.00

4) **Other Major Requirements**

**Web Admin and Design - Take 2 Groups**

**Group 1 - Take 21 credits**

CIS-115	Intro to Prog & Logic	3.00
CSC-139	Visual BASIC Programming	3.00
CSC-239	Advanced Visual BASIC Prog	3.00
CTS-240	Project Management	3.00
WEB-140	Web Development Tools	3.00
WEB-182	PHP Programming	3.00
WEB-250	Database Driven Websites	3.00

**Group 2 - Take 12 credits**

CSC-121	Python Programming	3.00
CSC-134	C++ Programming	3.00
CSC-151	JAVA Programming	3.00
CSC-221	Advanced Python Programming	3.00
CSC-234	Advanced C++ Programming	3.00
CSC-251	Advanced JAVA Programming	3.00
CTS-130	Spreadsheet	3.00
DBA-110	Database Concepts	3.00
NET-125	Introduction to Networks	3.00
NET-126	Routing Basics	3.00
SGD-111	Introduction to SGD	3.00
SGD-112	SGD Design	3.00
SGD-113	SGD Programming	3.00

5) **Other Requirement**

**ACA Requirement - Take 1 credit**

ACA-122	College Transfer Success	1.00
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**Total Required Hours 67**

## INFORMATION TECHNOLOGY C++ PROGRAMMING CERTIFICATE (C25590C1)

Advisor contact information: Dana Anderson, 828-395-1523, danderson@isothermal.edu  
or Katlin Mitchell, 828-395-1423, kmitchell@isothermal.edu

		Credits	Hours
1)	<b>Major Requirements</b>		
	<b>Technical Core - Take 12 credits</b>		
	CIS-115	Intro to Prog & Logic	3.00
	CSC-134	C++ Programming	3.00
	CSC-234	Advanced C++ Programming	3.00
	CTS-240	Project Management	3.00
		<b>Total Required Hours</b>	<b>12</b>

## INFORMATION TECHNOLOGY FRONT END WEB DEVELOPMENT CERTIFICATE (C25590W1)

Advisor contact information: Dana Anderson, 828-395-1523, danderson@isothermal.edu  
or Katlin Mitchell, 828-395-1423, kmitchell@isothermal.edu

		Credits	Hours
1)	<b>Major Requirements</b>		
	<b>Technical Core - Take 12 credits</b>		
	CIS-115	Intro to Prog & Logic	3.00
	CTS-240	Project Management	3.00
	WEB-115	Web Markup and Scripting	3.00
	WEB-140	Web Development Tools	3.00
		<b>Total Required Hours</b>	<b>12</b>

## INFORMATION TECHNOLOGY GAME PROGRAMMING CERTIFICATE (C25590C4)

Advisor contact information: Dana Anderson, 828-395-1523, danderson@isothermal.edu  
or Katlin Mitchell, 828-395-1423, kmitchell@isothermal.edu

		Credits	Hours
1)	<b>Major Requirements</b>		
	<b>Technical Core - Take 12 credits</b>		
	CIS-115	Intro to Prog & Logic	3.00
	CTS-240	Project Management	3.00
	SGD-111	Introduction to SGD	3.00
	SGD-113	SGD Programming	3.00
		<b>Total Required Hours</b>	<b>12</b>

## INFORMATION TECHNOLOGY BUSINESS TECHNOLOGY CERTIFICATE (C25590I)

Advisor contact information: Dana Anderson, 828-395-1523, danderson@isothermal.edu  
or Katlin Mitchell, 828-395-1423, kmitchell@isothermal.edu

		Credits	Hours
1)	<b>Major Requirements</b>		
	<b>Technical Core - Take 3 credits</b>		
	CIS-115	Intro to Prog & Logic	3.00
2)	<b>Concentration Requirements</b>		
	<b>IT Business Support - Take 3 credits</b>		
	CTS-240	Project Management	3.00
3)	<b>Other Major Requirements</b>		
	<b>IT Business Support - Take 6 credits</b>		
	BUS-110	Introduction to Business	3.00
	CIS-115	Intro to Prog & Logic	3.00
		<b>Total Required Hours</b>	<b>12</b>

### INFORMATION TECHNOLOGY JAVA PROGRAMMING CERTIFICATE (C25590C3)

Advisor contact information: Dana Anderson, 828-395-1523, danderson@isothermal.edu  
or Katlin Mitchell, 828-395-1423, kmitchell@isothermal.edu

		Credits Hours
1)	<b>Major Requirements</b>	
	<b>Technical Core - Take 12 credits</b>	
	CIS-115 Intro to Prog & Logic	3.00
	CSC-151 JAVA Programming	3.00
	CSC-251 Advanced JAVA Programming	3.00
	CTS-240 Project Management	3.00
		<b>Total Required Hours 12</b>

### INFORMATION TECHNOLOGY NETWORKING TECHNOLOGY CERTIFICATE (C25590N)

Advisor contact information: Dana Anderson, 828-395-1523, danderson@isothermal.edu  
or Katlin Mitchell, 828-395-1423, kmitchell@isothermal.edu

		Credits Hours
1)	<b>Major Requirements</b>	
	<b>Technical Core - Take 3 credits</b>	
	CTI-120 Network & Sec Foundation	3.00
2)	<b>Other Major Requirements</b>	
	<b>Computer Program &amp; Develop - Take 2 Groups</b>	
	<b>Group 1 - Take 3 credits</b>	
	CTS-240 Project Management	3.00
	<b>Group 2 - Take 6 credits</b>	
	NET-125 Introduction to Networks	3.00
	NET-126 2 Routing Basics	3.00
		<b>Total Required Hours 12</b>

### INFORMATION TECHNOLOGY PYTHON PROGRAMMING CERTIFICATE (C25590C2)

Advisor contact information: Dana Anderson, 828-395-1523, danderson@isothermal.edu  
or Katlin Mitchell, 828-395-1423, kmitchell@isothermal.edu

		Credits Hours
1)	<b>Major Requirements</b>	
	<b>Technical Core - Take 12 credits</b>	
	CIS-115 Intro to Prog & Logic	3.00
	CSC-121 Python Programming	3.00
	CSC-221 Advanced Python Programming	3.00
	CTS-240 Project Management	3.00
		<b>Total Required Hours 12</b>

### INFORMATION TECHNOLOGY VISUAL BASIC PROGRAMMING CERTIFICATE (C25590C5)

Advisor contact information: Dana Anderson, 828-395-1523, danderson@isothermal.edu  
or Katlin Mitchell, 828-395-1423, kmitchell@isothermal.edu

		Credits Hours
1)	<b>Major Requirements</b>	
	<b>Technical Core - Take 12 credits</b>	
	CIS-115 Intro to Prog & Logic	3.00
	CSC-139 Visual BASIC Programming	3.00
	CSC-239 Advanced Visual BASIC Prog	3.00
	CTS-240 Project Management	3.00
		<b>Total Required Hours 12</b>

**MEDICAL OFFICE ADMINISTRATION DEGREE  
HEALTHCARE ADMINISTRATION SPECIALTY (A25310H)**

Advisor contact information: Tiffany Cooper, 828-395-1638, tcooper@isothermal.edu

**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

**Credits Hours**

<b>1) General Education Requirements</b>		
<b>English Requirements - Take 3 credits</b>		
ENG-111	Writing and Inquiry	3.00
<b>Communications Requirement - Take 3 credits</b>		
COM-231	Public Speaking	3.00
ENG-112	Writing/Research in the Disc	3.00
<b>Math/Natural Science Requirement - Take 3 credits</b>		
BIO-163	Basic Anat & Physiology	5.00
MAT-110	Math Measurement & Literacy	3.00
<b>Social Science Requirement - Take 3 credits</b>		
ECO-252	Prin of Macroeconomics	3.00
<b>Humanities - Take 3 credits</b>		
ART-111	Art Appreciation	3.00
ART-114	Art History Survey I	3.00
ART-115	Art History Survey II	3.00
ENG-231	American Literature I	3.00
ENG-232	American Literature II	3.00
ENG-241	British Literature I	3.00
ENG-242	British Literature II	3.00
ENG-262	World Literature II	3.00
HUM-110	Technology and Society	3.00
HUM-115	Critical Thinking	3.00
HUM-120	Cultural Studies	3.00
HUM-122	Southern Culture	3.00
HUM-130	Myth in Human Culture	3.00
HUM-170	The Holocaust	3.00
HUM-230	Leadership Development	3.00
MUS-110	Music Appreciation	3.00
MUS-112	Introduction to Jazz	3.00
MUS-113	American Music	3.00
PHI-215	Philosophical Issues	3.00
PHI-240	Introduction to Ethics	3.00
REL-110	World Religions	3.00
REL-111	Eastern Religions	3.00
REL-211	Intro to Old Testament	3.00
REL-212	Intro to New Testament	3.00



2)	<b>Major Requirements</b>		
	<b>Core Requirements - Take 24 credits</b>		
	CIS-110	Introduction to Computers	3.00
	MED-121	Medical Terminology I	3.00
	MED-122	Medical Terminology II	3.00
	OST-134	Text Entry & Formatting	3.00
	OST-148	Med Ins & Billing	3.00
	OST-149	Medical Legal Issues	3.00
	OST-164	Office Editing	3.00
	OST-181	Office Procedures	3.00
3)	<b>Concentration Requirements</b>		
	<b>Healthcare Administration - Take 12 credits</b>		
	BUS-153	Human Resource Management	3.00
	HMT-110	Intro to Healthcare Mgt	3.00
	HMT-211	Long-Term Care Admin	3.00
	HMT-212	Mgt of Healthcare Org	3.00
4)	<b>Other Major Requirements</b>		
	<b>Healthcare Administration - Take 2 Groups</b>		
	<b>Group 1 - Take 12 credits</b>		
	BUS-270	Professional Development	3.00
	CTS-130	Spreadsheet	3.00
	CTS-287	Emerging Technologies	3.00
	OST-243	Med Office Simulation	3.00
	<b>Group 2 - Take 3 credits</b>		
	ACC-120	Prin of Financial Accounting	4.00
	BUS-125	Personal Finance	3.00
	BUS-137	Principles of Management	3.00
	BUS-253	Leadership and Mgt Skills	3.00
	BUS-260	Business Communication	3.00
	MKT-223	Customer Service	3.00
5)	<b>Other Requirement</b>		
	<b>ACA Requirement - Take 1 credit</b>		
	ACA-122	College Transfer Success	1.00
		<b>Total Required Hours</b>	<b>67</b>

**MEDICAL OFFICE ADMINISTRATION DEGREE  
MEDICAL BILLING AND CODING SPECIALTY (A25310M)**

Advisor contact information: Tiffany Cooper, 828-395-1638, tcooper@isothermal.edu

		<b>Credits</b>	<b>Hours</b>
<b>1)</b>	<b>General Education Requirements</b>		
	<b>English Requirements - Take 3 credits</b>		
	ENG-111 Writing and Inquiry	3.00	
	<b>Communications Requirement - Take 3 credits</b>		
	COM-231 Public Speaking	3.00	
	ENG-112 Writing/Research in the Disc	3.00	
	<b>Math/Natural Science Requirement - Take 3 credits</b>		
	BIO-163 Basic Anat & Physiology	5.00	
	MAT-110 Math Measurement & Literacy	3.00	
	<b>Social Science Requirement - Take 3 credits</b>		
	ECO-252 Prin of Macroeconomics	3.00	
	<b>Humanities - Take 3 credits</b>		
	ART-111 Art Appreciation	3.00	
	ART-114 Art History Survey I	3.00	
	ART-115 Art History Survey II	3.00	
	ENG-231 American Literature I	3.00	
	ENG-232 American Literature II	3.00	
	ENG-241 British Literature I	3.00	
	ENG-242 British Literature II	3.00	
	ENG-262 World Literature II	3.00	
	HUM-110 Technology and Society	3.00	
	HUM-115 Critical Thinking	3.00	
	HUM-120 Cultural Studies	3.00	
	HUM-122 Southern Culture	3.00	
	HUM-130 Myth in Human Culture	3.00	
	HUM-170 The Holocaust	3.00	
	HUM-230 Leadership Development	3.00	
	MUS-110 Music Appreciation	3.00	
	MUS-112 Introduction to Jazz	3.00	
	MUS-113 American Music	3.00	
	PHI-215 Philosophical Issues	3.00	
	PHI-240 Introduction to Ethics	3.00	
	REL-110 World Religions	3.00	
	REL-111 Eastern Religions	3.00	
	REL-211 Intro to Old Testament	3.00	
	REL-212 Intro to New Testament	3.00	
<b>2)</b>	<b>Major Requirements</b>		
	<b>Core Requirements - Take 24 credits</b>		
	CIS-110 Introduction to Computers	3.00	
	MED-121 Medical Terminology I	3.00	
	MED-122 Medical Terminology II	3.00	
	OST-134 Text Entry & Formatting	3.00	
	OST-148 Med Ins & Billing	3.00	
	OST-149 Medical Legal Issues	3.00	
	OST-164 Office Editing	3.00	
	OST-181 Office Procedures	3.00	
<b>3)</b>	<b>Concentration Requirements</b>		
	<b>Medical Billing and Coding - Take 12 credits</b>		
	OST-247 Procedure Coding	3.00	
	OST-248 Diagnostic Coding	3.00	
	OST-249 Med Coding Certification Prep	3.00	
	OST-264 Medical Auditing	3.00	

4) **Other Major Requirements**

**Medical Billing and Coding - Take 2 Groups**

**Group 1 - Take 12 credits**

BUS-270	Professional Development	3.00
CTS-130	Spreadsheet	3.00
CTS-287	Emerging Technologies	3.00
OST-243	Med Office Simulation	3.00

**Group 2 - Take 3 credits**

ACC-120	Prin of Financial Accounting	4.00
BUS-125	Personal Finance	3.00
BUS-137	Principles of Management	3.00
BUS-153	Human Resource Management	3.00
BUS-253	Leadership and Mgt Skills	3.00
BUS-260	Business Communication	3.00
MKT-223	Customer Service	3.00

5) **Other Requirement**

**ACA Requirement - Take 1 credit**

ACA-122	College Transfer Success	1.00
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**Total Required Hours 67**

**MEDICAL OFFICE ADMINISTRATION DEGREE  
PATIENT SERVICES REPRESENTATIVE SPECIALTY (A25310S)**

Advisor contact information: Tiffany Cooper, 828-395-1638, tcooper@isothermal.edu

		<b>Credits</b>	<b>Hours</b>
<b>1)</b>	<b>General Education Requirements</b>		
	<b>English Requirements - Take 3 credits</b>		
	ENG-111 Writing and Inquiry	3.00	
	<b>Communications Requirement - Take 3 credits</b>		
	COM-231 Public Speaking	3.00	
	ENG-112 Writing/Research in the Disc	3.00	
	<b>Math/Natural Science Requirement - Take 3 credits</b>		
	BIO-163 Basic Anat & Physiology	5.00	
	MAT-110 Math Measurement & Literacy	3.00	
	<b>Social Science Requirement - Take 3 credits</b>		
	ECO-252 Prin of Macroeconomics	3.00	
	<b>Humanities - Take 3 credits</b>		
	ART-111 Art Appreciation	3.00	
	ART-114 Art History Survey I	3.00	
	ART-115 Art History Survey II	3.00	
	ENG-231 American Literature I	3.00	
	ENG-232 American Literature II	3.00	
	ENG-241 British Literature I	3.00	
	ENG-242 British Literature II	3.00	
	ENG-262 World Literature II	3.00	
	HUM-110 Technology and Society	3.00	
	HUM-115 Critical Thinking	3.00	
	HUM-120 Cultural Studies	3.00	
	HUM-122 Southern Culture	3.00	
	HUM-130 Myth in Human Culture	3.00	
	HUM-170 The Holocaust	3.00	
	HUM-230 Leadership Development	3.00	
	MUS-110 Music Appreciation	3.00	
	MUS-112 Introduction to Jazz	3.00	
	MUS-113 American Music	3.00	
	PHI-215 Philosophical Issues	3.00	
	PHI-240 Introduction to Ethics	3.00	
	REL-110 World Religions	3.00	
	REL-111 Eastern Religions	3.00	
	REL-211 Intro to Old Testament	3.00	
	REL-212 Intro to New Testament	3.00	
<b>2)</b>	<b>Major Requirements</b>		
	<b>Core Requirements - Take 24 credits</b>		
	CIS-110 Introduction to Computers	3.00	
	MED-121 Medical Terminology I	3.00	
	MED-122 Medical Terminology II	3.00	
	OST-134 Text Entry & Formatting	3.00	
	OST-148 Med Ins & Billing	3.00	
	OST-149 Medical Legal Issues	3.00	
	OST-164 Office Editing	3.00	
	OST-181 Office Procedures	3.00	
<b>3)</b>	<b>Concentration Requirements</b>		
	<b>Patient Services Representative - Take 12 credits</b>		
	BUS-125 Personal Finance	3.00	
	BUS-260 Business Communication	3.00	
	BUS-270 Professional Development	3.00	
	MKT-223 Customer Service	3.00	

<b>4)</b>	<b>Other Major Requirements</b>		
	<b>Patient Services Representative - Take 2 Groups</b>		
	<b>Group 1 - Take 9 credits</b>		
	CTS-130	Spreadsheet	3.00
	CTS-287	Emerging Technologies	3.00
	OST-243	Med Office Simulation	3.00
	<b>Group 2 - Take 6 credits</b>		
	ACC-120	Prin of Financial Accounting	4.00
	BUS-110	Introduction to Business	3.00
	BUS-137	Principles of Management	3.00
	BUS-153	Human Resource Management	3.00
	BUS-253	Leadership and Mgt Skills	3.00
<b>5)</b>	<b>Other Requirement</b>		
	<b>ACA Requirement - Take 1 credit</b>		
	ACA-122	College Transfer Success	1.00
		<b>Total Required Hours 67</b>	

### **MEDICAL OFFICE ADMINISTRATION DIPLOMA (D25310)**

Advisor contact information: Tiffany Cooper, 828-395-1638, tcooper@isothermal.edu

			<b>Credits Hours</b>
<b>1)</b>	<b>General Education Requirements</b>		
	<b>English Requirements - Take 3 credits</b>		
	ENG-111	Writing and Inquiry	3.00
	<b>Social Science Requirement - Take 3 credits</b>		
	ECO-252	Prin of Macroeconomics	3.00
<b>2)</b>	<b>Major Requirements</b>		
	<b>Core Requirements - Take 21 credits</b>		
	CIS-110	Introduction to Computers	3.00
	MED-121	Medical Terminology I	3.00
	MED-122	Medical Terminology II	3.00
	OST-134	Text Entry & Formatting	3.00
	OST-148	Med Ins & Billing	3.00
	OST-149	Medical Legal Issues	3.00
	OST-164	Office Editing	3.00
<b>3)</b>	<b>Other Major Requirements - Take 9 credits</b>		
	BUS-260	Business Communication	3.00
	BUS-270	Professional Development	3.00
	OST-243	Med Office Simulation	3.00
<b>4)</b>	<b>Other Requirement</b>		
	<b>ACA Requirement - Take 1 credit</b>		
	ACA-122	College Transfer Success	1.00
		<b>Total Required Hours 37</b>	

## MEDICAL OFFICE ADMINISTRATION HEALTHCARE ADMIN CERTIFICATE (C25310H)

Advisor contact information: Tiffany Cooper, 828-395-1638, tcooper@isothermal.edu

		Credits Hours
1)	<b>Major Requirements</b>	
	<b>Core Requirements - Take 18 credits</b>	
	BUS-153 Human Resource Management	3.00
	CIS-110 Introduction to Computers	3.00
	HMT-110 Intro to Healthcare Mgt	3.00
	HMT-211 Long-Term Care Admin	3.00
	HMT-212 Mgt of Healthcare Org	3.00
	OST-148 Med Ins & Billing	3.00
	<b>Total Required Hours 18</b>	

## MEDICAL OFFICE ADMINISTRATION MEDICAL BILLING AND CODING CERTIFICATE (C25310M)

Advisor contact information: Tiffany Cooper, 828-395-1638, tcooper@isothermal.edu

		Credits Hours
1)	<b>Major Requirements</b>	
	<b>Core Requirements - Take 18 credits</b>	
	MED-121 Medical Terminology I	3.00
	MED-122 Medical Terminology II	3.00
	OST-247 Procedure Coding	3.00
	OST-248 Diagnostic Coding	3.00
	OST-249 Med Coding Certification Prep	3.00
	OST-264 Medical Auditing	3.00
	<b>Total Required Hours 18</b>	

## MEDICAL OFFICE ADMINISTRATION GENERAL CERTIFICATE (C25310G)

Advisor contact information: Tiffany Cooper, 828-395-1638, tcooper@isothermal.edu

		Credits Hours
1)	<b>Major Requirements</b>	
	<b>Core Requirements - Take 12 credits</b>	
	CIS-110 Introduction to Computers	3.00
	MED-121 Medical Terminology I	3.00
	MED-122 Medical Terminology II	3.00
	OST-148 Med Ins & Billing	3.00
	<b>Total Required Hours 12</b>	

## MEDICAL OFFICE ADMINISTRATION PATIENT SERVICES REPRESENTATIVE (C25310S)

Advisor contact information: Tiffany Cooper, 828-395-1638, tcooper@isothermal.edu

		Credits Hours
1)	<b>Major Requirements</b>	
	<b>Core Requirements - Take 6 credits</b>	
	MED-121 Medical Terminology I	3.00
	MED-122 Medical Terminology II	3.00
2)	<b>Concentration Requirements</b>	
	<b>Required Subject - Take 3 credits</b>	
	MKT-223 Customer Service	3.00
3)	<b>Other Major Requirements - Take 3 credits</b>	
	BUS-270 Professional Development	3.00
	<b>Total Required Hours 12</b>	

## ASSOCIATE DEGREE NURSING (A45110)

Advisor contact information: Dr. Kim Amos, 828-395-1741, kamos@isothermal.edu

### 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.

			Credits Hours
1)	<b>General Education Requirements - Take 9 credits</b>		
	ENG-111	Writing and Inquiry	3.00
	ENG-112	Writing/Research in the Disc	3.00
	PSY-150	General Psychology	3.00
	<b>Humanities - Take 3 credits</b>		
	ART-111	Art Appreciation	3.00
	ART-115	Art History Survey II	3.00
	MUS-110	Music Appreciation	3.00
	PHI-215	Philosophical Issues	3.00
	PHI-240	Introduction to Ethics	3.00
	REL-110	World Religions	3.00
	REL-111	Eastern Religions	3.00
	REL-211	Intro to Old Testament	3.00
	REL-212	Intro to New Testament	3.00
	<b>Microbiology Requirement - Take 4 credits</b>		
	BIO-275	Microbiology	4.00
2)	<b>Major Requirements</b>		
	<b>Required Courses- Take 43 credits</b>		
	NUR-111	Intro to Health Concepts	8.00
	NUR-112	Health-Illness Concepts	5.00
	NUR-113	Family Health Concepts	5.00
	NUR-114	Holistic Health Concepts	5.00
	NUR-211	Health Care Concepts	5.00
	NUR-212	Health System Concepts	5.00
	NUR-213	Complex Health Concepts	10.00
3)	<b>Other Major Requirements - Take 11 credits</b>		
	BIO-168	Anatomy and Physiology I	4.00
	BIO-169	Anatomy and Physiology II	4.00
	CHM-132	Organic and Biochemistry	4.00
	PSY-241	Developmental Psych	3.00

4) **Other Requirement**  
**ACA Requirement - Take 1 credit**

ACA-122	College Transfer Success	1.00
		<b>Total Required Hours 71</b>



## ASSOCIATE DEGREE NURSING - RIBN (A45110RB)

Advisor contact information: Dr. Kim Amos, 828-395-1741, kamos@isothermal.edu

### Curriculum Description

The Associate Degree Nursing Regionally Increasing Baccalaureate Nurses (ADN RIBN) 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.

The ADN RIBN curriculum comprises four years in nursing studies. Students graduate with both an Associate Degree in Nursing from Isothermal Community College (ICC) and a Bachelor of Science degree in Nursing (BSN) from Western Carolina University (WCU). Students are dually admitted to both ICC and WCU for the first three years of the program, and at WCU for the final year. The remainder of credit hours to be completed at WCU for the BSN are offered online to fulfill University degree and major requirements.

Students are eligible to apply to take the National Council Licensure Examination (NCLEX-RN) after three years at ICC and completing the Associate Degree in Nursing (ADN) program. Prior to beginning the RIBN program, students will successfully complete the non-credit University Experience (UE101) course through WCU. Throughout the RIBN program, students must comply with all applicable Academic Regulations as listed in The Record, the WCU Undergraduate Catalog.

This curriculum complies with the standard approved by the State Board of Community Colleges. There are special admission procedures for the RIBN program.

### 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.

		Credits Hours
<b>1)</b>	<b>General Education Requirements - Take 9 credits</b>	
	ENG-111 Writing and Inquiry	3.00
	ENG-112 Writing/Research in the Disc	3.00
	PSY-150 General Psychology	3.00
	<b>Humanities/Fine Arts - Take 3 credits</b>	
	ART-111 Art Appreciation	3.00
	ART-115 Art History Survey II	3.00
	MUS-110 Music Appreciation	3.00
	PHI-215 Philosophical Issues	3.00
	PHI-240 Introduction to Ethics	3.00
	REL-110 World Religions	3.00
	REL-211 Intro to Old Testament	3.00
	REL-212 Intro to New Testament	3.00
	<b>Microbiology Requirement - Take 4 credits</b>	
	BIO-275 Microbiology	4.00
<b>2)</b>	<b>Major Requirements</b>	
	<b>Required Courses- Take 43 credits</b>	
	NUR-111 Intro to Health Concepts	8.00
	NUR-112 Health-Illness Concepts	5.00

	NUR-113	Family Health Concepts	5.00
	NUR-114	Holistic Health Concepts	5.00
	NUR-211	Health Care Concepts	5.00
	NUR-212	Health System Concepts	5.00
	NUR-213	Complex Health Concepts	10.00
<b>3)</b>	<b>Other Major Requirements - Take 15 credits</b>		
	BIO-168	Anatomy and Physiology I	4.00
	BIO-169	Anatomy and Physiology II	4.00
	CHM-132	Organic and Biochemistry	4.00
	PSY-241	Developmental Psych	3.00
<b>4)</b>	<b>Other Requirement</b>		
	<b>ACA Requirement - Take 1 credit</b>		
	ACA-122	College Transfer Success	1.00
		<b>Total Required Hours</b>	<b>75</b>

## ASSOCIATE DEGREE NURSING - LPN TO ADN (A45110T)

Advisor contact information: Dr. Kim Amos, 828-395-1741, kamos@isothermal.edu

### Curriculum Description

The LPN-to-ADN curriculum provides knowledge, skills, and strategies to integrate safety and quality into nursing care, to practice in a dynamic environment, and to meet individual needs which impact health, quality of life, and achievement of potential. LPN-to-ADN students are required to have an unencumbered, active LPN licensure and receive credit for NUR 111 and NUR 112.

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.

			Credits Hours
1)	<b>General Education Requirements - Take 9 credits</b>		
	ENG-111	Writing and Inquiry	3.00
	ENG-112	Writing/Research in the Disc	3.00
	PSY-150	General Psychology	3.00
	<b>Humanities - Take 3 credits</b>		
	ART-111	Art Appreciation	3.00
	ART-115	Art History Survey II	3.00
	MUS-110	Music Appreciation	3.00
	PHI-215	Philosophical Issues	3.00
	PHI-240	Introduction to Ethics	3.00
	REL-110	World Religions	3.00
	REL-111	Eastern Religions	3.00
	REL-211	Intro to Old Testament	3.00
	REL-212	Intro to New Testament	3.00
	<b>Microbiology Requirement - Take 4 credits</b>		
	BIO-275	Microbiology	4.00
2)	<b>Major Requirements</b>		
	<b>Required Courses- Take 43 credits</b>		
	NUR-111	Intro to Health Concepts	8.00
	NUR-112	Health-Illness Concepts	5.00
	NUR-113	Family Health Concepts	5.00
	NUR-114	Holistic Health Concepts	5.00
	NUR-211	Health Care Concepts	5.00
	NUR-212	Health System Concepts	5.00
	NUR-213	Complex Health Concepts	10.00
3)	<b>Other Major Requirements - Take 15 credits</b>		
	BIO-168	Anatomy and Physiology I	4.00
	BIO-169	Anatomy and Physiology II	4.00
	NUR-214	Nsg Transition Concepts	4.00
	PSY-241	Developmental Psych	3.00

4)	<b>Other Requirement</b>			
	<b>ACA Requirement - Take 1 credit</b>			
	ACA-122	College Transfer Success		1.00
			<b>Total Required Hours</b>	<b>75</b>

## ASSOCIATE IN GENERAL EDUCATION - NURSING (A1030N)

Advisor contact information: Advising & Success Center, 828-395-1436

### 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.

Pre-nursing students are highly encouraged to take the following A45110, A45110T, and A45110RB courses first (in this order) while in the AGE-N program of study: ACA 122, BIO 168, PSY 150, ENG 111, and then BIO 169, PSY 241, and ENG 112. The Humanities elective is also encouraged and can be taken at any time. The CHM 132 is only required for A45110RB (RIBN students).

### 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 quantitative competencies.
4. Enter into an Associate Degree Nursing or Bachelor of Science in Nursing program.
5. State anticipated academic goals related to the nursing profession.

			Credits Hours
1)	<b>General Education Requirements - Take 6 credits</b>		
	ENG-111	Writing and Inquiry	3.00
	ENG-112	Writing/Research in the Disc	3.00
	<b>Humanities/Fine Arts - Take 2 Groups</b>		
	<b>Group 1 - Take 6 credits</b>		
	ART-111	Art Appreciation	3.00
	ART-115	Art History Survey II	3.00
	MUS-110	Music Appreciation	3.00
	PHI-215	Philosophical Issues	3.00
	PHI-240	Introduction to Ethics	3.00
	<b>Group 2 - Take 3 credits</b>		
	ENG-231	American Literature I	3.00
	ENG-232	American Literature II	3.00
	<b>Social/Behavioral Sciences - Take 3 Groups</b>		
	<b>Group 1 - Take 9 credits</b>		
	PSY-150	General Psychology	3.00
	PSY-241	Developmental Psych	3.00
	SOC-210	Introduction to Sociology	3.00
	<b>Group 2 - Take 3 credits</b>		
	SOC-220	Social Problems	3.00
	<b>Group 3 - Take 3 credits</b>		
	HIS-111	World Civilizations I	3.00
	HIS-112	World Civilizations II	3.00
	HIS-131	American History I	3.00
	HIS-132	American History II	3.00

**Natural Sciences****Group 1 - Take 8 credits**

BIO-168	Anatomy and Physiology I	4.00
BIO-169	Anatomy and Physiology II	4.00

**Group 2 - Take 4 credits**

BIO-275	Microbiology	4.00
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**Natural Sciences Group 3 - Take 1 of 2 Groups****Groups 1 - Take 4 credits**

CHM-151	General Chemistry I	4.00
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**Groups 2 - Take 4 credits**

CHM-131	Introduction to Chemistry	3.00
CHM-131A	Intro to Chemistry Lab	1.00

**Math - Take 2 Groups****Groups 1 - Take 4 credits**

MAT-152	Statistical Methods I	4.00
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**Groups 2 - Take 3 credits**

MAT-143	Quantitative Literacy	3.00
MAT-171	Precalculus Algebra	4.00

**2) Other Required Hours****Required Courses- Take 1 credit**

ACA-122	College Transfer Success	1.00
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**Other Required Hours - Take 6 credits**

ART-111	Art Appreciation	3.00
COM-231	Public Speaking	3.00
ECO-251	Prin of Microeconomics	3.00
ECO-252	Prin of Macroeconomics	3.00
ENG-231	American Literature I	3.00
ENG-232	American Literature II	3.00
ENG-241	British Literature I	3.00
ENG-242	British Literature II	3.00
HEA-110	Personal Health/Wellness	3.00
HIS-111	World Civilizations I	3.00
HIS-112	World Civilizations II	3.00
HIS-131	American History I	3.00
HIS-132	American History II	3.00
HUM-115	Critical Thinking	3.00
MAT-172	Precalculus Trigonometry	4.00
MUS-110	Music Appreciation	3.00
PHI-215	Philosophical Issues	3.00
PHI-240	Introduction to Ethics	3.00
POL-120	American Government	3.00
REL-211	Intro to Old Testament	3.00
REL-212	Intro to New Testament	3.00

**Total Required Hours 60**

## ASSOCIATE IN GENERAL EDUCATION-NURSING - RIBN (A1030NRB)

Advisor contact information: Kelly Collum, 828-395-1606, kcollum@isothermal.edu

### 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. Communicate effectively through writing, reading, speaking, and listening through the demonstration of information literacy.
2. Analyze problems and make logical conclusions.
3. Demonstrate quantitative competencies.
4. Enter into an Associate Degree Nursing or Bachelor of Science in Nursing program.
5. State anticipated academic goals related to the nursing profession.

### Credits Hours

#### 1) General Education Requirements - Take 6 credits

ENG-111	Writing and Inquiry	3.00
ENG-112	Writing/Research in the Disc	3.00

#### Humanities/Fine Arts - Take 2 Groups

##### Group 1 - Take 6 credits

ART-111	Art Appreciation	3.00
ART-115	Art History Survey II	3.00
MUS-110	Music Appreciation	3.00
PHI-215	Philosophical Issues	3.00
PHI-240	Introduction to Ethics	3.00

##### Group 2 - Take 3 credits

ENG-231	American Literature I	3.00
ENG-232	American Literature II	3.00

#### Social/Behavioral Sciences - Take 3 Groups

##### Group 1 - Take 9 credits

PSY-150	General Psychology	3.00
PSY-241	Developmental Psych	3.00
SOC-210	Introduction to Sociology	3.00

##### Group 2 - Take 3 credits

SOC-220	Social Problems	3.00
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##### Group 3 - Take 3 credits

HIS-111	World Civilizations I	3.00
HIS-112	World Civilizations II	3.00
HIS-131	American History I	3.00
HIS-132	American History II	3.00

#### Natural Sciences

##### Group 1 - Take 8 credits

BIO-168	Anatomy and Physiology I	4.00
BIO-169	Anatomy and Physiology II	4.00

##### Group 2 - Take 4 credits

BIO-275	Microbiology	4.00
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**Natural Sciences Group 3 - Take 1 of 2 Groups****Groups 1 - Take 4 credits**

CHM-151	General Chemistry I	4.00
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**Groups 2 - Take 4 credits**

CHM-131	Introduction to Chemistry	3.00
CHM-131A	Intro to Chemistry Lab	1.00

**Math - Take 2 Groups****Groups 1 - Take 4 credits**

MAT-152	Statistical Methods I	4.00
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**Groups 2 - Take 3 credits**

MAT-143	Quantitative Literacy	3.00
MAT-171	Precalculus Algebra	4.00

**2) Other Required Hours****Required Courses- Take 1 credit**

ACA-122	College Transfer Success	1.00
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**Other Required Hours - Take 6 credits**

ART-111	Art Appreciation	3.00
COM-231	Public Speaking	3.00
ECO-251	Prin of Microeconomics	3.00
ECO-252	Prin of Macroeconomics	3.00
ENG-231	American Literature I	3.00
ENG-232	American Literature II	3.00
ENG-241	British Literature I	3.00
ENG-242	British Literature II	3.00
HEA-110	Personal Health/Wellness	3.00
HIS-111	World Civilizations I	3.00
HIS-112	World Civilizations II	3.00
HIS-131	American History I	3.00
HIS-132	American History II	3.00
HUM-115	Critical Thinking	3.00
MAT-172	Precalculus Trigonometry	4.00
MUS-110	Music Appreciation	3.00
PHI-215	Philosophical Issues	3.00
PHI-240	Introduction to Ethics	3.00
POL-120	American Government	3.00
REL-211	Intro to Old Testament	3.00
REL-212	Intro to New Testament	3.00

**Total Required Hours 60**



## PRACTICAL NURSING DIPLOMA (D45660)

Advisor contact information: Stephanie Denison, 828-395-1762, sdenison@isothermal.edu

### 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.

			<b>Credits Hours</b>
<b>1) General Education Requirements - Take 6 credits</b>			
	ENG-111	Writing and Inquiry	3.00
	PSY-150	General Psychology	3.00
<b>2) Major Requirements</b>			
	<b>Required Courses - Take 30 credits</b>		
	NUR-101	Practical Nursing I	11.00
	NUR-102	Practical Nursing II	10.00
	NUR-103	Practical Nursing III	9.00
<b>3) Other Major Requirements - Take 8 credits</b>			
	BIO-168	Anatomy and Physiology I	4.00
	BIO-169	Anatomy and Physiology II	4.00
<b>4) Other Requirement</b>			
	<b>ACA Requirement - Take 1 credit</b>		
	ACA-122	College Transfer Success	1.00
			<b>Total Required Hours 45</b>

## BASIC LAW ENFORCEMENT BLET CERTIFICATE (C55120)

Advisor contact information: Philip Bailey, 828-395-1644, pbailey@isothermal.edu

### Curriculum Description

This course covers the basic skills and knowledge needed for entry-level employment as a law enforcement officer in North Carolina. Topics include those mandated by North Carolina Administration Code as essential for functioning in law enforcement. Upon completion, the student should be able to demonstrate competence in the topics required for the state comprehensive certification examination. This is a certificate-level course.

### 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.

### Credits Hours

#### 1) Major Requirements

##### Required Courses- Take 20 credit

CJC-110	Basic Law Enforcement BLET	20.00
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**Total Required Hours 20**

## COSMETOLOGY DEGREE (A55140)

Advisor contact information: Megan Jones, 828-395-4224, kmjones@isothermal.edu

### 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, multi-cultural 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. Execute correct chemical processes.
2. Recognize the differences in multicultural cosmetic practices.
3. Safely practice sanitation/infection control techniques to include disinfection of any bloodborne pathogens.
4. Produce professional imaging in hair care.
5. Demonstrate an understanding of nail care.
6. Use appropriate manipulative techniques in skin care.

		Credits	Hours
<b>1) General Education Requirements</b>			
<b>English Requirements - Take 3 credits</b>			
ENG-111	Writing and Inquiry	3.00	
<b>Communications Requirement - Take 3 credits</b>			
COM-231	Public Speaking	3.00	
ENG-112	Writing/Research in the Disc	3.00	
<b>Natural Science/Mathematic Requirement - Take 3 credits</b>			
MAT-110	Math Measurement & Literacy	3.00	
BIO-110	Principles of Biology	4.00	
BIO-111	General Biology I	4.00	
BIO-168	Anatomy and Physiology I	4.00	
<b>Humanities - Take 3 credits</b>			
ART-111	Art Appreciation	3.00	
ART-114	Art History Survey I	3.00	
ART-115	Art History Survey II	3.00	
ENG-231	American Literature I	3.00	
ENG-232	American Literature II	3.00	
ENG-241	British Literature I	3.00	
ENG-242	British Literature II	3.00	
ENG-262	World Literature II	3.00	
HUM-110	Technology and Society	3.00	
HUM-115	Critical Thinking	3.00	
HUM-120	Cultural Studies	3.00	
HUM-122	Southern Culture	3.00	
HUM-130	Myth in Human Culture	3.00	
HUM-170	The Holocaust	3.00	
MUS-110	Music Appreciation	3.00	
MUS-112	Introduction to Jazz	3.00	
MUS-113	American Music	3.00	
PHI-215	Philosophical Issues	3.00	
PHI-240	Introduction to Ethics	3.00	
REL-110	World Religions	3.00	
REL-111	Eastern Religions	3.00	
REL-211	Intro to Old Testament	3.00	
REL-212	Intro to New Testament	3.00	

**Social Science Requirement - Take 3 credits**

ANT-210	General Anthropology	3.00
ANT-220	Cultural Anthropology	3.00
ECO-251	Prin of Microeconomics	3.00
ECO-252	Prin of Macroeconomics	3.00
GEO-111	World Regional Geography	3.00
HIS-111	World Civilizations I	3.00
HIS-112	World Civilizations II	3.00
HIS-131	American History I	3.00
HIS-132	American History II	3.00
POL-120	American Government	3.00
POL-220	International Relations	3.00
PSY-150	General Psychology	3.00
PSY-237	Social Psychology	3.00
PSY-241	Developmental Psych	3.00
PSY-281	Abnormal Psychology	3.00
SOC-210	Introduction to Sociology	3.00
SOC-213	Sociology of the Family	3.00
SOC-220	Social Problems	3.00

**2) Major Requirements****Required Courses - Take 34 credits**

COS-111	Cosmetology Concepts I	4.00
COS-112	Salon I	8.00
COS-113	Cosmetology Concepts II	4.00
COS-114	Salon II	8.00
COS-115	Cosmetology Concepts III	4.00
COS-116	Salon III	4.00
COS-119	Esthetics Concepts I	2.00

**3) Other Major Requirements - Take 1 of 2 Groups****Group 1 - Take 15 credits**

COS-117	Cosmetology Concepts IV	2.00
COS-118	Salon IV	7.00
COS-120	Esthetics Salon I	6.00

**Group 2 - Take 15 credits**

COS-117	Cosmetology Concepts IV	2.00
COS-118	Salon IV	7.00
COS-121	Manicure/Nail Technology I	6.00

**Other Required Electives - Take 1 of 2 Groups****Group 1 - Take 8 credits**

COS-125	Esthetics Concepts II	2.00
COS-126	Esthetics Salon II	6.00

**Group 2 - Take 8 credits**

COS-222	Manicure/Nail Tech. II	6.00
COS-223	Contemp Hair Coloring	2.00

**4) Other Requirement****ACA Requirement - Take 1 credit**

ACA-122	College Transfer Success	1.00
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**Total Required Hours 73**

## COSMETOLOGY DIPLOMA (D55140)

Advisor contact information: Megan Jones, 828-395-4224, kmjones@isothermal.edu

		<b>Credits Hours</b>
<b>1) General Education Requirements</b>		
<b>English Requirements - Take 3 credits</b>		
ENG-111	Writing and Inquiry	3.00
<b>Natural Science/Mathematic Requirement - Take 3 credits</b>		
MAT-110	Math Measurement & Literacy	3.00
<b>2) Major Requirements</b>		
<b>Required Courses - Take 34 credits</b>		
COS-111	Cosmetology Concepts I	4.00
COS-112	Salon I	8.00
COS-113	Cosmetology Concepts II	4.00
COS-114	Salon II	8.00
COS-115	Cosmetology Concepts III	4.00
COS-116	Salon III	4.00
COS-117	Cosmetology Concepts IV	2.00
<b>3) Other Major Requirements - Take 7 credits</b>		
COS-118	Salon IV	7.00
	<b>Total Required Hours</b>	<b>47</b>

## COSMETOLOGY CERTIFICATE (C55140)

Advisor contact information: Megan Jones, 828-395-4224, kmjones@isothermal.edu

		<b>Credits Hours</b>
<b>1) Major Requirements</b>		
<b>Required Courses - Take 34 credits</b>		
COS-111	Cosmetology Concepts I	4.00
COS-112	Salon I	8.00
COS-113	Cosmetology Concepts II	4.00
COS-114	Salon II	8.00
COS-115	Cosmetology Concepts III	4.00
COS-116	Salon III	4.00
COS-119	Esthetics Concepts I	2.00
	<b>Total Required Hours</b>	<b>34</b>

## COSMETOLOGY INSTRUCTOR CERTIFICATE (C55160)

Advisor contact information: Megan Jones, 828-395-4224, kmjones@isothermal.edu

### 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.

		Credits Hours
1)	<b>Major Requirements</b>	
	<b>Required Courses - Take 24 credits</b>	
	COS-271 Instructor Concepts I	5.00
	COS-272 Instructor Practicum I	7.00
	COS-273 Instructor Concepts II	5.00
	COS-274 Instructor Practicum II	7.00
	<b>Total Required Hours 24</b>	

## ESTHETICS INSTRUCTOR CERTIFICATE (C55270)

Advisor contact information: Megan Jones, 828-395-4224, kmjones@isothermal.edu

### 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.

		Credits Hours
1)	<b>Major Requirements</b>	
	<b>Required Courses - Take 22 credits</b>	
	COS-253 Esthetics Ins. Concepts I	11.00
	COS-254 Esthetic Ins. Concepts II	11.00
	<b>Total Required Hours 22</b>	

## ESTHETICS TECHNOLOGY CERTIFICATE (C55230)

Advisor contact information: Megan Jones, 828-395-4224, kmjones@isothermal.edu

### 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. Students must use appropriate manipulative techniques in skin care.
2. Students must be able to safely practice sanitation/infection control techniques to include disinfection of any bloodborne pathogens.

		Credits Hours
1)	<b>Major Requirements</b>	
	<b>Required Courses - Take 16 credits</b>	
	COS-119 Esthetics Concepts I	2.00
	COS-120 Esthetics Salon I	6.00
	COS-125 Esthetics Concepts II	2.00
	COS-126 Esthetics Salon II	6.00
	<b>Total Required Hours 16</b>	

## MANICURING INSTRUCTOR CERTIFICATE (C55380)

Advisor contact information: Megan Jones, 828-395-4224, kmjones@isothermal.edu

### 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.

		Credits Hours
1)	<b>Major Requirements</b>	
	<b>Required Courses - Take 13 credits</b>	
	COS-251 Manicure Instr Concepts	8.00
	COS-252 Manicure Instr Practicum	5.00
	<b>Total Required Hours 13</b>	

## MANICURING/NAIL TECHNOLOGY CERTIFICATE (C55400)

Advisor contact information: Megan Jones, 828-395-4224, kmjones@isothermal.edu

### 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 an understanding of nail care.
2. Safely practice sanitation/infection control techniques to include disinfection of any bloodborne pathogens.

### Credits Hours

#### 1) Major Requirements

##### Required Courses - Take 12 credits

COS-121	Manicure/Nail Technology I	6.00
COS-222	Manicure/Nail Tech. II	6.00

**Total Required Hours 12**



## CRIMINAL JUSTICE TECHNOLOGY DEGREE (A55180)

Advisor contact information: Elizabeth Adams, 828-395-4378, meadams@isothermal.edu

### 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. Understand the histories, present day operations and potential future outlooks of the three components of the American Criminal Justice System (law enforcement, courts and corrections).
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.

		<b>Credits Hours</b>
<b>1) General Education Requirements</b>		
<b>English Requirements - Take 9 credits</b>		
ENG-111	Writing and Inquiry	3.00
ENG-112	Writing/Research in the Disc	3.00
PSY-150	General Psychology	3.00
<b>Mathematics Requirement - Take 3 credits</b>		
MAT-143	Quantitative Literacy	3.00
MAT-152	Statistical Methods I	4.00
MAT-171	Precalculus Algebra	4.00
BIO-111	General Biology I	4.00
<b>Humanities - Take 3 credits</b>		
ART-111	Art Appreciation	3.00
ART-114	Art History Survey I	3.00
ART-115	Art History Survey II	3.00
ENG-231	American Literature I	3.00
ENG-232	American Literature II	3.00
ENG-241	British Literature I	3.00
ENG-242	British Literature II	3.00
ENG-262	World Literature II	3.00
HUM-110	Technology and Society	3.00
HUM-115	Critical Thinking	3.00
HUM-120	Cultural Studies	3.00
HUM-122	Southern Culture	3.00
HUM-130	Myth in Human Culture	3.00
HUM-170	The Holocaust	3.00
MUS-110	Music Appreciation	3.00
MUS-112	Introduction to Jazz	3.00
MUS-113	American Music	3.00
PHI-215	Philosophical Issues	3.00
PHI-240	Introduction to Ethics	3.00
REL-110	World Religions	3.00
REL-111	Eastern Religions	3.00
REL-211	Intro to Old Testament	3.00
REL-212	Intro to New Testament	3.00

**Social Science Requirement - Take 3 credits**

POL-120	American Government	3.00
SOC-210	Introduction to Sociology	3.00

**2) Major Requirements****Required Courses - Take 22 credits**

CJC-111	Intro to Criminal Justice	3.00
CJC-112	Criminology	3.00
CJC-113	Juvenile Justice	3.00
CJC-131	Criminal Law	3.00
CJC-212	Ethics & Comm Relations	3.00
CJC-221	Investigative Principles	4.00
CJC-231	Constitutional Law	3.00

**3) Other Major Requirements - Take 26 credits**

CIS-110	Introduction to Computers	3.00
CJC-120	Interviews/Interrogations	2.00
CJC-121	Law Enforcement Operations	3.00
CJC-122	Community Policing	3.00
CJC-132	Court Procedure & Evidence	3.00
CJC-141	Corrections	3.00
CJC-225	Crisis Intervention	3.00
CJC-232	Civil Liability	3.00
CJC-255	Issues in Crim Justice App	3.00

**CJC Elective Option - Take 3 credits**

CJC-151	Intro to Loss Prevention	3.00
CJC-222	Criminalistics	3.00
CJC-223	Organized Crime	3.00

**4) Other Requirement****ACA Requirement - Take 1 credit**

ACA-122	College Transfer Success	1.00
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**Total Required Hours 70**

## CRIMINAL JUSTICE TECHNOLOGY DIPLOMA (D55180)

Advisor contact information: Elizabeth Adams, 828-395-4378, meadams@isothermal.edu

		<b>Credits Hours</b>
<b>1) General Education Requirements</b>		
<b>English Requirements - Take 6 credits</b>		
ENG-111	Writing and Inquiry	3.00
PSY-150	General Psychology	3.00
<b>Social Science Requirement - Take 3 credits</b>		
POL-120	American Government	3.00
SOC-210	Introduction to Sociology	3.00
<b>2) Major Requirements</b>		
<b>Required Courses - Take 18 credits</b>		
CJC-111	Intro to Criminal Justice	3.00
CJC-112	Criminology	3.00
CJC-113	Juvenile Justice	3.00
CJC-131	Criminal Law	3.00
CJC-212	Ethics & Comm Relations	3.00
CJC-231	Constitutional Law	3.00
<b>3) Other Major Requirements - Take 15 credits</b>		
CIS-110	Introduction to Computers	3.00
CJC-121	Law Enforcement Operations	3.00
CJC-132	Court Procedure & Evidence	3.00
CJC-141	Corrections	3.00
CJC-232	Civil Liability	3.00
<b>CJC Elective Option - Take 3 credits</b>		
CJC-151	Intro to Loss Prevention	3.00
CJC-222	Criminalistics	3.00
CJC-223	Organized Crime	3.00
<b>4) Other Requirement</b>		
<b>ACA Requirement - Take 1 credit</b>		
ACA-122	College Transfer Success	1.00
		<b>Total Required Hours 46</b>

## CRIMINAL JUSTICE TECHNOLOGY CERTIFICATE (C55180)

Advisor contact information: Elizabeth Adams, 828-395-4378, meadams@isothermal.edu

		<b>Credits Hours</b>
<b>1) Major Requirements</b>		
<b>Required Courses - Take 12 credits</b>		
CJC-112	Criminology	3.00
CJC-113	Juvenile Justice	3.00
CJC-131	Criminal Law	3.00
CJC-231	Constitutional Law	3.00
		<b>Total Required Hours 12</b>

## DENTAL ASSISTING DIPLOMA (D45240)

Advisor contact information: Stacey Jenkins, 828-395-4440, sjenkins@isothermal.edu

### Curriculum Description

The Dental Assisting curriculum prepares individuals to assist the dentist in the delivery of dental treatment and to function as integral members of the dental team while performing chairside and related office and laboratory procedures. Course work includes instruction in general studies, biomedical sciences, dental sciences, clinical sciences, and clinical practice. A combination of lecture, laboratory, and clinical experiences provide students with knowledge in infection/hazard control, radiography, dental materials, preventive dentistry, and clinical procedures. Graduates may be eligible to take the Dental Assisting National Board Examination to become Certified Dental Assistants.

### Program Student Learning Outcomes

Graduates will be able to:

1. The student will execute general chair side assisting skills.
2. The student will integrate infection control techniques.
3. The student will prepare high-grade, radiographic images used in diagnostics.
4. The student will perform appropriate life-saving measures for medical emergencies in a dental setting.

		<b>Credits Hours</b>
<b>1)</b>	<b>General Education Requirements</b>	
	<b>English Requirements - Take 6 credits</b>	
	ENG-111 Writing and Inquiry	3.00
	COM-231 Public Speaking	3.00
	<b>Natural Science/Math Requirement - Take 4 credits</b>	
	BIO-110 Principles of Biology	4.00
<b>2)</b>	<b>Major Requirements</b>	
	<b>Required Courses - Take 36 credits</b>	
	DEN-100 Basic Orofacial Anatomy	2.00
	DEN-101 Preclinical Procedures	7.00
	DEN-102 Dental Materials	4.00
	DEN-103 Dental Sciences	2.00
	DEN-104 Dental Health Education	3.00
	DEN-105 Practice Management	2.00
	DEN-106 Clinical Practice I	6.00
	DEN-107 Clinical Practice II	5.00
	DEN-111 Infection/Hazard Control	2.00
	DEN-112 Dental Radiography	3.00
	<b>Total Required Hours 46</b>	

## ASSOCIATE IN ARTS IN TEACHER PREPARATION (AATP) (A1010T)

Advisor contact information: Dr. Alice McCluney, 828-395-1444, amcluney@isothermal.edu

The Associate of Arts in Teacher Preparation degree prepares individuals who desire to become K-12 educators for transfer. This transfer degree will provide students with a program of study comprised of college transfer courses and a small concentration of education coursework. The Associate of Arts in Teacher Preparation degree is appropriate for students who desire to teach Elementary Educations (K-6), Middle Grades Education (6-8) in non-STEM (science, technology, engineering, and math) subject areas, and Secondary Education (9-12) in non-STEM areas, as well as other specialized content areas such as Special Education. Graduates are prepared to transfer to a senior institution to complete their pursuit of the necessary bachelor's degree and earn an NC Teaching License in the grade level and content area of their choosing. The Comprehensive Articulation Agreement (CAA) and the Independent Comprehensive Articulation Agreement (ICAA) enable North Carolina community college graduates of two-year associate in arts programs who are admitted to constituent institutions of the University of North Carolina and to signatory institutions of North Carolina Independent Colleges and Universities to transfer with junior status. Community college graduates must obtain a grade of "C" or better in each course and an overall GPA of at least 2.7 on a 4.0 scale in order to transfer with junior status. Courses may also transfer through bilateral agreements between institutions.

### Program Student Learning Outcomes

Graduates will be able to:

1. Identify the knowledge, skills, roles, and responsibilities of an effective, inclusive, and culturally-responsive educator as defined by state and national professional teaching standards
2. Demonstrate thinking that is clear, accurate, precise, relevant, deep, broad, and fair, while analyzing, synthesizing, and evaluating---Critical Thinking
3. Produce writing that is clear, precise, organized, incisive, and correct (according to the guidelines of Standard Written English) for a variety of purposes and audiences---Writing
4. Read actively and analytically at the college level and synthesize and apply information across disciplines---Reading
5. Speak in a manner that is clear, precise, coherent, perceptive, audience-aware, and correct (according the SWE) in both small and large group settings---Speaking

### Credits Hours

#### 1) General Education Requirements

##### English Composition - Take 6 credits

ENG-111	Writing and Inquiry	3.00
ENG-112	Writing/Research in the Disc	3.00

##### Communications & Humanities/Fin - Take 9 credits - Minimum 2 subjects

ART-111	Art Appreciation	3.00
ART-114	Art History Survey I	3.00
ART-115	Art History Survey II	3.00
COM-231	Public Speaking	3.00
ENG-231	American Literature I	3.00
ENG-232	American Literature II	3.00
ENG-241	British Literature I	3.00
ENG-242	British Literature II	3.00
MUS-110	Music Appreciation	3.00
MUS-112	Introduction to Jazz	3.00
PHI-215	Philosophical Issues	3.00
PHI-240	Introduction to Ethics	3.00

##### Social/Behavioral Science - Take 6 credits - Minimum 2 subjects

ECO-251	Prin of Microeconomics	3.00
ECO-252	Prin of Macroeconomics	3.00
HIS-111	World Civilizations I	3.00
HIS-112	World Civilizations II	3.00
HIS-131	American History I	3.00
HIS-132	American History II	3.00
POL-120	American Government	3.00
PSY-150	General Psychology	3.00
SOC-210	Introduction to Sociology	3.00

**Math - Take 3 credits**

MAT-143	Quantitative Literacy	3.00
MAT-152	Statistical Methods I	4.00
MAT-171	Precalculus Algebra	4.00

**Natural Sciences - Take 1 of 5 Groups****Group 1 - Take 4 credits**

AST-151	General Astronomy I	3.00
AST-151A	General Astronomy I Lab	1.00

**Group 2 - Take 4 credits**

BIO-110	Principles of Biology	4.00
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**Group 3 - Take 4 credits**

BIO-111	General Biology I	4.00
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**Group 4 - Take 4 credits**

CHM-151	General Chemistry I	4.00
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**Group 5 - Take 4 credits**

PHY-110	Conceptual Physics	3.00
PHY-110A	Conceptual Physics Lab	1.00

**Additional General Education Elective - Take 2 Groups****Group 1 - Take 3 credits**

SOC-225	Social Diversity	3.00
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**Group 2 - Take 14 credits**

ANT-210	General Anthropology	3.00
ANT-220	Cultural Anthropology	3.00
ART-111	Art Appreciation	3.00
ART-114	Art History Survey I	3.00
ART-115	Art History Survey II	3.00
AST-151	General Astronomy I	3.00
AST-151A	General Astronomy I Lab	1.00
AST-152	General Astronomy II	3.00
AST-152A	General Astronomy II Lab	1.00
BIO-110	Principles of Biology	4.00
BIO-111	General Biology I	4.00
BIO-112	General Biology II	4.00
BIO-140	Environmental Biology	3.00
BIO-140A	Environmental Biology Lab	1.00
CHM-132	Organic and Biochemistry	4.00
CHM-151	General Chemistry I	4.00
CHM-152	General Chemistry II	4.00
CIS-110	Introduction to Computers	3.00
CIS-115	Intro to Prog & Logic	3.00
ECO-251	Prin of Microeconomics	3.00
ECO-252	Prin of Macroeconomics	3.00
ENG-231	American Literature I	3.00
ENG-232	American Literature II	3.00
ENG-241	British Literature I	3.00
ENG-242	British Literature II	3.00
ENG-262	World Literature II	3.00
GEO-111	World Regional Geography	3.00
HIS-111	World Civilizations I	3.00
HIS-112	World Civilizations II	3.00
HIS-131	American History I	3.00
HIS-132	American History II	3.00
HUM-110	Technology and Society	3.00
HUM-115	Critical Thinking	3.00
HUM-120	Cultural Studies	3.00
HUM-122	Southern Culture	3.00
HUM-130	Myth in Human Culture	3.00

MAT-143	Quantitative Literacy	3.00
MAT-152	Statistical Methods I	4.00
MAT-171	Precalculus Algebra	4.00
MAT-172	Precalculus Trigonometry	4.00
MAT-263	Brief Calculus	4.00
MAT-271	Calculus I	4.00
MAT-272	Calculus II	4.00
MAT-273	Calculus III	4.00
MUS-110	Music Appreciation	3.00
MUS-112	Introduction to Jazz	3.00
MUS-113	American Music	3.00
PHI-215	Philosophical Issues	3.00
PHI-240	Introduction to Ethics	3.00
PHY-110	Conceptual Physics	3.00
PHY-110A	Conceptual Physics Lab	1.00
PHY-151	College Physics I	4.00
PHY-152	College Physics II	4.00
PHY-251	General Physics I	4.00
PHY-252	General Physics II	4.00
POL-120	American Government	3.00
PSY-150	General Psychology	3.00
PSY-237	Social Psychology	3.00
PSY-241	Developmental Psych	3.00
PSY-281	Abnormal Psychology	3.00
REL-110	World Religions	3.00
REL-211	Intro to Old Testament	3.00
REL-212	Intro to New Testament	3.00
SOC-210	Introduction to Sociology	3.00
SOC-213	Sociology of the Family	3.00
SOC-220	Social Problems	3.00
SPA-111	Elementary Spanish I	3.00
SPA-112	Elementary Spanish II	3.00
SPA-211	Intermediate Spanish I	3.00
SPA-212	Intermediate Spanish II	3.00

2) **Other Required Hours**

**Required Course - Take 1 credit**

ACA-122	College Transfer Success	1.00
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**Education - Take 14 credit**

EDU-187	Teaching and Learning for All	4.00
EDU-216	Foundations of Education	3.00
EDU-250	Teacher Licensure Preparation	3.00
EDU-279	Literacy Develop and Instruct	4.00

**Total Required Hours 60**

## ASSOCIATE IN SCIENCE IN TEACHER PREPARATION (ASTP) (A1040T)

Advisor contact information: Dr. Alice McCluney, 828-395-1444, amcluney@isothermal.edu

The Associate of Science in Teacher Preparation degrees prepare individuals who desire to become 6-12 educators for transfer in the STEM (science, technology, engineering, and math) field. This degree will provide students with a program of study comprised of college transfer courses and a small concentration of education coursework. The Associate of Science in Teacher Preparation degree is appropriate for students who desire to teach Middle Grades Education (6-8) in STEM subject areas and Secondary Education (9-12) in STEM subject areas. Graduates are prepared to transfer to a senior institution to complete their pursuit of the necessary bachelor's degree and earn an NC Teaching License in the grade level and content area of their choosing. The Comprehensive Articulation Agreement (CAA) and the Independent Comprehensive Articulation Agreement (ICAA) enable North Carolina community college graduates of two-year associate in arts programs who are admitted to constituent institutions of the University of North Carolina and to signatory institutions of North Carolina Independent Colleges and Universities to transfer with junior status. Community college graduates must obtain a grade of "C" or better in each course and an overall GPA of at least 2.7 on a 4.0 scale in order to transfer with junior status. Courses may also transfer through bilateral agreements between institutions.

### Program Student Learning Outcomes

Graduates will be able to:

1. Identify the knowledge, skills, roles, and responsibilities of an effective, inclusive, and culturally-responsive educator as defined by state and national professional teaching standards.
2. Demonstrate thinking that is clear, accurate, precise, relevant, deep, broad, and fair, while analyzing, synthesizing, and evaluating---Critical Thinking
3. Produce writing that is clear, precise, organized, incisive, and correct (according to the guidelines of Standard Written English) for a variety of purposes and audiences---Writing
4. Apply college-level mathematical concepts and methods to understand, analyze, and communicate in quantitative terms---Quantitative Literacy
5. Effectively use technology as a tool for research, problem-solving, communication, and career enrichment---Technology Skills

### Credits Hours

#### 1) General Education Requirements

##### English Composition - Take 6 credits

ENG-111	Writing and Inquiry	3.00
ENG-112	Writing/Research in the Disc	3.00

##### Communications & Humanities - Take 6 credits - Minimum 2 subjects

ART-111	Art Appreciation	3.00
ART-114	Art History Survey I	3.00
ART-115	Art History Survey II	3.00
COM-231	Public Speaking	3.00
ENG-231	American Literature I	3.00
ENG-232	American Literature II	3.00
ENG-241	British Literature I	3.00
ENG-242	British Literature II	3.00
MUS-110	Music Appreciation	3.00
MUS-112	Introduction to Jazz	3.00
PHI-215	Philosophical Issues	3.00
PHI-240	Introduction to Ethics	3.00

##### Social/Behavioral Science - Take 3 credits

ECO-251	Prin of Microeconomics	3.00
ECO-252	Prin of Macroeconomics	3.00
HIS-111	World Civilizations I	3.00
HIS-112	World Civilizations II	3.00
HIS-131	American History I	3.00
HIS-132	American History II	3.00
POL-120	American Government	3.00
PSY-150	General Psychology	3.00
SOC-210	Introduction to Sociology	3.00



<b>Math - Take 8 credits</b>		
MAT-171	Precalculus Algebra	4.00
MAT-172	Precalculus Trigonometry	4.00
MAT-263	Brief Calculus	4.00
MAT-271	Calculus I	4.00
MAT-272	Calculus II	4.00
<b>Natural Sciences - Take 1 of 7 Groups</b>		
<b>Group 1 - Take 8 credits</b>		
CHM-151	General Chemistry I	4.00
CHM-152	General Chemistry II	4.00
<b>Group 2 - Take 8 credits</b>		
PHY-151	College Physics I	4.00
PHY-152	College Physics II	4.00
<b>Group 3 - Take 8 credits</b>		
PHY-251	General Physics I	4.00
PHY-252	General Physics II	4.00
<b>Group 4 - Take 8 credits</b>		
AST-151	General Astronomy I	3.00
AST-151A	General Astronomy I Lab	1.00
BIO-110	Principles of Biology	4.00
<b>Group 5 - Take 8 credits</b>		
AST-151	General Astronomy I	3.00
AST-151A	General Astronomy I Lab	1.00
PHY-110	Conceptual Physics	3.00
PHY-110A	Conceptual Physics Lab	1.00
<b>Group 6 - Take 8 credits</b>		
BIO-111	General Biology I	4.00
BIO-112	General Biology II	4.00
<b>Group 7 - Take 8 credits</b>		
BIO-110	Principles of Biology	4.00
PHY-110	Conceptual Physics	3.00
PHY-110A	Conceptual Physics Lab	1.00
<b>Additional General Education Elective - Take 2 Groups</b>		
<b>Group 1 - Take 3 credits</b>		
SOC-225	Social Diversity	3.00
<b>Group 2 - Take 11 credits</b>		
ANT-210	General Anthropology	3.00
ANT-220	Cultural Anthropology	3.00
ART-111	Art Appreciation	3.00
ART-114	Art History Survey I	3.00
ART-115	Art History Survey II	3.00
AST-151	General Astronomy I	3.00
AST-151A	General Astronomy I Lab	1.00
AST-152	General Astronomy II	3.00
AST-152A	General Astronomy II Lab	1.00
BIO-110	Principles of Biology	4.00
BIO-111	General Biology I	4.00
BIO-112	General Biology II	4.00
BIO-140	Environmental Biology	3.00
BIO-140A	Environmental Biology Lab	1.00
CHM-132	Organic and Biochemistry	4.00
CHM-151	General Chemistry I	4.00
CHM-152	General Chemistry II	4.00
CIS-110	Introduction to Computers	3.00

CIS-115	Intro to Prog & Logic	3.00
ECO-251	Prin of Microeconomics	3.00
ECO-252	Prin of Macroeconomics	3.00
ENG-231	American Literature I	3.00
ENG-232	American Literature II	3.00
ENG-241	British Literature I	3.00
ENG-242	British Literature II	3.00
ENG-262	World Literature II	3.00
GEO-111	World Regional Geography	3.00
HIS-111	World Civilizations I	3.00
HIS-112	World Civilizations II	3.00
HIS-131	American History I	3.00
HIS-132	American History II	3.00
HUM-110	Technology and Society	3.00
HUM-115	Critical Thinking	3.00
HUM-120	Cultural Studies	3.00
HUM-122	Southern Culture	3.00
HUM-130	Myth in Human Culture	3.00
MAT-143	Quantitative Literacy	3.00
MAT-152	Statistical Methods I	4.00
MAT-171	Precalculus Algebra	4.00
MAT-172	Precalculus Trigonometry	4.00
MAT-263	Brief Calculus	4.00
MAT-271	Calculus I	4.00
MAT-272	Calculus II	4.00
MAT-273	Calculus III	4.00
MUS-110	Music Appreciation	3.00
MUS-112	Introduction to Jazz	3.00
PHI-215	Philosophical Issues	3.00
PHI-240	Introduction to Ethics	3.00
PHY-110	Conceptual Physics	3.00
PHY-110A	Conceptual Physics Lab	1.00
PHY-151	College Physics I	4.00
PHY-152	College Physics II	4.00
PHY-251	General Physics I	4.00
PHY-252	General Physics II	4.00
POL-120	American Government	3.00
PSY-150	General Psychology	3.00
PSY-237	Social Psychology	3.00
PSY-241	Developmental Psych	3.00
PSY-281	Abnormal Psychology	3.00
REL-110	World Religions	3.00
REL-211	Intro to Old Testament	3.00
REL-212	Intro to New Testament	3.00
SOC-210	Introduction to Sociology	3.00
SOC-213	Sociology of the Family	3.00
SOC-220	Social Problems	3.00
SPA-111	Elementary Spanish I	3.00
SPA-112	Elementary Spanish II	3.00
SPA-211	Intermediate Spanish I	3.00
SPA-212	Intermediate Spanish II	3.00

2) **Other Required Hours**

**Required Course - Take 1 credit**

ACA-122	College Transfer Success	1.00
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**Education - Take 14 credit**

EDU-187	Teaching and Learning for All	4.00
EDU-216	Foundations of Education	3.00
EDU-250	Teacher Licensure Preparation	3.00
EDU-279	Literacy Develop and Instruct	4.00

**Total Required Hours 60**

## EARLY CHILDHOOD EDUCATION DEGREE CAREER ENTRY (A55220C)

Advisor contact information: Dr. Alice McCluney, 828-395-1444, amcluney@isothermal.edu

### 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.

### Program Student Learning Outcomes

Graduates will be able to:

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.

			Credits Hours
1)	<b>General Education Requirements</b>		
	<b>English Requirements - Take 3 credits</b>		
	ENG-111	Writing and Inquiry	3.00
	<b>Communications Requirement - Take 3 credits</b>		
	COM-231	Public Speaking	3.00
	ENG-112	Writing/Research in the Disc	3.00
	<b>Math/ Natural Science Requirement - Take 3 credits</b>		
	AST-151	General Astronomy I	3.00
	AST-151A	General Astronomy I Lab	1.00
	BIO-111	General Biology I	4.00
	CHM-131	Introduction to Chemistry	3.00
	CHM-131A	Intro to Chemistry Lab	1.00
	CHM-151	General Chemistry I	4.00
	MAT-110	Math Measurement & Literacy	3.00
	MAT-143	Quantitative Literacy	3.00
	MAT-152	Statistical Methods I	4.00

MAT-171	Precalculus Algebra	4.00
PHY-110	Conceptual Physics	3.00
PHY-151	College Physics I	4.00

**Social Science Requirement - Take 3 credits**

PSY-150	General Psychology	3.00
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**Humanities - Take 3 credits**

ART-111	Art Appreciation	3.00
ART-114	Art History Survey I	3.00
ART-115	Art History Survey II	3.00
ENG-231	American Literature I	3.00
ENG-232	American Literature II	3.00
ENG-241	British Literature I	3.00
ENG-242	British Literature II	3.00
ENG-262	World Literature II	3.00
HUM-110	Technology and Society	3.00
HUM-115	Critical Thinking	3.00
HUM-120	Cultural Studies	3.00
HUM-122	Southern Culture	3.00
HUM-130	Myth in Human Culture	3.00
HUM-170	The Holocaust	3.00
MUS-110	Music Appreciation	3.00
MUS-112	Introduction to Jazz	3.00
MUS-113	American Music	3.00
PHI-215	Philosophical Issues	3.00
PHI-240	Introduction to Ethics	3.00
REL-110	World Religions	3.00
REL-111	Eastern Religions	3.00
REL-211	Intro to Old Testament	3.00
REL-212	Intro to New Testament	3.00

**2) Major Requirements**

**Required Courses - Take 29 credits**

EDU-119	Intro to Early Child Educ	4.00
EDU-131	Child, Family, and Community	3.00
EDU-146	Child Guidance	3.00
EDU-151	Creative Activities	3.00
EDU-153	Health, Safety and Nutrition	3.00
EDU-221	Children With Exceptionalities	3.00
EDU-234	Infants, Toddlers, and Twos	3.00
EDU-280	Language/Literacy Experiences	3.00
EDU-284	Early Child Capstone Prac	4.00

**Child Development - Take 6 credits**

EDU-144	Child Development I	3.00
EDU-145	Child Development II	3.00

**3) Other Major Requirements**

**Elective Requirement - Take 12 credits**

ART-111	Art Appreciation	3.00
ART-114	Art History Survey I	3.00
ART-115	Art History Survey II	3.00
AST-151	General Astronomy I	3.00
AST-151A	General Astronomy I Lab	1.00
BIO-111	General Biology I	4.00
BIO-168	Anatomy and Physiology I	4.00
BIO-169	Anatomy and Physiology II	4.00
BUS-137	Principles of Management	3.00
CHM-131	Introduction to Chemistry	3.00
CHM-131A	Intro to Chemistry Lab	1.00
CHM-151	General Chemistry I	4.00

CIS-110	Introduction to Computers	3.00
COM-231	Public Speaking	3.00
ECO-251	Prin of Microeconomics	3.00
ECO-252	Prin of Macroeconomics	3.00
EDU-161	Intro to Exceptional Chil	3.00
EDU-163	Classroom Mgmt and Instruction	3.00
EDU-177	Instructional Methods	3.00
EDU-185	Cognitive & Lang Act	3.00
EDU-187	Teaching and Learning for All	4.00
EDU-214	Early Child Intern Pract	4.00
EDU-216	Foundations of Education	3.00
EDU-243	Learning Theory	3.00
EDU-250	Teacher Licensure Preparation	3.00
EDU-252	Math & Sci Activities	3.00
EDU-254	Music & Move for Child	2.00
EDU-259	Curriculum Planning	3.00
EDU-261	Early Childhood Admin I	3.00
EDU-262	Early Childhood Admin II	3.00
EDU-271	Educational Technology	3.00
EDU-279	Literacy Develop and Instruct	4.00
EDU-289	Adv Issues/School Age	2.00
ENG-231	American Literature I	3.00
ENG-232	American Literature II	3.00
HIS-111	World Civilizations I	3.00
HIS-112	World Civilizations II	3.00
HIS-131	American History I	3.00
HIS-132	American History II	3.00
MUS-110	Music Appreciation	3.00
MUS-112	Introduction to Jazz	3.00
PHI-215	Philosophical Issues	3.00
PHI-240	Introduction to Ethics	3.00
REL-211	Intro to Old Testament	3.00
REL-212	Intro to New Testament	3.00
SOC-210	Introduction to Sociology	3.00
SOC-220	Social Problems	3.00
SPA-111	Elementary Spanish I	3.00
SPA-181	Spanish Lab 1	1.00

**Practicum Requirement - Take 2 credits**

EDU-184	Early Child Intro Pract	2.00
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**4) Other Requirement**

**ACA Requirement - Take 1 credit**

ACA-122	College Transfer Success	1.00
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**Total Required Hours 65**

# EARLY CHILDHOOD EDUCATION DEGREE BIRTH TO K LICENSURE TRANSFER (A55220L)

Advisor contact information: Dr. Alice McCluney, 828-395-1444, amcluney@isothermal.edu

		<b>Credits Hours</b>
<b>1)</b>	<b>General Education Requirements</b>	
	<b>English Requirements - Take 3 credits</b>	
	ENG-111 Writing and Inquiry	3.00
	<b>Communications Requirement - Take 3 credits</b>	
	COM-231 Public Speaking	3.00
	<b>Math Requirement - Take 3 credits</b>	
	MAT-143 Quantitative Literacy	3.00
	<b>Social Science Requirement - Take 3 credits</b>	
	PSY-150 General Psychology	3.00
	<b>Humanities - Take 3 credits</b>	
	ART-111 Art Appreciation	3.00
	ART-114 Art History Survey I	3.00
	ART-115 Art History Survey II	3.00
	MUS-110 Music Appreciation	3.00
	MUS-112 Introduction to Jazz	3.00
	PHI-215 Philosophical Issues	3.00
	PHI-240 Introduction to Ethics	3.00
<b>2)</b>	<b>Major Requirements</b>	
	<b>Required Courses - Take 29 credits</b>	
	EDU-119 Intro to Early Child Educ	4.00
	EDU-131 Child, Family, and Community	3.00
	EDU-146 Child Guidance	3.00
	EDU-151 Creative Activities	3.00
	EDU-153 Health, Safety and Nutrition	3.00
	EDU-221 Children With Exceptionalities	3.00
	EDU-234 Infants, Toddlers, and Twos	3.00
	EDU-280 Language/Literacy Experiences	3.00
	EDU-284 Early Child Capstone Prac	4.00
	<b>Child Development - Take 6 credits</b>	
	EDU-144 Child Development I	3.00
	EDU-145 Child Development II	3.00
	<b>Transfer Specialty - Take 6 credits</b>	
	EDU-216 Foundations of Education	3.00
	EDU-250 Teacher Licensure Preparation	3.00
	<b>English Transfer Specialty - Take 3 credits</b>	
	ENG-112 Writing/Research in the Disc	3.00
	<b>Social Behavior Transfer Specialty - Take 3 credits</b>	
	ECO-251 Prin of Microeconomics	3.00
	ECO-252 Prin of Macroeconomics	3.00
	HIS-111 World Civilizations I	3.00
	HIS-131 American History I	3.00
	HIS-132 American History II	3.00
	SOC-210 Introduction to Sociology	3.00
	<b>Biological Sciences Transfer - Take 4 credits</b>	
	BIO-111 General Biology I	4.00

**Natural Science Transfer - Take 1 of 2 Groups**

**Group 1 - Take 4 credits**

CHM-151      General Chemistry I      4.00

**Group 2 - Take 4 credits**

AST-151      General Astronomy I      3.00

AST-151A      General Astronomy I Lab      1.00

**3) Other Major Requirements**

**Practicum Requirement - Take 2 credits**

EDU-184      Early Child Intro Pract      2.00

**4) Other Requirement**

**ACA Requirement - Take 1 credit**

ACA-122      College Transfer Success      1.00

**Total Required Hours 73**

## EARLY CHILDHOOD DEGREE NON-LICENSURE (A55220N)

Advisor contact information: Dr. Alice McCluney, 828-395-1444, amcluney@isothermal.edu

		<b>Credits Hours</b>
<b>1)</b>	<b>General Education Requirements</b>	
	<b>English Requirements - Take 3 credits</b>	
	ENG-111 Writing and Inquiry	3.00
	<b>Communications Requirement - Take 3 credits</b>	
	COM-231 Public Speaking	3.00
	<b>Math Requirement - Take 3 credits</b>	
	MAT-143 Quantitative Literacy	3.00
	<b>Social Science Requirement - Take 3 credits</b>	
	PSY-150 General Psychology	3.00
	<b>Humanities - Take 3 credits</b>	
	ART-111 Art Appreciation	3.00
	ART-114 Art History Survey I	3.00
	ART-115 Art History Survey II	3.00
	MUS-110 Music Appreciation	3.00
	MUS-112 Introduction to Jazz	3.00
	PHI-215 Philosophical Issues	3.00
	PHI-240 Introduction to Ethics	3.00
<b>2)</b>	<b>Major Requirements</b>	
	<b>Required Courses - Take 29 credits</b>	
	EDU-119 Intro to Early Child Educ	4.00
	EDU-131 Child, Family, and Community	3.00
	EDU-146 Child Guidance	3.00
	EDU-151 Creative Activities	3.00
	EDU-153 Health, Safety and Nutrition	3.00
	EDU-221 Children With Exceptionalities	3.00
	EDU-234 Infants, Toddlers, and Twos	3.00
	EDU-280 Language/Literacy Experiences	3.00
	EDU-284 Early Child Capstone Prac	4.00
	<b>Child Development - Take 6 credits</b>	
	EDU-144 Child Development I	3.00
	EDU-145 Child Development II	3.00
	<b>Transfer Specialty - Take 6 credits</b>	
	EDU-261 Early Childhood Admin I	3.00
	EDU-262 Early Childhood Admin II	3.00
	<b>English Transfer Specialty - Take 3 credits</b>	
	ENG-112 Writing/Research in the Disc	3.00
	<b>Social Behavior Transfer Specialty - Take 3 credits</b>	
	ECO-251 Prin of Microeconomics	3.00
	ECO-252 Prin of Macroeconomics	3.00
	HIS-111 World Civilizations I	3.00
	HIS-131 American History I	3.00
	HIS-132 American History II	3.00
	SOC-210 Introduction to Sociology	3.00
	<b>Biological Sciences Transfer - Take 4 credits</b>	
	BIO-111 General Biology I	4.00



**Natural Science Transfer - Take 1 of 2 Groups****Group 1 - Take 4 credits**

CHM-151	General Chemistry I	4.00
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**Group 2 - Take 4 credits**

AST-151	General Astronomy I	3.00
AST-151A	General Astronomy I Lab	1.00

**3) Other Major Requirements****Practicum Requirement - Take 2 credits**

EDU-184	Early Child Intro Pract	2.00
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**4) Other Requirement****ACA Requirement - Take 1 credit**

ACA-122	College Transfer Success	1.00
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**Total Required Hours 73****EARLY CHILDHOOD EDUCATION (DIPLOMA) (D55220)**

Advisor contact information: Dr. Alice McCluney, 828-395-1444, amcluney@isothermal.edu

**Credits Hours****1) General Education Requirements****English Requirements - Take 3 credits**

ENG-111	Writing and Inquiry	3.00
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**Social Science Requirement - Take 3 credits**

PSY-150	General Psychology	3.00
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**2) Major Requirements****Required Courses - Take 22 credits**

EDU-119	Intro to Early Child Educ	4.00
EDU-131	Child, Family, and Community	3.00
EDU-146	Child Guidance	3.00
EDU-151	Creative Activities	3.00
EDU-153	Health, Safety and Nutrition	3.00
EDU-221	Children With Exceptionalities	3.00
EDU-234	Infants, Toddlers, and Twos	3.00

**Child Development - Take 6 credits**

EDU-144	Child Development I	3.00
EDU-145	Child Development II	3.00

**3) Other Major Requirements****Elective Requirement - Take 2 credits**

EDU-184	Early Child Intro Pract	2.00
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**4) Other Requirement****ACA Requirement - Take 1 credit**

ACA-122	College Transfer Success	1.00
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**Total Required Hours 37**

## EARLY CHILDHOOD ADMINISTRATION CERTIFICATE (C55850)

Advisor contact information: Dr. Alice McCluney, 828-395-1444, amcluney@isothermal.edu

		Credits Hours
1)	<b>Major Requirements</b>	
	<b>Required Courses - Take 10 credits</b>	
	EDU-119 Intro to Early Child Educ	4.00
	EDU-131 Child, Family, and Community	3.00
	EDU-153 Health, Safety and Nutrition	3.00
	EDU-261 Early Childhood Admin I	3.00
	EDU-262 Early Childhood Admin II	3.00
	<b>Total Required Hours 15</b>	

## EARLY CHILDHOOD EDUCATION CERTIFICATE (C55220)

Advisor contact information: Dr. Alice McCluney, 828-395-1444, amcluney@isothermal.edu

		Credits Hours
1)	<b>Major Requirements</b>	
	<b>Required Courses - Take 10 credits</b>	
	EDU-119 Intro to Early Child Educ	4.00
	EDU-146 Child Guidance	3.00
	EDU-151 Creative Activities	3.00
	<b>Child Development - Take 3 credits</b>	
	EDU-144 Child Development I	3.00
	EDU-145 Child Development II	3.00
2)	<b>Other Major Requirements</b>	
	<b>Elective Requirement - Take 2 credits</b>	
	EDU-184 Early Child Intro Pract	2.00
	<b>Total Required Hours 15</b>	

## EARLY CHILDHOOD PRESCHOOL CERTIFICATE (C55860)

Advisor contact information: Dr. Alice McCluney, 828-395-1444, amcluney@isothermal.edu

		Credits Hours
1)	<b>Major Requirements</b>	
	<b>Required Courses - Take 13 credits</b>	
	EDU-119 Intro to Early Child Educ	4.00
	EDU-131 Child, Family, and Community	3.00
	EDU-146 Child Guidance	3.00
	EDU-153 Health, Safety and Nutrition	3.00
	<b>Child Development - Take 3 credits</b>	
	EDU-144 Child Development I	3.00
	EDU-145 Child Development II	3.00
	<b>Total Required Hours 16</b>	

## INFANT/TODDLER CARE CERTIFICATE (C55290)

Advisor contact information: Dr. Alice McCluney, 828-395-1444, amcluney@isothermal.edu

### 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

		Credits Hours
1)	<b>Major Requirements</b>	
	<b>Required Courses - Take 16 credits</b>	
	EDU-119 Intro to Early Child Educ	4.00
	EDU-131 Child, Family, and Community	3.00
	EDU-144 Child Development I	3.00
	EDU-153 Health, Safety and Nutrition	3.00
	EDU-234 Infants, Toddlers, and Twos	3.00
	<b>Total Required Hours 16</b>	

## SCHOOL-AGE EDUCATION DEGREE (A55440)

Advisor contact information: Dr. Alice McCluney, 828-395-1444, amcluney@isothermal.edu

### 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

		<b>Credits Hours</b>
<b>1) General Education Requirements</b>		
<b>English Requirements - Take 3 credits</b>		
ENG-111	Writing and Inquiry	3.00
<b>Communications Requirement - Take 3 credits</b>		
COM-231	Public Speaking	3.00
ENG-112	Writing/Research in the Disc	3.00
<b>Math/ Natural Science Requirement - Take 3 credits</b>		
AST-151	General Astronomy I	3.00
AST-151A	General Astronomy I Lab	1.00
BIO-111	General Biology I	4.00
CHM-131	Introduction to Chemistry	3.00
CHM-131A	Intro to Chemistry Lab	1.00
CHM-151	General Chemistry I	4.00
MAT-110	Math Measurement & Literacy	3.00
MAT-143	Quantitative Literacy	3.00
MAT-152	Statistical Methods I	4.00
MAT-171	Precalculus Algebra	4.00
PHY-151	College Physics I	4.00
<b>Humanities - Take 3 credits</b>		
ART-111	Art Appreciation	3.00
ART-114	Art History Survey I	3.00
ART-115	Art History Survey II	3.00
ENG-231	American Literature I	3.00
ENG-232	American Literature II	3.00
ENG-241	British Literature I	3.00
ENG-242	British Literature II	3.00
ENG-262	World Literature II	3.00
HUM-110	Technology and Society	3.00
HUM-115	Critical Thinking	3.00
HUM-120	Cultural Studies	3.00
HUM-122	Southern Culture	3.00
HUM-130	Myth in Human Culture	3.00
HUM-170	The Holocaust	3.00
MUS-110	Music Appreciation	3.00
MUS-112	Introduction to Jazz	3.00

MUS-113	American Music	3.00
PHI-215	Philosophical Issues	3.00
PHI-240	Introduction to Ethics	3.00
REL-110	World Religions	3.00
REL-111	Eastern Religions	3.00
REL-211	Intro to Old Testament	3.00
REL-212	Intro to New Testament	3.00

**Social Science Requirement - Take 3 credits**

ANT-210	General Anthropology	3.00
ANT-220	Cultural Anthropology	3.00
ECO-251	Prin of Microeconomics	3.00
ECO-252	Prin of Macroeconomics	3.00
GEO-111	World Regional Geography	3.00
HIS-111	World Civilizations I	3.00
HIS-112	World Civilizations II	3.00
HIS-131	American History I	3.00
HIS-132	American History II	3.00
POL-120	American Government	3.00
POL-220	International Relations	3.00
PSY-150	General Psychology	3.00
PSY-237	Social Psychology	3.00
PSY-241	Developmental Psych	3.00
PSY-281	Abnormal Psychology	3.00
SOC-210	Introduction to Sociology	3.00
SOC-213	Sociology of the Family	3.00
SOC-220	Social Problems	3.00

**2) Major Requirements**

**Required Courses - Take 15 credits**

EDU-131	Child, Family, and Community	3.00
EDU-163	Classroom Mgmt and Instruction	3.00
EDU-271	Educational Technology	3.00
EDU-285	Internship Exp-School Age	4.00
EDU-289	Adv Issues/School Age	2.00

**Required Subject Courses - Take 12 credits**

EDU-144	Child Development I	3.00
EDU-145	Child Development II	3.00
EDU-216	Foundations of Education	3.00
EDU-221	Children With Exceptionalities	3.00

**3) Other Major Requirements - Take 12 credits**

EDU-119	Intro to Early Child Educ	4.00
EDU-146	Child Guidance	3.00
EDU-151	Creative Activities	3.00
EDU-184	Early Child Intro Pract	2.00

**Other Major Electives - Take 9 credits**

ART-111	Art Appreciation	3.00
ART-114	Art History Survey I	3.00
ART-115	Art History Survey II	3.00
AST-151	General Astronomy I	3.00
AST-151A	General Astronomy I Lab	1.00
BIO-111	General Biology I	4.00
BIO-168	Anatomy and Physiology I	4.00
BIO-169	Anatomy and Physiology II	4.00
BUS-137	Principles of Management	3.00
CHM-131	Introduction to Chemistry	3.00
CHM-131A	Intro to Chemistry Lab	1.00
CHM-151	General Chemistry I	4.00
CIS-110	Introduction to Computers	3.00
COM-231	Public Speaking	3.00

ECO-251	Prin of Microeconomics	3.00
ECO-252	Prin of Macroeconomics	3.00
EDU-153	Health, Safety and Nutrition	3.00
EDU-161	Intro to Exceptional Chil	3.00
EDU-177	Instructional Methods	3.00
EDU-185	Cognitive & Lang Act	3.00
EDU-187	Teaching and Learning for All	4.00
EDU-214	Early Child Interm Pract	4.00
EDU-234	Infants, Toddlers, and Twos	3.00
EDU-243	Learning Theory	3.00
EDU-250	Teacher Licensure Preparation	3.00
EDU-252	Math & Sci Activities	3.00
EDU-254	Music & Move for Child	2.00
EDU-259	Curriculum Planning	3.00
EDU-261	Early Childhood Admin I	3.00
EDU-262	Early Childhood Admin II	3.00
EDU-279	Literacy Develop and Instruct	4.00
EDU-280	Language/Literacy Experiences	3.00
EDU-281	Instruc Strat/Read & Writ	3.00
ENG-231	American Literature I	3.00
ENG-232	American Literature II	3.00
HIS-111	World Civilizations I	3.00
HIS-112	World Civilizations II	3.00
HIS-131	American History I	3.00
HIS-132	American History II	3.00
MUS-110	Music Appreciation	3.00
MUS-112	Introduction to Jazz	3.00
MUS-113	American Music	3.00
PHI-215	Philosophical Issues	3.00
PHI-240	Introduction to Ethics	3.00
REL-211	Intro to Old Testament	3.00
REL-212	Intro to New Testament	3.00
SOC-210	Introduction to Sociology	3.00
SOC-220	Social Problems	3.00
SPA-111	Elementary Spanish I	3.00
SPA-181	Spanish Lab 1	1.00

4) **Other Requirement**

**ACA Requirement - Take 1 credit**

ACA-122	College Transfer Success	1.00
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**Total Required Hours 64**

# EMERGENCY MEDICAL SCIENCE DEGREE BRIDGE PROGRAM (A45340)

Advisor contact information: Michael Crater, 828-395-1767, mcrater@isothermal.edu

## Curriculum Description

The Emergency Medical Science Bridge Program is designed to allow North Carolina or National Registry certified non-degree paramedics to earn an Associate in Applied Science (A.A.S.) degree in Emergency Medical Science.

## Program Student Learning Outcomes

Graduates will be able to:

1. Analyze the complex nature and seriousness of the patient's condition or extent of injuries to assess the need for advanced emergency medical care,
2. Perform complex medical care based on assessment findings of the patient's condition and/or situation.
3. Integrate emerging trends in pre-hospital care.
4. Understand the principles of managing emergency medical service delivery systems.
5. Integrate human anatomy and physiology principles with EMS procedures.

		<b>Credits Hours</b>
<b>1)</b>	<b>General Education Requirements</b>	
	<b>Gen Ed Required - Take 9 credits</b>	
	ENG-111 Writing and Inquiry	3.00
	ENG-112 Writing/Research in the Disc	3.00
	MAT-143 Quantitative Literacy	3.00
	<b>Humanities Elective - Take 3 credits</b>	
	ART-111 Art Appreciation	3.00
	ART-114 Art History Survey I	3.00
	ART-115 Art History Survey II	3.00
	ENG-231 American Literature I	3.00
	ENG-232 American Literature II	3.00
	ENG-241 British Literature I	3.00
	ENG-242 British Literature II	3.00
	ENG-262 World Literature II	3.00
	HUM-110 Technology and Society	3.00
	HUM-115 Critical Thinking	3.00
	HUM-120 Cultural Studies	3.00
	HUM-122 Southern Culture	3.00
	HUM-130 Myth in Human Culture	3.00
	HUM-170 The Holocaust	3.00
	MUS-110 Music Appreciation	3.00
	MUS-112 Introduction to Jazz	3.00
	MUS-113 American Music	3.00
	PHI-215 Philosophical Issues	3.00
	PHI-240 Introduction to Ethics	3.00
	REL-110 World Religions	3.00
	REL-111 Eastern Religions	3.00
	REL-211 Intro to Old Testament	3.00
	REL-212 Intro to New Testament	3.00
	<b>Social Science Requirement - Take 3 credits</b>	
	PSY-150 General Psychology	3.00
	SOC-210 Introduction to Sociology	3.00
<b>2)</b>	<b>Major Requirements</b>	
	<b>Required Courses - Take 49 credits</b>	
	EMS-110 EMT	9.00
	BIO-169 Anatomy and Physiology II	4.00
	EMS-122 EMS Clinical Practicum I	1.00
	EMS-130 Pharmacology	4.00
	EMS-131 Advanced Airway Management	2.00
	EMS-160 Cardiology I	3.00
	EMS-220 Cardiology II	3.00
	EMS-221 EMS Clinical Practicum II	2.00
	EMS-231 EMS Clinical Pract III	3.00

EMS-240	Patients W/ Special Challenges	2.00
EMS-241	EMS Clinical Practicum IV	4.00
EMS-250	Medical Emergencies	4.00
EMS-260	Trauma Emergencies	2.00
EMS-270	Life Span Emergencies	4.00
EMS-285	EMS Capstone	2.00

**3) Other Major Requirements - Take 9 credits**

BIO-168	Anatomy and Physiology I	4.00
EMS-235	EMS Management	2.00
EMS-280	EMS Bridging Course	3.00

**4) Other Requirement**

**ACA Requirement - Take 1 credit**

ACA-122	College Transfer Success	1.00
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**Total Required Hours 74**



## GENERAL OCCUPATIONAL TECHNOLOGY DEGREE (A55280H)

Advisor contact information: Advising & Success Center, 828-395-1436

### 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. State an academic goal related to the student's chosen track in health sciences

		<b>Credits Hours</b>
<b>1)</b>	<b>General Education Requirements</b>	
	<b>English Requirements - Take 3 credits</b>	
	ENG-111 Writing and Inquiry	3.00
	<b>Communications Requirement - Take 3 credits</b>	
	COM-231 Public Speaking	3.00
	ENG-112 Writing/Research in the Disc	3.00
	<b>Humanities - Take 3 credits</b>	
	ART-111 Art Appreciation	3.00
	ART-115 Art History Survey II	3.00
	HUM-115 Critical Thinking	3.00
	HUM-120 Cultural Studies	3.00
	HUM-122 Southern Culture	3.00
	HUM-130 Myth in Human Culture	3.00
	HUM-170 The Holocaust	3.00
	MUS-110 Music Appreciation	3.00
	MUS-112 Introduction to Jazz	3.00
	MUS-113 American Music	3.00
	PHI-215 Philosophical Issues	3.00
	PHI-240 Introduction to Ethics	3.00
	REL-110 World Religions	3.00
	REL-111 Eastern Religions	3.00
	REL-211 Intro to Old Testament	3.00
	REL-212 Intro to New Testament	3.00
	<b>Mathematics Requirement - Take 3 credits</b>	
	MAT-121 Algebra/Trigonometry I	3.00
	MAT-143 Quantitative Literacy	3.00
	MAT-152 Statistical Methods I	4.00
	MAT-171 Precalculus Algebra	4.00
	<b>Social Science Requirement - Take 3 credits</b>	
	PSY-150 General Psychology	3.00
<b>2)</b>	<b>Major Requirements</b>	
	<b>Required Courses - Take 14 credits</b>	
	BIO-168 Anatomy and Physiology I	4.00
	BIO-169 Anatomy and Physiology II	4.00
	CIS-110 Introduction to Computers	3.00
	PSY-241 Developmental Psych	3.00

3) **Other Major Requirements - Take 34 credits**

BIO-110	Principles of Biology	4.00
BIO-111	General Biology I	4.00
BIO-155	Nutrition	3.00
BIO-163	Basic Anat & Physiology	5.00
BIO-275	Microbiology	4.00
BUS-137	Principles of Management	3.00
CHM-131	Introduction to Chemistry	3.00
CHM-131A	Intro to Chemistry Lab	1.00
CHM-132	Organic and Biochemistry	4.00
CHM-151	General Chemistry I	4.00
CHM-152	General Chemistry II	4.00
COM-231	Public Speaking	3.00
HEA-110	Personal Health/Wellness	3.00
HEA-112	First Aid & CPR	2.00
HEA-120	Community Health	3.00
HUM-110	Technology and Society	3.00
HUM-115	Critical Thinking	3.00
HUM-120	Cultural Studies	3.00
HUM-122	Southern Culture	3.00
HUM-130	Myth in Human Culture	3.00
HUM-170	The Holocaust	3.00
ISC-121	Envir Health & Safety	3.00
MAT-152	Statistical Methods I	4.00
MED-121	Medical Terminology I	3.00
MED-122	Medical Terminology II	3.00
OST-148	Med Ins & Billing	3.00
OST-149	Medical Legal Issues	3.00
PSY-281	Abnormal Psychology	3.00
SOC-210	Introduction to Sociology	3.00
SOC-213	Sociology of the Family	3.00
SOC-220	Social Problems	3.00
SPA-111	Elementary Spanish I	3.00
SPA-181	Spanish Lab 1	1.00
SPA-112	Elementary Spanish II	3.00
SPA-182	Spanish Lab 2	1.00

4) **Other Requirement**

**ACA Requirement - Take 1 credit**

ACA-122	College Transfer Success	1.00
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**Total Required Hours 64**

**GENERAL OCCUPATIONAL TECHNOLOGY DEGREE  
EMERGENCY MEDICINE (A55280E)**

Advisor contact information: Michael Crater, 828-395-1767, mcrater@isothermal.edu

**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. State an academic goal related to the student's chosen track in health sciences

		<b>Credits Hours</b>
<b>1)</b>	<b>General Education Requirements</b>	
	<b>English Requirements - Take 3 credits</b>	
	ENG-111 Writing and Inquiry	3.00
	<b>Communications Requirement - Take 3 credits</b>	
	COM-231 Public Speaking	3.00
	ENG-112 Writing/Research in the Disc	3.00
	<b>Humanities - Take 3 credits</b>	
	ART-111 Art Appreciation	3.00
	ART-115 Art History Survey II	3.00
	HUM-115 Critical Thinking	3.00
	HUM-120 Cultural Studies	3.00
	HUM-122 Southern Culture	3.00
	HUM-130 Myth in Human Culture	3.00
	HUM-170 The Holocaust	3.00
	MUS-110 Music Appreciation	3.00
	MUS-112 Introduction to Jazz	3.00
	MUS-113 American Music	3.00
	PHI-215 Philosophical Issues	3.00
	PHI-240 Introduction to Ethics	3.00
	REL-110 World Religions	3.00
	REL-111 Eastern Religions	3.00
	REL-211 Intro to Old Testament	3.00
	REL-212 Intro to New Testament	3.00
	<b>Mathematics Requirement - Take 3 credits</b>	
	MAT-121 Algebra/Trigonometry I	3.00
	MAT-143 Quantitative Literacy	3.00
	MAT-152 Statistical Methods I	4.00
	MAT-171 Precalculus Algebra	4.00
	<b>Social Science Requirement - Take 3 credits</b>	
	PSY-150 General Psychology	3.00
<b>2)</b>	<b>Major Requirements</b>	
	<b>Required Courses - Take 14 credits</b>	
	BIO-168 Anatomy and Physiology I	4.00
	BIO-169 Anatomy and Physiology II	4.00
	CIS-110 Introduction to Computers	3.00
	PSY-241 Developmental Psych	3.00

**3) Other Major Requirements - Take 34 credits**

BIO-110	Principles of Biology	4.00
BIO-111	General Biology I	4.00
BIO-155	Nutrition	3.00
BIO-163	Basic Anat & Physiology	5.00
BIO-275	Microbiology	4.00
BUS-137	Principles of Management	3.00
CHM-131	Introduction to Chemistry	3.00
CHM-131A	Intro to Chemistry Lab	1.00
CHM-132	Organic and Biochemistry	4.00
CHM-151	General Chemistry I	4.00
CHM-152	General Chemistry II	4.00
COM-231	Public Speaking	3.00
HEA-110	Personal Health/Wellness	3.00
HEA-112	First Aid & CPR	2.00
HEA-120	Community Health	3.00
HUM-110	Technology and Society	3.00
HUM-115	Critical Thinking	3.00
HUM-120	Cultural Studies	3.00
HUM-122	Southern Culture	3.00
HUM-130	Myth in Human Culture	3.00
HUM-170	The Holocaust	3.00
ISC-121	Envir Health & Safety	3.00
MAT-152	Statistical Methods I	4.00
MED-121	Medical Terminology I	3.00
MED-122	Medical Terminology II	3.00
MED-122	Medical Terminology II	3.00
OST-148	Med Ins & Billing	3.00
OST-149	Medical Legal Issues	3.00
PSY-281	Abnormal Psychology	3.00
SOC-210	Introduction to Sociology	3.00
SOC-213	Sociology of the Family	3.00
SOC-220	Social Problems	3.00
SPA-111	Elementary Spanish I	3.00
SPA-181	Spanish Lab 1	1.00
SPA-112	Elementary Spanish II	3.00
SPA-182	Spanish Lab 2	1.00

**4) Other Requirement**

**ACA Requirement - Take 1 credit**

ACA-122	College Transfer Success	1.00
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**Total Required Hours 64**

## GENERAL OCCUPATIONAL TECHNOLOGY DEGREE - DENTAL (A55280D)

Advisor contact information: Stacey Jenkins, 828-395-4440, sjenkins@isothermal.edu

### 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. State an academic goal related to the student's chosen track in health sciences

		<b>Credits Hours</b>
<b>1) General Education Requirements</b>		
<b>English Requirements - Take 3 credits</b>		
ENG-111	Writing and Inquiry	3.00
<b>Communications Requirement - Take 3 credits</b>		
COM-231	Public Speaking	3.00
ENG-112	Writing/Research in the Disc	3.00
<b>Humanities - Take 3 credits</b>		
ART-111	Art Appreciation	3.00
ART-115	Art History Survey II	3.00
HUM-115	Critical Thinking	3.00
HUM-120	Cultural Studies	3.00
HUM-122	Southern Culture	3.00
HUM-130	Myth in Human Culture	3.00
HUM-170	The Holocaust	3.00
MUS-110	Music Appreciation	3.00
MUS-112	Introduction to Jazz	3.00
MUS-113	American Music	3.00
PHI-215	Philosophical Issues	3.00
PHI-240	Introduction to Ethics	3.00
REL-110	World Religions	3.00
REL-111	Eastern Religions	3.00
REL-211	Intro to Old Testament	3.00
REL-212	Intro to New Testament	3.00
<b>Mathematics Requirement - Take 3 credits</b>		
MAT-121	Algebra/Trigonometry I	3.00
MAT-143	Quantitative Literacy	3.00
MAT-152	Statistical Methods I	4.00
MAT-171	Precalculus Algebra	4.00
<b>Social Science Requirement - Take 3 credits</b>		
PSY-150	General Psychology	3.00
<b>2) Major Requirements</b>		
<b>Required Courses - Take 14 credits</b>		
BIO-168	Anatomy and Physiology I	4.00
BIO-169	Anatomy and Physiology II	4.00
CIS-110	Introduction to Computers	3.00
PSY-241	Developmental Psych	3.00

3) **Other Major Requirements**

**Required Electives - Take 34 credits**

BIO-110	Principles of Biology	4.00
BIO-111	General Biology I	4.00
BIO-155	Nutrition	3.00
BIO-163	Basic Anat & Physiology	5.00
BIO-275	Microbiology	4.00
BUS-137	Principles of Management	3.00
CHM-131	Introduction to Chemistry	3.00
CHM-131A	Intro to Chemistry Lab	1.00
CHM-132	Organic and Biochemistry	4.00
CHM-151	General Chemistry I	4.00
CHM-152	General Chemistry II	4.00
COM-231	Public Speaking	3.00
HEA-110	Personal Health/Wellness	3.00
HEA-112	First Aid & CPR	2.00
HEA-120	Community Health	3.00
HUM-110	Technology and Society	3.00
HUM-115	Critical Thinking	3.00
HUM-120	Cultural Studies	3.00
HUM-122	Southern Culture	3.00
HUM-130	Myth in Human Culture	3.00
HUM-170	The Holocaust	3.00
ISC-121	Envir Health & Safety	3.00
MAT-152	Statistical Methods I	4.00
MED-121	Medical Terminology I	3.00
MED-122	Medical Terminology II	3.00
OST-148	Med Ins & Billing	3.00
OST-149	Medical Legal Issues	3.00
PSY-281	Abnormal Psychology	3.00
SOC-210	Introduction to Sociology	3.00
SOC-213	Sociology of the Family	3.00
SOC-220	Social Problems	3.00
SPA-111	Elementary Spanish I	3.00
SPA-181	Spanish Lab 1	1.00
SPA-112	Elementary Spanish II	3.00
SPA-182	Spanish Lab 2	1.00

4) **Other Requirement**

**ACA Requirement - Take 1 credit**

ACA-122	College Transfer Success	1.00
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**Total Required Hours 64**

# GENERAL OCCUPATIONAL TECHNOLOGY DIPLOMA (D55280H)

Advisor contact information: Advising & Success Center, 828-395-1436

		Credits	Hours
1)	<b>General Education Requirements</b>		
	<b>English Requirements - Take 3 credits</b>		
	ENG-111 Writing and Inquiry	3.00	
	<b>Social Science Requirement - Take 3 credits</b>		
	PSY-150 General Psychology	3.00	
2)	<b>Major Requirements</b>		
	<b>Required Courses - Take 14 credits</b>		
	BIO-168 Anatomy and Physiology I	4.00	
	BIO-169 Anatomy and Physiology II	4.00	
	CIS-110 Introduction to Computers	3.00	
	PSY-241 Developmental Psych	3.00	
3)	<b>Other Major Requirements</b>		
	<b>Required Electives - Take 15 credits</b>		
	ART-111 Art Appreciation	3.00	
	ART-114 Art History Survey I	3.00	
	ART-115 Art History Survey II	3.00	
	BIO-110 Principles of Biology	4.00	
	BIO-111 General Biology I	4.00	
	BIO-155 Nutrition	3.00	
	BIO-163 Basic Anat & Physiology	5.00	
	BIO-275 Microbiology	4.00	
	BUS-137 Principles of Management	3.00	
	CHM-131 Introduction to Chemistry	3.00	
	CHM-131A Intro to Chemistry Lab	1.00	
	CHM-132 Organic and Biochemistry	4.00	
	CHM-151 General Chemistry I	4.00	
	CHM-152 General Chemistry II	4.00	
	COM-231 Public Speaking	3.00	
	ENG-112 Writing/Research in the Disc	3.00	
	HEA-110 Personal Health/Wellness	3.00	
	HEA-112 First Aid & CPR	2.00	
	HEA-120 Community Health	3.00	
	HUM-110 Technology and Society	3.00	
	HUM-115 Critical Thinking	3.00	
	HUM-120 Cultural Studies	3.00	
	HUM-122 Southern Culture	3.00	
	HUM-130 Myth in Human Culture	3.00	
	HUM-170 The Holocaust	3.00	
	ISC-121 Envir Health & Safety	3.00	
	MAT-121 Algebra/Trigonometry I	3.00	
	MAT-143 Quantitative Literacy	3.00	
	MAT-152 Statistical Methods I	4.00	
	MAT-171 Precalculus Algebra	4.00	
	MED-121 Medical Terminology I	3.00	
	MED-122 Medical Terminology II	3.00	
	MUS-110 Music Appreciation	3.00	
	MUS-112 Introduction to Jazz	3.00	
	MUS-113 American Music	3.00	
	OST-148 Med Ins & Billing	3.00	
	OST-149 Medical Legal Issues	3.00	
	PHI-215 Philosophical Issues	3.00	
	PHI-240 Introduction to Ethics	3.00	
	PSY-281 Abnormal Psychology	3.00	
	REL-110 World Religions	3.00	
	REL-211 Intro to Old Testament	3.00	
	REL-212 Intro to New Testament	3.00	

SOC-210	Introduction to Sociology	3.00
SOC-213	Sociology of the Family	3.00
SOC-220	Social Problems	3.00
SPA-111	Elementary Spanish I	3.00
SPA-181	Spanish Lab 1	1.00
SPA-112	Elementary Spanish II	3.00
SPA-182	Spanish Lab 2	1.00

4) **Other Requirement**

**ACA Requirement - Take 1 credit**

ACA-122	College Transfer Success	1.00
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**Total Required Hours 36**

**GENERAL OCCUPATIONAL TECHNOLOGY CERTIFICATE (C55280H)**

Advisor contact information: Advising & Success Center, 828-395-1436

		<b>Credits Hours</b>
1)	<b>General Education Requirements</b>	
	<b>English - Take 3 credits</b>	
	ENG-111 Writing and Inquiry	3.00
	<b>Social Science Requirement - Take 3 credits</b>	
	PSY-150 General Psychology	3.00
2)	<b>Major Requirements</b>	
	<b>Required Courses - Take 6 credits</b>	
	BIO-163 Basic Anat & Physiology	5.00
	BIO-168 Anatomy and Physiology I	4.00
	BIO-169 Anatomy and Physiology II	4.00
	PSY-241 Developmental Psych	3.00
	SOC-210 Introduction to Sociology	3.00
3)	<b>Other Requirement</b>	
	<b>ACA Requirement - Take 1 credit</b>	
	ACA-122 College Transfer Success	1.00
	<b>Total Required Hours 13</b>	



## HUMAN SERVICES TECHNOLOGY DEGREE (A45380)

Advisor contact information: Kimberly Snyder, 828-395-4165, ksnyder@isothermal.edu

### Curriculum Description

The Human Services Technology curriculum prepares students for entry-level positions in institutions and agencies which provide social, community, and educational services. Along with core courses, students take courses which prepare them for specialization in specific human service areas. Students will take courses from a variety of disciplines. Emphasis in core courses is placed on development of relevant knowledge, skills, and attitudes in human services. Fieldwork experience will provide opportunities for application of knowledge and skills learned in the classroom. Graduates should qualify for positions in mental health, child care, family services, social services, rehabilitation, correction, and educational agencies. Graduates choosing to continue their education may select from a variety of transfer programs at senior public and private institutions.

### Program Student Learning Outcomes

Graduates will be able to:

1. Interview clients and document appropriately.
2. Communicate effectively with clients, service providers, and other professionals.
3. Recognize crises and initiate crisis intervention model.
4. Make appropriate referrals to community agencies.
5. Model professional behaviors, team work, and ethics in a variety of settings.
6. Reason through a variety of human services issues.

		Credits	Hours
1)	<b>General Education Requirements</b>		
	<b>English Requirements - Take 3 credits</b>		
	ENG-111 Writing and Inquiry	3.00	
	<b>Communications Requirement - Take 3 credits</b>		
	COM-231 Public Speaking	3.00	
	ENG-112 Writing/Research in the Disc	3.00	
	<b>Math/ Natural Science Requirement - Take 3 credits</b>		
	BIO-111 General Biology I	4.00	
	BIO-168 Anatomy and Physiology I	4.00	
	MAT-110 Math Measurement & Literacy	3.00	
	MAT-143 Quantitative Literacy	3.00	
	MAT-152 Statistical Methods I	4.00	
	<b>Humanities - Take 3 credits</b>		
	ART-111 Art Appreciation	3.00	
	MUS-110 Music Appreciation	3.00	
	MUS-112 Introduction to Jazz	3.00	
	PHI-215 Philosophical Issues	3.00	
	PHI-240 Introduction to Ethics	3.00	
	<b>Social Science Requirement - Take 3 credits</b>		
	SOC-210 Introduction to Sociology	3.00	
2)	<b>Major Requirements</b>		
	<b>Required Courses - Take 19 credits</b>		
	HSE-110 Intro to Human Services	3.00	
	HSE-112 Group Process I	2.00	
	HSE-123 Interviewing Techniques	3.00	
	HSE-125 Counseling	3.00	
	HSE-210 Human Services Issues	2.00	
	HSE-225 Crisis Intervention	3.00	
	PSY-150 General Psychology	3.00	
	<b>Required Subject Courses - Take 6 credits</b>		
	PSY-241 Developmental Psych	3.00	
	SOC-220 Social Problems	3.00	
3)	<b>Other Major Requirements - Take 24 credits</b>		

CIS-110	Introduction to Computers	3.00
DDT-110	Developmental Disabilities	3.00
HEA-110	Personal Health/Wellness	3.00
HSE-145	Child Abuse & Neglect	3.00
HSE-220	Case Management	3.00
HSE-245	Stress Management	3.00
PSY-281	Abnormal Psychology	3.00
SAB-110	Substance Abuse Overview	3.00

4) **Other Requirement**

**ACA Requirement - Take 1 credit**

ACA-122	College Transfer Success	1.00
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**Total Required Hours 65**

## HUMAN SERVICES TECHNOLOGY DEGREE ADDICTION AND RECOVERY STUDIES (A4538E)

Advisor contact information: Kimberly Snyder, 828-395-4165, ksnyder@isothermal.edu

### Curriculum Description

The Human Services Technology/Addiction and Recovery Studies concentration prepares students to assist in drug and alcohol counseling, prevention-oriented educational activities, rehabilitation with recovering clients, managing community-based programs, counseling in residential facilities, and pursuit of four-year degrees.

Course work includes classroom and experiential activities oriented toward an overview of chemical dependency, psychological/sociological process, the twelve Core Functions, intervention techniques with individuals in groups, and follow-up activities with recovering clients.

Graduates should qualify for positions as substance abuse counselors, DWI counselors, halfway house workers, residential facility employees, and substance education specialists. With educational and clinical experiences, graduates can obtain certification by the North Carolina Addiction Specialist Professional Practice Board.

### Program Student Learning Outcomes

Graduates will be able to:

1. Interview clients and document appropriately.
2. Communicate effectively with clients, service providers, and other professionals.
3. Recognize crises and initiate crisis intervention model.
4. Make appropriate referrals to community agencies.
5. Model professional behaviors, team work, and ethics in a variety of settings.
6. Reason through a variety of human services issues.
7. Identify behavioral and substance addictions and associated standard treatment modalities
8. Demonstrate proficiency in the 12 core functions of addiction counseling

		Credits Hours
1)	<b>General Education Requirements</b>	
	<b>English Requirements - Take 3 credits</b>	
	ENG-111 Writing and Inquiry	3.00
	<b>Communications Requirement - Take 3 credits</b>	
	COM-231 Public Speaking	3.00
	ENG-112 Writing/Research in the Disc	3.00
	<b>Mathematics Requirement - Take 3 credits</b>	
	BIO-111 General Biology I	4.00
	BIO-168 Anatomy and Physiology I	4.00
	MAT-110 Math Measurement & Literacy	3.00
	MAT-143 Quantitative Literacy	3.00
	MAT-152 Statistical Methods I	4.00
	<b>Humanities - Take 3 credits</b>	
	ART-111 Art Appreciation	3.00
	MUS-110 Music Appreciation	3.00
	MUS-112 Introduction to Jazz	3.00
	PHI-215 Philosophical Issues	3.00
	PHI-240 Introduction to Ethics	3.00
	<b>Social Science Requirement - Take 3 credits</b>	
	SOC-210 Introduction to Sociology	3.00
2)	<b>Major Requirements</b>	
	<b>Required Courses - Take 19 credits</b>	
	HSE-110 Intro to Human Services	3.00
	HSE-112 Group Process I	2.00
	HSE-123 Interviewing Techniques	3.00
	HSE-125 Counseling	3.00
	HSE-210 Human Services Issues	2.00
	HSE-225 Crisis Intervention	3.00
	PSY-150 General Psychology	3.00

**Required Subject Courses - Take 6 credits**

PSY-241	Developmental Psych	3.00
SOC-220	Social Problems	3.00

**3) Concentration Requirements - Take 17 credits**

SAB-110	Substance Abuse Overview	3.00
SAB-120	Intake and Assessment	3.00
SAB-125	SA Case Management	3.00
SAB-135	Addictive Process	3.00
SAB-240	Sab Issues in Client Serv	3.00
WBL-111	Work-Based Learning I	1.00
WBL-115	Work-Based Learning Seminar I	1.00

**4) Other Major Requirements - Take 9 credits**

HSE-145	Child Abuse & Neglect	3.00
HSE-245	Stress Management	3.00
PSY-281	Abnormal Psychology	3.00

**5) Other Requirement**

**ACA Requirement - Take 1 credit**

ACA-122	College Transfer Success	1.00
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**Total Required Hours 67**

## HUMAN SERVICES TECHNOLOGY DEGREE ANIMAL ASSISTED INTERACTIONS (A4538F)

Advisor contact information: Kimberly Snyder, 828-395-4165, ksnyder@isothermal.edu

### Curriculum Description

The Human Services Technology/Animal Assisted Interactions concentration prepares individuals for entry level positions in service organizations providing animal interactions. The curriculum prepares students to incorporate specially- selected animals in goal-directed interactions to mental/physical disabilities, social, emotional, and/or cognitive functioning in people. Course work includes a history of the field of animal interventions, scientific evidence regarding the benefits of interactions, theoretical models, application of the human-animal bond and current trends. Students gain skills in measurement methodology and in animal handling and management. Graduates should qualify for employment in mental health, physical disabilities, youth services, social services, rehabilitation, correction, elder, and educational agencies. Upon completion of the degree, students may be eligible for certification through national or international organizations.

### Program Student Learning Outcomes

Graduates will be able to:

1. Define contraindicators as it relates to equine assisted services.
2. Design and evaluate animal assisted services within professional guidelines.
3. Interpret and respond to equine behaviors related to equine assisted services.
4. Examine careers in therapeutic horsemanship.

		Credits Hours
<b>1)</b>	<b>General Education Requirements</b>	
	<b>English Requirements - Take 3 credits</b>	
	ENG-111 Writing and Inquiry	3.00
	<b>Communications Requirement - Take 3 credits</b>	
	COM-231 Public Speaking	3.00
	ENG-112 Writing/Research in the Disc	3.00
	<b>Social Science Requirement - Take 3 credits</b>	
	SOC-210 Introduction to Sociology	3.00
	<b>Math/ Natural Science Requirement - Take 3 credits</b>	
	BIO-111 General Biology I	4.00
	BIO-168 Anatomy and Physiology I	4.00
	MAT-110 Math Measurement & Literacy	3.00
	MAT-143 Quantitative Literacy	3.00
	MAT-152 Statistical Methods I	4.00
	<b>Humanities - Take 3 credits</b>	
	ART-111 Art Appreciation	3.00
	ART-114 Art History Survey I	3.00
	ART-115 Art History Survey II	3.00
	ENG-231 American Literature I	3.00
	ENG-232 American Literature II	3.00
	ENG-241 British Literature I	3.00
	ENG-242 British Literature II	3.00
	ENG-262 World Literature II	3.00
	HUM-110 Technology and Society	3.00
	HUM-115 Critical Thinking	3.00
	HUM-120 Cultural Studies	3.00
	HUM-122 Southern Culture	3.00
	HUM-130 Myth in Human Culture	3.00
	HUM-170 The Holocaust	3.00
	HUM-230 Leadership Development	3.00
	MUS-110 Music Appreciation	3.00
	MUS-112 Introduction to Jazz	3.00
	MUS-113 American Music	3.00
	PHI-215 Philosophical Issues	3.00
	PHI-240 Introduction to Ethics	3.00
	REL-110 World Religions	3.00
	REL-111 Eastern Religions	3.00
	REL-211 Intro to Old Testament	3.00

REL-212	Intro to New Testament	3.00
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2) **Major Requirements**

**Required Courses - Take 19 credits**

HSE-110	Intro to Human Services	3.00
HSE-112	Group Process I	2.00
HSE-123	Interviewing Techniques	3.00
HSE-125	Counseling	3.00
HSE-210	Human Services Issues	2.00
HSE-225	Crisis Intervention	3.00
PSY-150	General Psychology	3.00

**Required Subject Courses - Take 6 credits**

PSY-241	Developmental Psych	3.00
SOC-220	Social Problems	3.00

3) **Concentration Requirements -**

**Required Courses - Take 1 of 2 Groups**

**Group 1 - Take 12 credits**

**Equine Assisted Services Concentration**

EQU-110	Intro Therapeutic Horsemanship	2.00
EQU-115	Princ-Therapeutic Horsemanship	3.00
EQU-125	Equine Behavior	3.00
EQU-210	Training the Therapeutic Horse	2.00
EQU-215	Therapeutic Horse-Teaching	2.00

**Group 2 - Take 13 credits**

**Small Animal Interactions Concentration**

AAI-110	Animal Assisted Intro	1.00
AAI-120	Animals in Human Lives	3.00
AAI-130	Animal Handling Skills	3.00
AAI-210	Interaction Methodology	3.00
AAI-220	Interaction Documentation	3.00

4) **Other Major Requirements - Take 1 of 2 Subrequirements**

**Equine Assisted Services - Take 2 Groups**

**Group 1 - Take 11 credits**

DDT-110	Developmental Disabilities	3.00
EQU-111	Horse Science I	5.00
EQU-120	Horsemanship I	3.00

**Group 2 - Take 3 credits**

CIS-110	Introduction to Computers	3.00
HSE-245	Stress Management	3.00
PSY-281	Abnormal Psychology	3.00
SAB-110	Substance Abuse Overview	3.00

**Animal Assisted Interactions - Take 15 credits**

DDT-110	Developmental Disabilities	3.00
CIS-110	Introduction to Computers	3.00
HSE-245	Stress Management	3.00
PSY-281	Abnormal Psychology	3.00
SAB-110	Substance Abuse Overview	3.00

5) **Other Requirement**

**ACA Requirement - Take 1 credit**

ACA-122	College Transfer Success	1.00
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**Total Required Hours 67**

## HUMAN SERVICES TECHNOLOGY DIPLOMA (D45380)

Advisor contact information: Kimberly Snyder, 828-395-4165, ksnyder@isothermal.edu

		<b>Credits Hours</b>
<b>1) General Education Requirements</b>		
<b>English Requirements - Take 3 credits</b>		
ENG-111	Writing and Inquiry	3.00
<b>Social Science Requirement - Take 3 credits</b>		
SOC-210	Introduction to Sociology	3.00
<b>2) Major Requirements</b>		
<b>Required Courses - Take 19 credits</b>		
HSE-110	Intro to Human Services	3.00
HSE-112	Group Process I	2.00
HSE-123	Interviewing Techniques	3.00
HSE-125	Counseling	3.00
HSE-210	Human Services Issues	2.00
HSE-225	Crisis Intervention	3.00
PSY-150	General Psychology	3.00
<b>Required Subject Courses - Take 6 credits</b>		
PSY-241	Developmental Psych	3.00
SOC-220	Social Problems	3.00
<b>3) Other Major Requirements - Take 9 credits</b>		
CIS-110	Introduction to Computers	3.00
HSE-220	Case Management	3.00
PSY-281	Abnormal Psychology	3.00
<b>4) Other Requirement</b>		
<b>ACA Requirement - Take 1 credit</b>		
ACA-122	College Transfer Success	1.00
	<b>Total Required Hours</b>	<b>41</b>

# HUMAN SERVICES TECHNOLOGY ANIMAL ASSISTED INTERACTIONS DIPLOMA (D4538F)

Advisor contact information: Kimberly Snyder, 828-395-4165, ksnyder@isothermal.edu

		<b>Credits Hours</b>
<b>1)</b>	<b>General Education Requirements</b>	
	<b>English Requirements - Take 3 credits</b>	
	ENG-111 Writing and Inquiry	3.00
	<b>Math/ Natural Science Requirement - Take 3 credits</b>	
	BIO-111 General Biology I	4.00
	BIO-168 Anatomy and Physiology I	4.00
	MAT-110 Math Measurement & Literacy	3.00
	MAT-143 Quantitative Literacy	3.00
	MAT-152 Statistical Methods I	4.00
<b>2)</b>	<b>Major Requirements</b>	
	<b>Required Courses - Take 14 credits</b>	
	HSE-112 Group Process I	2.00
	HSE-123 Interviewing Techniques	3.00
	HSE-125 Counseling	3.00
	PSY-150 General Psychology	3.00
	PSY-241 Developmental Psych	3.00
<b>3)</b>	<b>Concentration Requirements -</b>	
	<b>Required Courses - Take 1 of 2 Groups</b>	
	<b>Group 1 - Take 12 credits</b>	
	<b>Equine Assisted Services Concentration</b>	
	EQU-110 Intro Therapeutic Horsemanship	2.00
	EQU-115 Princ-Therapeutic Horsemanship	3.00
	EQU-125 Equine Behavior	3.00
	EQU-210 Training the Therapeutic Horse	2.00
	EQU-215 Therapeutic Horse-Teaching	2.00
	<b>Group 2 - Take 13 credits</b>	
	<b>Small Animal Interactions Concentration</b>	
	AAI-110 Animal Assisted Intro	1.00
	AAI-120 Animals in Human Lives	3.00
	AAI-130 Animal Handling Skills	3.00
	AAI-210 Interaction Methodology	3.00
	AAI-220 Interaction Documentation	3.00
<b>4)</b>	<b>Other Major Requirements - Take 6 credits</b>	
	DDT-110 Developmental Disabilities	3.00
	PSY-281 Abnormal Psychology	3.00
<b>5)</b>	<b>Other Requirement</b>	
	<b>ACA Requirement - Take 1 credit</b>	
	ACA-122 College Transfer Success	1.00
		<b>Total Required Hours 39</b>



## HUMAN SERVICES TECHNOLOGY CERTIFICATE (C45380)

Advisor contact information: Kimberly Snyder, 828-395-4165, ksnyder@isothermal.edu

		<b>Credits Hours</b>
<b>1) Major Requirements</b>		
	<b>Required Courses - Take 11 credits</b>	
	HSE-110 Intro to Human Services	3.00
	HSE-112 Group Process I	2.00
	HSE-123 Interviewing Techniques	3.00
	PSY-150 General Psychology	3.00
<b>2) Other Requirement</b>		
	<b>ACA Requirement - Take 1 credit</b>	
	ACA-122 College Transfer Success	1.00
		<b>Total Required Hours 12</b>

## HUMAN SERVICES TECHNOLOGY EQUINE ASSISTED SERVICES CERTIFICATE (C4538F)

Advisor contact information: Kimberly Snyder, 828-395-4165, ksnyder@isothermal.edu

		<b>Credits Hours</b>
<b>1) Concentration Requirements -</b>		
	<b>Required Courses - Take 12 credits</b>	
	ACA-122 College Transfer Success	1.00
	EQU-110 Intro Therapeutic Horsemanship	2.00
	EQU-115 Princ-Therapeutic Horsemanship	3.00
	EQU-125 Equine Behavior	3.00
	EQU-210 Training the Therapeutic Horse	2.00
	EQU-215 Therapeutic Horse-Teaching	2.00
		<b>Total Required Hours 13</b>

## HUMAN SERVICES TECH/SMALL ANIMAL ASSISTED SERVICES CERTIFICATE (C4538FSA)

Advisor contact information: Kimberly Snyder, 828-395-4165, ksnyder@isothermal.edu

		<b>Credits Hours</b>
<b>1) Concentration Requirements -</b>		
	<b>Required Courses - Take 12 credits</b>	
	AAI-110 Animal Assisted Intro	1.00
	AAI-120 Animals in Human Lives	3.00
	AAI-130 Animal Handling Skills	3.00
	AAI-210 Interaction Methodology	3.00
	AAI-220 Interaction Documentation	3.00
		<b>Total Required Hours 13</b>

## OCCUPATIONAL EDUCATION ASSOCIATE DEGREE (A55320)

Advisor contact information: Dr. Alice McCluney, 828-395-1444, amcluney@isothermal.edu

### 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

		<b>Credits Hours</b>
<b>1) General Education Requirements</b>		
<b>English Requirement - Take 3 credits</b>		
ENG-111	Writing and Inquiry	3.00
<b>Communications Requirement - Take 3 credits</b>		
COM-231	Public Speaking	3.00
ENG-112	Writing/Research in the Disc	3.00
<b>Mathematics Requirement - Take 3 credits</b>		
MAT-110	Math Measurement & Literacy	3.00
MAT-143	Quantitative Literacy	3.00
<b>Social Science Requirement - Take 3 credits</b>		
PSY-150	General Psychology	3.00
<b>Humanities - Take 3 credits</b>		
ART-111	Art Appreciation	3.00
ART-114	Art History Survey I	3.00
ART-115	Art History Survey II	3.00
ENG-231	American Literature I	3.00
ENG-232	American Literature II	3.00
ENG-241	British Literature I	3.00
ENG-242	British Literature II	3.00
ENG-262	World Literature II	3.00
HUM-110	Technology and Society	3.00
HUM-115	Critical Thinking	3.00
HUM-120	Cultural Studies	3.00
HUM-122	Southern Culture	3.00
HUM-130	Myth in Human Culture	3.00
HUM-170	The Holocaust	3.00
MUS-110	Music Appreciation	3.00
MUS-112	Introduction to Jazz	3.00
PHI-215	Philosophical Issues	3.00
PHI-240	Introduction to Ethics	3.00
REL-110	World Religions	3.00
REL-111	Eastern Religions	3.00
REL-211	Intro to Old Testament	3.00
REL-212	Intro to New Testament	3.00

2) **Major Requirements**

**Required Courses - Take 21 credits**

EDU-175	Intro to Trade & Industri	3.00
EDU-176	Occ Analysis & Course Dev	3.00
EDU-177	Instructional Methods	3.00
EDU-179	Vocational Student Organ.	3.00
EDU-271	Educational Technology	3.00
EDU-281	Instruc Strat/Read & Writ	3.00
ISC-121	Envir Health & Safety	3.00

3) **Other Major Requirements - Take 23 credits**

CIS-110	Introduction to Computers	3.00
EDU-131	Child, Family, and Community	3.00
EDU-161	Intro to Exceptional Chil	3.00
EDU-163	Classroom Mgmt and Instruction	3.00
EDU-216	Foundations of Education	3.00
EDU-243	Learning Theory	3.00
EDU-244	Human Growth/Development	3.00
EDU-289	Adv Issues/School Age	2.00

**Speciality Area - Take 6 credits**

4) **Other Requirement**

**ACA Requirement - Take 1 credit**

ACA-122	College Transfer Success	1.00
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**Total Required Hours 66**

## OCCUPATIONAL EDUCATION ASSOCIATE DIPLOMA (D55320)

Advisor contact information: Dr. Alice McCluney, 828-395-1444, amcluney@isothermal.edu

		<b>Credits Hours</b>
<b>1) General Education Requirements</b>		
<b>English Requirement - Take 3 credits</b>		
ENG-111	Writing and Inquiry	3.00
<b>Social Science Requirement - Take 3 credits</b>		
PSY-150	General Psychology	3.00
<b>2) Major Requirements</b>		
<b>Required Courses - Take 21 credits</b>		
EDU-175	Intro to Trade & Industri	3.00
EDU-176	Occ Analysis & Course Dev	3.00
EDU-177	Instructional Methods	3.00
EDU-179	Vocational Student Organ.	3.00
EDU-271	Educational Technology	3.00
EDU-281	Instruc Strat/Read & Writ	3.00
ISC-121	Envir Health & Safety	3.00
<b>3) Other Major Requirements - Take 9 credits</b>		
CIS-110	Introduction to Computers	3.00
EDU-161	Intro to Exceptional Chil	3.00
EDU-163	Classroom Mgmt and Instruction	3.00
<b>4) Other Requirement</b>		
<b>ACA Requirement - Take 1 credit</b>		
ACA-122	College Transfer Success	1.00
		<b>Total Required Hours 37</b>

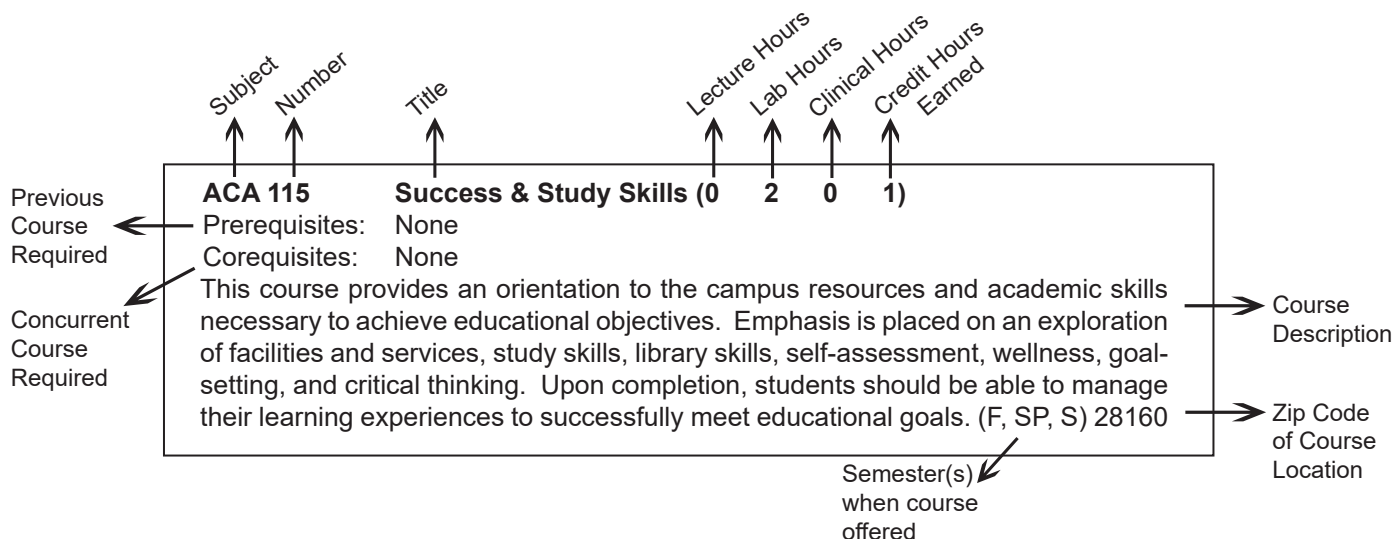
## OCCUPATIONAL EDUCATION ASSOCIATE CERTIFICATE (C55320)

Advisor contact information: Dr. Alice McCluney, 828-395-1444, amcluney@isothermal.edu

		<b>Credits Hours</b>
<b>1) Major Requirements</b>		
<b>Required Courses - Take 18 credits</b>		
EDU-175	Intro to Trade & Industri	3.00
EDU-177	Instructional Methods	3.00
EDU-179	Vocational Student Organ.	3.00
EDU-271	Educational Technology	3.00
EDU-281	Instruc Strat/Read & Writ	3.00
ISC-121	Envir Health & Safety	3.00
		<b>Total Required Hours 18</b>

## COURSE DESCRIPTIONS

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



### Definition of the Credit Hour:

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates:

1. Not less than one hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time, or
2. At least an equivalent amount of work as required outlined in item 1 above for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours (Department of Education).

### ANIMAL ASSISTED INTERACTIONS

#### **AAI 110 Animal Assisted Intro (1 0 0 1)**

Prerequisites: None  
Corequisites: None

This course introduces the field of human-animal interactions, its history, agencies, roles and careers. Topics include personal/professional characteristics, animal behavioral profiles, diversity of populations served, disciplines in the field, ethical standards and major theoretical and intervention approaches. Upon completion, students should be able to clearly articulate the knowledge, skills and roles of the animal interaction specialist. (F) 28160

#### **AAI 120 Animals in Human Lives (3 0 0 3)**

Prerequisites: None  
Corequisites: None

This course covers the roles, uses and status of animals across the human life span and the regulation of animals in social spaces. Emphasis is placed on animals in the social world and individual lives, including animal and human development, animal cruelty and human violence, and cultural perspectives. Upon completion, students should be able to show competence in identifying and explaining how people are influenced by animals in social and personal contexts. (F) 28160

#### **AAI 130 Animal Handling Skills (1 4 0 3)**

Prerequisites: None  
Corequisites: None

This course covers the capacities of different species for work with diverse goals and populations in animal interactions and introduces components critical to animals' well-being. Emphasis is placed on expanding critical thinking, and competence in animal handling and management skills necessary for development as a well-rounded, responsible animal handler. Upon completion, students should be able to demonstrate their ability to identify interaction risks, animal handling and training practices, and assess animal interaction effectiveness. (SP) 28160

#### **AAI 210 Interaction Methodology (2 2 0 3)**

Prerequisites: None  
Corequisites: None

This course provides a comprehensive exposure to techniques, approaches, and experiential methodology for implementing animal interactions in all aspects of human services and education. Emphasis is placed on applying the knowledge and animal skills for creating safe and effective, goal oriented interactions within various human service and educational environments. Upon completion, students should be able to demonstrate the knowledge, judgment, safety and methodology skills appropriate for an entry-level position utilizing animal interactions. (F) 28160

**AAI 220 Interaction Documentation (2 2 0 3)**

Prerequisites: None

Corequisites: None

This course covers the knowledge and skills necessary for program evaluation and outcome measurement processes used in animal interaction services. Topics include the effect of animal interactions on participant outcomes, assessment of outcome measures, and evaluation of overall program goals and objectives. Upon completion, students should be able to utilize basic concepts of outcome based evaluation processes to objectively evaluate animal interaction service within supervised settings. (SP) 28160

**ACADEMIC RELATED****ACA 122 College Transfer Success (0 2 0 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) 28160

**ACCOUNTING****ACC 120 Principles of Financial Accounting (3 2 0 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) 28160

**ACC 121 Principles of Managerial Accounting (3 2 0 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) 28160

**ACC 122 Principles of Financial Accounting II (3 0 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 accounting principles. (SP) 28160

**ACC 129 Individual Income Taxes (2 2 0 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 income tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various individual tax forms. (F) 28160

**ACC 140 Payroll Accounting (1 3 0 2)**

Prerequisites: ACC 115 or ACC 120

Corequisites: None

This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages; calculating social security, income, and unemployment taxes; preparing appropriate payroll tax forms; and journalizing/posting transactions. Upon completion, students should be able to analyze data, make appropriate computations, complete forms, and prepare accounting entries using appropriate technology. (F) 28160

**ACC 150 Accounting Software Applications (1 3 0 2)**

Prerequisites: ACC 115 or ACC 120

Corequisites: None

This course introduces microcomputer applications related to accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to accurately solve accounting problems. (SP) 28160

**ACC 180 Practices in Bookkeeping (3 0 0 3)**

Prerequisites: ACC 120

Corequisites: None

This course provides advanced instruction in bookkeeping and record-keeping functions. Emphasis is placed on mastering adjusting entries, correction of errors, depreciation, payroll, and inventory. Upon completion, students should be able to conduct all key bookkeeping functions for small businesses. (SP) 28160

**ACC 220 Intermediate Accounting I (3 2 0 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) 28160

**AGRICULTURE****AGR 110 Agricultural Economics (3 0 0 3)**

Prerequisites: None

Corequisites: None

This course provides an introduction to basic economic principles in agriculture. Topics include supply and demand, the role of agriculture in the economy, economic systems, and micro- and macroeconomics. Upon completion, students should be able to explain economic systems, interpret supply and demand curves, and complete cost and revenue production schedules. (SP odd year) 28160

**AGR 111 Basic Farm Maintenance (1 3 0 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 odd year) 28160

**AGR 139 Intro to Sustainable Ag (3 0 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, S) 28160

**AGR 140 Agricultural Chemicals (2 2 0 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) 28160

**AGR 170 Soil Science (2 2 0 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) 28160

**AGR 210 Agricultural Accounting (1 4 0 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) 28160

**AGR 212 Farm Business Management (3 0 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) 28160

**AGR 213 Ag Law & Finance (3 0 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) 28160

**AGR 214 Agricultural Marketing (3 0 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) 28160

**AGR 261 Agronomy (2 2 0 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) 28160

**AGR 262 Weed ID & Control (2 3 0 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. (TBA) 28160

**AIR CONDITIONING, HEATING AND REFRIGERATION****AHR 120 HVACR Maintenance (1 3 0 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. (TBA) 28160

**AHR 130 HVAC Controls (2 2 0 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. (TBA) 28160

**AHR 151 HVAC Duct Systems I (1 3 0 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) 28160

**AHR 160 Refrigerant Certification (1 0 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. (TBA) 28160

**AHR 210 Residential Building Code (1 2 0 2)**

Prerequisites: None

Corequisites: None

This course covers the residential building codes that are applicable to the design and installation of HVAC systems. Topics include current residential codes as applied to HVAC design, service, and installation. Upon completion, students should be able to demonstrate the correct usage of residential building codes that apply to specific areas of the HVAC trade. (F, SP) 28160

**AHR 211 Residential System Design (2 2 0 3)**

Prerequisites: None

Corequisites: None

This course introduces the principles and concepts of conventional residential heating and cooling system design. Topics include heating and cooling load estimating, basic psychrometrics, 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) 28160

**ALTERNATIVE ENERGY TECHNOLOGY****ALT 120 Renewable Energy Tech (2 2 0 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. (TBA) 28160

**ALT 250 Thermal Systems (2 2 0 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. (TBA) 28160

**ANIMAL SCIENCE****ANS 110 Animal Science (3 0 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) 28160

**ANS 111 Sustainable Livestock (2 2 0 3)**

Prerequisites: None

Corequisites: None

This course covers the integration of livestock as part of a sustainable farming system, with emphasis on small-scale production for niche markets and pasture. The course will cover appropriate breed selection, nutrition and living requirements for livestock such as goats, hogs, sheep, poultry, and bees. Upon completion, students will recognize appropriate breeds for their farm needs and demonstrate knowledge of small scale livestock production. (F) 28160

**ANS 115 Animal Feeds & Nutrition (2 2 0 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) 28160

**ANS 116 Intro to the Equine Ind (3 0 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) 28160

**ANS 180 Equine Production (3 2 0 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) 28160

**ANS 210 Livestock Prod Issues (3 0 0 3)**

Prerequisites: None

Corequisites: None

This course explores areas associated with livestock production. Emphasis is placed on monthly work schedules; qualities of a successful manager; and recruiting, motivating, and retaining employees. Upon completion, students should be able to prepare a livestock management program, write a resume, complete an interview, and identify ways to improve community relations. (F) 28160

**ANTHROPOLOGY****ANT 210 General Anthropology (3 0 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.* (TBA) 28160

**ANT 220 Cultural Anthropology (3 0 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.* (TBA) 28160



## **ARCHITECTURE**

### **ARC 111 Introduction to Architectural Technology (1 6 0 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) 28160

### **ARC 112 Constr Matls & Methods (3 2 0 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, S) 28160

### **ARC 114 Architectural CAD (1 3 0 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. (SP) 28160

### **ARC 131 Building Codes (2 2 0 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. (F, SP) 28160

## **ART**

### **ART 111 Art Appreciation (3 0 0 3)**

Prerequisites: None

Corequisites: None

This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms including but not limited to sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media. *This 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) 28160

### **ART 114 Art History Survey I (3 0 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.* (TBA) 28160

### **ART 115 Art History Survey II (3 0 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.* (TBA) 28160

### **ART 118 Art by Women (3 0 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.* (TBA) 28160

### **ART 121 Two-Dimensional Design (0 6 0 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.* (TBA) 28160

### **ART 131 Drawing I (0 6 0 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.* (TBA) 28160

### **ART 132 Drawing II (0 6 0 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.* (TBA) 28160

**ART 140 Basic Painting (0 4 0 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.* (TBA) 28160

**ART 240 Painting I (0 6 0 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.* (TBA) 28160

**ART 241 Painting II (0 6 0 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.* (TBA) 28160

**AMERICAN SIGN LANGUAGE****ASL 111 Elementary ASL I (3 0 0 3)**

Prerequisites: None

Corequisites: None

This course introduces the fundamental elements of American Sign Language within a cultural context. Emphasis is placed on the development of basic expressive and receptive skills. Upon completion, students will be able to comprehend and respond with grammatical accuracy to expressive American Sign Language and demonstrate cultural awareness. *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.* (TBA) 28160

**ASTRONOMY****AST 151 General Astronomy I (3 0 0 3)**

Prerequisites: None

Corequisites: AST 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.* (TBA) 28160

**AST 151A General Astronomy I Lab (0 2 0 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.* (TBA) 28160

**AST 152 General Astronomy II (3 0 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) 28160

**AST 152A General Astronomy II Lab (0 2 0 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) 28160

**AUTOMATION & ROBOTICS****ATR 115 Introduction to Mechatronics (3 3 0 4)**

Prerequisites: None

Corequisites: None

This course introduces the synergistic application of mechanical, electrical, electronic, and computer engineering technologies that are used for the purpose of control and maintenance of high-tech devices and equipment. Topics include automation, advanced manufacturing, sensors, actuators, process control, circuits, robotics, electromechanical equipment, hydraulics, pneumatics, electrical drives, motors, and programmable logic controllers. Upon completion, students should be able to demonstrate an understanding of the function of the components of a mechatronic system, their controlling interactions, and the overall operation of the mechatronic control system. (F) 28160

**ATR 211 Robot Programming (2 3 0 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. (SP) 28160

## **AUTOMOTIVE**

### **AUT 211 Automotive Machining (2 6 0 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) 28160

## **BIOLOGY**

### **BIO 110 Principles of Biology (3 3 0 4)**

Prerequisites: None

Corequisites: None

This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell biology, metabolism, genetics, 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.* (TBA) 28160

### **BIO 111 General Biology I (3 3 0 4)**

Prerequisites: None

Corequisites: None

This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, molecular and cellular biology, metabolism and energy transformation, genetics, evolution, 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) 28160

### **BIO 112 General Biology II (3 3 0 4)**

Prerequisites: BIO 111

Corequisites: None

This course is a continuation of BIO 111. Emphasis is placed on organisms, evolution, 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) 28160

### **BIO 140 Environmental Biology (3 0 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.* (TBA) 28160

### **BIO 140A Environmental Biology Lab (0 3 0 1)**

Prerequisites: None

Corequisites: BIO 140

This course provides a laboratory component to complement BIO 140. Emphasis is placed on laboratory and field experience. Upon completion, students should be able to demonstrate a practical understanding of environmental interrelationships and of contemporary environmental issues. *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.* (TBA) 28160

### **BIO 155 Nutrition (3 0 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) 28160

### **BIO 163 Basic Anatomy and Physiology (4 2 0 5)**

Prerequisites: None

Corequisites: None

This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships. *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) 28160

### **BIO 168 Anatomy and Physiology I (3 3 0 4)**

Prerequisites: None

Corequisites: None

This course provides a comprehensive study of the anatomy and physiology of the human body. Topics include body organization, homeostasis, cytology, histology, and the integumentary, skeletal, muscular, and nervous systems and special senses. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (F, SP) 28160

### **BIO 169 Anatomy and Physiology II (3 3 0 4)**

Prerequisites: BIO 168

Corequisites: None

This course provides a continuation of the comprehensive study of the anatomy and physiology of the human body. Topics include the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems as well as metabolism, nutrition, acid-base balance, and fluid and electrolyte balance. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. *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) 28160

**BIO 275 Microbiology (3 3 0 4)**

Prerequisites: BIO 110, BIO 111, BIO 163, BIO 165, or BIO 168

Corequisites: None

This course covers principles of microbiology and the impact these organisms have on man and the environment. Topics include the various groups of microorganisms, their structure, physiology, genetics, microbial pathogenicity, infectious diseases, immunology, and selected practical applications. Upon completion, students should be able to demonstrate knowledge and skills including microscopy, aseptic technique, staining, culture methods, and identification of microorganisms. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (F, SP) 28160

**BLUEPRINT READING****BPR 111 Print Reading (1 2 0 2)**

Prerequisites: None

Corequisites: None

This course introduces the basic principles of print reading. Topics include line types, orthographic projections, dimensioning methods, and notes. Upon completion, students should be able to interpret basic prints and visualize the features of a part or system. (F, SP) 28160

**BPR 121 Blueprint Reading-Mech (1 2 0 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) 28160

**BPR 130 Print Reading: Construction (3 0 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, SP) 28160

**BROADCAST PRODUCTION****BPT 110 Introduction to Broadcasting (3 0 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) 28160

**BPT 111 Broadcast Law & Ethics (3 0 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) 28160

**BPT 112 Broadcast Writing (3 2 0 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) 28160

**BPT 113 Broadcast Sales (3 0 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) 28160

**BPT 115 Public Relations (3 0 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. (TBA) 28160

**BPT 121 Broadcast Speech I (2 3 0 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. (TBA) 28160

**BPT 131 Audio/Radio Production I (2 6 0 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) 28160

**BPT 132 Audio/Radio Production II (2 6 0 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) 28160

**BPT 135 Radio Performance I (0 6 0 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) 28160

**BPT 136 Radio Performance II (0 6 0 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) 28160

**BPT 137 Radio Performance III (0 6 0 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) 28160

**BPT 138 Radio Performance IV (0 6 0 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. (TBA) 28160

**BPT 139 Radio Performance V (0 6 0 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. (TBA) 28160

**BPT 140 Introduction to TV Systems (2 0 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) 28160

**BPT 210 Broadcast Management (3 0 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. (TBA) 28160

**BPT 215 Broadcast Programming (3 0 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. (TBA) 28160

**BPT 220 Broadcast Marketing (3 0 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. (TBA) 28160

**BPT 231 Video/TV Production I (2 6 0 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) 28160

**BPT 232 Video/TV Production II (2 6 0 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) 28160

**BPT 235 TV Performance I (0 6 0 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) 28160

**BPT 236 TV Performance II (0 6 0 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) 28160

**BPT 237 TV Performance III (0 6 0 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) 28160

**BPT 238 TV Performance IV (0 6 0 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) 28160

**BPT 239 TV Performance V (0 6 0 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. (TBA) 28160

**BPT 241 Broadcast Journalism I (3 2 0 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 voicers and reports. Upon completion, students should be able to write broadcast news scripts and produce radio news reports and newscasts. (F) 28160

**BPT 242 Broadcast Journalism II (3 2 0 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. (TBA) 28160

**BPT 250 Institutional Video (2 3 0 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) 28160

**BPT 255 Computer-Based Production (2 3 0 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. (TBA) 28160

**BPT 260 Multi-Track Recording (2 2 0 3)**

Prerequisites: BPT 131

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. (TBA) 28160

**BPT 285 Broadcast Prod Capstone (1 6 0 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. (F, SP) 28160

**BUSINESS****BUS 110 Introduction to Business (3 0 0 3)**

Prerequisites: None

Corequisites: None

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

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, SP, S) 28160

**BUS 115 Business Law I (3 0 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) 28160

**BUS 125 Personal Finance (3 0 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) 28160

**BUS 135 Principles of Supervision (3 0 0 3)**

Prerequisites: None

Corequisites: None

This course introduces the basic responsibilities and duties of the supervisor and his/her relationship to higher-level supervisors, subordinates, and associates. Emphasis is placed on effective utilization of the work force and understanding the role of the supervisor. Upon completion, students should be able to apply supervisory principles in the work place. (SP, S) 28160

**BUS 137 Principles of Management (3 0 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.* (SP, S) 28160

**BUS 139 Entrepreneurship I (3 0 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 - even years only) 28160

**BUS 153 Human Resource Management (3 0 0 3)**

Prerequisites: None

Corequisites: None

This course introduces the functions of personnel/human resource management within an organization. Topics include equal opportunity and the legal environment, recruitment and selection, performance appraisal, employee development, compensation planning, and employee relations. Upon completion, students should be able to anticipate and resolve human resource concerns. (F) 28160

**BUS 230 Small Business Management (3 0 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) 28160

**BUS 253 Leadership and Management Skills (3 0 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) 28160

**BUS 260 Business Communication (3 0 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) 28160

**BUS 270 Professional Development (3 0 0 3)**

Prerequisites: None

Corequisites: None

This course provides basic knowledge of self-improvement techniques as related to success in the professional world. Topics include positive human relations, job-seeking skills, and projecting positive self-image. Upon completion, students should be able to demonstrate competent personal and professional skills necessary to get and keep a job. (SP) 28160

**CABINETMAKING****CAB 111 Cabinetmaking I (4 9 0 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 0 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) 28160

**CAR 112 Carpentry II (3 15 0 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. (S) 28160

**CAR 113 Carpentry III (3 9 0 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) 28160

**COMPUTER ENGINEERING TECHNOLOGY****CET 111 Computer Upgrade/Repair I (2 3 0 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) 28160

**CET 130 Operating System Prin (2 3 0 3)**

Prerequisites: None

Corequisites: None

This course introduces the concepts, usage, internals and applications of operating systems used in engineering technology. Topics include resource management, shells, schedulers, file systems, networking, software considerations and other related topics. Upon completion, students should be able to choose and evaluate an operating system for engineering applications. (S) 28160

**CET 161 Procedural Programming (2 3 0 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) 28160

**CHEMISTRY****CHM 130 Gen, Org, & Biochemistry (3 0 0 3)**

Prerequisites: None

Corequisites: None

This course provides a survey of basic facts and principles of general, organic, and biochemistry. Topics include measurement, molecular structure, nuclear chemistry, solutions, acid-base chemistry, gas laws, and the structure, properties, and reactions of major organic and biological groups. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (F) 28160

**CHM 130A Gen, Org, & Biochem Lab (0 2 0 1)**

Prerequisites: None

Corequisites: CHM 131

This course is a laboratory for CHM 130. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 130. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 130. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (F) 28160

**CHM 132 Organic and Biochemistry (3 3 0 4)**

Prerequisites: CHM 131 and CHM 131A or CHM 151

Corequisites: None

This course provides a survey of major functional classes of compounds in organic and biochemistry. Topics include structure, properties, and reactions of the major organic and biological molecules and basic principles of metabolism. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts needed to pursue studies in related professional fields. *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) 28160

**CHM 151 General Chemistry I (3 3 0 4)**

Prerequisites: None

Corequisites: None

This course covers fundamental principles and laws of chemistry. Topics include measurement, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, stoichiometry, thermochemistry, gas laws, and solutions. Upon completion, students should be able to demonstrate an understanding of fundamental chemical laws and concepts as needed in CHM 152. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences.* (F, SP) 28160

**CHM 152 General Chemistry II (3 3 0 4)**

Prerequisites: CHM 151

Corequisites: None

This course provides a continuation of the study of the fundamental principles and laws of chemistry. Topics include kinetics, equilibrium, ionic and redox equations, acid-base theory, electrochemistry, thermodynamics, introduction to nuclear and organic chemistry, and complex ions. Upon completion, students should be able to demonstrate an understanding of chemical concepts as needed to pursue further study in chemistry and related professional fields. *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) 28160

**CHM 251 Organic Chemistry I (3 3 0 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.* (TBA) 28160

**CHM 252 Organic Chemistry II (3 3 0 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.* (TBA) 28160

**INFORMATION SYSTEMS****CIS 110 Introduction to Computers (2 2 0 3)**

Prerequisites: None

Corequisites: None

This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems. *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) 28160



**CIS 115 Intro to Prog & Logic (2 3 0 3)**

Prerequisites: Satisfactory placement or MAT 003 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) 28160

**CIVIL ENGINEERING****CIV 125 Civil/Surveying CAD (1 6 0 3)**

Prerequisites: None

Corequisites: None

This course introduces civil/surveying computer-aided drafting (CAD) software. Topics include drawing, editing, and dimensioning commands; plotting; and other related civil/surveying topics. Upon completion, students should be able to produce civil/surveying drawings using CAD software. (TBA) 28160

**CIV 240 Project Management (2 3 0 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. (TBA) 28160

**CRIMINAL JUSTICE****CJC 110 Basic Law Enforcement BLET (10 30 0 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 include those mandated by North Carolina Administration Code as essential for functioning in law enforcement. Upon completion, the student should be able to demonstrate competence in the topics required for the state comprehensive certification examination. (F, SP) 28160

**CJC 111 Introduction to Criminal Justice (3 0 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) 28160

**CJC 112 Criminology (3 0 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) 28160

**CJC 113 Juvenile Justice (3 0 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. *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) 28160

**CJC 120 Interviews/Interrogations (1 2 0 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. (SP) 28160

**CJC 121 Law Enforcement Operations (3 0 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, S) 28160

**CJC 122 Community Policing (3 0 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) 28160

**CJC 131 Criminal Law (3 0 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) 28160

**CJC 132 Court Procedure & Evidence (3 0 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. (SP) 28160

**CJC 141 Corrections (3 0 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) 28160

**CJC 151 Intro to Loss Prevention (3 0 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. (TBA) 28160

**CJC 212 Ethics & Community Relations (3 0 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. *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) 28160

**CJC 221 Investigative Principles (3 2 0 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) 28160

**CJC 222 Criminalistics (3 0 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. (SP) 28160

**CJC 223 Organized Crime (3 0 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. (SP) 28160

**CJC 225 Crisis Intervention (3 0 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. (SP) 28160

**CJC 231 Constitutional Law (3 0 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. (SP) 28160

**CJC 232 Civil Liability (3 0 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. (SP) 28160

**CJC 255 Issues in Crim Justice App (3 0 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) 28160

## **CONSTRUCTION MANAGEMENT**

### **CMT 120 Codes and Inspections (3 0 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. (SP) 28160

### **CMT 210 Construction Management Fund (3 0 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. (TBA) 28160

### **CMT 212 Total Safety Performance (3 0 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. (TBA) 28160

### **CMT 214 Planning and Scheduling (3 0 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. (TBA) 28160

## **COMMUNICATION**

### **COM 231 Public Speaking (3 0 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 communications.* (F, SP) 28160

### **COM 251 Debate I (3 0 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 communications.* (TBA) 28160

## **COSMETOLOGY**

### **COS 111 Cosmetology Concepts I (4 0 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) 28160

### **COS 112 Salon I (0 24 0 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) 28160

### **COS 113 Cosmetology Concepts II (4 0 0 4)**

Prerequisites: COS 111 and COS 112

Corequisites: None

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) 28160

### **COS 114 Salon II (0 24 0 8)**

Prerequisites: COS 111 and COS 112

Corequisites: None

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) 28160

### **COS 115 Cosmetology Concepts III (4 0 0 4)**

Prerequisites: COS 111 and COS 112

Corequisites: None

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) 28160

### **COS 116 Salon III (0 12 0 4)**

Prerequisites: COS 111 and COS 112

Corequisites: None

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) 28160

**COS 117 Cosmetology Concepts IV (2 0 0 2)**

Prerequisites: COS 111 and COS 112

Corequisites: None

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) 28160

**COS 118 Salon IV (0 21 0 7)**

Prerequisites: COS 111 and COS 112

Corequisites: None

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) 28160

**COS 119 Esthetics Concepts I (2 0 0 2)**

Prerequisites: None

Corequisites: None

This course covers the concepts of esthetics. Topics include orientation, anatomy, physiology, hygiene, sterilization, first aid, chemistry, basic dermatology, and professional ethics. Upon completion, students should be able to demonstrate an understanding of the concepts of esthetics and meet course requirements. (F) 28160

**COS 120 Esthetics Salon I (0 18 0 6)**

Prerequisites: None

Corequisites: None

This course covers the techniques of esthetics in a comprehensive experience in a simulated salon setting. Topics include client consultation, facials, body treatments, hair removal, make-up applications, and color analysis. Upon completion, students should be able to safely and competently demonstrate esthetic services on clients in a salon setting. (F) 28160

**COS 121 Manicure/Nail Technology I (4 6 0 6)**

Prerequisites: None

Corequisites: None

This course covers techniques of nail technology, hand and arm surface manipulation, and recognition of nail diseases and disorders. Topics include OSHA/safety, sanitation, bacteriology, product knowledge, salesmanship, manicures, artificial applications, pedicures, surface manipulation, and other related topics. Upon completion, students should be able to safely and competently perform nail care, including manicures, pedicures, surface manipulations, decorating and artificial applications in a salon setting. (F, S) 28160

**COS 125 Esthetics Concepts II (2 0 0 2)**

Prerequisites: COS 119 and COS 120 (L)

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. (SP) 28160

**COS 126 Esthetics Salon II (0 18 0 6)**

Prerequisites: None

Corequisites: None

This course provides experience in a simulated esthetics setting. Topics include machine facials, aromatherapy, surface manipulation in relation to skin care, electricity, and apparatus. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology licensing examination for Estheticians. (SP) 28160

**COS 222 Manicure/Nail Technology II (4 6 0 6)**

Prerequisites: COS 121

Corequisites: None

This course covers advanced techniques of nail technology and hand and arm surface manipulation. Topics include OSHA/safety, product knowledge, customer service, salesmanship, artificial applications, nail art, and other related topics. Upon completion, students should be able to demonstrate competence necessary for the licensing examination, including advanced nail care, artificial enhancements, and decorations. (F, S) 28160

**COS 223 Contemporary Hair Coloring (1 3 0 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 clients color needs and safely and competently perform color applications and correct problems. (S) 28160

**COS 251 Manicure Instructor Concepts (8 0 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. (TBA) 28160

**COS 252 Manicure Instructor Practicum (0 15 0 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. (TBA) 28160

**COS 253 Esthetics Instructor Concepts I (6 15 0 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. (TBA) 28160

**COS 254 Esthetics Instructor Concepts II (6 15 0 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. (TBA) 28160

**COS 271 Instructor Concepts I (5 0 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. (TBA) 28160

**COS 272 Instructor Practicum I (0 21 0 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. (TBA) 28160

**COS 273 Instructor Concepts II (5 0 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. (TBA) 28160

**COS 274 Instructor Practicum II (0 21 0 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. (TBA) 28160

**COMPUTER SCIENCE****CSC 121 Python Programming (2 3 0 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) 28160

**CSC 134 C++ Programming (2 3 0 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) 28160

**CSC 139 Visual BASIC Programming (2 3 0 3)**

Prerequisites: None

Corequisites: None

This course introduces computer programming 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 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.* (SP, S) 28160

**CSC 151 JAVA Programming (2 3 0 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. *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) 28160

**CSC 221 Advanced Python Programming (2 3 0 3)**

Prerequisites: CSC 121

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) 28160

**CSC 234 Advanced C++ Programming (2 3 0 3)**

Prerequisites: CSC 134

Corequisites: None

This course is a continuation of CSC 134 using the C++ programming language with standard 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) 28160

**CSC 239 Advanced Visual BASIC Programming (2 3 0 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. *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) 28160

### **CSC 251 Advanced JAVA Programming (2 3 0 3)**

Prerequisites: CSC 151

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. *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) 28160

## **CONSTRUCTION**

### **CST 111 Construction I (3 3 0 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) 28160

### **CST 112 Construction II (3 3 0 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. (SP) 28160

### **CST 113 Construction III (3 3 0 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. (TBA) 28160

### **CST 131 OSHA/Safety/Certification (2 2 0 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) 28160

### **CST 211 Construction Surveying (2 3 0 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. (TBA) 28160

### **CST 221 Statics/Structures (3 3 0 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, SP, S) 28160

### **CST 244 Sustainable Building Design (2 3 0 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. (TBA) 28160

### **CST 251 Electrical Wiring Systems (2 2 0 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, overcurrent 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) 28160

## **COMPUTER TECHNOLOGY INTEGRATION**

### **CTI 110 Web, Pgm, & Db Foundation (2 2 0 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. (SP) 28160

### **CTI 120 Network & Sec Foundation (2 2 0 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) 28160

## **COMPUTER TECHNOLOGY SYSTEMS**

### **CTS 115 Information Systems Business Concepts (3 0 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) 28160

### **CTS 120 Hardware/Software Support (2 3 0 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. (TBA) 28160

### **CTS 130 Spreadsheet (2 2 0 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) 28160

### **CTS 240 Project Management (2 3 0 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) 28160

### **CTS 287 Emerging Technologies (3 0 0 3)**

Prerequisites: None

Corequisites: None

This course introduces emerging information technologies. Emphasis is placed on evolving technologies and trends in business and industry. Upon completion, students should be able to articulate an understanding of the current trends and issues in emerging technologies for information systems. (SP) 28160

## **DATABASE MANAGEMENT TECHNOLOGY**

### **DBA 110 Database Concepts (2 3 0 3)**

Prerequisites: None

Corequisites: None

This course introduces database design and creation using a DBMS product. Emphasis is placed on data dictionaries, normalization, data integrity, data modeling, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to design and implement normalized database structures by creating simple database tables, queries, reports, and forms. (S) 28160

## **DESIGN: DRAFTING**

### **DDF 211 Design Process I (1 6 0 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) 28160

### **DDF 221 Design Drafting Project (0 4 0 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) 28160

## **DEVELOPMENTAL DISABILITIES**

### **DDT 110 Developmental Disabilities (3 0 0 3)**

Prerequisites: None

Corequisites: None

This course identifies the characteristics and causes of various disabilities. Topics include history of service provision, human rights, legislation and litigation, advocacy, and accessing support services. Upon completion, students should be able to demonstrate an understanding of current and historical developmental disability definitions and support systems used throughout the life span. (SP) 28160

## **DENTAL**

### **DEN 100 Basic Orofacial Anatomy (2 0 0 2)**

Prerequisites: None

Corequisites: None

This course provides a basic introduction to the structures of the head, neck, and oral cavity. Topics include tooth morphology, head and neck anatomy, histology, and embryology. Upon completion, students should be able to demonstrate knowledge of normal structures and development and how they relate to the practice of dental assisting. (F) 28722

### **DEN 101 Preclinical (4 6 0 7)**

Prerequisites: None

Corequisites: None

This course provides instruction in procedures for the clinical dental assistant as specified by the North Carolina Dental Practice Act. Emphasis is placed on orientation to the profession, infection control techniques, instruments, related expanded functions, and diagnostic, operative, and specialty procedures. Upon completion, students should be able to demonstrate proficiency in clinical dental assisting procedures. (F) 28722

### **DEN 102 Dental Materials (2 4 0 4)**

Prerequisites: None

Corequisites: None

This course provides instruction in identification, properties, evaluation of quality, principles, and procedures related to manipulation and storage of operative and specialty dental materials. Emphasis is placed on the understanding and safe application of materials used in the dental office and laboratory. Upon completion, students should be able to demonstrate proficiency in the laboratory and clinical application of routinely used dental materials. (SP) 28722

**DEN 103 Dental Sciences (2 0 0 2)**

Prerequisites: None

Corequisites: None

This course is a study of oral pathology, pharmacology, and dental office emergencies. Topics include oral pathological conditions, dental therapeutics, and management of emergency situations. Upon completion, students should be able to recognize abnormal oral conditions, identify classifications, describe actions and effects of commonly prescribed drugs, and respond to medical emergencies. (F) 28722

**DEN 104 Dental Health Education (2 2 0 3)**

Prerequisites: None

Corequisites: None

This course covers the study of preventive dentistry to prepare dental assisting students for the role of dental health educator. Topics include etiology of dental diseases, preventive procedures, and patient education theory and practice. Upon completion, students should be able to demonstrate proficiency in patient counseling and oral health instruction in private practice or public health settings. (SP) 28722

**DEN 105 Practice Management (2 0 0 2)**

Prerequisites: None

Corequisites: None

This course provides a study of principles and procedures related to management of the dental practice. Emphasis is placed on maintaining clinical and financial records, patient scheduling, and supply and inventory control. Upon completion, students should be able to demonstrate fundamental skills in dental practice management. (SP) 28722

**DEN 106 Clinical Practice I (2 0 12 6)**

Prerequisites: DEN 101

Corequisites: None

This course is designed to provide experience assisting in a clinical setting. Emphasis is placed on the application of principles and procedures of four-handed dentistry and laboratory and clinical support functions. Upon completion, students should be able to utilize classroom theory and laboratory and clinical skills in a dental setting. (SP) 28722

**DEN 107 Clinical Practice II (1 0 12 5)**

Prerequisites: DEN 106

Corequisites: None

This course is designed to increase the level of proficiency in assisting in a clinical setting. Emphasis is placed on the application of principles and procedures of four-handed dentistry and laboratory and clinical support functions. Upon completion, students should be able to combine theoretical and ethical principles necessary to perform entry-level skills including functions delegable to a DA II. (S) 28722

**DEN 111 Infection/Hazard Control (2 0 0 2)**

Prerequisites: None

Corequisites: None

This course introduces the infection and hazard control procedures necessary for the safe practice of dentistry. Topics include microbiology, practical infection control, sterilization and monitoring, chemical disinfectants, aseptic technique, infectious diseases, OSHA standards, and applicable North Carolina laws. Upon completion, students should be able to understand infectious diseases, disease transmission, infection control procedures, biohazard management, OSHA standards, and applicable North Carolina laws. (F) 28722

**DEN 112 Dental Radiography (2 3 0 3)**

Prerequisites: None

Corequisites: None

This course provides a comprehensive view of the principles and procedures of radiology as they apply to dentistry. Topics include techniques in exposing, processing, and evaluating radiographs, as well as radiation safety, quality assurance, and legal issues. Upon completion, students should be able to demonstrate proficiency in the production of diagnostically acceptable radiographs using appropriate safety precautions. (F) 28722

**DRAFTING****DFT 111 Technical Drafting I (1 3 0 2)**

Prerequisites: None

Corequisites: DFT 111A (L)

This course introduces basic drafting skills, equipment, and applications. Topics include sketching, measurements, lettering, dimensioning, geometric construction, orthographic projections and pictorials drawings, sections, and auxiliary views. Upon completion, students should be able to understand and apply basic drawing principles and practices. (F) 28160

**DFT 111A Technical Drafting I Lab (0 3 0 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) 28160

**DFT 112 Technical Drafting II (1 3 0 2)**

Prerequisites: DFT 111

Corequisites: DFT 112A (L)

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) 28160

**DFT 112A Technical Drafting II Lab (0 3 0 1)**

Prerequisites: DFT 111/111A (L)

Corequisites: DFT 112

This course provides a laboratory setting to enhance advance 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) 28160

**DFT 121 Introduction to Geometric Dimensioning & Tolerancing (1 2 0 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) 28160

**DFT 151 CAD I (2 3 0 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) 28160



**DFT 152 CAD II (2 3 0 3)**

Prerequisites: DFT 151

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) 28160

**DFT 153 CAD III (2 3 0 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) 28160

**DFT 154 Introduction Solid Modeling (2 3 0 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. (SP) 28160

**DFT 170 Engineering Graphics (2 2 0 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) 28160

**DFT 231 Jig and Fixture Design (1 2 0 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. (S) 28160

**DFT 254 Intermed Solid Model/Render (2 3 0 3)**

Prerequisites: DFT 154

Corequisites: None

This course presents a continuation of basic three-dimensional solid modeling and design software. Topics include advanced study of parametric design, creation, editing, rendering and analysis of solid model assemblies, and multiview drawing generation. Upon completion, students should be able to use parametric design techniques to create and analyze the engineering design properties of a model assembly. (S) 28160

**DIGITAL MEDIA TECHNOLOGY****DME 110 Intro to Digital Media (2 2 0 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) 28160

**DME 140 Intro to Audio/Video Media (2 2 0 3)**

Prerequisites: None

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) 28160

**ECONOMICS****ECO 251 Prin of Microeconomics (3 0 0 3)**

Prerequisites: None

Corequisites: None

This course introduces economic analysis of individual, business, and industry 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, S) 28160

**ECO 252 Prin of Macroeconomics (3 0 0 3)**

Prerequisites: None

Corequisites: None

This course introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in social/behavioral sciences.* (F, SP, S) 28160

**EDUCATION****EDU 119 Introduction to Early Childhood Education (4 0 0 4)**

Prerequisites: None

Corequisites: None

This course introduces the foundations of early childhood education, the diverse educational settings for young children, professionalism and planning intentional developmentally appropriate experiences for each child. Topics include theoretical foundations, national early learning standards, NC Foundations for Early Learning and Development, state regulations, program types, career options, professionalism, ethical conduct, quality inclusive environments, and curriculum responsive to the needs of each child/family. Upon completion, students should be able to design a career/professional development plan, appropriate environments, schedules, and activity plans. (F, SP) 28160

**EDU 131 Child, Family, and Community (3 0 0 3)**

Prerequisites: None

Corequisites: None

This course covers the development of partnerships among culturally, linguistically and ability diverse families, children, schools and communities through the use of evidence-based strategies. Emphasis is placed on developing skills and identifying benefits for establishing and supporting respectful relationships between diverse families, programs/schools, and community agencies/resources reflective of the NAEYC Code of Ethical Conduct and the Code of Ethics for North Carolina Educators. Upon completion, students should be able to identify appropriate relationship building strategies between diverse families, children birth through adolescence, schools, and communities and demonstrate a variety of communication skills including appropriate use of technology to support every child. *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.* (F) 28160

**EDU 144 Child Development I (3 0 0 3)**

Prerequisites: None

Corequisites: None

This course includes the theories of child development, observation and assessment, milestones, and factors that influence development, from conception through approximately 36 months. Emphasis is placed on knowledge, observation and assessment of developmental sequences in approaches to play/learning, emotional/social, health/physical, language/communication and cognitive domains. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain biological and environmental factors that impact development, and identify evidence-based strategies for enhancing development for children that are culturally, linguistically, and ability diverse. *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.* (F, SP) 28160

**EDU 145 Child Development II (3 0 0 3)**

Prerequisites: None

Corequisites: None

This course includes the theories of child development, observation and assessment, milestones, and factors that influence development, from preschool through middle childhood. Emphasis is placed on knowledge, observation and assessment of developmental sequences in approaches to play/learning, emotional/social, health/physical, language/communication and cognitive domains. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain biological and environmental factors that impact development, and identify evidence-based strategies for enhancing development for children that are culturally, linguistically, and ability diverse. *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.* (F, SP) 28160

**EDU 146 Child Guidance (3 0 0 3)**

Prerequisites: None

Corequisites: None

This course introduces evidence-based strategies to build nurturing relationships with each child by applying principles and practical techniques to facilitate developmentally appropriate guidance. Topics include designing responsive/supportive learning environments, cultural, linguistic and socio-economic influences on behavior, appropriate expectations, the importance of communication with children/families including using technology and the use of formative assessments in establishing intentional strategies for children with unique needs. Upon completion, students should be able to demonstrate direct/indirect strategies to encourage social skills, self-regulation, emotional expression and positive behaviors while recognizing the relationship between children's social, emotional and cognitive development. (SP) 28160

**EDU 151 Creative Activities (3 0 0 3)**

Prerequisites: None

Corequisites: None

This course introduces developmentally supportive creative learning environments with attention to divergent thinking, creative problem-solving, evidence-based teaching practices, and open-ended learning materials while applying NC Foundations for Early Learning and Development. Emphasis is placed on observation of process driven learning experiences in art, music, creative movement, dance, and dramatics for every young child age birth through eight, integrated through all domains and academic content. Upon completion, students should be able to examine, create, and adapt developmentally creative learning materials, experiences, and environments for children that are culturally, linguistically, and ability diverse. (F) 28160

**EDU 153 Health, Safety and Nutrition (3 0 0 3)**

Prerequisites: None

Corequisites: None

This course covers promoting and maintaining the health and well-being of every child. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy learning environments, health benefits of active play, recognition and reporting of abuse/neglect, and state regulations. Upon completion, students should be able to apply knowledge of NC Foundations for Early Learning and Development for health, safety, nutritional needs and safe learning environments. (F) 28160

**EDU 161 Introduction to Exceptional Children (3 0 0 3)**

Prerequisites: None

Corequisites: None

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, S) 28160

**EDU 163 Classroom Management and Instruction (3 0 0 3)**

Prerequisites: None

Corequisites: None

This course examines classroom management and evidence-based instructional strategies that create supportive learning environments to provide developmentally appropriate guidance for school-age populations. Topics include classroom management and organization, teaching strategies, individual student differences and learning styles, ongoing systematic observation, and developmentally appropriate classroom guidance techniques. Upon completion, students should be able to utilize developmentally appropriate behavior management and high quality instructional strategies that enhance the teaching/learning process and promote students' academic success. (F, SP, S) 28160

**EDU 175 Introduction to Trade and Industrial (3 0 0 3)**

Prerequisites: None

Corequisites: None

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 - even years only) 28160

**EDU 176 Occupational Analysis and Course Development (3 0 0 3)**

Prerequisites: None

Corequisites: None

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) 28160

**EDU 177 Instructional Methods (2 2 0 3)**

Prerequisites: None

Corequisites: None

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) 28160

**EDU 179 Vocational Student Organization (3 0 0 3)**

Prerequisites: None

Corequisites: None

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) 28160

**EDU 184 Early Childhood Introduction Practicum (1 3 0 2)**

Prerequisites: EDU 119

Corequisites: None

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) 28160

**EDU 185 Cognitive and Language Act (3 0 0 3)**

Prerequisites: None

Corequisites: None

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. (TBA) 28160

**EDU 187 Teaching and Learning for All (3 3 0 4)**

Prerequisites: None

Corequisites: None

This course introduces students to knowledge, concepts, and best practices needed to provide developmentally appropriate, effective, inclusive, and culturally responsive educational experiences in the classroom. Topics include growth and development, learning theory, student motivation, teaching diverse learners, classroom management, inclusive environments, student-centered practices, instructional strategies, teaching methodologies, observation/assessment techniques, educational planning, reflective practice, collaboration, cultural competence, ethics, professionalism, and leadership. Upon completion, students should be able to identify the knowledge, skills, roles, and responsibilities of an effective educator as defined by state and national professional teaching standards. (SP) 28160

**EDU 214 Early Child Interm Pract (1 9 0 4)**Prerequisites: EDU-119, EDU-144, and EDU-146  
or EDU-119, PSY-244, and EDU-146

Corequisites: None

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. (TBA) 28160

**EDU 216 Foundations of Education (3 0 0 3)**

Prerequisites: None

Corequisites: None

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. *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.* (F) 28160

**EDU 221 Children with Exceptional (3 0 0 3)**

Prerequisites: EDU 144 and EDU 145 or PSY 244 and PSY 245

Corequisites: None

This course covers atypical patterns of child development, inclusive/diverse settings, evidenced-based educational/family plans, differentiated instruction, adaptive materials, and assistive technology. Emphasis is placed on the characteristics of exceptionalities and delays, early intervention/special education, transitions, observation, developmental screening, formative assessment of children, and collaborating with families and community partners. Upon completion, students should be able to recognize diverse abilities, describe the referral process, identify community resources, explain the importance of collaboration with families/professionals, and develop appropriate strategies/adaptations to support children in all environments with best practices as defined by laws, policies and the NC Foundations for Early Learning and Development. *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) 28160

**EDU 234 Infants, Toddlers, and Twos (3 0 0 3)**

Prerequisites: EDU 119

Corequisites: None

This course covers the development of high-quality, individualized, responsive/engaging relationships and experiences for infants, toddlers, and twos. Emphasis is placed on typical and atypical child development, working with diverse families to provide positive, supportive, and engaging early learning activities and interactions through field experiences and the application of the NC Foundations for Early Learning and Development. Upon completion, students should be able to demonstrate responsive curriculum planning, respectful relationships and exposure to a variety of developmentally appropriate experiences/materials that support a foundation for healthy development and growth of culturally, linguistically and ability diverse children birth to 36 months. (SP) 28160

**EDU 243 Learning Theory (3 0 0 3)**

Prerequisites: None

Corequisites: None

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, S) 28160

**EDU 244 Human Growth/Development (3 0 0 3)**

Prerequisites: None

Corequisites: None

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, S) 28160

**EDU 245 Policies and Procedures (3 0 0 3)**

Prerequisites: None

Corequisites: None

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. (SP - even years only) 28160

**EDU 250 Teacher Licensure Preparation (3 0 0 3)**

Prerequisites: ENG 111 and Mat 143 or ENG 111 and MAT 152 or ENG 111 and MAT 171

Corequisites: None

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) 28160

**EDU 252 Math & Sci Activities (3 0 0 3)**

Prerequisites: None

Corequisites: None

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. (TBA) 28160

**EDU 254 Music & Move for Child (1 2 0 2)**

Prerequisites: None

Corequisites: None

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. (TBA) 28160

**EDU 259 Curriculum Planning (3 0 0 3)**

Prerequisites: EDU 119

Corequisites: None

This course is designed to focus on using content knowledge to build developmentally effective approaches for culturally/linguistically/ability diverse young children. Topics include components of curriculum, a variety of curriculum models, authentic observation and assessment, and planning developmentally appropriate experiences aligned with the NC Foundations for Early Learning and Development. Upon completion, students should be able to understand, evaluate, and use curriculum to plan for individual/group needs. (TBA) 28160

**EDU 261 Early Childhood Administration I (3 0 0 3)**

Prerequisites: None

Corequisites: EDU 119

This course introduces principles and practices essential to preparing and supporting child care administrators. Topics include program philosophy, policies and procedures, NC Child Care Law and Rules, business planning, personnel and fiscal management, and NAEYC Code of Ethical Conduct Supplement for Early Childhood Program Administration. Upon completion, students should be able to articulate a developmentally appropriate program philosophy, locate current state licensing regulations, analyze a business plan and examine comprehensive program policies and procedures. (F, SP, S) 28160

**EDU 262 Early Childhood Administration II (3 0 0 3)**

Prerequisites: EDU 119 and EDU 261

Corequisites: None

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, S) 28160

**EDU 271 Educational Technology (2 2 0 3)**

Prerequisites: None

Corequisites: None

This course introduces the ethical use of technology to enhance teaching and learning in all educational settings. Emphasis is placed on technology concepts, ethical issues, digital citizenship, instructional strategies, assistive technology, and the use of technology for professional development and communication. Upon completion, students should be able to discuss technology concepts, ethically use a variety of technology resources, demonstrate appropriate technology skills in educational environments, and identify assistive technology. (F, SP, S) 28160

**EDU 279 Literacy Develop and Instruct (3 3 0 4)**

Prerequisites: None

Corequisites: None

This course is designed to provide students with concepts and skills of literacy development, instructional methods/materials and assessment techniques needed to provide scientifically-based, systematic reading and writing instruction into educational practice. Topics include literacy concepts, reading and writing development, developmentally appropriate pedagogy, culturally-responsive instruction, standards-based outcomes, lesson planning, formative/summative assessment, recognizing reading difficulties, research-based interventions, authentic learning experiences, classroom implementation, and reflective practice. Upon completion, students should be able to plan, implement, assess, evaluate, and demonstrate developmentally appropriate literacy instruction aligned to the NC Standard Course of Study and other state and national standards. (F) 28160

**EDU 280 Language/Literacy Experience (3 0 0 3)**

Prerequisites: None

Corequisites: None

This course provides evidence-based strategies for enhancing language and literacy experiences that align with NC Foundations for Early Learning and Development. Topics include developmental sequences for children's emergent receptive and expressive language, print concepts, appropriate observations/assessments, literacy enriched environments, quality selection of diverse literature, interactive media, and inclusive practices. Upon completion, students should be able to select, plan, implement and evaluate developmentally appropriate language and literacy experiences for children who are culturally, linguistically and ability diverse. (F) 28160

**EDU 281 Instructor Strategies: Reading and Writing (2 2 0 3)**

Prerequisites: None

Corequisites: None

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, S) 28160

**EDU 284 Early Childhood Capstone Practicum (1 9 0 4)**

Prerequisites: EDU 119, (EDU 144 or PSY 244), (EDU 145

or PSY 245), EDU 146, EDU 151, EDU 184 (L)

Corequisites: None

This course is designed to allow students to demonstrate acquired 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/engaging families; and modeling reflective and professional practices based on national and state guidelines. Upon completion, students should be able to apply NC Foundations for Early Learning and Development to demonstrate developmentally appropriate plans/assessments, appropriate guidance techniques and ethical/professional behaviors, including the use of appropriate technology, as indicated by assignments and onsite faculty assessments. *This course is required in the student's last semester (Local).* (F, SP) 28160

**EDU 285 Internship Exp-School Age (1 9 0 4)**

Prerequisites: EDU 144 or PSY 244, EDU 145 or PSY 245,

EDU 118 or EDU 216 and EDU 163

Corequisites: None

This course is designed to allow students to demonstrate acquired 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/engaging families; and modeling reflective and professional practices based on national and state guidelines. Upon completion, students should be able to demonstrate developmentally appropriate lesson plans/assessments, appropriate guidance techniques, ethical/professional behaviors including the use of appropriate technology, as indicated by assignments and onsite faculty visits. (F, SP) 28160

**EDU 289 Adv Issues/School Age (2 0 0 2)**

Prerequisites: None

Corequisites: None

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. (SP) 28160

**ENGINEERING****EGR 110 Introduction to Engineering Technology (1 2 0 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) 28160

**EGR 125 Appl Software for Tech (1 2 0 2)**

Prerequisites: None

Corequisites: None

This course introduces personal computer software and teaches students how to customize the software for technical applications. Emphasis is placed on the use of common office applications software programs such as spreadsheets, word processing, graphics, and internet access. Upon completion, students should be able to demonstrate competency in using applications software to solve technical problems and communicate the results in text and graphical formats. (TBA) 28160

**EGR 150 Intro to Engineering (1 2 0 2)**

Prerequisites: None

Corequisites: None

This course is an overview of the engineering profession. Topics include goal setting and career assessment, ethics, public safety, the engineering method and design process, written and oral communication, interpersonal skills and team building, and computer applications. Upon completion, students should be able to understand the engineering process, the engineering profession, and utilize college resources to meet their educational goals. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as premajor and/or elective course requirement.* (F) 28160

**EGR 250 Statics/Strength of Mater (4 3 0 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. (SP, S) 28160

**EGR 285 Design Project (0 4 0 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) 28160

**ELECTRICAL****ELC 111 Introduction to Electricity (2 2 0 3)**

Prerequisites: None

Corequisites: None

This course introduces the fundamental concepts of electricity and test equipment to non-electrical/electronics majors. Topics include basic DC and AC principles (voltage, resistance, current, impedance); components (resistors, inductors, and capacitors); power; and operation of test equipment. Upon completion, students should be able to construct and analyze simple DC and AC circuits using electrical test equipment. (TBA) 28160

**ELC 112 DC/AC Electricity (3 6 0 5)**

Prerequisites: None

Corequisites: None

This course introduces the fundamental concepts of and computations related to DC/AC electricity. Emphasis is placed on DC/AC circuits, components, operation of test equipment; and other related topics. Upon completion, students should be able to construct, verify, and analyze simple DC/AC circuits. (F) 28160

**ELC 113 Residential Wiring (2 6 0 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) 28160

**ELC 114 Commercial Wiring (2 6 0 4)**

Prerequisites: None

Corequisites: 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) 28160

**ELC 115 Industrial Wiring (2 6 0 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) 28160

**ELC 117 Motors and Controls (2 6 0 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) 28160

**ELC 118 National Electrical Code (1 2 0 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) 28160

**ELC 119 NEC Calculations (1 2 0 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) 28160

**ELC 127 Software for Technicians (1 3 0 2)**

Prerequisites: None

Corequisites: 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) 28160

**ELC 128 Introduction to Programmable Logic Controller (PLC) (2 3 0 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) 28160

**ELC 132 Electrical Drawings (1 3 0 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) 28160

**ELC 134 Transformer Applications (1 2 0 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) 28160

**ELC 135 Electrical Machines (2 2 0 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) 28160

**ELC 138 DC Circuit Analysis (3 3 0 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) 28160

**ELC 139 AC Circuit Analysis (3 3 0 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) 28160

**ELC 220 Photovoltaic Sys Tech (2 3 0 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) 28160

**ELC 221 Adv PV Sys Designs (2 3 0 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) 28160

**ELC 228 Programmable Logic Controller (PLC) Applications (2 6 0 4)**

Prerequisites: ELC 128 (L)

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) 28160

**ELC 229 Applications Project (1 3 0 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) 28160

**ELC 231 Electric Power Systems (3 2 0 4)**

Prerequisites: ELC 112 (L) or ELC 139 (L)

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) 28160

**ELECTRONICS****ELN 131 Analog Electronics I (3 3 0 4)**

Prerequisites: ELC 112 (L) or ELC 138 (L)

Corequisites: None

This course introduces the characteristics and applications of semiconductor devices and circuits. Emphasis is placed on analysis, selection, biasing, and applications. Upon completion, students should be able to construct, analyze, verify, and troubleshoot analog circuits using appropriate techniques and test equipment. (SP) 28160

**ELN 133 Digital Electronics (3 3 0 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) 28160

**ELN 152 Fabrication Techniques (1 3 0 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) 28160

**ELN 229 Industrial Electronics (3 3 0 4)**

Prerequisites: ELC 112 (L)

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. (TBA) 28160

**ELN 231 Industrial Controls (2 3 0 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) 28160

**ELN 232 Introduction to Microprocessors (3 3 0 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) 28160

**ELN 233 Microprocessor Systems (3 3 0 4)**

Prerequisites: ELN 232 (L)

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) 28160

**ELN 237 Local Area Networks (2 3 0 3)**

Prerequisites: None

Corequisites: None

This course introduces the fundamentals of local area networks and their operation. Topics include the characteristics of network topologies, system hardware, system configuration, installation and operation of the LAN. Upon completion, students should be able to install and maintain a local area network. (SP) 28160

**ELN 249 Digital Communication (2 3 0 3)**

Prerequisites: None

Corequisites: None

This course covers the core processes and applications associated with digital communication techniques. Topics include the characteristics of RF circuits, modulation, transmitters and receivers, electromagnetic transmission, antennas, and related applications. Upon completion, students should be able to demonstrate knowledge of the concepts associated with digital communication systems. (F) 28160

**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. (TBA) 28160

**EMS 122 EMS Clinical Practicum I (0 0 3 1)**

Prerequisites: EMS 110

Corequisites: None

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. (TBA) 28160

**EMS 130 Pharmacology I for EMS (1 3 0 2)**

Prerequisites: EMS 110

Corequisites: None

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. (TBA) 28160

**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. (TBA) 28160

**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. (TBA) 28160



**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. (TBA) 28160

**EMS 221 EMS Clinical Practicum II (0 0 9 3)**

Prerequisites EMS 121 or EMS 122

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. (TBA) 28160

**EMS 231 EMS Clinical Pract III (0 0 9 3)**

Prerequisites: EMS 221

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. (TBA) 28160

**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. (SP) 28160

**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. (TBA) 28160

**EMS 241 EMS Clinical Practicum IV (0 0 9 3)**

Prerequisites: 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. (TBA) 28160

**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. (TBA) 28160

**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. (TBA) 28160

**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. (TBA) 28160

**EMS 280 EMS Bridging Course (2 2 0 3)**

Prerequisites: None

Corequisites: None

This course is designed to provide currently credentialed state or national Paramedic students with the most current education trends in Paramedic Practice. Emphasis is placed on transitions in healthcare. Upon completion, students should be able to integrate emerging trends in pre-hospital care. (SP) 28160

**EMS 285 EMS Capstone (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. (TBA) 28160

**ENGLISH**

Student placement in prerequisite and co-requisite developmental English courses is based on placement guidelines. For more information on placement guidelines see the Advising and Success Center or your advisor.

**ENG 002 Transition English (0 6 0 3)\***

Prerequisites: None

Corequisites: None

This course provides an opportunity to customize foundational English content in specific areas and will include developing a growth mindset. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in college-level English. Upon completion, students should be able to build a stronger foundation for success in their gateway level English courses by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge. (F, SP, S) 28160

**ENG 011 Writing and Inquiry Support (1 2 0 2)\***

Prerequisites: None

Corequisites: None

This course is designed to support students in the development of skills necessary for success in ENG 111 by complementing, supporting, and reinforcing ENG 111 Student Learning Outcomes. Emphasis is placed on developing a growth mindset, expanding skills for use in active reading and writing processes, recognizing organizational relationships within texts from a variety of genres and formats, and employing appropriate technology when reading and composing texts. Upon completion, students should be able to apply active reading strategies to college-level texts and produce unified, well-developed writing using standard written English. (F, SP, S) 28160

\*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.

**ENG 111 Writing and Inquiry (3 0 0 3)**

Prerequisites: Satisfactory placement or ENG 002 (P2)

Corequisites: ENG 011

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) 28160

**ENG 112 Writing/Research in the Disc (3 0 0 3)**

Prerequisites: ENG 111

Corequisites: None

This course, the second in a series of two, introduces research techniques, documentation styles, and writing strategies. Emphasis is placed on 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.* (F, SP) 28160

**ENG 231 American Literature I (3 0 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) 28160

**ENG 232 American Literature II (3 0 0 3)**

Prerequisites: ENG 112, ENG 113, or ENG 114

Corequisites: None

This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to analyze and interpret literary works in their historical and cultural contexts. *This 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) 28160

**ENG 241 British Literature I (3 0 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) 28160

**ENG 242 British Literature II (3 0 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) 28160

**ENG 261 World Literature I (3 0 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.* (TBA) 28160

**ENG 262 World Literature II (3 0 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.* (TBA) 28160

**EQUINE****EQU 110 Introduction to Equine Assisted Services (1 2 0 2)**

Prerequisites: None

Corequisites: None

This course provides an introduction to therapeutic horsemanship. Topics include the history of equine assisted services, the use of the horse in equine assisted services, an overview of common cognitive and physical disabilities/ careers with equine assisted services and an overview of instructor certification. Upon completion students should be able to explain the use of the horse in equine assisted services, identify careers in therapeutic horsemanship, and have the knowledge in credentialing required to be a therapeutic instructor. (F, SP) 28160

**EQU 111 Intro Horse Science I (2 9 0 5)**

Prerequisites: None

Corequisites: None

This course provides students with the foundational knowledge, theory, practical application and work ethic needed to complete their other equine coursework. Topics include basics of equine evolution, nature of the horse, equine behavior, bandaging, wrapping, restraints, health topics, wounds, vices, body condition scoring and work ethic. Upon completion students should be able to perform and explain basic horse husbandry and stable management practices. (F) 28160

**EQU 112 Intro Horse Science II (2 9 0 5)**

Prerequisites: None

Corequisites: None

The course covers horse industry practices and emphasizes basic horse husbandry and stable management practices, with an emphasis on practical application. Topics include prevention, identification and treatment of diseases, injuries and treatments, lameness, parasites, common medications, and work ethic. Upon completion, students should be able to further perform horse husbandry and stable management practices and explain related theory. (SP) 28160

**EQU 115 Principles of Equine Assisted Services (2 2 0 3)**

Prerequisites: None

Corequisites: None

This course covers the principles and concepts of therapeutic horsemanship and introduces a variety of equine-assisted services that include horseback riding, hippotherapy, therapeutic driving & vaulting, and equine facilities psychotherapy. Emphasis is placed on the therapeutic model, the organization and administration of program, accreditation, standards and certification, selection of student, volunteers and horses. Upon completion, students should be able to identify the different forms of equine assisted services, the benefits and contraindication of each, and know the use of appropriate terminology, equipment, and activities applicable to the field. (F, SP) 28160

**EQU 120 Horsemanship I (1 6 0 3)**

Prerequisites: None

Corequisites: EQU 111

This course covers fundamentals of groundwork and basic theories of horsemanship and training, with emphasis on a balanced seat, communication with, feel for and influence over the horse. Topics include horse care, equipment, position development and strengthening, show turn out, groundwork and riding theory, riding maneuvers and patterns. Upon completion, students should be able to competently perform groundwork, demonstrate a balanced position, coordinate aids to perform maneuvers and patterns, and discuss riding theory. (SP) 28160

**EQU 125 Equine Behavior (2 2 0 3)**

Prerequisites: None

Corequisites: None

This course covers the factors affecting equine behavior. Emphasis is placed on equine instincts and the influence of genes and nutrition; their perception and response to stimuli, including sexual and reproductive behaviors; and equine communication and the nature of their social organization. Upon completion, students should be able to explain how and why behavioral problems occur and how they can be prevented; and describe different approaches to equine learning in a training environment. (SP) 28160

**EQU 130 Equine Anatomy & Phys (2 2 0 3)**

Prerequisites: None

Corequisites: None

This course covers the anatomy and physiology of various systems of the equine body. Emphasis is placed on practical application of class topics. Upon completion, students should be able to demonstrate a working understanding of equine anatomy and physiology and be able to communicate effectively with veterinarians. (F, SP) 28160

**EQU 140 Equine Evaluation I (1 3 0 2)**

Prerequisites: None

Corequisites: EQU 130

This course covers conformation, movement, and related anatomy, identifies characteristics of major breeds and introduces judging. Topics include breeds, colors, markings, disciplines, gaits, the relationship of form to function, the ideal structure, terminology for halter, and oral reasons. Upon completion, students should be able to demonstrate correct technique in judging halter, recognize structural faults within the horse, and present oral reason. (TBA) 28160

**EQU 150 Equine Nutrition (2 0 0 2)**

Prerequisites: None

Corequisites: None

This course studies equine nutrition and its application, including concentrates, hays, forages, and supplements. Topics include basic digestive anatomy and physiology, common feeds and supplements, nutritional needs in specific situations, and ration balancing. Upon completion, students should be able to explain feeding practices and critique rations for classifications of horses. (SP) 28160

**EQU 210 Training the EAS Horse (1 3 0 2)**

Prerequisites: None

Corequisites: None

This course covers the training of the Equine Assisted Services EAS horse. Topics include evaluation, preparation and safety for the EAS horse; identifying and knowing the proper use of tack, equipment, and adaptive equipment; gaits, seat position, mounting/dismounting, and recognizing signs of health and wellness of the horse. Upon completion, students should be able to evaluate the horse for effective use in an EAS setting. (SP) 28160

**EQU 211 Horse Farm Mgmt I (3 9 0 6)**

Prerequisites: EQU 112 and EQU 150

Corequisites: None

This course covers horse farm management practices. Emphasis is placed on facility planning, record keeping, safety, labor, maintenance, preventative medicine management, equipment operation and care, work ethic, problem solving, supervision and teamwork skills. Upon completion, students should be able to design a facility on paper and assist in the management of an equine facility and herd, including supervision. (S) 28160

**EQU 215 EAS -Teaching (1 3 0 2)**

Prerequisites: None

Corequisites: None

This is an introductory course that covers teaching in the EAS program. Emphasis is on effective communication in organizing, preparing and teaching lessons to individuals with disabilities; and assigning students, horses and volunteers. Upon completion, students should be able to assign students, horses, and volunteers, train volunteers, maintain programs notes, interact with parents, teachers, and other professionals. (F) 28160

### **EQU 270 Equine Business Law (1 0 0 1)**

Prerequisites: EQU 111

Corequisites: None

This course presents the legal options and responsibilities of horse businesses and equine professionals. Topics include liability, lawsuits and relevant precedents, insurance, contracts, taxes, debt collection, purchase of property, estate planning, trailering laws, and abuse and neglect. Upon completion, students should be able to discuss legal options and responsibilities and make choices based on legal options and responsibilities.

(S) 28160

### **ENTREPRENEURSHIP**

#### **ETR 220 Innovation and Creativity (3 0 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 - odd years only) 28160

### **ELECTRIC UTILITY SUBSTATION**

#### **EUS 110 Intro to Elect Util Ind (3 3 0 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) 28160

#### **EUS 130 Elect Util Print Reading (3 2 0 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) 28160

### **GEOLOGY**

#### **GEL 111 Geology (3 2 0 4)**

Prerequisites: None

Corequisites: None

This course introduces basic landforms and geological processes. Topics include rocks, minerals, volcanoes, fluvial processes, geological history, plate tectonics, glaciers, and coastal dynamics. Upon completion, students should be able to describe basic geological processes that shape the earth. *This 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.* (TBA) 28160

### **GEOGRAPHY**

#### **GE0 111 World Regional Geography (3 0 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 premajor and/or elective course requirement.*

(F, SP) 28160

### **GRAPHIC DESIGN**

#### **GRD 110 Typography I (2 2 0 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) 28160

#### **GRD 121 Drawing Fundamentals I (1 3 0 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) 28160

#### **GRD 131 Illustration I (1 3 0 2)**

Prerequisites: ART 131, 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) 28160

#### **GRD 132 Illustration II (1 3 0 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) 28160

#### **GRD 133 Illustration III (1 3 0 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) 28160

**GRD 141 Graphic Design I (2 4 0 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) 28160

**GRD 142 Graphic Design II (2 4 0 4)**

Prerequisites: DES 135, 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) 28160

**GRD 151 Computer Design Basics (1 4 0 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) 28160

**GRD 152 Computer Design Technology I (1 4 0 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) 28160

**GRD 153 Computer Design Technology II (1 4 0 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) 28160

**GRD 160 Photo Fundamentals I (1 4 0 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) 28160

**GRD 161 Photo Fundamentals II (1 4 0 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) 28160

**GRD 162 Photography Portfolio (1 4 0 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) 28160

**GRD 167 Photographic Imaging I (1 4 0 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) 28160

**GRD 168 Photographic Imaging II (1 4 0 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) 28160

**GRD 233 Product Illustration (1 3 0 2)**

Prerequisites: GRD 131 or GRD 230 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) 28160

**GRD 241 Graphic Design III (2 4 0 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) 28160

**GRD 242 Graphic Design IV (2 4 0 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) 28160

**GRD 263 Illustrative Imaging (1 4 0 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) 28160

### **GRD 280 Portfolio Design (2 4 0 4)**

Prerequisites: GRD 142 and GRD 152 or GRA 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) 28160

### **GRD 281 Design of Advertising (1 3 0 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) 28160

## **HEALTH**

### **HEA 110 Personal Health/Wellness (3 0 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) 28160

### **HEA 112 First Aid and CPR (1 2 0 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.* (TBA) 28160

### **HEA 120 Community Health (3 0 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.* (TBA) 28160

## **HISTORY**

### **HIS 111 World Civilizations I (3 0 0 3)**

Prerequisites: None

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) 28160

### **HIS 112 World Civilizations II (3 0 0 3)**

Prerequisites: None

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) 28160

### **HIS 131 American History I (3 0 0 3)**

Prerequisites: None

Corequisites: None

This course is a survey of American history from pre-history through the Civil War era. Topics include the migrations to the Americas, the colonial and revolutionary periods, the development of the Republic, and the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early American history. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in social/behavioral sciences.* (TBA) 28160

### **HIS 132 American History II (3 0 0 3)**

Prerequisites: None

Corequisites: None

This course is a survey of American history from the Civil War era to the present. Topics include industrialization, immigration, the Great Depression, the major American wars, the Cold War, and social conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in American history since the Civil War. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in social/behavioral sciences.* (TBA) 28160

## **HEALTHCARE MANAGEMENT**

### **HMT 110 Intro to Healthcare Mgt (3 0 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 - odd years only) 28160

**HMT 211 Long-Term Care Admin (3 0 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 - even years only) 28160

**HMT 212 Mgt of Healthcare Org (3 0 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 - odd years only) 28160

**HORTICULTURE****HOR 112 Landscape Design I (2 3 0 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 (encouraged use of native plants and discouraged use of invasive species). Upon completion, students should be able to read plans and draft a landscape design according to sustainable practices. (TBA) 28160

**HOR 134 Greenhouse Operations (2 2 0 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. (TBA) 28160

**HOR 150 Intro to Horticulture (2 0 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) 28160

**HOTEL & RESTAURANT MANAGEMENT****HRM 110 Intro to Hosp & Tourism (3 0 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 - even years only) 28160

**HRM 210 Meetings & Event Planning (3 0 0 3)**

Prerequisites: None

Corequisites: None

This course introduces concepts related to the planning and operation of conventions, trade shows, professional meetings, and foodservice events. Emphasis is placed on methods of marketing, selling, organizing, and producing conventions, events, and trade shows that will increase financial and environmental value. Upon completion, students should be able to demonstrate an understanding of management principles for multi-function, multi-day conferences and events. (F - odd years only) 28160

**HRM 235 Quality Mgmt-Hospitality (3 0 0 3)**

Prerequisites: None

Corequisites: None

This course introduces the various schools of thought in achievement and implementation of quality standards for the hospitality industry. Emphasis is placed on developing and maintaining quality in the delivery of the tangible and intangible aspects of the service product. Upon completion, students should be able to demonstrate an understanding of quality service principles and apply them within a hospitality/service environment. (SP - even years only) 28160

**HUMAN SERVICES****HSE 110 Intro to Human Services (2 2 0 3)**

Prerequisites: None

Corequisites: None

This course introduces the human services field, including the history, agencies, roles, and careers. Topics include personal/professional characteristics, diverse populations, community resources, disciplines in the field, systems, ethical standards, and major theoretical and treatment approaches. Upon completion, students should be able to identify the knowledge, skills, and roles of the human services worker. (F) 28160

**HSE 112 Group Process I (1 2 0 2)**

Prerequisites: None

Corequisites: None

This course introduces interpersonal concepts and group dynamics. Emphasis is placed on self-awareness facilitated by experiential learning in small groups with analysis of personal experiences and the behavior of others. Upon completion, students should be able to show competence in identifying and explaining how people are influenced by their interactions in group settings. (F) 28160

**HSE 123 Interviewing Techniques I (2 2 0 3)**

Prerequisites: None

Corequisites: None

This course covers the purpose, structure, focus, and techniques employed in effective interviewing. Emphasis is placed on observing, attending, listening, responding, recording, and summarizing of personal histories with instructor supervision. Upon completion, students should be able to perform the basic interviewing skills needed to function in the helping relationship. (SP) 28160

**HSE 125 Counseling I (2 2 0 3)**

Prerequisites: None

Corequisites: None

This course covers the major approaches to psychotherapy and counseling, including theory, characteristics, and techniques. Emphasis is placed on facilitation of self-exploration, problem solving, decision making, and personal growth. Upon completion, students should be able to understand various theories of counseling and demonstrate. (SP) 28160

**HSE 145 Child Abuse & Neglect (3 0 0 3)**

Prerequisites: None

Corequisites: None

This course covers current issues and trends in the field of human services. Emphasis is placed on contemporary topics with relevance to special issues in a multi-faceted field. Upon completion, students should be able to integrate the knowledge, skills, and experiences gained in classroom and clinical experiences with emerging trends in the field. (F) 28160

**HSE 210 Human Services Issues (2 0 0 2)**

Prerequisites: None

Corequisites: None

This course covers current issues and trends in the field of human services. Emphasis is placed on contemporary topics with relevance to special issues in a multi-faceted field. Upon completion, students should be able to integrate the knowledge, skills, and experiences gained in classroom and clinical experiences with emerging trends in the field. (SP) 28160

**HSE 220 Case Management (2 2 0 3)**

Prerequisites: HSE 110

Corequisites: None

This course covers the variety of tasks associated with professional case management. Topics include treatment planning, needs assessment, referral procedures, and follow-up and integration of services. Upon completion, students should be able to effectively manage the care of the whole person from initial contact through termination of services. (F) 28160

**HSE 225 Crisis Intervention (3 0 0 3)**

Prerequisites: None

Corequisites: None

This course introduces the basic theories and principles of crisis intervention. Emphasis is placed on identifying and demonstrating appropriate and differential techniques for intervening in various crisis situations. Upon completion, students should be able to assess crisis situations and respond appropriately. (SP) 28160

**HSE 245 Stress Management (2 2 0 3)**

Prerequisites: None

Corequisites: None

This course covers stressors and techniques for stress management. Topics include anger, assertiveness, breathing, change, coping skills, family, time management, meditation, guided imagery, and journaling. Upon completion, students should be able to identify areas of stress and the skills and management techniques for dealing with stressors. (SP) 28160

**HUMANITIES****HUM 110 Technology and Society (3 0 0 3)**

Prerequisites: None

Corequisites: None

This course considers technological change from historical, artistic, and philosophical perspectives and its effect on human needs and concerns. Emphasis is placed on the causes and consequences of technological change. Upon completion, students should be able to critically evaluate the implications of technology. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in humanities/fine arts.* (TBA) 28160

**HUM 115 Critical Thinking (3 0 0 3)**

Prerequisites: Satisfactory placement or ENG 002 or ENG 111

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) 28160

**HUM 120 Cultural Studies (3 0 0 3)**

Prerequisites: None

Corequisites: None

This course introduces the distinctive features of a particular culture. Topics include art, history, music, literature, politics, philosophy, and religion. Upon completion, students should be able to appreciate the unique character of the study culture. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in humanities/fine arts.* (F, SP) 28160

**HUM 122 Southern Culture (3 0 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.* (TBA) 28160

**HUM 130 Myth in Human Culture (3 0 0 3)**

Prerequisites: None

Corequisites: None

This course provides an in-depth study of myths and legends. Topics include 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.* (F, SP) 28160

**HUM 170 The Holocaust (3 0 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.* (TBA) 28160



### **HUM 180 Internet Cultural Explor (2 3 0 3)**

Prerequisites: None

Corequisites: None

This course provides a framework for students to visit, examine, and analyze a country/region outside the United States to learn about the place and people. Emphasis is placed on the distinctive cultural characteristics of a country or region. Upon completion, students should be able to identify similarities/differences, analyze causes/effects, and clearly articulate the impact of one or more cultural elements. *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.* (TBA) 28160

### **HUM 230 Leadership Development (3 0 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 premajor and/or elective course requirement.* (F, SP) 28160

## **HYDRAULICS**

### **HYD 110 Hydraulics/Pneumatics I (2 3 0 3)**

Prerequisites: None

Corequisites: None

This course introduces the basic components and functions of hydraulic and pneumatic systems. Topics include standard symbols, pumps, control valves, control assemblies, actuators, FRL, maintenance procedures, and switching and control devices. Upon completion, students should be able to understand the operation of a fluid power system, including design, application, and troubleshooting. (SP, S) 28160

## **INDUSTRIAL SCIENCE**

### **ISC 121 Environmental Health and Safety (3 0 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) 28160

### **ISC 132 Manufacturer Quality Control (2 3 0 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) 28160

## **MACHINING**

### **MAC 113 Machining Technology III (2 12 0 6)**

Prerequisites: None

Corequisites: None

This course provides an introduction to advanced and special machining operations. Emphasis is placed on working to specified tolerances with special and advanced setups. Upon completion, students should be able to produce a part to specifications. (S) 28160

### **MAC 114 Introduction to Metrology (2 0 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) 28160

### **MAC 118 Machine Shop Basic (1 3 0 2)**

Prerequisites: None

Corequisites: None

This course will introduce the fundamentals of measuring tools, tolerances and the basic set-up and operations of drill presses, lathes, and milling machines. Emphasis is placed on manufacturing standards and procedures used in welding, automotive, and engineering environments. Upon completion, students should be able to use measuring tools, perform basic machine operations, and apply manufacturing standards. (SP, S) 28160

### **MAC 121 Introduction to Computer Numerical Controls (CNC) (2 0 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, SP) 28160

### **MAC 122 CNC Turning (1 3 0 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. (S) 28160

### **MAC 124 CNC Milling (1 3 0 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. (SP) 28160

### **MAC 126 CNC Metal Fabrication (1 3 0 2)**

Prerequisites: None

Corequisites: None

This course introduces CNC operations used in precision metal fabrication. Topics include CNC control of shears, brakes, punch presses, and lasers and the programming techniques used to produce parts. Upon completion, students should be able to demonstrate knowledge of equipment operations, CNC control functions, and part programming. (S) 28160

**MAC 141 Machining Applications I (2 6 0 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) 28160

**MAC 141A Machining Appl I Lab (0 6 0 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. (F) 28160

**MAC 142 Machining Applications II (2 6 0 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) 28160

**MAC 142A Machining Appl II Lab (0 6 0 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) 28160

**MAC 151 Machining Calculations (1 2 0 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) 28160

**MAC 171 Measure/Material & Safety (0 2 0 1)**

Prerequisites: None

Corequisites: None

This course introduces precision measuring instruments, process control and adjustment, inspection, material handling and workplace safety. Topics include properly identifying and handling various measurement instruments and materials, process control, adjustment and improvement, personal protective equipment (PPE) and OSHA safety regulations. Upon completion, students should be able to safely demonstrate effective measurement techniques, identify and handle various materials, and explain safe industry practices. (F) 28160

**MAC 214 Machining Technology IV (2 12 0 6)**

Prerequisites: None

Corequisites: None

This course provides advanced applications and practical experience in the manufacturing of complex parts. Emphasis is placed on inspection, gaging, and the utilization of machine tools. Upon completion, students should be able to manufacture complex assemblies to specifications. (F) 28160

**MAC 222 Advanced CNC Turning (1 3 0 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. (F) 28160

**MAC 224 Advanced CNC Milling (1 3 0 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) 28160

**MAC 232 CAM: CNC Milling (1 4 0 3)**

Prerequisites: MAC 124 (Local)

Corequisites: None

This course introduces Computer Numerical Control graphics programming and concepts for machining center applications. Emphasis is placed on developing a shape file in a graphics CAM system and transferring coded information from CAM graphics to the CNC milling center. Upon completion, students should be able to develop a complete job plan using CAM software to create a multi-axis CNC program. (SP) 28160

**MAC 233 Appl in CNC Machining (2 12 0 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. (SP) 28160

**MAC 234 Adv Multi-Axis Machining (2 3 0 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) 28160

**MAC 234A Adv Multi-Axis Machining Lab (0 3 0 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) 28160

**MAC 241 Jigs & Fixtures I (2 6 0 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) 28160

**MASONRY****MAS 140 Introduction to Masonry (1 2 0 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) 28160

**MATHEMATICS**

Student placement in prerequisite and co-requisite developmental math courses is based on placement guidelines. For more information on placement guidelines see the Advising and Success Center or your advisor.

**MAT 003 Transition Math (0 6 0 3)\***

Prerequisites: None

Corequisites: None

This course provides an opportunity to customize foundational math content in specific math areas and will include developing a growth mindset. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in their gateway level math courses by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge. (F, SP, S) 28160

**MAT 010 Math Measurement & Literacy Support (0 2 0 1)\***

Prerequisites: None

Corequisites: None

This course provides an opportunity to customize foundational math content specific to Math Measurement & Literacy. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Math Measurement & Literacy by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge. (TBA) 28160

**MAT 021 Algebra/Trigonometry I Support (1 2 0 2)\***

Prerequisites: None

Corequisites: None

This course provides an opportunity to customize foundational math content specific to Algebra and Trigonometry I. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Algebra/Trigonometry I by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge. (TBA) 28160

**MAT 043 Quantitative Literacy Support (1 2 0 2)\***

Prerequisites: None

Corequisites: None

This course provides an opportunity to customize foundational math content specific to Quantitative Literacy. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Quantitative Literacy by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge. (TBA) 28160

**MAT 052 Statistical Methods I Support (1 2 0 2)\***

Prerequisites: None

Corequisites: None

This course provides an opportunity to customize foundational math content specific to Quantitative Literacy. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Quantitative Literacy by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge. (F, SP, S) 28160

**MAT 071 Precalculus Algebra Support (0 4 0 2)\***

Prerequisites: None

Corequisites: None

This course provides an opportunity to customize foundational math content specific to Precalculus Algebra. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Precalculus Algebra by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge. (F, SP, S) 28160

\*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.

**MAT 110 Math Measurement & Literacy (2 2 0 3)**

Prerequisites: Satisfactory placement or MAT 003 (P1)

Corequisites: Satisfactory placement or MAT 010

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) 28160

**MAT 121 Algebra/Trigonometry I (2 2 0 3)**

Prerequisites: Satisfactory placement or MAT 003 (P3)

Corequisites: Satisfactory placement or MAT 021

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.. The student is eligible for this course with the coreq MAT-021 if MAT-003 is in the student's record with a demonstrated mastery level of tier 2. Successful completion of MAT-143 or MAT-152 permits a student to register for MAT-121 with the coreq MAT-021. Successful completion of MAT-171 permits a student to register for MAT-121 without the coreq MAT-021. (TBA) 28160

**MAT 122 Algebra/Trigonometry II (2 2 0 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. (TBA) 28160

**MAT 143 Quantitative Literacy (2 2 0 3)**

Prerequisites: Satisfactory placement or MAT 003 (P2) and ENG 002 (P2)

Corequisites: Satisfactory placement or MAT 043

This course is designed to engage students in complex and realistic situations involving the mathematical phenomena of quantity, change and relationship, and uncertainty through project- and activity-based assessment. Emphasis is placed on authentic contexts which will introduce the concepts of numeracy, proportional reasoning, dimensional analysis, rates of growth, personal finance, consumer statistics, practical probabilities, and mathematics for citizenship. Upon completion, students will be informed consumers of quantitative information with the ability to use data to make personal, professional, and civic decisions by decoding, interpreting, using, and communicating quantitative information found in modern media and encountered in everyday life. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in mathematics.* Successful completion of MAT-152 permits a student to register for MAT-143 without the coreq MAT-043. (F, SP) 28160

**MAT 152 Statistical Methods I (3 2 0 4)**

Prerequisites: Satisfactory placement or MAT 003 (P2) and ENG 002 (P2)

Corequisites: Satisfactory placement or MAT 052

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.* Successful completion of MAT-143 permits a student to register for MAT-152 without the coreq MAT-052. (F, SP) 28160

**MAT 171 Precalculus Algebra (3 2 0 4)**

Prerequisites: Satisfactory placement or MAT 003 (P3)

Corequisites: Satisfactory placement or MAT 071

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.* Successful completion of MAT-121 permits a student to register for MAT-171 without the coreq MAT-071. Successful completion of MAT-143 or MAT-152 permits a student to register for MAT-171 with the coreq MAT-071. (F, SP) 28160

**MAT 172 Precalculus Trigonometry (3 2 0 4)**

Prerequisites: Satisfactory placement scores or 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) 28160

**MAT 263 Brief Calculus (3 2 0 4)**

Prerequisites: Satisfactory placement scores or 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.* (TBA) 28160

**MAT 271 Calculus I (3 2 0 4)**

Prerequisites: Satisfactory placement scores or 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) 28160

**MAT 272 Calculus II (3 2 0 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.* (SP) 28160

**MAT 273 Calculus III (3 2 0 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.* (F) 28160

**MAT 280 Linear Algebra (2 2 0 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.* (TBA) 28160

**MAT 285 Differential Equations (2 2 0 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.* (SP) 28160

**MECHANICAL****MEC 110 Intro to CAD/CAM (1 2 0 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) 28160

**MEC 161 Manufacturing Processes I (3 0 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) 28160

**MEC 180 Engineering Materials (2 3 0 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. (F) 28160

**MEC 181 Introduction to Computer Integrated Manufacturing (CIM) (2 0 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) 28160

**MEC 231 Computer-Aided Manufacturing I (1 4 0 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) 28160

**MEC 232 Computer-Aided Manufacturing II (1 4 0 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. (SP, S) 28160

**MEC 270 Machine Design (3 3 0 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) 28160

**MEC 271 Machine Design Project (0 3 0 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) 28160

**MEDICAL TERMINOLOGY****MED 121 Medical Terminology I (3 0 0 3)**

Prerequisites: None

Corequisites: None

This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders. (F, SP, S) 28160

**MED 122 Medical Terminology II (3 0 0 3)**

Prerequisites: MED 121

Corequisites: None

This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

(F, SP) 28160

**MARKETING AND RETAILING****MKT 120 Principles of Marketing (3 0 0 3)**

Prerequisites: None

Corequisites: None

This course introduces principles and problems of marketing goods and services. Topics include promotion, placement, and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision making. (F) 28160

**MKT 223 Customer Service (3 0 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) 28160

**MAINTENANCE****MNT 110 Introduction to Maintenance Procedures (1 3 0 2)**

Prerequisites: None

Corequisites: None

This course covers basic maintenance fundamentals for power transmission equipment. Topics include equipment inspection, lubrication, alignment, and other scheduled maintenance procedures. Upon completion, students should be able to demonstrate knowledge of accepted maintenance procedures and practices according to current industry standards. (S) 28160

**MNT 222 Industrial Systems Schematics (1 2 0 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) 28160

**MUSIC****MUS 110 Music Appreciation (3 0 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) 28160

**MUS 112 Introduction to Jazz (3 0 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.* (TBA) 28160

**MUS 113 American Music (3 0 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.* (TBA) 28160

**MUS 121 Music Theory I (3 0 0 3)**

Prerequisites: None

Corequisites: None

This course provides an introduction to the musical elements of melody, rhythm, and harmony. Emphasis is placed upon the interaction of these elements through fundamental analysis and an introduction to part writing. Upon completion, students should be able to demonstrate understanding of melodic voice leading, rhythmic functions within simple and compound meters, and simple harmonic progressions. *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) 28160

**MUS 122 Music Theory II (3 0 0 3)**

Prerequisites: MUS 121

Corequisites: None

This course provides a comprehensive study of diatonic harmony. Emphasis is placed on voice leading tasks, part writing, and analysis using various labeling systems. Upon completion, students should be able to demonstrate harmonic principles through four-voice part writing, recognize and label non-harmonic tones, analyze chords using Roman numerals, figured bass, and lead sheet symbols, and classify small-scale phrase structure and cadence types. *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) 28160

**MUS 125 Aural Skills I (0 2 0 1)**

Prerequisites: None

Corequisites: None

This course provides an introduction to the fundamentals in aural skills. Emphasis is placed on the study of basic melodies, harmonies, and rhythms through sight singing and ear training. Upon completion, students should be able to identify diatonic intervals, scales, and chords and perform and dictate simple melodies and rhythmic patterns. *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) 28160

**MUS 126 Aural Skills II (0 2 0 1)**

Prerequisites: MUS 125

Corequisites: None

This course provides a foundation in aural skills. Emphasis is placed on the development of sight singing and ear training skills in diatonic melody, diatonic harmonic progression, and rhythmic patterns. Upon completion, students should be able to fluently read music in treble and bass clefs; utilize any solmization system while sight singing simple diatonic melodies; identify elementary diatonic chord progressions; perform rhythms in simple and compound meters; and dictate diatonic melodic, diatonic harmonic, and advanced rhythmic patterns. *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) 28160

**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) 28160

**MUS 132 Chorus II (0 2 0 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 premajor and/or elective course requirement.* (F, SP) 28160

**MUS 137 Orchestra I (0 2 0 1)**

Prerequisites: None

Corequisites: None

This course provides an opportunity for those who play an orchestral instrument to gain experience playing in an ensemble. Emphasis is placed on orchestral techniques and the study and performance of a variety of styles and periods of orchestral and string 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 premajor and/or elective course requirement.* (F, SP) 28160

**MUS 138 Orchestra II (0 2 0 1)**

Prerequisites: MUS 137

Corequisites: None

This course is a continuation of MUS 137. Emphasis is placed on orchestral techniques and the study and performance of a variety of styles and periods of orchestral and string 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 premajor and/or elective course requirement.* (F, SP) 28160

**MUS 141 Ensemble I (0 2 0 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.

*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) 28160

**MUS 142 Ensemble II (0 2 0 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) 28160

**MUS 151 Class Music I (0 2 0 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 premajor and/or elective course requirement.* (F) 28160

**MUS 152 Class Music II (0 2 0 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. *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) 28160

**MUS 161 Applied Music I (1 2 0 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) 28160

**MUS 162 Applied Music II (1 2 0 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) 28160

**MUS 221 Music Theory III (3 0 0 3)**

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 premajor and/or elective course requirement.* (F) 28160

**MUS 222 Music Theory IV (3 2 0 4)**

Prerequisites: MUS 221

Corequisites: None

This course provides an advanced study of chromatic harmony, scale systems, and an introduction to twentieth-century music. Emphasis is placed on advanced part writing and analysis of chromatic harmony and basic twentieth-century compositional and analytical techniques. Upon completion, students should be able to analyze complex chord progressions, advanced modulations, and elemental serial procedures; build an array of synthetic scales; and identify characteristics of twentieth-century topics including, but not limited to, atonality, serialism, minimalism, indeterminacy, and electronic music. *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) 28160

**MUS 225 Aural Skills III (0 2 0 1)**

Prerequisites: MUS 126

Corequisites: None

This course provides advanced aural skills training in diatonicism and basic aural skills training in chromaticism. Emphasis is placed on the development of sight singing and ear training skills in complex rhythmic patterns, diatonic melodies and harmonies, and basic chromaticism. Upon completion, students should be able to utilize any solmization system while sight singing diatonic melodies with functional and non-functional chromaticism, fluently read music in multiple clefs in addition to treble and bass, identify modulations, perform complex rhythmic patterns in various meters, and dictate tonal melodies and harmonies including chromaticism. *This course has been approved for transfer under the Comprehensive Articulation Agreement as premajor and/or elective course requirement.* (F) 28160

**MUS 226 Aural Skills IV (0 2 0 1)**

Prerequisites: MUS 225

Corequisites: None

This course provides advanced aural skills training in diatonicism and chromaticism. Emphasis is placed on the development of sight singing and ear training skills in chromatic melodies, chromatic harmonies, and complex rhythmic patterns. Upon completion, students should be able to utilize any solmization system while sight singing melodies containing significant chromaticism; fluently read music in multiple clefs, including treble, bass, alto, and tenor; perform and dictate rhythmic patterns in irregular and changing meters; and dictate diatonic and chromatic melodies and harmonic progressions. *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) 28160

**MUS 231 Chorus III (0 2 0 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.* (F, SP) 28160

**MUS 232 Chorus IV (0 2 0 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.* (F, SP) 28160

**MUS 237 Orchestra III (0 2 0 1)**

Prerequisites: MUS 138

Corequisites: None

This course is a continuation of MUS 138. Emphasis is placed on orchestral techniques and the study and performance of a variety of styles and periods of orchestral and string 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 CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* (F, SP) 28160

**MUS 238 Orchestra IV (0 2 0 1)**

Prerequisites: MUS 237

Corequisites: None

This course is a continuation of MUS 237. Emphasis is placed on orchestral techniques and the study and performance of a variety of styles and periods of orchestral and string 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 CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* (F, SP) 28160



**MUS 241 Ensemble III (0 2 0 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.* (F, SP) 28160

**MUS 242 Ensemble IV (0 2 0 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.* (F, SP) 28160

**MUS 260 Intro to Music Education (2 0 0 2)**

Prerequisites: MUS 121

Corequisites: None

This course provides an introduction to the music education profession. Emphasis is placed on creating successful music learning environments and the role of the music educator. Upon completion, students should be able to demonstrate knowledge and skills related to the philosophy and methods of teaching music. *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) 28160

**MUS 261 Applied Music III (1 2 0 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) 28160

**MUS 262 Applied Music IV (1 2 0 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) 28160

**NETWORKING TECHNOLOGY****NET 125 Introduction to Networks (1 4 0 3)**

Prerequisites: None

Corequisites: None

This course introduces the architecture, structure, functions, components, and models of the Internet and computer networks. Topics include introduction to the principles of IP addressing and fundamentals of Ethernet concepts, media, and operations. Upon completion, students should be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes. (TBA) 28160

**NET 126 Switching and Routing (1 4 0 3)**

Prerequisites: None

Corequisites: None

This course covers the architecture, components, and operations of routers and switches in small networks and introduces wireless local area networks (WLAN) and security concepts. Emphasis is placed on configuring and troubleshooting routers and switches for advanced functionality using security best practices and resolving common network issues utilizing both IPv4 and IPv6 protocols. Upon completion, students should be able to configure VLANs and Inter-VLAN routing applying security best practices, troubleshoot inter-VLAN routing on Layer 3 devices, configure redundancy on a switched network using STP and EtherChannel, configure WLANs using a WLC and L2 security best practices and configure IPv4 and IPv6 static routing on routers. (TBA) 28160

**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) 28139

**NUR 102 Practical Nursing II (7 0 9 10)**

Prerequisites: NUR 101

Corequisites: BIO 168 (if not already completed) (L)

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) 28139

**NUR 103 Practical Nursing III (6 0 9 9)**

Prerequisites: NUR 101, NUR 102, BIO 168 (L)

Corequisites: BIO 169 (if not already completed) (L)

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) 28139

**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) (L)

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) 28139

**NUR 112 Health-Illness Concepts (3 0 6 5)**

Prerequisites: NUR 111

Corequisites: BIO 169 (if not already completed) (L)

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) 28139

**NUR 113 Family 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 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, SP) 28139

**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) 28139

**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. (F, SP) 28139

**NUR 212 Health System Concepts (3 0 6 5)**

Prerequisites: NUR 111, NUR 114, and PSY 241 (L)

Corequisites: BIO 175 or BIO 275

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) 28139

**NUR 213 Complex Health Concepts (4 3 15 10)**

Prerequisites: NUR 111

Corequisites: NUR 112, NUR 113, NUR 114, NUR 211, NUR 212

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) 28139

**NUR 214 Nursing Transition Concepts (3 0 3 4)**

Prerequisites: Acceptance into the Associate Degree Nursing Program as an advanced placement student

Corequisite: None

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. (SP) 28139

**OFFICE SYSTEMS TECHNOLOGY****OST 134 Text Entry & Formatting (2 2 0 3)**

Prerequisites: None

Corequisites: None

This course is designed to provide skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce documents and key timed writings at speeds commensurate with employability. (F) 28160

**OST 148 Med Ins & Billing (3 0 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, SP) 28160

**OST 149 Medical Legal Issues (3 0 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. (F) 28160

**OST 164 Office Editing (3 0 0 3)**

Prerequisites: None

Corequisites: None

This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text. (F) 28160

**OST 181 Office Procedures (2 2 0 3)**

Prerequisites: None

Corequisites: None

This course introduces the skills and procedures needed in today's office. Topics include effectively interacting with co-workers and the public, processing simple financial and informational documents, and performing functions typical of today's offices. Upon completion, students should be able to display skills and decision-making abilities essential for functioning in the total office context. (SP) 28160

**OST 243 Medical Office Simulation (2 2 0 3)**

Prerequisites: OST 148

Corequisites: None

This course introduces medical systems used to process information in the automated office. Topics include traditional and electronic information resources, storing and retrieving information, and the billing cycle. Upon completion, students should be able to use the computer accurately to schedule, bill, update, and make corrections. (SP) 28160

**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) 28160

**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) 28160

**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) 28160

**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) 28160

**PHYSICAL EDUCATION****PED 110 Fit and Well for Life (1 2 0 2)**

Prerequisites: None

Corequisites: None

This course is designed to investigate and apply the basic concepts and principles of lifetime physical fitness and other health-related factors. Emphasis is placed on wellness through the study of nutrition, weight control, stress management, and consumer facts on exercise and fitness. Upon completion, students should be able to plan a personal, lifelong fitness program based on individual needs, abilities, and interests *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (TBA) 28160

**PED 113 Aerobics I (0 3 0 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.* (TBA) 28160

**PED 117 Weight Training I (0 3 0 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.* (TBA) 28160

**PED 120 Walking for Fitness (0 3 0 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.* (TBA) 28160

**PED 130 Tennis-Beginning (0 2 0 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 for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (TBA) 28160

**PED 137 Badminton (0 2 0 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.* (TBA) 28160

**PED 143 Volleyball-Beginning (0 2 0 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.* (TBA) 28160

**PED 152 Swimming-Beginning (0 2 0 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.* (TBA) 28160

**PED 153 Swimming-Intermediate (0 2 0 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.* (TBA) 28160

**PED 155 Water Aerobics (0 3 0 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.* (TBA) 28160

**PED 219 Disk Golf (0 2 0 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.* (TBA) 28160

**PIPE FITTING****PFT 111 Piping & Valves (3 3 0 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. (TBA) 28160

**PHILOSOPHY****PHI 215 Philosophical Issues (3 0 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, SP) 2816

**PHI 240 Introduction to Ethics (3 0 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) 28160

**PHYSICS****PHY 110 Conceptual Physics (3 0 0 3)**

Prerequisites: None

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.* (TBA) 28160

**PHY 110A Conceptual Physics Lab (0 2 0 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.* (TBA) 28160

**PHY 131 Physics-Mechanics (3 2 0 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, SP) 28160

### **PHY 132 Physics-Electricity and Magnetism (3 2 0 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) 28160

### **PHY 151 College Physics I (3 2 0 4)**

Prerequisites: MAT 171 or MAT 271

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.* (TBA) 28160

### **PHY 152 College Physics II (3 2 0 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.* (TBA) 28160

### **PHY 251 General Physics I (3 3 0 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.* (SP) 28160

### **PHY 252 General Physics II (3 3 0 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.* (F) 28160

## **PLUMBING**

### **PLU 111 Introduction to Basic Plumbing (1 3 0 2)**

Prerequisites: None

Corequisites: None

This course introduces basic plumbing tools, materials, and fixtures. Topics include standard tools, materials, and fixtures used in basic plumbing systems and other related topics. Upon completion, students should be able to demonstrate an understanding of a basic plumbing system. (F, SP) 28160

### **PLU 211 Commercial/Industrial Plumbing (2 2 0 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. (F, SP) 28160

## **POLITICAL SCIENCE**

### **POL 120 American Government (3 0 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) 28160

### **POL 220 International Relations (3 0 0 3)**

Prerequisites: None

Corequisites: None

This course provides a study of the effects of ideologies, trade, armaments, and alliances on relations among nation-states. Emphasis is placed on regional and global cooperation and conflict, economic development, trade, non-governmental organizations, and international institutions such as the World Court and UN. Upon completion, students should be able to identify and discuss major international relationships, institutions, and 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.* (TBA) 28160

## **PSYCHOLOGY**

### **PSY 150 General Psychology (3 0 0 3)**

Prerequisites: None

Corequisites: None

This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology. *This 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) 28160

**PSY 231 Forensic Psychology (3 0 0 3)**

Prerequisites: PSY 150

Corequisites: None

This course introduces students to concepts which unite psychology and the legal system. Topics include defining competency, insanity, involuntary commitment, as well as introducing forensic assessment techniques, such as interviewing process, specialized assessments, and collecting collateral information. Upon completion, students should be able to demonstrate knowledge in areas of forensic psychology: risk assessment, criminal competencies, insanity, psychopathology, and mentally disordered offenders. *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) 28160

**PSY 237 Social Psychology (3 0 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.* (SP) 28160

**PSY 241 Developmental Psychology (3 0 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) 28160

**PSY 245 Child Developmental II (3 0 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. (TBA) 28160

**PSY 281 Abnormal Psychology (3 0 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) 28160

**RELIGION****REL 110 World Religions (3 0 0 3)**

Prerequisites: None

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) 28160

**REL 111 Eastern Religions (3 0 0 3)**

Prerequisites: None

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.* (TBA) 28160

**REL 211 Introduction to Old Testament (3 0 0 3)**

Prerequisites: None

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) 28160

**REL 212 Introduction to New Testament (3 0 0 3)**

Prerequisites: None

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) 28160

**SUBSTANCE ABUSE****SAB 110 Substance Abuse Overview (3 0 0 3)**

Prerequisites: None

Corequisites: None

This course provides an overview of the core concepts in substance abuse and dependence. Topics include the history of drug use/abuse, effects on societal members, treatment of addiction, and preventive measures. Upon completion, students should be able to demonstrate knowledge of the etiology of drug abuse, addiction, prevention, and treatment. (F) 28160

**SAB 120 Intake and Assessment (3 0 0 3)**

Prerequisites: None

Corequisites: None

This course develops processes for establishment of client rapport, elicitation of client information on which therapeutic activities are based, and stimulation of client introspection. Topics include diagnostic criteria, functions of counseling, nonverbal behavior, collaterals and significant others, dual diagnosis, client strengths and weakness, uncooperative clients, and crisis interventions. Upon completion, students should be able to establish communication with clients, recognize disorders, obtain information for counseling, and terminate the counseling process. (F) 28160

**SAB 125 SA Case Management (2 2 0 3)**

Prerequisites: None

Corequisites: None

This course provides case management activities, including record keeping, recovery issues, community resources, and continuum of care. Emphasis is placed on establishing a systematic approach to monitor the treatment plan and maintain quality of life. Upon completion, students should be able to assist clients in the continuum of care as an ongoing recovery process and develop agency networking. (SP) 28160

**SAB 135 Addictive Process (3 0 0 3)**

Prerequisites: None

Corequisites: None

This course explores the physical, emotional, psychological, and cultural aspects of the addictive process. Emphasis is placed on addictions to food, sex, alcohol, drugs, work, gambling, and relationships. Upon completion, students should be able to identify the effects, prevention strategies, and treatment methods associated with addictive disorders. (SP) 28160

**SAB 240 Sab Issues in Client Serv (3 0 0 3)**

Prerequisites: None

Corequisites: None

This course introduces systems of professional standards, values, and issues in substance abuse counseling. Topics include confidentiality, assessment of personal values, professional responsibilities, competencies, and ethics relative to multicultural counseling and research. Upon completion, students should be able to understand and discuss multiple ethical issues applicable to counseling and apply various decision-making models to current issues. (F) 28160

**SIMULATION & GAME DEVELOPMENT****SGD 111 Introduction to SGD (2 3 0 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. (S) 28160

**SGD 112 SGD Programming (2 3 0 3)**

Prerequisites: None

Corequisites: None

This course introduces the fundamentals of simulation and game design. Topics include industry standards and design elements for simulation and games. Upon completion, students should be able to design simple simulations and/or games. (TBA) 28160

**SGD 113 SGD Programming I (2 3 0 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. (S even years only) 28160

**SOCIOLOGY****SOC 210 Introduction to Sociology (3 0 0 3)**

Prerequisites: None

Corequisites: None

This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies. *This 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) 28160

**SOC 213 Sociology of the Family (3 0 0 3)**

Prerequisites: None

Corequisites: None

This course covers the institution of the family and other intimate relationships. Emphasis is placed on mate selection, gender roles, sexuality, communication, power and conflict, parenthood, diverse 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.* (TBA) 28160

**SOC 220 Social Problems (3 0 0 3)**

Prerequisites: None

Corequisites: None

This course provides an in-depth study of current social problems. Emphasis is placed on causes, consequences, and possible solutions to problems associated with families, schools, workplaces, communities, and the environment. Upon completion, students should be able to recognize, define, analyze, and propose solutions to these problems. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in social/behavioral sciences.* (F, SP) 28160

**SOC 225 Social Diversity (3 0 0 3)**

Prerequisites: None

Corequisites: None

This course provides a comparison of diverse roles, interests, opportunities, contributions, and experiences in social life. Topics include race, ethnicity, gender, sexual orientation, class, and religion. Upon completion, students should be able to analyze how cultural and ethnic differences evolve and how they affect personality development, values, and tolerance. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in social/behavioral sciences.* (TBA) 28160

## **SPANISH**

### **SPA 111 Elementary Spanish I (3 0 0 3)**

Prerequisites: None

Corequisites: SPA 181 (L)

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) 28160

### **SPA 112 Elementary Spanish II (3 0 0 3)**

Prerequisites: SPA 111

Corequisites: SPA 182 (L)

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.* (SP) 28160

### **SPA 120 Spanish for the Workplace (3 0 0 3)**

Prerequisites: None

Corequisites: None

This course offers applied Spanish for the workplace to facilitate basic communication with people whose native language is Spanish. Emphasis is placed on oral communication and career-specific vocabulary that targets health, business, and/or public service professions. Upon completion, students should be able to communicate at a functional level with native speakers and demonstrate cultural sensitivity. (TBA) 28160

### **SPA 181 Spanish Lab I (0 2 0 1)**

Prerequisites: None

Corequisites: SPA 111 (L)

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) 28160

### **SPA 182 Spanish Lab II (0 2 0 1)**

Prerequisites: SPA 181

Corequisites: SPA 112 (L)

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.* (SP) 28160

### **SPA 211 Intermediate Spanish I (3 0 0 3)**

Prerequisites: SPA 112

Corequisites: SPA 281 (L)

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.* (TBA) 28160

### **SPA 212 Intermediate Spanish II (3 0 0 3)**

Prerequisites: SPA 211

Corequisites: SPA 282 (L)

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.* (TBA) 28160

### **SPA 281 Spanish Lab III (0 2 0 1)**

Prerequisites: SPA 182

Corequisites: SPA 211 (L)

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.* (TBA) 28160

### **SPA 282 Spanish Lab IV (0 2 0 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.* (TBA) 28160

## **SURVEYING**

### **SRV 110 Surveying I (2 6 0 4)**

Prerequisites: None

Corequisites: MAT 003 (P2), MAT 121 or MAT 171

This course introduces the theory and practice of plane surveying. Topics include the precise measurement of distances, angles, and elevations; bearing, azimuth and traverse computations; topography and mapping. Upon completion, students should be able to use/care for surveying equipment, collect field survey data, perform traverse computations and create a contour map. (TBA) 28160



**SRV 111 Surveying II (2 6 0 4)**

Prerequisites: SRV 110

Corequisites: None

This course introduces route surveying and roadway planning and layout. Topics include simple, compound, reverse, spiral, and vertical curves; geometric design and layout; planning of cross-section and grade line; drainage; earthwork calculations; and mass diagrams. Upon completion, students should be able to calculate and lay out highway curves; prepare roadway plans, profiles, and sections; and perform slope staking. (TBA) 28160

**SUSTAINABILITY TECHNOLOGIES****SST 110 Introduction to Sustainability (3 0 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. (TBA) 28160

**SST 120 Energy Use Analysis (2 2 0 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. (TBA) 28160

**SST 140 Green Bldg & Design Concepts (3 0 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. (S) 28160

**WORK-BASED LEARNING****WBL 111 Work-Based Learning I (0 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. (F, SP, S) 28160

**WBL 115 Work-Based Learning Seminar I (1 0 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 seminar situations. This course is designed to coordinate the classroom and industry experience. WBL 111 and WBL 115 must be taken the same term. (TBA) 28160

**WBL 121 Work-Based Learning II (0 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. (TBA) 28160

**WEB TECHNOLOGIES****WEB 115 Web Markup and Scripting (2 3 0 3)**

Prerequisites: None

Corequisites: None

This course introduces Worldwide Web Consortium (W3C) Internet programming using JavaScript. Topics include basic syntax, object-oriented programming, functions, variables, events, arrays, validation, accessibility, and web standards. Upon completion, students should be able to write, debug, maintain well-formed and well documented interactive web content using JavaScript code. (SP) 28160

**WEB 140 Web Development Tools (2 3 0 3)**

Prerequisites: None

Corequisites: None

This course provides an introduction to web development tools. Topics include creating websites using web development tools and web standards. Upon completion, students should be able to create small web sites and upload files to a web server. (SP) 28160

**WEB 182 PHP Programming (2 2 0 3)**

Prerequisites: None

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) 28160

**WEB 210 Web Design (2 2 0 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) 28160

**WEB 250 Database Driven Websites (2 2 0 3)**

Prerequisites: None

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) 28160

## **WELDING**

### **WLD 110 Cutting Processes (1 3 0 2)**

Prerequisites: None

Corequisites: None

This course introduces oxy-fuel and plasma-arc cutting systems. Topics include safety, proper equipment setup, and operation of oxy-fuel and plasma-arc cutting equipment with emphasis on straight line, curve and bevel cutting. Upon completion, students should be able to oxy-fuel and plasma-arc cut metals of varying thickness. (F, SP) 28160

### **WLD 112 Basic Welding Processes (1 3 0 2)**

Prerequisites: None

Corequisites: None

This course introduces basic welding and cutting. Emphasis is placed on beads applied with gases, mild steel fillers, and electrodes and the capillary action of solder. Upon completion, students should be able to set up welding and oxy-fuel equipment and perform welding, brazing, and soldering processes. (S) 28160

### **WLD 115 SMAW (Stick) Plate (2 9 0 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, SP) 28160

### **WLD 116 SMAW (Stick) Plate/Pipe (1 9 0 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, SP) 28160

### **WLD 117 Industrial SMAW (1 4 0 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. (TBA) 28160

### **WLD 121 GMAW (MIG) FCAW/Plate (2 6 0 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. (F, SP) 28160

### **WLD 122 GMAW (MIG) Plate/Pipe (1 6 0 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. (F, SP) 28160

### **WLD 131 GTAW (TIG) Plate (2 6 0 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. (F, SP) 28160

### **WLD 132 GTAW (TIG) Plate/Pipe (1 6 0 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, SP) 28160

### **WLD 141 Symbols and Specifications (2 2 0 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. (F, SP) 28160

### **WLD 143 Welding Metallurgy (1 2 0 2)**

Prerequisites: None

Corequisites: None

This course introduces the concepts of welding metallurgy. Emphasis is placed on basic metallurgy, effects of welding on various metals, and metal classification and identification. Upon completion, students should be able to understand basic metallurgy, materials designation, and classification systems used in welding. (F, SP) 28160

### **WLD 151 Fabrication I (2 6 0 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. (S) 28160

### **WLD 215 SMAW (Stick) Pipe (1 9 0 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, SP) 28160

### **WLD 231 GTAW (TIG) Pipe (1 6 0 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. (F, SP) 28160

**WLD 261 Certification Practices (1 3 0 2)**

Prerequisites: WLD 115, WLD 121 and WLD 131

Corequisites: None

This course covers certification requirements for industrial welding processes. Topics include techniques and certification requirements for prequalified joint geometry. Upon completion, students should be able to perform welds on carbon steel plate and/or pipe according to applicable codes. (F, SP) 28160

**WLD 262 Inspection and Testing (2 2 0 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. (F, SP) 28160

**WHEELS OF LEARNING****WOL 110 Basic Construction Skills (2 3 0 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) 28160

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# ACADEMIC POLICIES, PROCEDURES, AND 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. Current policies may be accessed at [www.isothermal.edu/manual](http://www.isothermal.edu/manual).

## ACA COURSES AND ORIENTATION

Isothermal offers a student success course, ACA 122: College Transfer Success. This ACA course provides 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 throughout the academic year. An online orientation is also available through Patriot Port and/or Moodle. 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 they are currently classified as College and Career Promise (CCP), Early College, Occupational Education Associate (Lateral Entry), Basic Law Enforcement Training (BLET), or Special Credit. A student may also be exempt from participating in orientation if they have 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, the Tutoring Center, the Writing Center 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.

### 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 academic and student affairs. The decision of the vice president will be final.

## ADMISSIONS AND REGISTRATION

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 to the College is open to applicants who meet graduation or age requirements without regard to veteran status, race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 or older), disability, or genetic information. Additional admission criteria may be required for specific programs of study (reference 1D SBCCC 400.2- Admission to Colleges).

Eligible high school students and College and Career Readiness students may enroll in curriculum programs in accordance with North Carolina State Board of Community College Code.

### 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

### Class Attendance Policies

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 completing all learning activities including tests and written assignments. Outside of reasons listed in this policy, no right or privilege exists that exempts a student 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. This information is also included in the course syllabus.

Students who stop attending class without officially withdrawing may receive a grade of "F" at the end of the semester.

### 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 the student's faith. In accordance with this right, the College President will establish procedures for requesting documentation and excusing religious absences.

### Absence for Title IX of the Education Amendments of 1972

Isothermal Community College recognizes the rights of students to be tardy or absent due to conditions covered under Title IX of the Civil Rights Act of 1964, which prohibits a school from discriminating against a student based on "student's pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from any of these conditions" (reference 34 C.F.R. § 106.40(b)(1)). Requests for accommodations are the responsibility of the student and must be submitted through the College's Office of Accessibility.

### Absence for Military Service

Any student who is in the United States Armed Forces who has received temporary or permanent reassignment as a result of military operations, or any student who is a National Guard service member placed onto State active duty status during an academic term, shall be granted an excused absence for the period of time the student is on active duty. Requests for excused absences are the responsibility of the student and must be submitted to the dean of students/dean of continuing education prior to the period of the absence. The College will work with the student to determine the student's best options for course continuation or withdrawal (reference 1B SBCCC 500.1).

### Class Entry Prior to the Census Date

Students enrolled in any course regardless of delivery method must be in attendance or complete the mandatory course enrollment activity and be recorded as present at least one time on or before the census date of the course. Students who fail to attend or fail to complete the mandatory enrollment activity by the census date will be removed from the class roster and recorded as a No Show (NS). In a distance learning education context, documenting that a student has logged into an online course is not sufficient, by itself, to demonstrate academic attendance by the student. Students receiving financial aid should consult with a financial aid counselor to determine the impact of the NS designation on their financial aid eligibility and obligations.



## **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 generally 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 without approval by the appropriate dean or vice president of academic and student affairs.

## **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 if they are auditing 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 an institutionally-accredited institution as recognized by the US Department of Education may be accepted (<https://ope.ed.gov/dapip>). 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. 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 (GPA) 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, students must meet with 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 full term census date 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.

**Multiple Majors/Academic Programs**

When deemed beneficial to attaining a student's academic goals and in accordance with North Carolina State Board of Community Colleges Code, the dean of students or designee may approve students to enroll in multiple majors/academic programs concurrently. This decision is made on an individual basis in consultation with respective academic dean(s) or designee and applicable Student Services staff. (reference Multiple Majors/Academic policy 401-01-04AP).

**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 8:00 p.m. Monday through Thursday evenings. A limited number of special classes are offered during weekend hours. Classes are also offered online.

**DISTANCE LEARNING**

Taking some or all courses in a distance learning format (online, web-assisted, or hybrid) may allow students to overcome some of the obstacles that prevent them 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, students should make sure all of the requirements to be an online student at Isothermal Community College are met and should review the list of technical requirements found online at the Distance Learning web page ([www.isothermal.edu/distance-learning](http://www.isothermal.edu/distance-learning)). 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 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 [www.icchelpdesk@isothermal.edu](mailto:www.icchelpdesk@isothermal.edu).

### Types of Distance Learning:

Online courses, also referred to as Internet courses, in which 100% of the instruction is delivered via the internet/online. Courses may have proctored testing, but instruction is delivered online. Some online courses require students to participate in online/virtual meetings at a specific date and time. When signing up for online courses, check with your advisor to identify the date and time for the online/virtual meetings. 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 less than 50% of instruction is delivered when the student and the instructor are separated by distance. Instructional delivery methods may include, but are not limited to: internet, LMS, licensed instructional video, CD, TV, DVD, instructional software, or other media. 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 more than 50% but less than 100% of instruction is delivered when the student and the instructor are separated by distance. Instructional delivery methods may include, but are not limited to: internet, LMS, licensed instructional video, CD, TV, DVD, instructional software, or other media. 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 828-3951437, by email at [www.icchelpdesk@isothermal.edu](mailto:www.icchelpdesk@isothermal.edu), by visiting the Help Desk in Room 6 of the IT building or by accessing the Help Desk web page at [www.isothermal.edu/helpdesk](http://www.isothermal.edu/helpdesk)

## 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
WE	Withdrew Emergency	0
I	Incomplete	0
IE	Incomplete Emergency	0
R*	Repeat	0
Y	No-credit-Audit	0
CE	Credit by Exam	
CR	Transfer Credit	
*	Developmental Credit	
%	Granted an Academic Fresh Start	
W#	Administrative Withdrawal	
^	ENG/MAT Corequisite Passed	
P1	ENG/MAT Transition Tier 1 Passed	
P2	ENG/MAT Transition Tier 2 Passed	
P3	MAT Transition Tier 3 Passed	

*Note: Grades of WE/IE are provided in response to the COVID-19 pandemic.*

### 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 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 affairs or if the academic program requires a higher grade than the one achieved for successful program completion. When a course has been repeated, the higher grade will be counted in the grade point average calculation. Physical education credit courses may not be taken for a grade of "audit." Non-credit recreation courses 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.

Transitional courses are exempt from this policy. Students who feel they may benefit from enrolling in transitional courses (e.g. RISE English and math courses) for which they have earned non-course credit should speak with their academic advisor and Student Services staff to determine their best options for enrollment.

### Students Using Financial Aid

Students using various forms of financial aid may have additional considerations associated with funding course enrollment and course repeat options. Students who receive financial aid and have questions about funding should meet with a Financial Aid Counselor for additional information.

### Students Using Veterans Education Benefits

Courses that have been successfully completed or for which the student has received non-course credit may not be recertified for veteran education benefits if they are repeated. However, if a student fails a course, or if the program requires a higher grade than the one achieved for successful program completion, that course may be repeated and recertified. Audited courses 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 affairs (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.	<u>2</u>	x	A (4)	=	<u>8</u>
	20				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 prerequisite 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).

A grade of "IE" is assigned when coursework is incomplete due to the emergency impacts of COVID-19. This must be removed by completing the course before the end of the following semester (summer semesters are excluded from this calculation). If the coursework is not complete, the grade becomes a "WE." If a student is registered for a course that requires a prerequisite with an assigned "IE" 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.

## 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 credential requirements since the previous Commencement are invited to participate. 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; all nursing programs require a grade of "B" or better, 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 and Student Handbook in effect at the time they enroll 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.

Note: In accordance with the Finish First North Carolina and Reverse Transfer initiatives, and to support students through workforce credentialing, Isothermal Community College may identify and award credentials to students who have met requirements 1-3 for credentials including, and in addition to, their active program of study.

### 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 affairs 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:

### 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 minimum grade point average of 3.25 for the semester. Academic development courses (course number less than 100 level) do not count toward hours earned for the Dean's List.

**Global Distinction**

Students can earn a “Graduated with Global Distinction” notation on their transcript by completing 15+ credit hours of globally intensive courses, participating in eight international activities and dialogues, gaining 30 hours of global experience in a study abroad or domestic intercultural experience, and a capstone presentation related to their two-year global learning experience.

**Graduation Marshals**

Two students and one alternate 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 grade point average of 3.0 or better, have completed 30 or more credits, and be in good standing with the College. 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 grade point average 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.

**Honors College**

For more information about the Honors College Program, contact the Dean of Arts and Sciences at [kackerman@isothermal.edu](mailto:kackerman@isothermal.edu).

**Learning College of the Semester and Awards Day Ceremonies**

Each year students are formally recognized for their excellence in scholarship, leadership, citizenship, and service. The Learning College of the Semester Awards ceremony is held near the end of the fall semester and the Awards Day ceremony is held near the end of the spring semester.

**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 their 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.

**INSTRUCTIONAL DELIVERY METHODS**

Courses are offered using a variety of instructional delivery method to best meet the needs of students. For information about courses and sections, students may log in to their Patriot Port account or communicate with their academic advisor or instructor.

Traditional	TR	The instructor and students meet face-to-face, according to designated dates, times, and location. [Note: Activities in the course may include online research components or other online resources.]
Internet or Online	IN	100% of instruction is delivered through the internet. [Note: May include a required face-to-face orientation or proctored exams.]
Web-supported or Web-assisted	WB	Primary instructional delivery is via traditional face-to-face method with a requirement that students have internet access as a supplemental part the course. 50% or less of the instruction is delivered through the Internet. [Example: A class that meets on a regular schedule, but students are required to access instructional material, submit assignments, and/or interact with the instructor and other students via the internet.]
Hybrid	HY	Primary instructional delivery is online with a requirement that students also meet in traditional face-to-face sessions as determined appropriate by the college. 51% or more of the instruction is delivered through the internet. [Example: An online course with a requirement that students attend one or more face-to-face labs.]
Synchronous	SY	100% of instruction is delivered through the internet. In addition to the online course content, students are required to attend virtual meetings on a fixed schedule with both students and instructor present. [Example: <i>An online course with a requirement that the students attend a weekly 50-minute virtual meeting that is facilitated by the course instructor.</i> ]
Cooperative Education	CP	Instruction consisting of the integration of traditional classroom learning with supervised work experience, and where there is no internet requirement.

## 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

Students may officially withdraw from a course(s) without academic penalty and receive a grade of "W" if this withdrawal is made before the drop deadline as published in the academic calendar. Courses that meet on a non-standard schedule may have a different drop deadline than the one published.

All official withdrawals must:

1. Be made by the student (1) in person or (2) digitally signed and submitted through Isothermal Community College email to their academic advisor or academic dean by the deadline published in the Academic Calendar. Courses that have non-standard beginning and end dates may have different withdrawal deadlines than the full term deadlines published. Students in these courses should consult their course syllabus or their instructor for deadline information.
2. Be recorded by the Student Records Office to be official. The form may be submitted by the student, advisor, or instructor, dependent upon how the process is initiated.
3. Receive a grade of "W" (Withdrawal) or "WE" (withdrawal due to COVID-19 pandemic). Students who stop attending the course without officially withdrawing may receive a grade of "F" (Failed). In some courses as indicated on the course syllabus, if cumulative absences exceed 20% of the scheduled class hours, the student may receive a grade of "W#" (Administrative Withdrawal). Students should never assume that their instructor will administratively withdraw them for excessive absences. In the case of extenuating circumstances, a student who has been withdrawn from a course for excessive absences may be re-admitted to the course with the permission of the instructor and the appropriate dean/director. The instructor and/or department dean or director must request the readmission from the Records Office in writing.

Last dates of attendance are required for grades of "W," "W#," "R," and "F" for students receiving veteran education benefits. The official withdrawal date will be the last date of attendance, the last day that a learning activity was submitted for a distance learning course, or in accordance with the Department of Education and U.S. Department of Veterans Affairs' requirements. Students are urged to consult with financial aid and Veterans Affairs staff regarding the impact of course withdrawal and last date of attendance for financial aid and veterans educational benefit eligibility.

Withdrawals after the deadline published in the Academic Calendar must be approved by the vice president of academic and student affairs and are recorded as administrative withdrawals (reference Drop/Withdrawal policy 401-02-04AP).

### Mandatory Course Enrollment Activity and Census Rosters

Census rosters are available in the online attendance-taking platform. 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 (MCEA) by the course's census date (10% point of the course) is listed as a "No Show" and must be indicated as such on the roster. Audits and credit by exam grades are also included on these rosters. Faculty teaching online, hybrid, synchronous, or web-assisted courses must submit the graded MCEA and complete online attendance with the census roster. Completed census rosters are verified by the instructor and the Records Office using the student management system (Colleague) (reference Census Rosters policy 401-02-06AP).

### Registration/Advising Forms

Refer to Appendices G and H for samples

Appendix G - Registration/Advising Form Student Worksheet

Appendix H - Student Registration Schedule Sample

### 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 (FERPA) 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.

**Accessing an Official Transcript**

Official transcripts are available to current and former students in the forms of printed hardcopies and/or secure electronic “paperless” files. For most current information on accessing official transcripts, refer to the Records page of [www.isothermal.edu](http://www.isothermal.edu) or type “transcript” in the search bar of the website.

**Accessing an Unofficial Transcript**

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.

**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 their 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 LIFE

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.

## COMPLAINT POLICY AND PROCEDURES

Students and the public 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 ([www.isothermal.edu/distance-learning](http://www.isothermal.edu/distance-learning)).

## COMPUTER RESOURCES/INTERNET

### I. 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 College's research, educational and administrative purposes. 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

### II. ACCEPTABLE AND UNACCEPTABLE USES

#### A. Acceptable Uses

The computer resources owned and operated by the 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 College's computer resources.

#### B. Unacceptable Activity

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 individual'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 another individual's work;
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, or 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 Colleges 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. Using chat rooms, instant messaging, or social networking websites other than in support of the research, educational and administrative purposes of the College;
12. Sending hate mail, chain letters and anonymous or pseudonymous messages;
13. 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;
14. Using computer resources for political campaigns or distribution of political material;
15. Using computer resources for fraud, financial gain or for any commercial or illegal activity;
16. Disclosing student information in violation of the provisions of the Family Educational Rights and Privacy Act of 1974; and
17. Violating copyright laws and/or fair use provisions through: 1) illegal peer-to-peer file trafficking by downloading or uploading pirated or illegal material including, but not limited to, software and music files; and 2) reproducing or disseminating Internet materials, except as permitted by law or by written agreement with the owner of the copyright.
18. Using the college's data information systems off campus without appropriate authorization.

### III. RESERVATION OF RIGHTS AND LIMITS OF LIABILITY

1. The 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 E-mail 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 using the Internet through the College's network or College's computers.

#### **IV. 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 and 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.

#### **V. ELECTRONIC MAIL**

The College provides free e-mail accounts to certain College personnel based on job responsibilities, as determined by the employee's appropriate Vice President, and to all students who are enrolled in a curriculum program. The use of College-provided e-mail 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 or otherwise violate the provisions within this policy.

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 cannot assure the privacy of an individual's use of the College's electronic mail resources or 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 and employees should not have any expectation of privacy with their electronic e-mail 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, the following:

- A. In the course of an investigation triggered by indications of misconduct or misuse;
- B. As needed to protect health and safety of students, employees or the community at large;
- C. As needed to prevent interference with the academic mission of the College;
- D. As needed to locate substantive information required for College business that is not more readily available;
- E. As needed to respond to legal actions; and
- F. As needed to fulfill the College's obligations to third parties.

Electronic mail, including that of students, may constitute "educational records" as defined in the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99). See Student Records Policy. (Appendix B Student Handbook or Policy 602-02-07AP)

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.

#### **VI. ANCILLARY EXTERNAL WEBSITES AND PAGES**

Any ancillary external websites and/or pages set up by an employee or student with the intent to represent the College or any of its organizations or entities must have prior approval by the Director of Marketing and Community Relations. This excludes instructional sites or pages like those hosted on Moodle. It does include externally hosted blogs and social-networking pages. If requested, administrative access to the sites or pages must be given to the Director of Marketing and Community Relations for the purpose of ensuring compliance with College policy and guidelines.

#### **VII. PRIVATE EMPLOYEE WEBSITES**

When creating or posting material to a webpage or other Internet site apart from the College's website or approved ancillary external site or page, employees should remember that the content may be viewed by anyone including community members, students and parents.

Employees are to maintain an appropriate relationship with students at all times. Having a public personal website or online networking profile or allowing access to a private website or private online networking profile is considered a form of direct communications with students. Any employee found to have created and/or posted inappropriate content on a website or profile that has a negative impact on the employee's ability to perform his/her job as it relates to working with students and the community will be subject to disciplinary action up to and including dismissal.

#### **VIII. VIOLATIONS OF COLLEGE COMPUTER POLICIES AND GUIDELINES**

Each individual is ultimately responsible for his/her own actions. Failure to exercise responsible, ethical behavior will result in disciplinary action up to and including dismissal. Certain activities violate Federal and/or NC State laws governing use of computer systems and may be classified as misdemeanors or felonies. Those convicted could face fines and/or imprisonment.

#### **IX. COMPUTER RESOURCES, INTERNET AND NETWORK USE AGREEMENT**

As a user of Isothermal Community College's computers, networks and/or other resources I understand I must comply with the above policy, the Wireless Internet Access Guidelines, any other policies and documents that may apply, and any amendments made of this policy or documents in the future.

### **CONDUCT**

Students assume full responsibility for the consequences of their 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 themselves 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).

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).

### **DIGITAL SIGNATURE USE POLICY**

Isothermal Community College allows the use of electronic signatures as an acceptable alternative use to an original signature for those documents requiring signature of acknowledgement in accordance with college standards. This resource must be used in a responsible, considerate, ethical, and lawful manner. In the event an electronic signature appears to be invalid, the college may take measures to ensure authenticity. All users are responsible for protecting the confidentiality of their account information and for adhering to employee policy 306-02-01BP Computer Resources, Internet and Network Use and student policy 602-03-01AP Computer Resources/Internet (reference policy 801-01-04AP).

### **IDENTIFICATION CARDS**

Students enrolled in Curriculum and eligible Continuing Education courses are offered student identification (ID) cards through the Student Services Office. Students seeking a college-issued ID should be prepared to provide government-issued 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).

Students are strongly encouraged to memorize the student identification number that is listed on their card as it is frequently requested across campus by advisors and staff from Student Services, the Advising and Success Center, the Bookstore, the Library, 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.

Please note the following:

- This official student ID card should be carried by the student at all times on the college campus.
- The card must be presented when requested by College officials or at College activities on and off the College's premises.
- The card is not transferable to any other person.
- The card may not be altered in any way.
- This card is the property of Isothermal Community College. If found, please return to Student Services.
- ID cards are made by the Student Services staff after a student has registered for courses for the current or following semester.

The ID card provides the following for curriculum students who pay the student activity fee:

- Free admission to some activities sponsored by the College (non-dually enrolled)
- Access to the gym during open hours
- Discounts at some local stores, restaurants, and Isothermal Community College Cosmetology Services
- Limited discounts and access to programming at Gardner Webb University

## 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, drivers may not be able to use the parking area most convenient and may have to park in an area more removed from their destination. Students 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).

## POSTING 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).

## RESOURCES (CAMPUS AND COMMUNITY)

For the most current list of campus and community resources, click the "get help" link at the top of [www.isothermal.edu](http://www.isothermal.edu).

## 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).

## TOBACCO PRODUCTS

Isothermal Community College exists to improve life through learning. As an expression of this mission, The College is committed to providing its employees, students, and visitors with a safe and healthy environment. Therefore, Isothermal Community College is tobacco-free effective January 1, 2019. This policy applies to all employees, students, contractors, vendors, and visitors.

The use of tobacco products is prohibited on the Isothermal Community College campus. This includes all buildings, facilities, property owned or leased by the College, and campus grounds. Smoking and tobacco use are also prohibited in vehicles owned, leased or rented by the College. Tobacco use is permitted in personal vehicles only. The sale or free distribution of tobacco products, including merchandise, is prohibited on campus or at school events (reference Use of Tobacco Products policy 802-02-01BP).

# EMERGENCY AND SAFETY 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. The Campus Enforcement office is located in the Student Center and can be contacted at 828-289-5850.

Campus Assistance staff secure all buildings after regularly scheduled activities have ended for the day. The campus and centers have Campus Assistance personnel available Monday through 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.

## 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).

## 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 is read here will cause all members of the campus community to join with us in making safety a high priority. Be alert, be aware, be safe. We, at the College, want to know concerns and we ask nobody to hesitate to report any concerns they 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.

## 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.

The College will take all reasonable measures to ensure the safety of members of the college community during global and local infectious disease events. "Communicable disease" is defined as an illness caused by an infectious agent or its toxins that occurs through the direct or indirect transmission of the infectious agent or its products from an infected individual or via an animal, vector or the inanimate environment to a susceptible animal or human host. Examples of communicable disease include, but are not limited to, acquired immunodeficiency syndrome (AIDS), 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. Vaccinations

Proof of immunizations are not required for admission to Isothermal Community College. However, students admitted to programs including but not limited to the Associate Degree Nursing, Practical Nursing, Dental Assisting, and Basic Law Enforcement Training (BLET) must complete the Health Program Medical Form and provide proof they have met requirements.

While Isothermal Community College does not mandate that applicants of applicable programs receive vaccinations, clinical facilities/program sites reserve the right to mandate vaccinations. Students must comply with the policies and procedures of the clinical/program host sites. If a student chooses not to comply with these policies and expectations, they may not be able to progress through the program and will receive failing grades for the applicable components of said courses. In compliance with Title VI of the Civil Rights Act of 1964, exemptions for vaccines based on medical or religious reasons may be requested. Students may be required to submit adequate documentation to support these claims and the determination for granting exemptions comes from the clinical/program site.

It is not the responsibility of Isothermal Community College to secure clinical or program placement for students; however, placements must be approved by the respective program faculty to ensure appropriate learning experiences are provided to meet the program learning objectives.

The President, in collaboration with faculty and staff, shall develop procedures for the implementation of this policy. Any actions undertaken pursuant to this policy will be in accordance with applicable federal and state laws, college policies, and in the best interest of all parties (reference Communicable Disease and Vaccinations policy 601-02-06BP).

#### B. COVID-19 Information

Isothermal Community College is dedicated to protecting the safety and welfare of our students and employees. Therefore, Isothermal Community College will continue to monitor restrictions in response to Coronavirus Disease (COVID-19), comply with pandemic-related guidelines for safety, and communicate changes in protocol promptly.

If any individual has symptoms of COVID-19 or have had immediate contact with a person who has tested positive, they should submit the COVID-19 Self Reporting Form at <https://form.jotform.com/isothermal/covid19-self-reporting> (also available on the COVID-19 link from the main webpage) and inform their instructor prior to returning to face-to-face classes.

By virtue of membership, students agree to adhere to the policies and procedures set forth by the institution as well as relevant state and federal regulations. In accordance with the Communicable Disease Policy 601-02-06BP, those who know or who have a reasonable basis for believing that they are infected with a communicable disease [e.g. COVID-19] are expected to seek expert advice about their health circumstances and are obligated ethically and legally to conduct themselves responsibly toward other members of the college community.

Current updates regarding COVID-19 from Isothermal Community College, you may be accessed at <https://www.isothermal.edu/coronavirus/index.html>.

### 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 emergency help is needed. 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.

### 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 every effort will be made to provide a verbal message 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). To register for ICC Alert, visit [isothermal.edu/notify](http://isothermal.edu/notify) or text "isothermal" to 888777. There is no charge for this service but message and data rates may apply.

**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/or 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.

## EMERGENCY PROCEDURES, GUIDELINES AND TIPS

Refer to Appendix Q for specific information about emergency topics such as procedures, response guidelines, assisting people with special needs during an emergency, and safety tips

## 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**

Anybody aware of a campus crime, emergency, threat, or issue of concern, is personally responsible for reporting information to the proper authorities. If witnessing 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.

To report a concern electronically and anonymously, submit a "Report a Concern" form located on the Campus Safety page on the College website. Please know that any information submitted will be handled confidentially with the purpose of assisting the student, faculty, or staff person named. Although we accept anonymous reports, we encourage reporters to provide their 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 reporters 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 Community College, 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 student email and Isothermal's Facebook or Twitter page for information regarding these opportunities. Also, sign up to follow Isothermal on Twitter and Facebook.

Visit the college website or contact the Safety Coordinator 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)	1-800-662-4357 (HELP)
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
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)	888-573-1006
National Sexual Assault Hotline <a href="https://ohl.rainn.org/online/">https://ohl.rainn.org/online/</a>	800-656-4673 (HOPE)
National Suicide Prevention Hotline (National)	800-273-8255
NC SAVAN: North Carolina Statewide Automated Victim Assistance and Notification	877- 627-2826 (NC SAVAN)
NC State Highway Patrol (State-wide)	800-445-1772
NC State-wide Automated Victim Assistance and Notification Service (SAVAN)	877- 627-2826 (NC SAVAN)
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) Crisis Line 24/7	800-849-6127
Woodridge Psychological Association/ Preferred Choice Healthcare (Rutherford)	828-287-7806

## 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).

## 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.

## 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 and deputy 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 828-395-1755 to speak with a counselor.

CONTACT	POPULATION SERVED	CONTACT INFORMATION
<b>Charity Hardin</b> Title IX Coordinator	Employees, Community Members, and Coordinates all Title IX issues	828-395-1686 chardin@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
<b>Mary Metcalf Greene</b> Title IX Deputy Coordinator	PCEC Students	828-894-2698 mgreene@polkschools.org

## 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), Practical Nursing (D45660), and Dental Assisting (D45240) 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.

Students entering the Basic Law Enforcement Training (BLET) Program (C55120) shall be required to select from the following options regarding immunization:

1. Have already received the vaccination process
2. Undergo the vaccination process at the candidates expense
3. Execute a waiver of liability upon behalf of the Criminal Justice Training Center and Isothermal Community College

Those who would like more information about the health program immunization requirements should contact the Pre-Health Sciences 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.

## 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).

## 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. To register for ICC Alert, visit [isothermal.edu/notify](http://isothermal.edu/notify) or text "isothermal" to 888777. There is no charge for this service but message and data rates may apply.

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/director'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

# 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 Promise Scholarships, institutional scholarships, and Federal and North Carolina State grants), please visit <https://www.isothermal.edu/getstarted/financial-aid/index.html>.

### Payment Deadlines

**Summer 2022** – May 17, 2022

**Fall 2022** – August 18, 2022

**Spring 2023** - January 5, 2023

In order for aid to be available for a particular semester, the student's financial aid file and admissions file must be complete by the specific dates listed above. It is the student's responsibility to ensure their file is complete by following the steps outlined below to secure financial aid at the time of registration.

**\*\*Please note: Steps may take 2 - 4 weeks to complete. Please plan accordingly.\*\***

1. Apply for admission, residency, submit all high school transcripts or GED scores, and complete the placement test, if needed.
2. Complete and submit the FAFSA at least two weeks prior to our priority dates. FAFSA applications are available online at [www.fafsa.gov](http://www.fafsa.gov)
3. Complete and return all forms requested from the Financial Aid Office by 4:00 pm by the payment date. To see if you are missing any requested documents, please log in to Patriot Port and under Financial Aid in the left side column, select "My Documents". If you need assistance accessing Patriot Port or Moodle, please contact the Help Desk.

Students who complete a financial aid file after the payment 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.

## 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 of 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 the student's 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 (VA) 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 VA must report any schedule changes to the college's 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 (unless higher grade is required to complete the program), 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 [www.isothermal.edu/getstarted/financial-aid/veterans-affairs](http://www.isothermal.edu/getstarted/financial-aid/veterans-affairs) or contact the VA Certifying Official at 828-395-1434.

# LEARNING AND SUPPORT RESOURCES

## ADMINISTRATIVE 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.

## 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 to the College is open to applicants who meet graduation or age requirements without regard to veteran status, race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 or older), disability, or genetic information. Additional admission criteria may be required for specific programs of study (reference 1D SBCCC 400.2- Admission to Colleges).

Eligible high school students and College and Career Readiness students may enroll in curriculum programs in accordance with North Carolina State Board of Community College Code.

### Readmission

Isothermal Community College recognizes that certain circumstances may cause a disruption in a student's ability to continuously work toward the completion of their program of study. Students who interrupt their enrollment at the College for three or more consecutive semesters must meet current admission requirements to be readmitted to a program of study published in the College Catalog and Student Handbook in effect upon return.

Students seeking readmission after suspension due to academic or disciplinary reasons must follow the readmission requirements set forth in the Academic Standing and Appeals Policy 401-02-00BP and/or Student Rights, Responsibilities, and Judicial Procedures Policy 601-02-00BP.

Readmission to selective enrollment programs of study will be made in accordance with program requirements.

The College reserves the right to refuse readmission if it is necessary to protect the safety of the applicant or other individuals, as set forth by the Admissions Exception Policy 601-02-09BP.

### Readmission for Active Military Service members and Reservists

Enrolled service members who perform service in the uniformed services, whether voluntary or involuntary, in the Armed Forces, including service as members of the National Guard or Reserve, on active duty, active duty for training, or full-time National Guard duty under Federal authority (but not State authority), for a period of more than 30 consecutive days under a call or order to active duty of more than 30 consecutive days up to five years are given the opportunity for prompt readmission into their same program of study, under the same academic status, in accordance with the Johnny Isakson and David P. Roe, M.D. Veterans Health Care and Benefits Improvement Act of 2020.

The advance notice of absence for active service must be provided by the servicemember or an appropriate officer of the Armed Forces or official of the Department of Defense orally or in writing to the dean of students. The requirement for advance notice is not required if it is precluded by military necessity.

The notice of the intent to return (readmission) must be provided by the servicemember orally or in writing to the dean of students.

The dean of students will serve as the point of contact for servicemembers and family members who may need assistance with supports such as academic counseling, financial counseling, disability/accessibility counseling, and additional resources and information regarding completing a course of education (reference Admission Readmission policy 601-02-11BP)

### 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
- Success coaching
- Withdrawing from class
- Advising and registering for pre-health sciences students
- Placement assessment, testing services, and high school equivalency testing
- Connecting with your faculty advisor
- College transfer counseling
- Program updates
- Personal counseling assistance and referrals
- Accessibility support services (academic accommodations)

## 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, flash drives, and earbuds, and other specialty items. Bookstore profits are used for college projects and services. Orders for books and other items can be placed online at [bookstore.isothermal.edu](http://bookstore.isothermal.edu). Graduation orders are placed in the Bookstore.

For the most up-to-date information on bookstore hours, please visit the website, [bookstore.isothermal.edu](http://bookstore.isothermal.edu). Please call 828-395-1633 or 828-395-4328 for more information.

## CAMPUS ENFORCEMENT AND CAMPUS ASSISTANCE

For information regarding Campus Enforcement and Campus Assistance, refer to the “Emergency Information, Crime Awareness and Safety Tips” section. The phone number for Campus Enforcement is 828-289-5850. The phone number for Campus Assistance is 828-289-1393.

## CAREER SERVICES

Career services are provided as a function of Advising and Success Center in the Student Center and through the Human Resource Development (HRD) program. The Advising and Success Center provides career and personality assessment for current and prospective 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 Human Resource Development (HRD) programs assists students in understanding how their individual life values and work values line up with chosen fields of study and goals. Students are also assisted with résumé development, job search strategies, completing job applications and polishing interview skills.

## COMPUTER LABS

Computer labs are available in the following locations:

Building	Room	Computers	Designated Use(s)
Library	Front	11	Public access computers
Business Sciences	119	25	Open lab based on availability
Polk Center	118	3	Open lab based on availability
Rutherfordton	310	25	Open lab for Nursing Program
Learning Center			students

## COSMETOLOGY AND ESTHETICS

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 convenience, they offer appointments and walk-in services. Appointments can be made with the student the client wishes to complete the 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.

## IT HELP DESK

### Getting Started

Isothermal Community College utilizes online tools to serve students. These tools include Outlook email, Moodle, and Patriot Port. Students who 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 they find the IT Help Desk at [www.isothermal.edu](http://www.isothermal.edu), select the tool for specific assistance,



### Contacting the IT Help Desk

Assistance from the Help Desk is available in Room 6 of the IT building, located on the main campus (the Rutherford campus) at Isothermal Community College. Walk-ins are accepted. Enter the IT building via the South Entrance (the entrance with the wheelchair ramp that faces the Student Center). Upon entering the IT building, knock on the inner door to obtain access.

The Help Desk is available Monday through Friday, 8:00 a.m. until 4:30 p.m. Students can contact the Help Desk by phone or email and should be sure to provide their student ID or last four digits of their social security number in their message. Messages and e-mails received after the hours of operation will be handled on the next day of operation. Phone: 828-395-1437. E-mail: [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`

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`

\* 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).

## LIBRARY

The library staff is dedicated to offering assistance to students, employees, and the general public with informational needs including resources, directional questions, and detailed research guidance. The librarians are available to visit college classrooms for group instruction at any Isothermal classroom instruction location.

The library website ([library.isothermal.edu](http://library.isothermal.edu)) provides guidance for research, writing papers, using documentation styles, and access to the library catalog, research databases, and other electronic resources, including 24/7 Library Chat.

The Isothermal Community College Library is also a member of the Community College Libraries in North Carolina consortium (CCLINC). A library card from any one of the 52 member libraries allows the bearer to borrow materials from any CCLINC library.

Telephone Reference and Circulation Desk: 828-395-1307. For information about the library facilities see Appendix O.

## 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 their 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 Counselor and Student Advocacy Coordinator, 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 grades
- Review grade point average (GPA) by term
- Access an unofficial transcript
- Run a degree audit to check progress in a program of study
- Access 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).

## PEER 2 PEER MENTORSHIP PROGRAM

The Isothermal Community College (ICC) Peer Mentorship Program (P2P) matches second-year students with first-year students to provide personalized support and connection to campus resources. P2P Mentors assist students as they progress throughout their academic career at ICC to prepare them for college knowledge, campus culture, and academic success. For more information about this program, visit ICC's website at [www.isothermal.edu](http://www.isothermal.edu), contact Loreen Smith at [lsmith@isothermal.edu](mailto:lsmith@isothermal.edu), or call 828-395-1461.

## 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 TEAS or PSB for applicants to health sciences programs. Placement assessments measure applicants' skill levels in writing, reading, and basic mathematics. 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.



## 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, email, 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, or visiting the Student Center.

### Registration

The College operates on the semester system. Registration dates are listed in the Academic Calendar. 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.

## STUDENT ACTIVITIES OFFICE

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 [www.isothermal.edu/students/activities](http://www.isothermal.edu/students/activities), or visit Student Services.

## TUTORING AND ACADEMIC SUPPORT SERVICES

Tutoring and academic support services are available to assist students with topics and courses within their curriculum programs. Tutoring and support hours vary by semester. For most current hours and assistance offered at each lab or center, students should check their email for weekly announcements and visit the Tutoring Services webpage at [isothermal.edu/students/tutoring/index.html](http://isothermal.edu/students/tutoring/index.html).

### 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 lab is open to all curriculum students who seek to use computers with Microsoft Office or other specialized software for certain courses. The Learning Lab is located in room 119 of the Business Sciences building on the Rutherford (Main) campus.

### Tutoring Center

The Tutoring Center is an academic support service provided by the Academic Development department for all Isothermal Community College students. The Tutoring Center is a welcoming environment for students to receive assistance that will supplement classroom learning for coursework such as math, ACA, Spanish, chemistry, biology, and more. The Tutoring Center is not an open lab and does not offer printing capabilities. Students may access services in person by visiting the Center or virtually through the Tutoring Center course listed in Moodle. The Tutoring Center is located on the first floor of the Administration Building, room 141 and is a walk-in service with no appointment needed.

### 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 is not an open lab and does not offer printing capabilities. Students may access services in person by visiting the Center or virtually through the Writing Center course listed in Moodle. The Writing Center is located on the second floor of the Administration Building, room 211 and is a walk-in service with no appointment needed.

## WORKFORCE INNOVATIONS AND OPPORTUNITY ACT (WIOA) OFFICE

The Workforce Innovation and Opportunities Act (WIOA) is a free federal program that connects individuals to high quality jobs and careers. Students may be eligible if they live in a low-income household, are unemployed, or have been laid off from their last job. For more information, call 828-286-3042, visit the College's WIOA Office in the Student Center Building, or visit [ncworks.gov](http://ncworks.gov).

# STUDENT INVOLVEMENT

## CAMPUS EVENTS

The Student Activities Office is dedicated to offering an engaging and robust 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.

## CLUBS AND ORGANIZATIONS

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 in a variety of standing organizations and may also seek to form new clubs. Recognized clubs are student-led with the assistance of a College advisor. They are as active as the students who lead and participate in them. For a list of clubs and guidelines, visit the Student Activities page on the College website (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.

### Intramural Sports

Intramural sports give students an opportunity to engage in various types of physical activity.

### Student Government Association (SGA)

All students who pay the student activity fee are members of the SGA, which promotes the interests of 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 [www.isothermal.edu/students/activities/sga](http://www.isothermal.edu/students/activities/sga).

## 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 [www.eac.gov](http://www.eac.gov).

# APPENDICES

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\*Current policies may be accessed at [www.isothermal.edu/manual](http://www.isothermal.edu/manual).

**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.

The Student Code of Conduct applies to student conduct, which occurs at the College, in any of its facilities, on any of its grounds, or during any College related activity regardless of location. The Student Code of Conduct shall apply to a student's conduct even if the student withdraws from the College while a discipline matter is pending.

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 that 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 or credible threat - students who (i) pose a credible risk of substantial harm to a member or members of the college community while on the campus or engaged in college activities, or (ii) substantially impede educational or other activities 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.
- I. 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.
- J. 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.
- K. 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 their actions (refer to Drug and Alcohol policy 601-02-01BP).
- L. 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).
- M. 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.
- N. Gambling on campus or at any College-affiliated activities or events.
- O. The use of tobacco products is prohibited on the Isothermal Community College campus. This includes all buildings, facilities, property owned or leased by the College, and campus grounds. Smoking and tobacco use are also prohibited in vehicles owned, leased or rented by the college. Tobacco use is permitted in personal vehicles only. For a complete definition of tobacco products, refer to Use of Tobacco Products policy 802-02-01BP.
- P. Violation of College regulations regarding the operation and parking of motor vehicles (see College Catalog and Student Handbook).
- Q. 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 that 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.
- R. Failure to comply with the instructions of college officials acting in performance of their duties.
- S. Violation of the terms of disciplinary probation or any college regulation during the period of probation.
- T. 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.
- U. Violation of a local, state, or federal criminal law on college premises adversely affecting the college community's pursuit of its proper educational purposes.
- V. Revocation of sponsorship by sponsoring agency for students in Basic Law Enforcement Training.
- W. Unauthorized solicitation.
- X. Violation of the College's Computer Resources, Internet, and Network Use policy.
- Y. 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 Student 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, Student Code of Conduct responsibilities may be enforced by other officials as appropriate.

**V. STUDENT 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:

**C. 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)

**D. Student Code of Conduct Due Process Avenues of Action**

STEPS	APPEALS PROCEDURE	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 business 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 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

## VI. STUDENT CODE OF CONDUCT SANCTIONS

- A. Verbal Reprimand: A verbal communication, which is the lightest form of disciplinary action. A verbal warning may be documented in writing.
- B. Written 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.
- C. 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.
- D. 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.
- E. Restitution: Restitution for damaging, misusing, destroying or losing property belonging to the College, college personnel, students.
- F. Withholding transcript, diploma, or right to register: Imposed when financial obligations are not met.
- G. 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.
- H. 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 the suspension to be lifted. The student should submit a written request for return and a reflection addressing (1) how their behavior was inconsistent with College expectations, (2) their reason for desiring to return to campus, (3) what was learned from the experience, and (4) how they have or how they intend to alter their conduct in accordance with all College policies, including the Student Code of Conduct. 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. Suspended students remain responsible for applicable tuition, fees, and/or additional outstanding financial obligations to the College.
- I. Expulsion: Dismissing a student from the College for an indefinite period. The student loses their 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 for return and a reflection addressing (1) how their behavior was inconsistent with College expectations, (2) their reason for desiring to return to campus, (3) what was learned from the experience, and (4) how they have or how they intend to alter their conduct in accordance with all College policies, including the Student Code of Conduct. Expelled students remain responsible for applicable tuition, fees, and/or additional outstanding financial obligations to the College.
- J. 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.
- K. 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.
- L. 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.
- M. Referral to local authorities for prosecution.
- N. Presence on campus prohibited or Trespass Order (reference Trespassing policy 802-02-04AP).
- O. Removal from Basic Law Enforcement Training (BLET) Program due to loss of sponsorship.
- P. Denial of access to the college's computer resources, Internet, and networks (reference Computer Resources/Internet policy 602-03-01AP).
- Q. Other directive imposed in conjunction with any of the above sanctions as deemed appropriate by the dean of students/dean of continuing education.

In situations regarding student organizations, the dean of students/dean of continuing education, in their 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 their 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 their professional judgment.

### Disclosure:

- A. Students should be aware that Student 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 Student 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. Upon written request, Isothermal Community College must 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. STUDENT 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 they are 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 they no longer pose a direct threat of harm to a member or members of the college community.

## VIII. 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, they 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 affairs. The decision of the vice president of academic and student affairs 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 their 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 affairs. 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 that 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) affords eligible students certain rights with respect to their education records. FERPA defines education records as those records that are: (1) directly related to a student; and (2) maintained by an educational agency or institution, or by a party acting for the agency or institution.

Under FERPA, an eligible student is a student who is 18 years of age or older or who attends a postsecondary institution. FERPA provides parents 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 College Catalog and 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 their 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 arrange 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 their education records that they believe are inaccurate, misleading, or otherwise in violation of their 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 they want 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 their 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 or 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 their 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; terms 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.

**Terms of Attendance:** The term means the period of time during which a student attends or attended an educational agency or institution. Examples of terms 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, terms 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 REFUND OF TUITION AND FEES POLICY AND PROCEDURES Policy 601-01-02BP**

#### **POLICY**

Isothermal Community College makes determinations regarding the refund of tuition and fees consistent with North Carolina State Board of Community Colleges policies (1E SBCC, subsection 900). Current tuition refund procedures are included in the College Catalog and Student Handbook.

#### **Student Activity Fee Refunds**

Students who withdraw from courses prior to the term (semester) census date (10% point) will have the corresponding student activity fee refunded in full. Students who withdraw after the term (semester) census date (10% point) will not receive a refund of applicable student activity fees.

#### **Additional Student Fee Refunds**

Additional student fees may or may not be refundable. Current student fee information is included in the College Catalog and Student Handbook and/or applicable academic program handbooks/documents.

#### **PROCEDURES**

A tuition 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 IE 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 Charity Hardin, Director of Human Resources. 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**

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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 writing

The 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).

### 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, <https://library.isothermal.edu/copyright/intro>

**Appendix G  
REGISTRATION/ADVISING FORM STUDENT WORKSHEET**

**SPRING REGISTRATION FORM**



Department: \_\_\_\_\_  
Priority Status: \_\_\_\_\_

Name \_\_\_\_\_ ID # \_\_\_\_\_  
Phone \_\_\_\_\_ Major \_\_\_\_\_  
Advisor \_\_\_\_\_ Term: **SPRING 2022**  
Email \_\_\_\_\_

1. Are you planning to graduate at the end of the **2022 SPRING** semester? YES NO
2. Are you planning to graduate at the end of the **2022 SUMMER** semester? YES NO
3. Are you planning to graduate at the end of the **2022 FALL** semester? YES NO

Phone/Address Correct in Datatel  
**(Check SPRO)** Yes or No

**Class Schedule Preference** (check all that apply)  
 Full Time  DNLN  DAY  Anytime  
 Part Time  HYBRID  EVENING

**Pre or Co-Requisite Courses Needed:**  
Math \_\_\_\_\_  
English \_\_\_\_\_

PERC  EVAL  
 XRISEA (IASU, TSUM, STAC)  
 STRK

SUBJ/CRSE/SECT	TITLE	DAYS	TIME	STATUS
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____
6. _____	_____	_____	_____	_____

**Alternates:**

1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____

**Payment:**

Students are required to pay for the courses by **6:00 pm on Thursday, January 6, 2022** unless stated otherwise. Exceptions include: Final Registration, Schedule Adjustment, etc. If you receive financial aid, please check your Patriot Port account or contact the Financial Aid Office to make sure your aid is available. (Student Initial) \_\_\_\_\_

**Withdrawing from Courses:**

To properly withdraw from a course, you must complete the Drop/Withdrawal form, which includes your advisor's signature, and turn it into Student Services. Failure to do so may result in a failing grade for the course. Forms can be found in Student Services, the Advising and Success Center, or academic departments. Students are encouraged to review the Tuition Refund Policy and consult the Financial Aid Office, if receiving aid, prior to completing the Drop/Withdrawal form. (Student Initial) \_\_\_\_\_

**Attendance (Census Date):**

Students must attend their classes by the census date (10% date) to remain in the course. If you fail to attend classes, or fail to complete the mandatory course enrollment activity in an online, hybrid or web-assisted course by this date, you will be removed from the course with a status of "No Show". (Student Initial) \_\_\_\_\_

**Waitlists:**

Waitlists are processed using an automated notification system. When a seat becomes available to the next student on the list, they will receive an evite through their Isothermal email account. The student then has 24 hours to add the course to their schedule via Student Planning in Self Service through Patriot Port. Failure to add the course in the allotted time will forfeit their place in line and the next student will be notified. (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

<
>
Spring Semester 2022
+

Register Now

Print
Planned: 0 Credits   Enrolled: 7 Credits   Waitlisted: 0 Credits

List
Calendar

Approve
Deny
Protect
Unprotect

	Approval	Course	Credits	Instructor	Time	Location
<input type="checkbox"/>		ACA-122-700IN: College Transfer Success ✓ Registered, but not started	3 Credits	Cooper, T	MTWThFSaSu 1/7/2022 - 5/10/2022	Internet Internet, INTERNET Online Lab
<input type="checkbox"/>		CIS-110-700IN: Introduction to Com... ✓ Registered, but not started	3 Credits	Stephens, J	MTWThFSaSu 1/7/2022 - 5/10/2022	Internet Internet, INTERNET Online Class
<input type="checkbox"/>		ENG-002-570IN: Transition English ✓ Registered, but not started	3 Credits	Lovelace, K	MTWThFSaSu 1/7/2022 - 5/10/2022	Internet Internet, INTERNET Online Lab

## Appendix I DRUG AND ALCOHOL POLICY (Board approved policy: 601-02-01BP)

The illegal use of controlled substances, substances that cause impairment, and alcohol misuse or abuse are harmful to the health, well-being and safety of Isothermal Community College's (College) employees and students. Students who illegally use controlled substances, substances that cause impairment, or abuse alcohol are less productive, less reliable and prone to greater absenteeism resulting in unnecessary delays and safety risks. The College is committed to maintaining a safe educational environment free from the influence of illegal controlled substances, substances that cause impairment and alcohol.

### I. PROHIBITED BEHAVIOR

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.

This policy does not apply to the use of alcohol in instructional situations (e.g., cooking classes, laboratory experiments), social activities outside of normal business hours when attendance is not required or in conjunction with events at The Foundation Performing Arts and Conference Center which meet the requirements of all state laws and the nonexclusive catering services agreement. This policy does not apply to the proper use of lawfully prescribed controlled substances by a licensed health-care provider. "Proper use" is defined as the manner in which the healthcare provider prescribed the medication.

### II. DEFINITIONS

For purposes of this policy, the following definitions shall apply:

- A. Alcohol 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.
- B. 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 that has a high potential for abuse and includes, but is not limited to heroin, marijuana, cocaine, PCP, GHB, methamphetamines, fentanyl, opioids 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.
- C. Substance means any substance taken that may cause impairment, including but not limited to bath salts, inhalants, or synthetic herbs.
- D. 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.

### III. DUTY TO REPORT

Each student is required to inform the College, in writing, within five (5) days after they are 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.

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, they will be subject to disciplinary action up to and including expulsion. Furthermore, students or guests who are in violation of alcohol and/or 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 education counseling and aftercare recommended, consent to regular drug testing at their expense, and adhere to other conditions and restrictions, including community service, as a precondition for continued enrollment at the College.

#### **IV. CONSEQUENCES FOR VIOLATION**

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.

When there is evidence that a student or guest of the College is impaired by alcohol or another substance (including controlled substances), disciplinary actions 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 their own 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 contacted. 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.

A student employed by the College is considered an employee of the College and is subject to the Drug-Free Work Place Policy. Any student who unlawfully possesses, uses, sells, or transfers alcohol while in the workplace, on College premises, or as part of an activity initiated by the College, will be subject to disciplinary action up to and including expulsion and prosecution.

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.

Students in certain programs including, but not limited to, 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 Deputies, and/or local law enforcement when necessary.

#### **DISSEMINATION TO STUDENTS**

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 policy in even numbered years.

#### **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) 287-7945  
Lifeline Counseling Center (828) 289-0574  
\*Life Span Psychological Services (828) 894-2300  
\*New Hope Counseling Center (828) 894-2238  
Partners Behavioral Health, LME, 1-888-235-4673  
Preferred Choice Healthcare (828) 287-7806 or (828) 248-4403  
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) (828) 254-8539  
Alcohol/Drug Council of NC 1-800-688-4232  
National Drug and Alcohol Treatment Referral Routing Service 1-800-662-4357

## 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, director of human resources, 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 misuse or 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 user's ability to learn and remember. 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).

TYPES OF DRUGS	HEALTH RISKS
<b>Schedule I</b> Heroin, LSD, Peyote, Mescaline, Psilocybin (Shrooms), Other Hallucinogens, Methaqualone (Quaaludes), Phencyclidine (PCP) and MDA, Fentanyl, Ecstasy, GHB	Psychologically and physically addictive, depression, withdrawal symptoms, convulsions, death, unpredictable behavior with hallucinogens; possible damage to unborn fetus
<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	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
<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	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
<b>Schedule IV</b> Barbiturates, narcotics, and stimulants including Valium, Talwin, Librium, Equanil, Placidyl, Tranzene, Serax, Ionamin (yellow jackets), Xanax	Psychologically and physically addictive; drowsiness, withdrawal symptoms, tremors, abdominal and muscle cramps, insomnia, anxiety, convulsions, possible death; possible damage to unborn fetus
<b>Schedule V</b> Compounds that contain very limited amounts of codeine, opium, and atropine, Robitussin AC	Psychologically and physically addictive; nausea, gastrointestinal symptoms, drowsiness, withdrawal symptoms including runny nose, watery eyes, panic, chills, cramps, irritability, possible damage to unborn fetus
<b>Schedule VI</b> Marijuana, THC, Hashish, Hash Oil, Tetrahydrocannabinol	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

## USE OF TOBACCO PRODUCTS

Isothermal Community College is a tobacco-free campus effective January 1, 2019. This applies to all employees, students, contractors, vendors, and visitors. For policy details, see policy 802-02-01BP Use of Tobacco Products.

## 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 [https://www.ncleg.net/EnactedLegislation/Statutes/HTML/BySection/Chapter\\_90/GS\\_90-95.html](https://www.ncleg.net/EnactedLegislation/Statutes/HTML/BySection/Chapter_90/GS_90-95.html).

## 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. Distribution 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. 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. 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. 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 driver's license revocation.

## Appendix J NC COMMUNITY COLLEGE PERFORMANCE MEASURES SUMMARY

2021

### Performance Summary

	Basic Skills Progress	Credit English Success	Credit Math Success	First Year Progression	Curriculum Completion Rate	Licensure Pass Rate Index	Transfer Performance	Met or Exceeded Excellence Level	Above College Avg, Below Excellence	Above Baseline Level, Below Average	Below Baseline Level
<b>System Excellence Level</b>	42.5%	70.4%	54.5%	71.8%	61.3%	1.09	91.1%				
<b>System Baseline</b>	15.7%	47.1%	29.9%	56.8%	43.1%	0.75	79.4%				
<b>Average College Percentage</b>	33.5%	62.6%	46.3%	66.8%	55.3%	0.98	87.2%				
<b>System Totals (All Students)</b>	34.4%	62.0%	45.2%	66.2%	54.1%	1.00	87.8%				
Alamance CC	43.1%	72.1%	52.6%	60.6%	53.3%	1.03	87.5%	2	3	2	0
Asheville-Buncombe TCC	29.1%	55.8%	42.6%	59.4%	47.7%	1.09	83.0%	0	1	6	0
Beaufort County CC	25.5%	57.5%	51.2%	68.3%	63.1%	1.06	86.2%	1	3	3	0
Bladen CC	31.4%	73.2%	58.1%	68.5%	34.8%	0.89	85.7%	2	1	3	1
Blue Ridge CC	40.5%	59.6%	45.3%	60.4%	49.9%	1.03	82.7%	0	2	5	0
Brunswick CC	48.4%	75.4%	61.8%	70.4%	55.4%	1.04	86.9%	3	3	1	0
Caldwell CC & TI	38.1%	59.2%	58.0%	71.9%	49.1%	1.03	86.1%	2	2	3	0
Cape Fear CC	35.8%	63.2%	52.2%	69.2%	53.7%	1.07	89.8%	0	6	1	0
Carteret CC	21.1%	52.7%	33.2%	67.0%	57.7%	1.04	84.2%	0	3	4	0
Catawba Valley CC	37.1%	72.4%	57.7%	68.8%	60.9%	1.08	89.6%	2	5	0	0
Central Carolina CC	37.2%	50.5%	42.6%	64.0%	61.7%	0.92	87.3%	1	2	4	0
Central Piedmont CC	29.9%	66.6%	47.1%	64.8%	49.5%	1.12	91.0%	1	3	3	0
Cleveland CC	42.4%	58.0%	48.2%	68.7%	62.3%	0.96	90.2%	1	4	2	0
Coastal Carolina CC	49.3%	70.4%	50.7%	67.9%	55.9%	1.00	86.1%	2	4	1	0
College of the Albemarle	38.0%	63.9%	45.0%	67.1%	63.6%	1.04	85.7%	1	4	2	0
Craven CC	27.4%	65.8%	40.7%	67.0%	57.3%	0.97	89.1%	0	4	3	0
Davidson-Davie CC	37.8%	62.4%	50.1%	71.3%	64.6%	1.01	87.9%	1	5	1	0
Durham TCC	22.2%	59.0%	42.3%	63.6%	44.5%	1.02	91.4%	1	1	5	0
Edgecombe CC	19.0%	67.6%	40.6%	58.9%	51.3%	0.83	87.4%	0	2	5	0
Fayetteville TCC	37.0%	54.9%	34.8%	56.9%	53.1%	1.00	80.9%	0	2	5	0
Forsyth TCC	28.6%	65.9%	46.4%	64.5%	50.1%	1.03	86.9%	0	3	4	0
Gaston College	29.3%	60.3%	39.9%	69.5%	55.6%	0.99	82.7%	0	3	4	0
Guilford TCC	26.2%	60.0%	36.4%	60.9%	43.3%	0.99	87.7%	0	2	5	0
Halifax CC	19.4%	66.2%	26.3%	63.2%	53.2%	0.87	78.8%	0	1	4	2
Haywood CC	57.7%	66.5%	51.2%	64.9%	61.1%	1.00	80.2%	1	4	2	0
Isothermal CC	29.0%	68.5%	44.4%	68.4%	66.6%	1.04	88.5%	1	4	2	0
James Sprunt CC	16.0%	69.6%	57.0%	74.9%	64.6%	0.86	90.6%	3	2	2	0
Johnston CC	40.7%	57.2%	46.0%	71.1%	61.7%	1.09	90.3%	2	3	2	0
Lenoir CC	35.4%	62.7%	49.3%	66.5%	56.8%	1.01	94.1%	1	5	1	0
Martin CC	28.3%	64.8%	52.8%	78.7%	52.8%	0.86	83.6%	1	2	4	0
Mayland CC	32.4%	50.0%	42.4%	67.1%	48.8%	1.05	88.7%	0	3	4	0
McDowell TCC	33.6%	77.9%	63.7%	63.5%	52.3%	0.90	89.9%	2	2	3	0
Mitchell CC	43.3%	64.5%	46.1%	71.9%	55.7%	1.00	88.3%	2	4	1	0
Montgomery CC	26.2%	67.3%	50.0%	57.7%	58.2%	1.01	83.9%	0	4	3	0
Nash CC	40.1%	51.6%	49.8%	64.2%	47.2%	0.93	83.8%	0	2	5	0
Pamlico CC	39.6%	54.2%	47.5%	61.2%	56.3%	0.32	100.0%	1	3	2	1
Piedmont CC	28.0%	74.1%	35.7%	69.9%	51.8%	1.02	86.2%	1	2	4	0
Pitt CC	45.6%	54.6%	37.0%	64.0%	50.0%	0.98	87.7%	1	2	4	0
Randolph CC	29.6%	65.8%	49.8%	64.7%	50.8%	0.99	84.8%	0	3	4	0
Richmond CC	19.0%	67.2%	64.3%	59.0%	59.7%	1.04	83.3%	1	3	3	0
Roanoke-Chowan CC	26.9%	69.2%	44.2%	74.0%	58.6%	0.91	79.2%	1	2	3	1
Robeson CC	29.6%	52.1%	44.3%	59.1%	47.2%	0.92	81.5%	0	0	7	0
Rockingham CC	34.0%	55.8%	46.2%	61.1%	51.5%	0.93	85.6%	0	1	6	0
Rowan-Cabarrus CC	47.8%	60.2%	36.1%	67.8%	57.6%	0.91	85.6%	1	2	4	0
Sampson CC	35.7%	54.9%	36.9%	73.7%	63.3%	0.84	89.7%	2	2	3	0
Sandhills CC	38.5%	54.6%	41.3%	76.7%	61.2%	0.97	88.5%	1	3	3	0
South Piedmont CC	34.0%	48.2%	32.0%	71.4%	56.3%	0.97	91.7%	1	3	3	0
Southeastern CC	29.4%	66.0%	48.6%	59.3%	55.4%	0.90	87.3%	0	4	3	0
Southwestern CC	27.0%	68.3%	55.1%	66.2%	55.3%	1.03	79.7%	1	3	3	0
Stanly CC	44.8%	58.2%	51.9%	68.9%	51.1%	0.99	89.4%	1	4	2	0
Surry CC	43.8%	58.9%	43.3%	65.2%	58.9%	1.00	93.2%	2	2	3	0
Tri-County CC	28.3%	75.0%	41.1%	73.7%	54.0%	1.03	88.0%	2	2	3	0
Vance-Granville CC	32.1%	63.1%	32.5%	69.8%	54.6%	0.92	91.2%	1	2	4	0
Wake TCC	42.9%	60.5%	44.8%	67.8%	51.8%	1.08	90.3%	1	3	3	0
Wayne CC	31.6%	72.6%	48.3%	68.1%	60.7%	1.04	89.1%	1	5	1	0
Western Piedmont CC	22.4%	77.7%	51.5%	69.3%	63.0%	1.07	87.8%	2	4	1	0
Wilkes CC	41.7%	61.5%	59.0%	69.1%	60.3%	0.92	90.9%	1	4	2	0
Wilson CC	16.8%	44.8%	38.6%	73.6%	58.2%	0.94	90.2%	1	2	3	1

Note: Color indicators are based on the precise percentages and not the rounded percentages as displayed

**Appendix K**  
**WRITTEN STUDENT 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 policy e.g., Code of Conduct, Student Unlawful Harassment/Discrimination Policy, 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 their supervisor upon request. Files must be maintained 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 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 also 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:

Upon review, 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 /dean of continuing education who will also 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 campus and centers safe and welcoming learning and working environments. Pursuant to the Clery Act, Title IX of the Education Amendments of 1972, 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. **Actual knowledge** – notice of sexual harassment or allegations of sexual harassment by the Title IX coordinator or any college official who has authority to institute corrective measures on behalf of the college. Actual knowledge is not met when the only college official with actual knowledge is a respondent.
- B. **Advisor** – a person chosen by one of the parties (complainant or respondent) to assist them during the investigation and potential hearing. The advisor may be, but is not required to be, an attorney. It could be a friend, family member, faculty member, etc.
- C. **Complainant** – an individual who is alleged to be the victim of conduct that could constitute sexual harassment.
- D. **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 their ability to give consent to sexual activity.
- E. **Dating Violence** – crimes of violence against a person with whom the person has or had a social relationship or a romantic or intimate relationship.
- F. **Discrimination** – any act or failure to act that unreasonably and unfavorably differentiates treatment of others based solely on their race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 and older), disability or genetic information. Discrimination may be intentional or unintentional.
- G. **Domestic Violence** – crimes of violence against a current or former spouse or intimate partner; a person with whom the individual shares a child in common; a person with whom the individual cohabitates or has cohabitated as a spouse or intimate partner; a person similarly situated to the individual as a spouse under local domestic laws; or any other person who is protected under local domestic laws of the jurisdiction.
- H. **Education Program or Activity** – for purposes of these procedures, this means any locations, events, or circumstances over which the college exercised substantial control over both the respondent(s) and the context in which the alleged sexual harassment occurs. It also means any building owned or controlled by a student organization that is officially recognized by the college.
- I. **Formal Complaint** – a document filed by a complainant or signed by the Title IX coordinator alleging sexual harassment against a respondent and requesting the college investigate the allegations(s). A formal complaint initiates a formal grievance process in which parties are entitled to due process protections.
- J. **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.
- K. **Informal Resolution** – a resolution reached regarding an allegation of sexual harassment without the filing of a formal complaint. Informal resolution may include mediation, facilitated dialogue, conflict coaching, restorative justice, or other models of alternative dispute resolution. Informal resolution cannot be used for a student's allegation of sexual harassment against a college employee.
- L. **Respondent** – an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.



- M. **Retaliation** – to intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or because the individual has made a report or complaint, testified, assisted, participated, or refused to participate in any manner in an investigation, proceeding, or hearing under these procedures.
- N. **Sexual Assault** – an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s Uniform Crime Reporting system.
- O. **Sexual Harassment** –quid pro quo harassment; unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the college’s education program or activity, including conduct based on sex stereotyping; or any instance of sexual assault, dating violence, domestic violence, or stalking.  
 Quid pro quo harassment is a person having power or authority over another and conditioning an education or employment benefit or service or access to receiving the educational or employment benefit or service upon a person’s participation in unwelcome sexual conduct.
- P. **Stalking** – engaging in a course of conduct directed to a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress.
- Q. **Standard of evidence** – the college uses preponderance of the evidence as the standard for proof of whether a violation of this policy has occurred. In the student due process hearing and employee grievance process, legal terms like “guilt,” “innocence” and “burden of proof” are not applicable. Student and employee due process hearings are conducted to take into account the totality of all evidence available from all relevant sources. The college will find the respondent either “responsible” or “not responsible” for violating these procedures.
- R. **Supportive Measures** – individualized services reasonably available that are non-punitive, non-disciplinary, and not unreasonably burdensome to the other party that are designated to ensure equal educational access, protect safety, or deter sexual harassment. Examples of support measures are counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, leaves of absences, increased security and monitoring of certain areas of the college, and other similar measures.

## II. REPORTING

Individuals may report sexual harassment directly to local law enforcement agencies by dialing 911. Individuals who make a criminal allegation may also choose to pursue college grievance procedure simultaneously. A criminal investigation into the matter does not release the college from its obligation to conduct its own investigation (nor is a criminal investigation determinative of whether sexual harassment has occurred). However, the college’s investigation may be delayed temporarily while the criminal investigators are gathering evidence. In the event of such a delay, the college must make available supportive measures when necessary to protect the complainant and/or the college community.

Individuals may choose not to report alleged sexual harassment to law enforcement authorities. The college respects and supports individuals’ decisions regarding reporting; nevertheless, the college may notify appropriate law enforcement authorities as legally required or warranted by the nature of the allegations.

The college’s Title IX coordinator oversees compliance with these procedures and Title IX regulations. Questions about these procedures should be directed to the Title IX coordinator. Anyone wishing to make a report relating to sexual harassment may do so by reporting the concern to the college’s Title IX coordinator in person, by mail, by telephone, by email, or by any other means that results in the Title IX coordinator receiving the person’s verbal or written report of alleged sexual harassment.

The following list are the Title IX coordinators for the college community:

### **Employees and Community Members:**

Charity Hardin  
 Director of Human Resources  
 Administration Building, Main Campus  
 chardin@isothermal.edu  
 (828) 395-1686

### **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

**Polk County Early College Students:**

Mary Metcalf Greene  
Director  
Polk County Early College  
mgreene@polkschools.org  
828-894-2698

The coordinator(s) shall receive annual training on issues related discrimination, harassment and sexual-based violence and how to conduct a fair and impartial investigation that protects complainant and respondent, and promotes accountability. See Policy 602-03-00BP for reporting disability discrimination.

**III. GRIEVANCE PROCEDURES**

**A. Scope**

1. Use of these grievance procedures applies to reports alleging sexual harassment carried out by employees, students, or third parties.
2. All reports of sexual harassment are taken seriously. At the same time, those accused of sexual harassment are presumed “not responsible” throughout this grievance procedure.

**B. Initial College Response and Assessment**

1. After receiving a report of sexual harassment, the Title IX coordinator takes immediate and appropriate steps to:
  - a. Communicate with the individual who reported the alleged conduct;
  - b. Implement supportive measures to eliminate and prevent the recurrence of sex harassment, deter retaliation, remedy the effects of sex harassment, and provide due process rights during a college investigation;
  - c. Provide the individual with a copy of the policy and procedures, as well as an explanation of their rights and options; and
  - d. Determine whether the alleged conduct, as described by the reporting party, falls within the scope of this policy and if so, initiate the investigation and resolution procedures.
  - e. The Title IX coordinator may delegate the authority to take some or all of these steps to a Deputy Title IX coordinator.
2. The Title IX coordinator must administratively close a report or complaint of sexual harassment if after an initial assessment:
  - a. The allegations as stated do not constitute a violation of this policy and procedure, even if proven; or
  - b. The alleged sexual harassment did not occur in the college’s education program or activity or did not occur in the United States.
  - c. The Title IX coordinator will notify the parties if a report or complaint of sexual harassment is closed under this section, including the reason(s) for closure, and direct the parties to the appropriate college office or department to resolve the report or complaint. All parties may appeal the Title IX coordinator’s dismissal of a formal complaint under this section by using the appeal procedures in Section V.
3. The Title IX coordinator may administratively close a report or complaint of sexual harassment if:
  - a. The complainant, at any time, requests withdrawal of the report or complaint;
  - b. The respondent is no longer enrolled or employed by the college; or
  - c. The college is prevented from gathering evidence sufficient to reach a determination of responsibility.
  - d. The Title IX coordinator will notify the parties if a report or complaint of sexual harassment is closed under this section, including the reason(s) for closure, and direct the parties to the appropriate college office or department to resolve the report or complaint. All parties may appeal the Title IX coordinator’s dismissal of a formal complaint under this section by using the appeal procedures in Section V.
4. Regardless of when the alleged sexual harassment is reported, a complainant must be participating in or attempting to participate in the college’s education program or activity for a formal complaint to be filed.

**C. Informal Process**

1. Any party may request the college facilitate an informal resolution to a sexual harassment complaint at any time after the filing of a formal complaint. The Title IX coordinator may offer the parties the opportunity for informal resolution, too.

Upon a request for informal resolution, the Title IX coordinator determines whether informal resolution is appropriate based on the facts and circumstances of the case. The Title IX coordinator ensures that any proposed informal resolution is consistent with the college’s obligations to prevent and redress sexual harassment.

  - a. A student’s allegations of sexual harassment against a college employee are not eligible for informal resolution.
  - b. The Title IX coordinator provides the parties with written notice of proceeding with an informal resolution, including the allegations of sexual harassment, the requirements of the informal resolution process, and potential outcomes resulting from participating in the informal resolution process.
  - c. The Title IX coordinator also designates an independent, neutral person to facilitate the informal resolution.
2. Informal resolution is voluntary.
  - a. The complainant and respondent must provide written consent for informal resolution to take place.
  - b. Any party has a right to end the informal resolution process at any time prior to agreeing to a resolu-

- tion and begin or continue the formal investigation and grievance process.
3. Informal resolution concludes the matter only when all parties have signed a written agreement that confirms resolution of the allegations.
    - a. The resolution agreement must include a waiver of the parties' right to have a formal hearing on the allegations that have been informally resolved.
    - b. Parties are prohibited from revoking or appealing a resolution agreement. Should the respondent violate the terms of an informal resolution agreement, such violation will subject the respondent to an investigation and the formal grievance process contained in this procedure.
  4. If a resolution agreement is not reached, the college will continue with a formal investigation.

#### D. Formal Process

0. The goal of a formal investigation is to reach a determination as to whether a respondent has violated one or more college policies prohibiting sexual harassment and if so, remedy the effects of a violation.
 

The Title IX coordinator may include possible violations of other college policies that contributed to, arose from, or are otherwise related to alleged violations of this policy and procedure in the scope of an investigation.

  - a. The Title IX coordinator gives written notice to the complainant and respondent of the investigation, providing sufficient details to allow the parties to respond and prepare for initial interviews, including the identity of the parties involved (if known), the conduct alleged to be sexual harassment, the date and location of alleged incidents (if known), a statement that the respondent is presumed not responsible and a determination of responsibility is made at the conclusion of the process, information regarding the parties' right to an advisor and the right to review evidence, and notice that the college prohibits knowingly making false statements or submitting false information during the grievance process.
  - b. The Title IX coordinator designates an investigator to investigate the allegations of sexual harassment.
1. Parties to an investigation can expect a prompt, thorough, and equitable investigation of complaints, including the opportunity for parties to ask questions, present witnesses and provide information regarding the allegations.
2. Parties and witnesses should cooperate in the investigation process to the extent required by law and this policy.
3. The standard of proof used in investigations is preponderance of the evidence. It is the college's responsibility to establish the standard of proof and gather evidence during investigations.
4. The college aims to complete all investigations to a resolution within thirty (30) business days from the date the Title IX coordinator determines an investigation will commence.
  - a. Extensions of timeframe for good cause are allowed, so long as written notice and the reason for the delay is provided to the parties. Good cause includes:
    - i. The complexity and/or number of the allegations;
    - ii. The severity and extent of the alleged misconduct;
    - iii. The number of parties, witnesses, and other types of evidence involved;
    - iv. The availability of the parties, witnesses, and evidence;
    - v. A request by a party to delay an investigation;
    - vi. The effect of a concurrent criminal investigation or proceeding;
    - vii. Intervening holidays, college breaks, or other closures;
    - viii. Good faith efforts to reach a resolution; or
    - ix. Other unforeseen circumstances.
  - b. Investigations typically include interviews with the complainant, the respondent, and any witnesses, and the objective evaluation of any physical, documentary, or other evidence as appropriate and available. The college will give the complainant and the respondent written notice of any interview, meeting, or hearing at which a party is invited or expected to participate.
  - c. The college may suspend or place on administrative leave a student or employee, pending the completion of an investigation and resolution, when the college performs an individualized safety and risk analysis and determines the person poses an immediate threat to the physical health or safety of any member(s) of the college community.
    - i. The Title IX coordinator may recommend to the appropriate college official to implement or stay an interim suspension of a student or employee and the conditions and duration of such suspension or leave.
    - ii. In all cases in which an interim suspension or administrative leave is imposed, the student or employee shall be given notice and an opportunity to challenge the removal decision immediately following the removal.
    - iii. Violation of an interim suspension under this procedure is grounds for expulsion or termination.
5. Interviews conducted as part of an investigation under this Procedure may be recorded by the college.
6. The complainant and respondent have the right to be accompanied by an advisor of their choosing during all stages of an investigation.
  - a. A party may elect to change advisors during the process.
  - b. All advisors are subject to the same rules:
    - i. During the investigation, the advisor's role is limited to providing advice, guidance, and support to the complainant or respondent. An advisor is not permitted to act as a participant or advocate during the investigative process.
    - ii. Advisors are expected to maintain the privacy of the records shared with them.

- iii. Advisors are expected to refrain from interfering with investigations.
  - iv. Any advisor who oversteps their role or interferes during an investigation process will be warned once. If the advisor continues to disrupt or otherwise fails to respect the limits of the advisor role, the advisor will be asked to leave. The Title IX coordinator determines whether the advisor may return or should be replaced by a different advisor.
7. Prior to finalizing a report, the investigator provides all parties an equal opportunity to review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including evidence upon which the college does not intend to rely.
- a. The complainant and respondent may submit a written response to the evidence within ten days after receipt of the evidence.
    - i. Responses must be submitted to the investigator via email, mail, or hand delivery by 4:30 p.m. eastern standard time on the date responses are due.
    - ii. Responses may not exceed 10 double-spaced pages on 8.5x11 paper with one-inch margins and 12-point standard font.
  - b. The investigator considers any responses received from the parties and conducts any further investigation necessary or appropriate.
8. Following an investigation and at least 10 days prior to a grievance hearing, the investigator submits an investigative report to the parties that fairly summarizes relevant evidence. The report includes a summary of the allegations; a summary of the response; a summary of the investigative steps taken to verify the allegations and response; and a summary of the evidence relevant to a determination of responsibility.

#### IV. GRIEVANCE HEARINGS

At least 10 days after the issuance of an investigation report, the college must hold a live hearing in front of a panel of decision-makers to determine responsibility of a respondent. The panel of decision-makers will be comprised of members of the college administration, designated by the Vice-President of Administrative Services or designee. A "live hearing" means either in person or virtually. The following hearing rules apply:

- A. All parties must be able to see and hear the questioning of parties and witnesses.
- B. Any party may request a virtual hearing. If requested, the college will provide a virtual hearing.
- C. All parties have an equal opportunity to present witnesses, including fact and expert witnesses.
- D. The parties' advisors are permitted to cross-examine the parties and any witnesses.
  - 1. The parties are prohibited from directly conducting cross-examination. Cross-examination must be conducted by a party's advisor.
  - 2. The decision-makers determine whether questions asked during cross-examination are relevant to the determination of responsibility. If the decision-makers disallow a question, they will explain the basis for their decision at the hearing. Parties and advisors may not challenge a decision-maker's relevancy determinations during the hearing.
  - 3. Evidence or questions that inquire about the complainant's sexual predisposition or prior sexual history are prohibited unless such questions and evidence are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.
  - 4. The decision-makers may not consider statements of individuals who do not submit to cross-examination in reaching a determination of responsibility.
  - 5. Records with a legally recognized privilege, such as medical treatment records, may not be used unless the individual or entity who holds the privilege waives the privilege. Any waiver must be written and made in advance of a hearing.
  - 6. If a party does not have an advisor, the college will provide an advisor at no cost to the party. The advisor may, or may not, be an attorney.
  - 7. Other standard rules of evidence do not apply in grievance hearings under these procedures.
- E. The college will provide either an audio recording, audiovisual recording, or transcript of the hearing to all parties.
- F. The panel of decision-makers evaluate all relevant evidence and reaches a determination regarding responsibility. The decision-makers issue their final written determination to all parties within ten (10) days of the hearing. The final written determination includes a summary of the allegations; a description of the procedural steps taken by the college to investigate and reach a determination of responsibility; findings of fact supporting the determination; conclusions regarding the application of college policies to the facts; a statement of and rationale for the result as to each allegation, including a determination of responsibility; any disciplinary sanctions the college recommends or imposes; whether remedies designed to restore or preserve equal access to an education program or activity will be provided to the complainant; and the college's appeal procedures.
- G. The following sanctions may be imposed for those who are found to be in violation of this policy:
  - 1. Students
    - a. Verbal or Written Warning
    - b. Probation
    - c. Administrative withdrawal from a course without refund
    - d. Required Counseling
    - e. No Contact Directive
    - f. Suspension
    - g. Recommendation of Expulsion
    - h. Other consequences deemed appropriate
  - 2. Employees
    - a. Verbal or Written Warning

- b. Performance Improvement Plan
- c. Required Counseling
- d. Required Training or Education
- e. Recommendation of Demotion
- f. Recommendation to Suspend with or without Pay
- g. Recommendation of Dismissal
- h. Other consequences deemed appropriate to the specific violation

If the decision-makers are required to make a recommendation for student expulsion or employee suspension, demotion or dismissal, such recommendation will be made to the appropriate college official after the time for appeal has expired. If the decision-makers recommend the respondent be expelled, suspended, demoted, or dismissed, during the time in which either party has to appeal, the Respondent shall remain on suspension unless otherwise determined by the decision-makers.

#### V. APPEALS

After the decision-makers submits their determination of responsibility to the complainant and respondent, all parties are given an equal opportunity to appeal the determination. Appeals may be based only on these grounds:

- A. Procedural irregularity that affected the outcome;
- B. New evidence that was not reasonably available at the time of the hearing that could affect the outcome; and/or
- C. The Title IX coordinator, investigator, or decision-makers had a bias or conflict of interest that affected the outcome.

Parties must submit any appeal to the President of the college by 4:30 p.m. eastern standard time via email or mail, within ten (10) days of receiving the panel of decision maker's written determination of responsibility. Appeals may not exceed ten (10) double-spaced pages on 8.5x11 paper with one-inch margins and 12-point standard font.

The college notifies all parties when an appeal is filed and provides all parties a copy of the appeal and a chance to submit a written statement supporting or challenging the outcome. Parties must submit written statements supporting or challenging the outcome to the President of the college by 4:30 p.m. eastern standard time via email or mail, within two (2) days of receiving a copy of an appeal.

The President shall conduct a review of the record, including the appeal(s) received, any written statements supporting or challenging the outcome, the investigation report, the panel of decision makers written determination of responsibility, and any accompanying evidence prior to issuing a written decision to the complainant and respondent that describes the result of the appeal and the rationale for the result.

The President's written decision is final.

#### VI. 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.

#### VII. EMPLOYEE AND STUDENT RELATIONSHIPS

For detailed information see Policy 306.02.05BP.

#### VIII. PREGNANT AND PARENTING STUDENTS

Title IX regulations specifically prohibit discrimination against a student based on pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from any of these conditions. Title IX regulations also prohibit the college from excluding a pregnant student from participating in any part of an educational program. If a pregnant student desires accommodations to assist with their participation in the educational process, the student may submit a Title IX Request for Academic Accommodations for Pregnancy form to the Accessibility Counselor. For more information, contact the Advising and Success Center.

#### IX. FERPA

A student's personally identifiable information found in a student's education records will be shared only with college employees who need to know to assist with the college's response to sexual harassment.

A student's personally identifiable information found in a student's education records will not be disclosed to third parties unaffiliated with the college unless:

- a. The student gives consent;
- b. The college must respond to a lawfully issued subpoena or court order; or
- c. The college is otherwise required by law to disclose.

#### X. 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.

#### XI. 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) be assisted by campus authorities in notifying law enforcement; iii) decline to notify law enforcement; and iv) obtain "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.

## **XII. RECORDKEEPING**

Confidential records regarding the complaint shall be maintained by the coordinator. Physical files will be kept in a secure, locked cabinet and any electronic files are password protected and only accessed by the Title IX coordinator and the Title IX investigators assigned to the case. Any publicly available records, including Clery Act reporting and disclosures, will be without the inclusion of personally identifying information about the victim, in compliance with the Violence Against Women Act of 1994. 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. All accommodations or protective measures provided to the victim will be kept confidential, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

The college maintains all records of Title IX proceedings and all materials used to train Title IX personnel for seven years.

### **Appendix M TRESPASSING POLICY**

(Administrative approved policy: 802-02-04AP)

Isothermal Community College is open to its faculty, staff, students, and members of the community. 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. Persons on campus that prevent or disrupt business activities and interfere with the mission of the college may be subject to trespass. 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.

#### **GROUND 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
- Camping on college property without permission
- Behaving 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 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 FACILITIES**

### **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, Presidential Office Suite, Public Information Office, Marketing and Communications Office, Tutoring Center, and Writing Center.

### **BUSINESS SCIENCES 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 Career Readiness Certification (CRC) lab.

### **COMMUNICATIONS BUILDING**

Located in the Communications building is Advertising & Graphic Design, Campus Print Shop, Electrical Technology, Broadcasting and Production Technology, WLOS, and WNCW.

### **ENGINEERING TECHNOLOGY AND WORKFORCE DEVELOPMENT CENTER BUILDING**

Located in the Engineering Technology and Workforce Development Center building is Applied Sciences office, faculty, classrooms, Computer Engineering Technology, Electronics Technology, Small Business Center and Workforce Development offices.

### **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.

### **HEALTH AND PUBLIC SERVICES BUILDING**

Located in the Health and Public Services building is Health and Public Services faculty and staff offices, classrooms, Basic Law Enforcement Training (BLET), Criminal Justice, Early Childhood Education, Emergency Services, and Human Services Technology.

### **INFORMATION TECHNOLOGY BUILDING**

Located in the information technology building is the IT Department, Coordinator of Technology Enhanced Learning, Webmaster, and the IT Help Desk.

### **LIBRARY**

The College library is located near the center of the Rutherford 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 and the internet. Printing and copying services are available for a nominal fee.

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. For more information about library services see “Library” under LEARNING AND SUPPORT RESOURCES section.

### **LIFELONG LEARNING CENTER**

Located in the Lifelong Learning Center are Arts & Sciences faculty and classrooms and REaCH office, faculty, and classrooms.

### **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.



## **POLK CENTER**

Polk Center offers a wide variety of non-credit courses (continuing education) ranging from self-enrichment courses to those that provide or improve occupational skills; i.e. volunteer firemen, rescue personnel, massage therapy, allied health and equine. Additionally, Isothermal's Dental Assisting diploma program is housed at the Polk Center as part of the MAHEC affiliation. Adult basic education, adult high school diploma and adult equivalency programs are available. English as a second language (ESL) classes are offered for persons whose native language is not English. Polk Center is a vital part of the Polk County community serving as a voting precinct, civic, governmental and business meeting location, and event host site. Student art is perpetually on display in the lobby while lectures of interest and concerts are routinely offered. The Center is open during normal business hours, Monday – Friday, 8 AM – 4:30 PM. Evening and weekend operating hours are dependent on class and event schedules.

## **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 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, and assistance is available 24/7 through the Library Chat featured throughout the library website. 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 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, 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, Success Coaching, College and Career Promise (CCP) liaison office, and Workforce Career Coach office.

## 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.

## Appendix P 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.

#### **Rutherfordton Learning Center**

Address:  
Rutherfordton Learning Center  
Isothermal Community College  
134 Maple Street  
Rutherfordton, NC 28139

The Rutherfordton 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.

#### **Mountain Area Health Education Center (MAHEC)**

Address:  
Mountain Area Health Education Center  
Isothermal Community College  
130 Forest Glen Road  
Columbus, NC 28722

Through an agreement with Mountain Area Health Education Center (MAHEC), the College provides classroom, laboratory, and clinical space for a Dental Assisting Diploma. One half of the MAHEC building is dedicated to dentistry and the other half is dedicated to medical services. Isothermal Dental Assisting students will have access to the dental facility, which has 3,582 usable sq. ft. The MAHEC Dental facility will function as a normal dental facility that is open to the public. Patients will make appointments to be seen for a variety of services to include cleanings, x-rays, cosmetic fillings, crowns, veneers, implants, reconstructive full-mouth dentistry, precision partial dentures, custom dentures, root canals, treatment for periodontal (gum) disease, routine dental extractions, and teeth whitening.

### ISOTHERMAL ONLINE

#### **Curriculum programs and courses are located at: [www.isothermal.edu/academics/distance-learning](http://www.isothermal.edu/academics/distance-learning)**

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 Curriculum programs and courses are located at: [www.isothermal.edu/helpdesk](http://www.isothermal.edu/helpdesk). 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: [www.isothermal.edu/continuing-education](http://www.isothermal.edu/continuing-education)**

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 are 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.

**Lake Lure Classical Academy**

Address:  
 Lake Lure Classical Academy  
 1058 Island Creek Road  
 Lake Lure, NC 28746

In collaboration with this charter school, Isothermal Community College offers college courses for Lake Lure Classical Academy high school students interested in earning college credit designed for transfer to a four year institution. The College offers the Associate in Arts (A.A.) at this location for Lake Lure Classical Academy students only.

**Polk County Early College High School**

Address:  
 Polk County Early College High School  
 1485 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 at the Polk County Early College 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  
 Rutherfordton, 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.

**Thomas Jefferson Classical Academy**

Address:  
 Thomas Jefferson Classical Academy  
 2527 Highway 221A  
 Mooresboro, NC 28114

In collaboration with this charter school, Isothermal Community College offers college courses for Thomas Jefferson Classical Academy high school students interested in earning college credit designed for transfer to a four year institution. The College offers the Associate in Arts (A.A.) and a certificate in Agribusiness Technology Equine Science at this location for Thomas Jefferson Classical Academy students only.

**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.

## Appendix Q EMERGENCY PROCEDURES, GUIDELINES, AND TIPS

### BASIC EMERGENCY PROCEDURES

There are three 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 by proper authorities before leaving safe shelter.

### 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 someone near you 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. 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 most buildings on campus and both centers. 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.
- Mobile Crisis is available 24/7/365 at 1-888-573-1006. For the most up-to-date contact information go to [www.isothermal.edu](http://www.isothermal.edu) and click "Get Help".

## 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 their 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 them 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 the person direct you on how to assist them.

## **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 social media sites). 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.
- Be aware when walking to your car. Do not be distracted by texting, looking down at your phone, or on a phone call.
- 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.

### **Carjackers Look For These Types Of Opportunities**

- 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. There are also several agencies in the county that can help with any type of problem or criminal action.

## **Appendix R USE OF TOBACCO PRODUCTS** (Board approved policy: 802-02-01BP)

Isothermal Community College exists to improve life through learning. As an expression of this mission, The College is committed to providing its employees, students, and visitors with a safe and healthy environment. Therefore, Isothermal Community College is tobacco-free effective January 1, 2019. This policy applies to all employees, students, contractors, vendors, and visitors.

The use of tobacco products is prohibited on the Isothermal Community College campus. This includes all buildings, facilities, property owned or leased by the College, and campus grounds. Smoking and tobacco use are also prohibited in vehicles owned, leased or rented by the College. Tobacco use is permitted in personal vehicles only. The sale or free distribution of tobacco products, including merchandise, is prohibited on campus or at school events.

### **DEFINITION**

For the purposes of this policy, tobacco is defined as any type of tobacco product including, but not limited to: any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component part or accessory of a tobacco product, including but not limited to cigarettes; cigars; little cigars; cheroots; stogies; periques; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; Cavendish; plug and twist tobacco; fine-cut and other chewing tobacco; shorts; refuse scraps, clippings, cutting and sweepings of tobacco; e-cigarettes; pipes; vaporizers; and other kinds and forms of tobacco. A tobacco product excludes any product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

### **COMPLIANCE**

Violations of the policy shall be handled as indicated below:

- Curriculum and continuing education students who repeatedly violate the policy will be issued a conduct violation through the college's Curriculum Code of Conduct (Refer to Student Rights, Responsibilities and Judicial Procedures 601-02-00BP).
- Adult high school and high school equivalency students who repeatedly violate the policy will be issued a conduct violation through the College and Career Readiness Code of Conduct.
- Employees who repeatedly violate the policy shall be referred to their supervisor and such actions may result in further personnel action such as reprimand (Refer to Employee Demotion, Dismissal, Probation and Non-Renewal 301-02-00BP).
- Visitors who repeatedly violate the policy may be asked to leave campus.

For the purposes of this policy, repeated student violations are defined as 3 incidents.

- First incident will be issued a verbal warning.
- Second incident will be issued a written warning.
- Third incident will be issued a formal violation of the respective Code of Conduct.
- Staff/Faculty must document each incident by completing an incident report form on the employee intranet.

### **COMMUNICATION AND SUPPORT**

The College will provide appropriate signage and other notices of this policy to the campus and surrounding community. Information on available tobacco cessation programs for those who request assistance in ceasing the use of tobacco products can be attained by contacting the Advising and Success Center.



**Appendix S**  
**ANIMALS ON CAMPUS**  
(Board approved policy: 802-02-05AP)

**I. PURPOSE**

The mission of Isothermal Community College is focused on learning. For this reason, any disruptions or threats that impede another person's ability to learn on the campus and centers of Isothermal Community College are prohibited. To ensure the safety of employees, students and visitors, and to prevent the disruption of the educational process, these guidelines must be followed.

**II. DEFINITIONS**

- A. Domestic Animal means an animal that is a member of a species that is normally dependent on humans for food and shelter, including dogs, cats, and other common domestic animals.
- B. Service Animal is any dog or other animal as defined by the American with Disabilities Act that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a service animal must be directly related to the handler's disability. The potential crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.
- C. Service animal-in-training means an animal that is brought to campus by a trainer for the purpose of training the animal to become a service animal for individuals with disabilities and is allowed in accordance with N.C. G.S., 168-4.2.B and the provisions of this policy.

**III. DOMESTIC ANIMALS**

Domestic animals are permitted on College grounds, but not permitted to enter any college building. The owner must adhere to the responsibilities outlined in this policy.

**IV. PLACES OF ACCESS**

Service animals and service animals-in-training are permitted to accompany students and visitors with disabilities and student/visitor trainers in all areas of the College's campuses where the individual is normally allowed to go. Animals approved as part of an accommodation by the Accessibility Counselor and service animals-in-training are permitted to accompany employees with disabilities and employee trainers in all areas of the College's campuses where the employee is normally allowed to go. However, the College may prohibit the presence of animals in certain locations where health or safety restrictions prevent their presence, where animals may be in danger, or where the presence of animals may cause health issues, for example: laboratories, food preparation areas, mechanical rooms, or other places where the health or safety of others may be compromised.

Based on the location being considered, the appropriate office will be consulted when determining if the presence of the animal can be allowed. If the animal cannot be present, every effort will be made to provide reasonable accommodations to help the individual have equal access to the required tasks.

**V. REQUIREMENTS**

No request by a student or visitor to bring a service animal on campus is required, and no documentation supporting the need for a service animal is required. A student or visitor does not need to register the service animal with College in order to be accompanied by a service animal. However, when the need for a service animal by a student or visitor is not readily apparent, College staff may make the following two inquiries of the individual:

- 1. Is the animal required because of a disability?
- 2. What work or task has the animal been trained to perform?

Although not required to do so, students and visitors who wish to bring service animals to campus are encouraged to voluntarily make that known to the Office of Accessibility (for students) or the Office of Human Resources (for visitors). Advance notice can allow for effective communication with College staff and more flexibility in meeting an individual's specific needs.

Visiting trainers must provide prior documentation to the Office of Human Resources demonstrating that the animal is a service animal-in-training and must adhere to the responsibilities outlined in this policy.

An animal will not be permitted on campus if it behaves in a way that poses a direct threat to the health or safety of others, has a history of such behavior, or is not under the control of the owner/handler.

**VI. RULES AND RESPONSIBILITIES REGARDING ANIMALS ON CAMPUS**

- A. Responsibility for the Animal
  - a. The owner/handler is fully responsible for:
    - i. The care and supervision of the animal (including toileting, feeding, grooming, veterinary care, and the cleaning up after the animal and including any associated costs);
    - ii. The well-being of the animal; and
    - iii. Any damage or injury caused by the animal
  - b. Evidence of mistreatment or abuse may result in immediate removal of the animal and/or discipline for the owner/handler.
- B. Animal Health and Hygiene
  - a. Animals must be current on all state and local vaccination requirements. The College may, in its discretion, require the owner/handler to provide documentation establishing that such vaccination requirements have been met.

- b. Animals must be housebroken.
- C. Control over the Animal
  - a. The owner/handler must be in full control of the animal at all times; the animal may not be left unattended at any time.
  - b. An animal must have a harness, leash, or other tether, unless either the owner/handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash or other tether would interfere with the animal's safe, effective performance of work or tasks, in which case the animal must be otherwise under the owner's /handler's control (e.g. voice control, signals, or other effective means).
  - c. Upon approval of the President (or designee), an animal may be removed from campus if it is out of control (e.g. uncontrolled barking, wandering, displaying aggressive behavior) and the owner/handler does not take effective action to control it; if it poses a direct threat to the health or safety of others; or if it is not housebroken.
- D. Identification
  - a. It is recommended but not required, that animals for individuals with disabilities wear some type of commonly recognized identification symbol indicating the animal is a working animal.
  - b. A service animal-in-training must wear a collar and leash, harness, or cape that identifies the animal as a service animal-in-training.

## VII. CONFLICTS

- A. Students who come into contact with an animal on campus regularly and who experience reactions to the animal (for example, as a result of allergies or a fear of dogs) should contact the Office of Accessibility.
- B. Employees who come into contact with an animal on campus regularly and who experience reactions to the animal (for example, as a result of allergies or a fear of dogs) should contact the Office of Human Resources.

## Appendix T WEAPONS ON CAMPUS

In accordance with N.C. General Statute 14-269.2, all weapons as described in the statute are forbidden on the campuses of Isothermal Community College. The statute specifically lists guns, rifles, pistols, dynamite, bombs, grenades, mines, powerful explosives, bowie knives, dirks, daggers, slingshots, leaded canes, switchblade knives, black jacks, metallic knuckles or any other weapons of like kind.

A person who has a valid concealed handgun permit shall be exempt from these provisions if the following conditions are met:

The person has a handgun in a closed compartment or container within the person's locked vehicle or in a locked container securely affixed to the person's vehicle and only locks the vehicle to enter or exit the vehicle while the firearm remains in the closed compartment at all times and immediately locks the vehicle following the entrance or exit.

The person has a handgun concealed on the person and the person remains in the locked vehicle and only unlocks the vehicle to allow the entrance or exit of another person.

The person is within a locked vehicle and removes the handgun from concealment only for the amount of time reasonably necessary to do either of the following:

Move the handgun from concealment on the person to a closed compartment or container within the vehicle.

Move the handgun from within a closed compartment or container within the vehicle to concealment on the person.

This policy does not apply to law enforcement officers when they are acting in the discharge of their official duties. Off-duty police officers should make arrangements with the appropriate college staff or instructors regarding their weapons while on college premises.

Weapons to be used as part of a class, in a class demonstration or as part of a performance or ceremony must have the approval of the appropriate Dean/Director.

## 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

Mary Elizabeth Adams ..... Instructor, Criminal Justice  
A.A.S., Western Piedmont Community College; B.S., Western Carolina University; M.S., East Carolina University

RJ Aiken ..... NC Career Coach  
B. A., University of North Carolina at Charlotte

Danielle Aley ..... Director of Bookstore Operations  
A.A., Isothermal Community College; B.S., Fayetteville State University

Jared Allen ..... iTECH Coordinator and Instructor  
A.A.S., Isothermal Community College

Kim Amos ..... ICC Nursing Director and Foothills Nursing Director  
A.A.S., Isothermal Community College; A.A.S., Cleveland Community College; BSN., M.S.(N), Western Carolina University; Ph.D., Capella University

Dana Anderson ..... Instructor, Information Systems  
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

Margaret Annunziata ..... President  
B.A., Bellarmine University; M.S., Auburn University; Ed.S., Wingate University; Ed.D., Wingate University

Philip Bailey ..... Director of Basic Law Enforcement Training (BLET)  
B.A., University of North Carolina-Charlotte

Erin Balmer ..... Instructor, English  
B.A., University North Carolina-Charlotte; M.A., Clemson University

Dee Dee 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 and Programs Coordinator  
B.A., University of South Carolina at Columbia

Timothy D. Beaver ..... Instructor, Mathematics  
B.S., M.A., Appalachian State 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 Coordinator  
B.S.B.A., Appalachian State University; M.B.A., Gardner-Webb University

Reagan Bowman ..... Financial Aid Counselor/VA Coordinator  
A.A.S., Isothermal Community College

Andrew Bradshaw ..... College Liaison for High School Programs  
B.A., Gardner-Webb University; M.A., Gardner-Webb University

Amy Bridges ..... Instructor, Biology  
B. S., Gardner-Webb University; M. A., East Carolina University; M. S., University of Nebraska-Kearney

Lisa Bridges ..... Financial Aid Counselor/VA Coordinator  
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

Meredith Byers ..... Instructor, Health/Physical Education/ACA  
B. S., Western Carolina University; M. A., East Carolina University

Vanessa Cannon ..... Instructional Designer  
A. S., Cleveland Community College; B. S., University of Phoenix; M. A., North Carolina A&T State University

Hunter Cheyenne Carpenter ..... Career and College Promise Advisor  
A.A.S., Isothermal Community College

Richard Childress ..... Instructor, Accounting/Business Management  
B.S.B.A., M.B.A.; Appalachian State University; M.E., Western Carolina University; Ed.S., Appalachian State University

Sandra Clay ..... Instructor, ACA/EDU  
B.A., M.Ed., Meredith College

Leeann Cline-Burris ..... Director of Institutional Assessment and Accreditation and SACSCOC Liaison  
B.S.B.A., Western Carolina University; M.B.A., Western Carolina University

Michael Clough ..... College Navigator  
B.S., Ashland University

Kelly Collum ..... College Navigator  
B.S., Gardner-Webb University

Tiffany Cooper ..... Instructor, Medical Office Systems Technology  
A.A.S., Western Piedmont Community College; B.S., Gardner-Webb University; M.A., Appalachian State University; Certified Professional Coder

Michael Crater ..... Director of Emergency Medical Science Bridge Program  
B.S., Western Carolina University

Marin Crosbie ..... College Navigator  
B.A., Duke University; M.S., Valdosta State University

Betsy Cuthbertson ..... Instructor, Nursing  
B.S.N., University of North Carolina-Charlotte

Ashley Day ..... Instructor, Biology  
B.S., University of North Carolina-Chapel Hill; M.S., University of North Carolina-Charlotte; Ed.D., Gardner-Webb University

Stephanie Denison ..... Director of Practical Nursing Program  
BSN, University of North Carolina-Charlotte; MSN, University of Texas-EI Paso

Diane Dickerson ..... Director of Enrollment Management  
B.A., University of Texas at Austin; M.A., Appalachian State University; Ed.S., Appalachian State University

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/Individualized Instruction Center  
B.S., Western Carolina University; M.A., Appalachian State University

Pamela Ellis ..... Director of Financial Aid  
B.S., Western Carolina University

Nathan Fisher ..... Instructor, Welding  
A.A.S., Isothermal Community College; B.S., Western Carolina University; AWS Certified Welding Inspector; NCCER Craft Instructor

Mark Franklin ..... Director of Customized Training and Development  
A.A.S., Isothermal Community College; B.S., Gardner-Webb University; M.A., Liberty University

Zachary Freeman .....Instructor, Advertising/Graphic Design  
A.A.S., Isothermal Community College; B.S., Limestone College

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 Installation and Maintenance  
A.A.S., Isothermal Community College; North Carolina Licensed Electrical Contractor

Rebecca Haney ..... Instructor, Office Systems Technology  
A.A., Cleveland Community College; B.S., Gardner-Webb University; M.B.A., Gardner-Webb University; Management Information Systems and Health Care Management post graduate certificate, Gardner-Webb University

Charity Hardin.....Director of Human Resources  
B.S., Western Carolina University

Anne Hardy..... Project Coordinator for Automotive and Aviation Grant  
A.A., Spartanburg Community College; B.A., North Carolina State University

Thad Harrill .....Chief Development Officer  
B.S., M.B.A., Gardner-Webb University; Ed.D., Western Carolina University

Karen Harris .....Lead Career and College Promise Advisor  
A.A.S, Isothermal Community College; B.S., Gardner-Webb University; M.A., Western Carolina University

Ruby Harris..... Instructor, Cosmetology  
A.A.S, Isothermal Community College

Lisa Higgins ..... Instructor, Agriculture  
B.S., The Pennsylvania State University; M.A., North Carolina State University

Ruth Hils.....Coordinator, Powers Scholarship Programs  
B.S., Appalachian State University

Kenneth Hines.....Minority Male Mentor and Intramurals Coordinator  
A.A., Isothermal Community College; B.S., Appalachian State University

Bobbi Hodge..... Faculty Chair of Applied Sciences and Engineering Technology  
B.S., M.S., University of North Carolina – Charlotte

Steve Hollifield..... Instructor, Electronics Technology/Computer Engineering Technology  
A.A.S., Isothermal Community College; B.S., B.S.E.T., University of North Carolina – Charlotte; M.S., East Carolina University

Donna Hood ..... Dean of Continuing Education  
B.S., M.B.A., Gardner-Webb University

Noelle Hoyle ..... Instructor, Biology  
B.S., LeMoyne College; M.S., Eastern Kentucky University

Matthew Humphries..... Instructor, English  
B.A., Western Carolina University; M.A., University of North Carolina-Greensboro

Jo James .....Coordinator of Technology Enhanced Learning  
A.A.S., Gaston College, B.S., Gardner-Webb University; M.B.A., Gardner-Webb University;  
Web Technology Post graduate certificate, East Carolina University; Ed.S. Appalachian State University

Stacey Jenkins .....Director of Dental Assisting Program  
A.A.S., A-B Tech Community College, B.S., East Tennessee State University

Melissa Johnson.....Instructor, Business Management/Information Systems  
B.A., University of North Carolina-Asheville; M.B.A., Gardner-Webb University

Krista Megan Jones..... Director of Cosmetology  
A.A.S., Isothermal Community College

Johnathan Jones .....Instructor, Music/Humanities  
B.A., Tarleton State University; M.A., Pennsylvania State University

Shannon Jones..... Instructor, Licensed Practical Nurse  
A.A.S., Isothermal Community College; B.S.N., Gardner Webb University; M.S.N., Nursing Gardner-Webb University; D.N.P., Gardner-Webb University

Sarah Kilgo .....Faculty Chair of Business Sciences  
A.A.S., Isothermal Community College; B.S., Gardner-Webb University, M.A., Ed.S., Appalachian State University; Website Developer Post graduate certificate, East Carolina University

Carole E. Koehler ..... Instructor, Practical Nursing  
A.D.N., Isothermal Community College; B.S.N., M.S. (N.) Western Carolina University

Sandra Lackner ..... Dean of Students  
A.S., Niagara County Community College; B.A., Ed.M., University at Buffalo, The State University of New York

Dawn Laughter ..... Instructor, Developmental Math  
A.S., Coastal Carolina Community College; B.A., University of North Carolina-Greensboro; M.A., Appalachian State University

Todd Ledford..... Tutoring Center Coordinator  
A.A.S., Isothermal Community College; B.A., Limestone College

Alfreda Lindsay.....Director, Advising and Success Center  
B.S., Gardner-Webb University; M.S., Winston Salem State University

Michael Lipkin.....Instructor, Physics/Astronomy  
B.S. and M.S., University of Tennessee at Knoxville

James Liverett ..... Applied Sciences and Engineering Technology Information Technology Support and  
A.A.S., Isothermal Community College Telecommunications Engineer

Kelly Lovelace .....Director, Academic Development  
B.S., Kansas State University; M.A., Gardner-Webb University; Ph.D., Capella University

Tami Lovelace.....Nursing Skills Lab and Simulation Lab Coordinator  
ADN, Gardner-Webb University; BSN, Winston-Salem State University; MSN, Gardner-Webb University

Michael Lyda ..... Instructor, Building Construction Technology  
A.A.S., Isothermal Community College; B.S.E.T., Western Carolina University; M.C.M., Western Carolina University; Ed.S., Appalachian State University; OSHA 1910 & 1926 Authorized, NC State; MESH, NC State; NCCER; Core, Carpentry, and Electrical Instructor; CSM & LEED GA, Everblue; Forklift Instructor

Karen Marshall ..... Human Resource Development/Polk Center Coordinator  
B.S., Appalachian State University

Stephen Matheny ..... Vice President of Administrative Services and Chief Operating Officer  
B.S., M.B.A., M.DIV., Gardner-Webb University

Rachel Mercantini..... Registrar  
A.A.S., Isothermal Community College

Alice McCluney.....Instructor, Early Childhood Education  
B.S., University of North Carolina-Greensboro; M.A., Gardner-Webb University; Ed.D., Western Carolina University

Kaitlyn Mitchell..... Instructor, Information Technology  
A.A.S., Isothermal Community College; B.S., East Carolina University; M.S., East Carolina University

Lauren Mooney.....College and Career Readiness Transitions Coordinator  
B.S., Salem College; M.B.A., Wake Forest University

Sarah Morse ..... Coordinator of Grants, College Development and Fundraising  
B.A., Davidson College, M.B.A., Wake Forest University

Julia Nelson.....Instructor, Psychology  
B. S., Liberty University; M. A., Liberty University

Brett Parker ..... Instructor, History  
 B.A., University of South Carolina-Spartanburg, M.A., Middle Tennessee State, Ph.D., University of Alabama

Amy M. Penson, CPA ..... Controller  
 B.S., University of North Carolina-Charlotte

Adam Petit ..... Instructor, Mathematics  
 B.S., Minnesota State University-Mankato; M.S., Minnesota State University-Mankato

Keith Poole ..... Instructor, Communication  
 B.S.Ed., Western Carolina University; M.S.Ed., Duquesne University; Ed.D., Clemson University

Philip Pruett ..... Instructor, Electronics Engineering  
 A. S., Isothermal Community College; B. S., Western Carolina University

Tina McKinney Porter ..... Advising Coordinator  
 A.A., Isothermal Community College; B.S., Gardner-Webb University

Marian Price ..... Instructor, Nursing  
 A.A.S., Gaston College; B.S., Gardner-Webb University; M.S.N., Gardner-Webb University

Leslie Rhom ..... Instructor, Nursing  
 A.A., Gardner-Webb University; B.S., University of North Carolina-Charlotte; M.S.N., University of South Alabama; D.N.P, Gardner-Webb University

Lee Roach ..... Instructor, Mechanical Engineering  
 A.A.S., Isothermal Community College; B.S., M.S., Western Carolina University; Ed.S., Northwestern State University; OSHA 1910 & 1926 Authorized, NC State; Certified Fanuc Robotics Instructor; Forklift Instructor; NCCER Instructor; HAAS Turning & Milling Certification

Naomi Roberts ..... Instructor, Math  
 B.A., University of North Carolina at Asheville; M.S., Western Carolina University

Loreen Smith ..... Instructor, English  
 B.A., Stony Brook University; B.A. and M.Ed., Georgia State University

Kimberly Snyder ..... Instructor, Human Services Technology  
 B.S., Gardner-Webb University; M.A., Appalachian State University; LCMHC

Karen Spratt ..... Instructor, Developmental Math  
 A.A., Isothermal Community College; B.S., Western Carolina University; M.A., Appalachian State University

Abigail Stewart ..... Work Based Learning Coordinator  
 B.A., M.B.A, Lenoir Rhyne University

Susan Straw ..... Manager of Print Shop  
 A.A.S., Chowan University; A.A.S., A.A., Isothermal Community College; B.S., Appalachian State University

Marisa Sudano ..... Instructor, Business Administration/Accounting/Economics  
 A.A., Hibbing Community College; B.A.S., University of Minnesota; M.B.A., St. Cloud State University

Starr Tate ..... Instructor, Nursing  
 B. S., Gardner-Webb University; M.S.N., Gardner-Webb University

Karen Taylor ..... Instructor, Developmental English/Writing Center Coordinator  
 A.A., Isothermal Community College; B.A., M.A., Gardner-Webb University

Greg Thomas ..... Vice President, Academic and Student Affairs  
 B.S., Methodist University; Master of Liberal Studies, Fort Hays State University; Ed.D., Fayetteville State University

Joy Thomson ..... Instructor, Welding  
 A.A.S., Isothermal Community College; NCCER Craft Instructor

Robby Walters ..... Chief Information Officer  
 B.S., University of North Carolina-Charlotte

Jeff Waters.....Instructor, Computer Integrated Machining  
A.A.S., Isothermal Community College; Haas CNC Turning Center Certification, Haas Vertical Machining Center Certification,  
Gibbs Cam Certification, NCCER Craft Instructor

Bret Watson..... Instructor, Biology  
B.S., Appalachian State University; M.A., Gardner-Webb University

Kim Wawzysko..... Director of Equine and Agribusiness Sciences  
A.A., Grand Rapids Community College; B.A., Grand Valley State University; M.M., Aquinas College-Michigan; M.A.S., Colorado  
State University

Charles P. Wiggins .....Director of Library Services  
B.F.A., University of North Carolina-Asheville; M.F.A., East Carolina University; M.L.I.S., University of North Carolina-Greensboro

Ava Yamouti..... Dean of Health and Public Services  
A.A.S., Western Piedmont Community College; B.A.A.S., Lees-McRae College; M.A., Boston University

Carolyn Young .....Instructor, Broadcasting Production Technology  
B.A., Muskingum College



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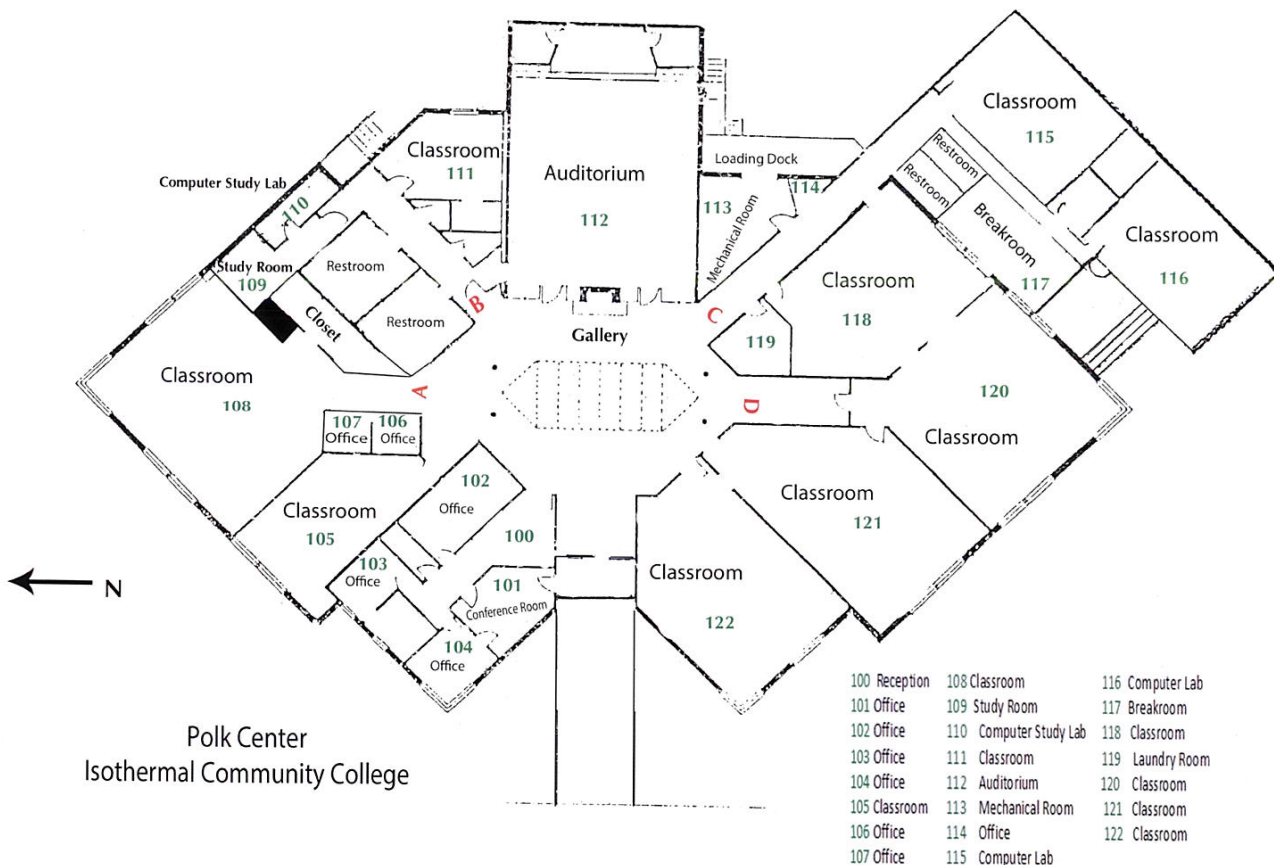
# Rutherfordton Learning Center

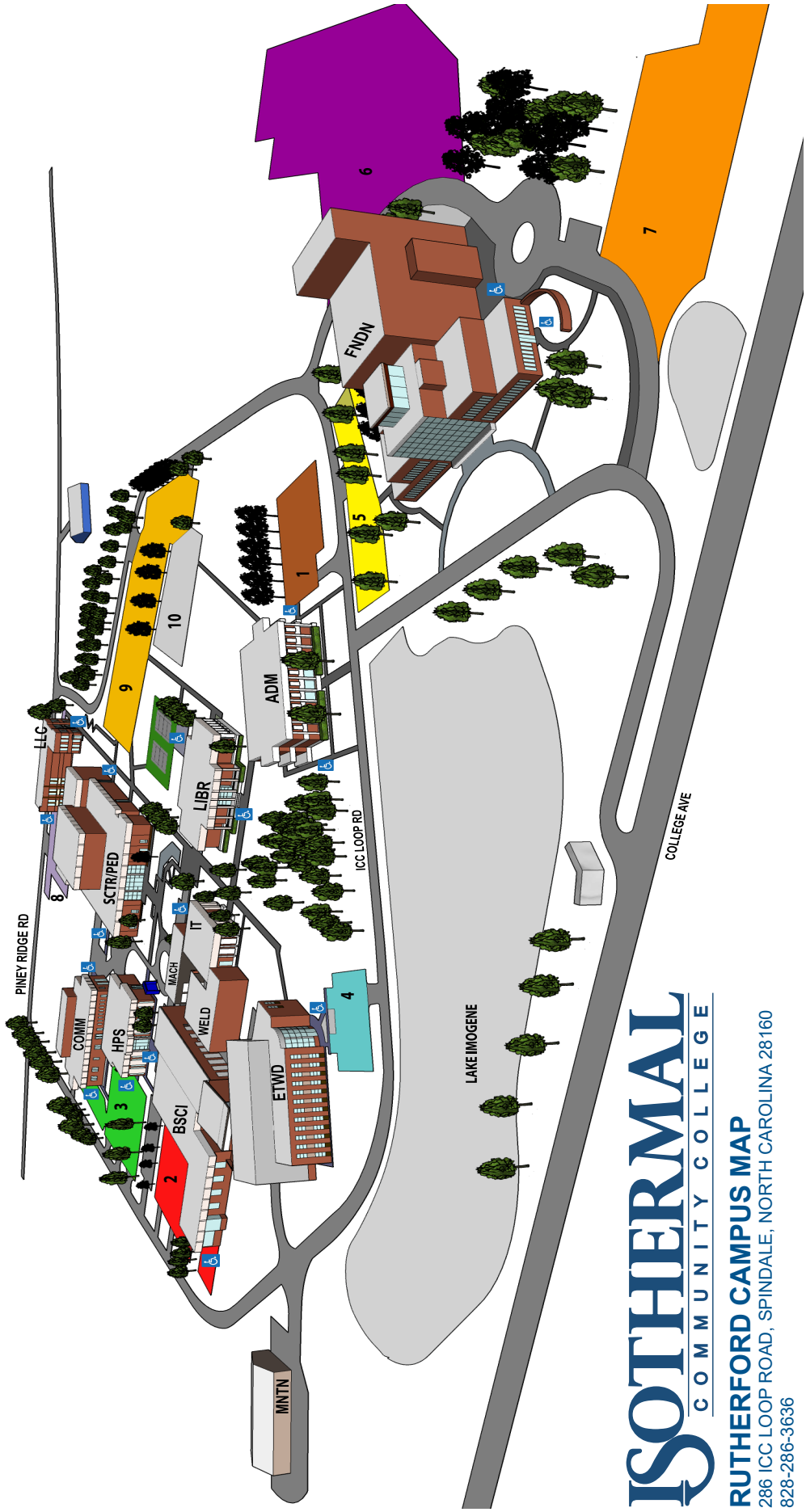
134 Maple Street, Rutherfordton, NC 28139



# Polk Center

1255 West Mills Street, Columbus, NC 28722





# ISO THERMAL

COMMUNITY COLLEGE

**RUTHERFORD CAMPUS MAP**  
 286 ICC LOOP ROAD, SPINDALE, NORTH CAROLINA 28160  
 828-286-3636

**PARKING LOT LEGEND**

- 1** Administration - ADM
- 2** Business Sciences
- 3** Communications/Health & Public Services
- 4** Engineering Technology and Workforce Dev. Center
- 5** The Foundation
- 6** The Foundation
- 7** The Foundation
- 8** Lifelong Learning Center
- 9** Student Center/PED
- 10** Student Center/PED

Wheelchair Accessible Entrances

**Administration - ADM**  
 Academic Development  
 Arts and Sciences  
 Assessment, Planning and Development  
 Business Office  
 Human Resources  
 Math Lab  
 Marketing and Community Relations  
 Presidential Office Suite  
 Tutoring Center  
 Writing Center

**Business Sciences - BSCI**  
 Accounting and Finance  
 Agriculture Technology  
 Autobody  
 Blue Room 112  
 Business Administration  
 Building Construction Technology  
 Career Readiness Certification  
 Chocolate Room 136  
 Entrepreneurship  
 Equine Business  
 Information Technology  
 Medical Office Administration  
 Red Room 137

**Communications - COMM**  
 Advertising and Graphic Design  
 Broadcasting and Production tech.  
 Campus Print Shop  
 Electrical Systems Technology  
 WNCW

**Engineering Technology and Workforce Development - ETWD**  
 Computer Engineering Technology  
 Customized Training & Development  
 Electronics Engineering Technology  
 Industrial System Technology  
 Manufacturing Technology  
 Mechanical Drafting Technology  
 Mechanical Engineering Technology  
 Small Business Center

**The Foundation - FNDN**  
**Second and Third Floor**  
 Performing Arts and Conference Center  
 Box Office  
 Seminar A and B  
 Stage

**Health and Public Services - HPS**  
 BLET/Criminal Justice  
 Early Childhood/School Age  
 Emergency Services  
 Human Services Technology  
 Occupational Technology

**Library - LIBR**  
 Arts and Sciences Computer Lab  
 Library Auditorium  
 Old Tryon Room

**Lifelong Learning Center - LLC**  
 Arts and Sciences Classrooms  
 Career and Promise offices  
 Cosmetology  
 Disability Services  
 Employee Fitness Center  
 Esthetics  
 Gym

**Machining - MACH**  
 Computer Integrated Machining

**Maintenance - MNTN**  
 College Vehicle Reserve  
 Shipping and Receiving

**Physical Education Dept - PED**  
 Advising and Success Center  
 Arts and Sciences Faculty  
 Career Counseling and Personal Asst.  
 Career and Promise offices  
 Cosmetology  
 Disability Services  
 Employee Fitness Center  
 Esthetics  
 Gym

**Student Center - SCTR**  
 Admissions Office  
 Campus Bookstore  
 Campus Enforcement  
 Financial Aid Office  
 Help Desk  
 Student Activities  
 Student Center Lobby  
 Student Records  
 Student Services  
 Veterans Affairs  
 Visitor Information

**Welding - WELD**  
 Welding Technology