

# Martin Community College

ACADEMIC CATALOG

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**2026-2027**

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SECTION ONE

# **Student Handbook & Policies**

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# Institutional Overview and Policies

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## **Mission Statement**

Martin Community College seeks to build better futures by providing affordable, accessible, quality educational programs and workforce development in a student-centered environment in order to meet the community's needs.

## **Globalization and Diversity Mission Statement**

Creating and maintaining a quality educational environment that is reflective of the diverse global society in which we live is an ultimate endeavor of Martin Community College and its Board of Trustees. Achievement of this goal requires an academic environment that promotes and supports the diversity and multiculturalism of the student body, faculty, staff and administration. Both the appreciative inquiry and pluralistic approach will be integral parts of the College's commitment to diversity as it strives to meet the changing needs of the community and global societies.

## **Open Door Policy**

Martin Community College follows an open-door admissions policy, which enables the College to provide educational opportunities and services for adults with the desire and ability to benefit from its courses and programs regardless of age, gender, race, ethnic origin, religion, national origin, political belief or affiliation, or disability. Educational courses and programs are available at a reasonable cost, and a variety of support services are offered at no charge.

## **State Authorization**

In compliance with U.S. Department of Education regulation 600.9(c) regarding State Authorization, Martin Community College must secure authorization from states and territories beyond North Carolina to offer online courses to residents who do not reside in North Carolina.

Martin Community College is participating in NC-SARA, National Council for State Authorization Reciprocity Agreement. As a result, Martin Community College is authorized to offer online courses to residents from states that are also participating in NC-SARA.

For more information on State Authorization, visit the college's State Authorization webpage.

## **North Carolina State Approving Agency**

Martin Community College has curriculum programs approved by the North Carolina State Approving Agency for the training of veterans and eligible dependents.

## **Organization Membership**

Martin Community College is a member of the North Carolina Community College System and the American Association of Community Colleges.

## **Licensing of Graduates**

Martin Community College is an educational institution and assumes no responsibility for the licensing of its graduates. Students convicted of a felony or any other crimes involving moral turpitude may not be recognized by the proper licensing agency.

## **Changes in Regulations**

Martin Community College reserves the right to make changes in the regulations, courses, tuition, fees, and other matters of policy and procedures as deemed necessary.

# Intellectual Property

Martin Community College encourages students, faculty, and staff to participate in creating innovative ideas. This includes but is not limited to research, publication, copyrighted protections, and patents. This policy outlines the ownership of intellectual property.

Ownership of intellectual property created by faculty and staff is retained by the creator provided the following conditions are met:

- There is no direct, significant use of institutional resources including, but not limited to, College supplied equipment, supplies, computer usage, laboratory, shop, office time, or College funds.
- The development of the intellectual property is neither performed at the College nor while under contract to the College for any purpose such that a conflict of interest would occur.
- The intellectual property is not created as part of the faculty or staff member's normal job duties or as a special project requested by College administrators.

Students are allowed to retain ownership of all intellectual property created in the course of their education at the College. In order to comply with State and MCC policy, originals of course work may be retained by the instructor as proof of completion of the requirements for a course. These will be destroyed in compliance with policy in order to protect the student's ownership and confidentiality of the material.

Members of the faculty/staff, including full-time and part-time adjunct faculty, are allowed to take course materials created for the College, including distance education courses and any supplemental materials created for the courses, to other institutions of higher education for institutional, educational use. However, Martin Community College retains the rights to continue to use and distribute these course materials, including distance education courses and supplemental materials, created during the faculty/staff member's employment with the College. The College also retains the right to use those materials as it sees fit and to make changes to the course and the materials without notification to the

creator of the course or material.

Unless otherwise provided in a written agreement, the College owns all rights to copyright or patentable work created by an employee in the course or scope of employment with College facilities, time, or resources. The College may enter into an agreement with the employee for an equitable arrangement for joint ownership, sharing of royalties, or reimbursement to the College for its costs and support of the employee's creation of intellectual property.

## **Catalog Notice**

This catalog is subject to change to carry out the mission and goals of the College. It does not represent a contract.

## **Message from the President**

Welcome to Martin Community College!

At Martin Community College, we are dedicated to fostering an environment where every student can thrive. We endeavor to provide high-quality education and training that empowers our students to achieve their personal and professional goals.

As you explore our catalog, you will discover a wide range of programs designed to meet the diverse needs of our communities in Martin and Bertie Counties. Whether you are seeking to transfer to a four-year institution, gain new skills for the workforce, or enrich your personal knowledge, we have something for you.

Our faculty and staff are committed to your success. They bring a wealth of experience and a passion for teaching that will inspire and challenge you. We believe in the potential of every student and are here to support you every step of the way.

Martin Community College is more than just a place to learn; it is a community where you can grow, connect, and make lasting memories. We encourage you to take advantage of the many resources and opportunities available to you, from student organizations and

support services to internships and community engagement.

Martin Community College seeks to build better futures by providing affordable, accessible, quality educational programs and workforce development in a student-centered environment in order to meet the community's needs.

Thank you for choosing Martin Community College. We look forward to being a part of your educational journey and helping you achieve your dreams.

Every day is a good day to be a Martin Mustang!

Warm regards,

**Tabitha R. Miller, PhD**

President

## **Philosophy and Learning Outcomes**

### **Philosophy**

Martin Community College is a public comprehensive community college serving primarily residents of Martin County and segments of Bertie County. The College provides quality post-secondary curriculum programs leading to an Associate in Arts, Associate in Science, Associate in Applied Science, or Associate in General Education degree, diploma, or a certificate of proficiency.

Martin Community College follows an open-door admissions policy, which enables the College to provide educational opportunities and services for adults with the desire and ability to benefit from its courses and programs regardless of age, gender, race, ethnic origin, religion, national origin, political belief or affiliation, or disability. Educational courses and programs are available at a reasonable cost, and a variety of support services are offered at no charge.

Martin Community College serves as an educational link between adults with educational needs and employers with needs for a skilled workforce. Occupational and vocational/technical training are emphasized in both curriculum and continuing education offerings. Additional emphases are placed on the College's transfer programs, basic skills program, and developmental education programs.

## **General Education Learning Outcomes**

All students who graduate from Martin Community College (MCC) with an Associate Degree should be able to demonstrate the following skills:

- **Critical Thinking Skills:** MCC graduates should be able to apply principles of sound critical thinking to analyze and solve problems and make logical decisions.
- **Communication Skills:** MCC graduates should be able to demonstrate effective speaking, writing, and reading skills.
- **Technology Skills:** MCC graduates should be able to use the appropriate technology required for academic and work-related tasks.
- **Computational Skills:** MCC graduates should be able to demonstrate appropriate mathematical skills required for academic and work-related tasks.

## **Employer Guarantee**

Martin Community College assures employers of the quality of its graduates of associate degree, diploma, and certificate programs for appropriate entry level job skills directly related to their program of study. Should the employer find the graduate's job skills deficient, Martin Community College will provide remediation to correct the deficiency with no charge to the graduate or the employer for tuition, books, or fees provided the graduate was (1) employed within the first ninety days of graduation, (2) earned a grade of "C" or better in the course(s) related to the deficiency, and (3) the deficiency was identified and reported in writing to the College within the first six months of employment.

Upon receiving from the employer a written description of deficiencies, a retraining plan, mutually acceptable to the employer, the graduate, and the College, will be negotiated and documented in writing. Should either the employer or the graduate later be unable or unwilling to abide by the conditions established in this retraining plan, Martin Community College will have no further obligation under the Employer Guarantee.

## **Board Members**

## **College Board of Trustees**

### **College Board Officers**

- Dr. Derrick L. Wilkins, Chairman
- Mr. Clint Saunders, Vice-Chairman
- Ms. KeVonna Hall, Secretary

### **College Board Members**

- Mr. Dwayne Baker
- Mr. James Shiver
- Ms. Emily Biggs
- Ms. Andrea Lilley
- Dr. Tom Daly
- Ms. Rebecca Ann Edwards
- Mr. Ronald Wesson
- Mr. James Peele

### **College Trustees Emeritus**

- A.B. Ayers, Jr., Trustee Emeritus
- William M. Green, Trustee Emeritus

# **Foundation Board of Directors**

## **Foundation Board Officers**

- Charlotte Griffin, President
- Josh Roberson, Vice President
- Jackie B. Gillam, Secretary
- Delmas Cumbee, Treasurer

## **Foundation Board Members**

- Ken Ambrose
- Stephanie Manning
- Dr. Brian Busch
- Dr. Tabitha R. Miller
- Phil Griffin
- Tom Winslow
- Lewis Hoggard
- Tyler Warren
- Richard S. James

## **Academic Calendar**

*See related section in this catalog (</student-resources/academic-calendar/>).*

## **Location and Facilities**

## **Williamston Campus**

Martin Community College is conveniently located one mile west of Williamston, North Carolina, at 1161 Kehukee Park Road, just off Highway 64 or 64 By-Pass. The physical campus consists of 222,611 square feet of space used to provide instruction in air-conditioned classrooms, laboratories, and shops.

## **Library and Learning Resources**

The library, located in building 2, serves the students, faculty, staff, and the citizens of the community. Resources in the library include Wi-Fi access, more than 16,000 books and a wide assortment of entertainment, instructional DVDs, and audio books. Our holdings are searchable via the online library catalog, from any computer with internet access. Access to electronic databases and many other valuable resources, are available through the library's web site and library guides for library users on and off campus at:

<https://martincc.libguides.com/library>. Library databases provide thousands of audio books and streaming videos, eBooks, electronic journals, magazines, and newspapers for library patrons. In addition, the library subscribes to area newspapers. Computers are available in each of the three study rooms in the library for quiet or group study.

When the library is closed, assistance is available through a chat service, which is staffed by librarians who can assist students with the library catalog, databases, citations, or general research questions. The chat box is on the [library's home page](#).

Internet access is provided on 24 computers in the library for research, Moodle access, and other school-related work. Wireless access is also available. Three student meeting rooms are located in the library for quiet study or group study.

Special collections include the Small Business Center collection; NC NET Teacher Resources Center collection; the local history room which includes local history and information about cemeteries and genealogy; local newspapers on microfilm dating back to the turn of the 20th century; the College Archives; and a general collection focused on North Carolina.

## **Student Amenities**

A student lounge area is provided for the convenience of students, campus visitors, and MCC employees. The College operates a bookstore from which the students may purchase necessary textbooks and supplies.

## **Bertie Campus**

The College operates a satellite campus serving Bertie County and neighboring areas. Located on Granville Street in Windsor, the Bertie Campus offers curriculum, continuing education, and adult education classes. Students have access to all college services including registration, course add/drop procedures, counseling, testing/assessment, and academic advisement. The campus has a snack/dining area, small bookstore, meeting/classrooms, and an available computer lab.

## **Continuing Education Locations**

The Division of Continuing Education offers College and Career Readiness classes at various locations throughout the service area.

## **Student Housing**

The College does not provide dormitory facilities; however, students who desire living accommodations may make such arrangements in the local community. A list of housing accommodations is available from the Office of Student Services.

## **Small Business Center**

The Martin Community College Small Business Center supports the development of new businesses and the growth of existing businesses by being a community-based provider of training, counseling, and resource information. Training sessions are offered in a wide

variety of workshops, seminars, and short courses which include:

- How to Start a Business
- How to Write a Business Plan
- How to Finance a Business
- How to Research and Market a Business
- Record Keeping and Taxes for a Small Business

Confidential counseling services and most seminars and workshops are free of charge. Services provided by the Small Business Center can be customized to suit specific business needs. The Small Business Center is located in Building 4. For more information on the Small Business Center, contact us at [252-789-0201](tel:252-789-0201).

## **NCEdge – Industry Customized Training Program**

The Customized Training Program provides education, training, and support services for new, expanding and existing business and industry in North Carolina through our network of 58 community colleges, serving all 100 counties of the state. Our goal is to foster and support three key aspects of your company's well-being:

- Job Growth
- Technology Investment
- Productivity Enhancement

The Customized Training Program is designed to make a difference in your bottom line, whether your organization is creating jobs, investing in new machinery and equipment, or streamlining processes for efficiency. For more information on the Industry Customized Training Program, contact us at [252-789-0303](tel:252-789-0303).

## **ApprenticeshipNC**

ApprenticeshipNC is an employer-based program that helps workers learn specialized skills needed in today's work environment, combining on-the-job learning with related classroom instruction. Students earn nationally recognized credentials, while employers develop a talented team and close the skills gap. While many people start apprenticeships immediately after graduating from high school, they may also work well for veterans leaving active-duty military service, those looking to change careers, or people whose jobs are being replaced by technology. Here at Martin Community College, our goal is to help connect and support employers and apprentices.

For more information on ApprenticeshipNC, contact us at [252-789-0303](tel:252-789-0303) or visit [apprenticeshipnc.com](http://apprenticeshipnc.com).

## **History of the College**

### **Founding (1967-1968)**

The N. C. General Assembly initially authorized Martin Community College as Martin Technical Institute during the 1967 session. Exercising authority given by state lawmakers, the State Board of Education contracted with the Martin County Board of Education to establish a unit of the N.C. Community College System. This action was finalized on September 7, 1967.

Martin County Commissioners and the local Board of Education then appointed an eight-member board of trustees for the college. The trustees selected and appointed the college's first president with approval coming from the State Board of Education.

An administrative staff was appointed, and extension courses were initiated during the 1968 summer quarter. That same year, vocational and technical curriculum programs were started during the fall quarter. Administrative headquarters and classrooms were temporarily located in Everetts in an old public school building remodeled for that purpose.

## **Independent Status and New Campus (1969-1975)**

In June 1969, a favorable county-wide vote enabled the institute to apply for independent status. The change was completed a month later on July 21, and the original contract with the county Board of Education terminated. Local and federal funds were secured to construct new facilities on a 65-acre tract just west of Williamston. The facilities were to be completed April 1, 1971. The college moved into its new home the week of May 24, 1971, and an open house and graduation exercises were held just days later on Sunday, May 30.

A bond election was held November 7, 1972, and a million dollars of matching funds for construction was approved. The 1973 General Assembly awarded \$570,000 of capital construction funds to build a Learning Resources Center (Building 2), Automotive Shop/Classroom Building (Building 3), and Business/College Transfer Building (Building 4). The Learning Resources Center was completed in the fall of 1974, and the Library and Learning Laboratory were moved from the original facilities. Numerous instructors moved their offices to the new building along with the Division of Continuing Education. The Automotive Shop/Classroom Building and the Business/College Transfer buildings were ready for occupancy in December 1975.

## **Community College Status (1975-1976)**

The General Assembly granted Martin Technical Institute community college status on June 26, 1975. Funding for a two-year college transfer program was appropriated five days later. The college's name was officially changed to Martin Community College on July 1, 1976.

## **Continued Growth (1982-1983)**

Construction of a Shipping and Receiving building began in July 1982. This 3,840 square foot building was completed and operational in the fall of 1983.

## **Bertie Campus**

Since the college's establishment in 1968, an additional campus was added in Bertie County. The Bertie Campus - located on Granville Street in Windsor - is a 12,000 square foot facility that includes a 20-seat networked computer lab and a multipurpose room with a 175-person seating capacity. Services provided at this multi-use center include adult basic skills, adult high school education, and occupational and technical programming.

## **Equine Facility Development**

MCC's first Equine facility - consisting of an 18-stall barn, breeding shed, and a riding ring - was added in the summer of 1984. Two years later, an additional barn with a covered riding ring was added. As the program grew, plans for an expanded MCC equine facility were developed with a ground breaking held in the fall of 1987. Phase I was completed in 1989 and Phase II the next year. Phase III began August 1995 and was finished in July of the following year. Renovations to these facilities got underway in 2017.

## **Building 3 Renovations (1986-1990)**

Building 3 was renovated in 1986 to meet the needs of changing curriculum offerings and additional special support services. Renovations included a Physical Therapist Assistant lecture/laboratory, Automotive Systems Technology specialized training areas, and HVAC laboratory. The Medical Assisting program was moved to Building 3 in the fall of 1990. Major renovations were made to these facilities in 2015 and 2016.

## **Modernization (2015-2017)**

Beginning in 2015, MCC remodeled Allied Health Labs, the Automotive Systems Technology rooms, the HVAC rooms as well as Electrical Systems, Welding and Cosmetology. In 2017 the Facilities Master Plan was updated as a priority list for future capital expenditures.

## **Recent Expansions (2018-2019)**

In 2018 new electronic signs were placed at each end of Kehukee Park Road and extensive renovations were made to the BLET classroom and Equine facilities. In 2019 the Public Safety Training Burn Tower was completed and other improvements were made including: the Equine Arena roof, Equine outside riding ring, and a new Bertie Campus sign. Building 1 received minor renovations and in Building 2 the Library received major renovations and a new Student Success Center was created.

## **Latest Developments (2020-2022)**

In 2020 the Public Safety and Equine classroom buildings were completed, Arena Barn C was renovated to accommodate twenty more stalls, the Apprentice Line Technician Academy and pole yard were added with the help of a Golden Leaf Grant, and minor renovations were made to Building 3 and 4.

In 2021 and 2022 the Orthopaedics program was added with renovated space in Building 3, the Emergency Medical Services (EMS) program was expanded with space renovations in Building 4, Cosmetology was expanded to include a Manicure Lab in Building 1, the Continuing Education Learning Lab was renovated and divided into spaces for the Human Resources Development (HRD) and College & Career Readiness (CCR), and partnerships with NCWorks Career Centers in Martin and Bertie Counties lead to housing these services on both Martin and Bertie campuses.

# Admissions

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Martin Community College maintains an open-door admission policy to all applicants who are legal residents of the US and who are either high school graduates, at least 18 years of age, or an emancipated minor.

For curriculum programs, applicants are admitted if they are legal residents of the United States and are either high school graduates or possess the equivalent (i.e. GED, HiSET, or Adult High School Diploma). MCC also admits high school students who meet the eligibility requirements established by the State of NC. Students considered as undocumented immigrants are eligible for admission to MCC if they earned a High School Equivalency Diploma or attended and graduated from a US public high school, Adult High School, private high school, or home school that operates in compliance with State or local law. International students may not be eligible for admission to MCC. MCC is responsible for performing student admission processing and placement determination. (1D SBCCC 400.2) Prospective students are encouraged to contact the Office of Admissions, Counseling, and Student Support Services for more detailed information regarding admissions as well as support with the admissions process.

Admission to a curriculum program is based on criteria established to ensure students have a reasonable chance of success in their program. To be eligible for admission to a curriculum program or to enroll as a special credit student, an applicant must have an official high school diploma from a regionally accredited school, GED, HiSET, or an Adult High School Diploma, or a transcript from a state approved (registered) home school or private high school, or a diploma from a correspondence or online school that is regionally accredited, or accredited by the Distance Education and Training Council (DETC), or is part of a regionally accredited college or university. Pursuant to 1D SBCCC 400.2(a), the college will not solicit or use information regarding the accreditation of a secondary school (high school) located in NC that a person attended as a factor affecting admissions to the college or to any programs of study, loans, scholarships, or other educational activity unless the accreditation was conducted by a State agency. When considering whether to

admit an undocumented immigrant into a specific program of study, community colleges shall take into account that federal law prohibits states from granting professional licenses to undocumented immigrants; and students lawfully present in the United States shall have priority over any undocumented immigrant in any class or program of study when capacity limitations exist.

For continuing education programs, any adult 18 years of age or older or an individual between the ages of 16 and 18 who has officially withdrawn from high school is eligible to enroll in Continuing Education courses. High school students, 16 or older, are permitted to enroll under the dual enrollment policy with approval from the appropriate school officials. Contact your local school counselor for additional information.

## **Safety Exception to Open-Door Admission**

Pursuant to 1D SBCCC 300.2(a)(1) and 400.2(e) and (f), MCC will refuse admission to any applicant to the College if there is an articulable, imminent, and significant threat to the safety of the applicant and/or another individual. The College defines “admitted” as the end of the application process, which begins with an application and ends when a student attends his/her first class. Once the application process is completed and a student is attending one or more classes, the Student Code of Conduct will apply.

If an applicant is denied admission based on a safety threat, the College will document the following:

- Detailed facts supporting the rationale for denying admission.
- The time period within which the refusal to admit shall be applicable and the supporting rationale for the designated time period; and
- The conditions upon which the applicant that is refused would be eligible to be admitted.

The applicant will have the right to appeal the decision by submitting a written request to the President. In all cases, the President’s decision shall serve as the final governing authority of the College.

## **Suspension or Expulsion Exception to Open-Door Admission**

Pursuant to 1D SBCCC 400.2(d), Martin Community College may refuse admission to any curriculum applicant during any period of time that the applicant is suspended or expelled from any other educational entity.

The applicant will have the right to appeal the decision by submitting a written request to the President. In all cases, the President's decision shall serve as the final governing authority of the College.

## **Residency Determination Service (RDS) Effective February 2017**

Session Law 2013 - 360 directed the University of North Carolina (UNCGA), the North Carolina Community College System (NCCCS), the North Carolina State Education Assistance Authority (NCSEAA), and the North Carolina Independent Colleges and Universities (NCICU) to create a centralized, uniform process for determining residency for tuition purposes and for administration of state financial aid. Following passage of the law, the Residency Determination Service (RDS) was created to provide accurate, consistent, timely, and cost effective residency determination in support of the admissions application process for North Carolina colleges and universities. RDS also supports establishing residency eligibility for NC state grant consideration.

To complete the RDS process and to gain a residency determination, students should utilize the online tool available through College Foundation of North Carolina (available at [www.cfnc.org](http://www.cfnc.org)). Students may be required to provide documentation to RDS to validate student-provided information. RDS informs each student of his/her residency determination at completion of initial classification and/or reconsideration, and at the conclusion of appeals processes. First-time, transfer, and non-degree seeking students

must utilize RDS. Students who reapply for admission due to a gap in continuous enrollment (defined as an absence of two (2) consecutive semesters or more, not including summer sessions) may need to update their RDS status.

## **Determining Residency Status**

The specific requirements for establishing residency for tuition classification purposes are prescribed by state law. A North Carolina resident for tuition purposes is a person or a dependent person who has established and maintained legal residence in North Carolina for at least 12 months. Residence in North Carolina must be legitimate and be a permanent situation rather than just for the purpose of maintaining a residence prior to enrollment at an institution of higher education. For more information about determining residency status, visit [www.ncresidency.org](http://www.ncresidency.org).

## **Curriculum Programs and Admission Regulations**

An official high school, GED or HiSET certificate, Adult High School Diploma (AHSD), or home-school transcript is required for admission to a curriculum program or to take courses as a special credit student. Transferring students may also submit official transcripts of all postsecondary work completed at other institutions; transcripts will be evaluated for transfer credits. Postsecondary transcripts may be required for some financial aid determinations and admission determinations for some programs. Students who fail to submit the required transcripts will not be allowed to register for subsequent semesters until all required transcripts have been received.

Students must meet all curriculum program standards for full acceptance and subsequent degree requirements. Detailed information on the various educational programs offered at the College may be obtained online at [www.martincc.edu](http://www.martincc.edu).

## **Steps to Curriculum Program Admission**

1. Complete an official Martin Community College application. Applicants for admission to Martin Community College are encouraged to complete admission requirements as early as possible prior to their initial enrollment. High school students are encouraged to apply during their senior year. Others may apply at any time preceding their enrollment with the exception of specialized or limited enrollment programs which may require specific deadlines and have additional requirements that must be met before a student may be admitted. Applicants may apply online at [www.martincc.edu](http://www.martincc.edu) or [www.cfnc.org](http://www.cfnc.org).

2. Submit an official high school, GED, HiSET, AHSD, or home-school transcript. To be considered official, mailed transcripts must be sealed and include the student's graduation date. Home-school transcripts must also include a copy of the school's approved registration from the state in which they are registered. All transcripts become the property of Martin Community College and cannot be reproduced or returned to the student. Faxed copies are not considered official transcripts. The following will be accepted by the College:

- High school diploma from regionally accredited public high schools or private high schools and home-schools that are regionally accredited and/or registered with the State.
- Diplomas from correspondence or online schools that are regionally accredited, accredited by the Distance Education and Training Council (DETC), or part of a regionally accredited college or university.
- The GED, HiSET, or Adult High School Diploma.

3. Take any required placement tests (assessment) as part of the enrollment process for advising, guidance, and course placement purposes.

## **Prerequisites, Placement, and College Readiness**

Admission to a curriculum program is based on criteria developed to ensure students have a reasonable chance of success in their program. When evaluations of applicants' records indicate a lack of readiness in English or math, applicants will be required to enroll in the appropriate transition or corequisite classes as determined by the prerequisites of their

program. Applicants can also choose to take a placement test to satisfy English and math prerequisite requirements. Selected health-related programs require that certain prerequisites be met prior to students being considered for admission to those particular programs.

Students entering Martin Community College will be placed by unweighted, high school GPA (requires successful completion of high school Math 2). Additional guidelines: no time limit when the GPA was earned and graduation from a USA High School.

- 2.8 or Above - Students with a GPA of 2.8 or above may enroll in curriculum gateway English and math courses without additional support.
- 2.2-2.799 - Students with a GPA of 2.2-2.799 may enroll in curriculum gateway English and math with a mandatory corequisite course; the corequisite courses are MAT 001 and ENG 011.
- 2.199 or Below - Students with a GPA below a 2.2 must enroll in transition courses; the transition courses are MAT 003 and ENG 002.

## **Veterans Admissions**

General regulations in this catalog pertain to all students. Below are special conditions for enrollment of veterans.

## **Admission**

The Department of Veteran Affairs requires that no eligible veteran will be certified until all admission requirements are met. To meet admission requirements, the student must provide:

- Application for admission
- Official high school transcript or equivalent
- Official college transcripts for all previous education or training
- Placement test scores, if required
- DD 214 form and certificate of eligibility

# **Student Conduct and Integrity**

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Self-discipline is an essential element of individual growth and development. Accordingly, students are expected to display the qualities of courtesy and integrity which characterize the behavior of mature individuals.

## **Academic Standing**

Students' academic standing shall be determined under the rules and regulations proposed by the faculty and approved by the President. However, students may appeal a decision on academic standing by doing so in writing. Such an appeal should be made to the Chief Academic Officer.

## **Rights and Responsibilities**

The rights of students, including the freedom to observe, hear, study, and write are acknowledged by Martin Community College. In exercising their rights of citizenship, students are encouraged to act as responsible citizens and to further the principles of free learning. All students or constituted group of students have the right to express their views and concerns regarding the operation of Martin Community College.

## **Dismissal, Suspension, or Expulsion**

The President or any other authorized college official may dismiss, suspend, or expel any student who disrupts the legal mission, educational processes, or functions of the College. A record of the dismissal, suspension, or expulsion (for non-academic disciplinary purposes) will be maintained in the student's educational record.

## **Disruption**

Students shall not, by use of violence, force, coercion, threat, intimidation, or any other means, intentionally cause obstruction or disruption of any educational processes or other school-related functions. Students shall not encourage or urge other students to engage in disruptive activities. Disruptive behavior includes, but is not limited to, the following:

- Occupying any college building or room with the intent of depriving others of its use
- Blocking the entrance or exit of any building or corridor to willfully deprive others of access to or from the building or corridor
- Setting fire to or damaging any college building or property
- Possessing a firearm or any other weapon on the College premises or threatening the use of explosives. The only exception to this policy is that law enforcement officers, either on duty or on call, may wear a firearm while on campus as part of their prescribed equipment. Basic Law Enforcement Training students may possess a weapon if used in connection with a regularly scheduled educational, recreational, or training program under adequate supervision of an MCC employee
- Preventing or attempting to prevent any class, activity, meeting, or assembly on the College campus
- Blocking normal pedestrian or vehicular traffic on the campus of Martin Community College
- Continuously and/or intentionally making noise or acting in any manner so as to interfere with instructors' ability to conduct their classes or other duties
- Stealing or attempting to steal College property or personal property belonging to other students, employees, or visitors while on the campus of Martin Community College
- Intentionally causing physical injury or behaving in such a way as to cause physical injury to other students or employees while on campus or while at a college-sponsored activity off campus
- Possessing, using, transmitting, or being under the influence of any narcotic, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or

any other kind of intoxicant while on campus. Using a drug as prescribed and officially authorized by a physician will not be considered a violation of this regulation

- Intentionally and knowingly furnishing false information with intent to exploit or to commit an act of fraud;
- Deliberately cheating or knowingly and intentionally engaging in acts of plagiarism
- Outright refusing to obey or follow the instructions of instructors or any other college officials in a manner which could jeopardize the education or the security of others
- Gambling while on campus or at a college-sponsored activity
- Intentionally and openly using profanity while on campus or at a college-sponsored activity in such a manner that listeners could be unnecessarily embarrassed, offended, or insulted
- Intentionally and openly engaging in obscene activities while on campus or at a college-sponsored event
- Using portable radios, cassettes, CDs, portable/cellular telephones, pagers, etc., inside any building on the campus of Martin Community College in a disruptive manner. If these devices disrupt class, instructors have the right to ask students not to bring them
- Bringing food or drinks into classrooms where signage indicates “No Food or Drinks Allowed”

## **Religious Observance**

In compliance with G.S. 115D-5, MCC policy permits a student to be excused, with the opportunity to make-up any test or other missed work, a maximum of two excused absences per academic year for religious observances required by a student’s faith. The policy limits the excused absences to a maximum of two days per academic year.

Students who wish to be excused for a Religious Observance required by their faith must complete and submit a request form to the instructor(s) *prior to the census date of each class*. The Request for Excused Absences for Religious Observance can be picked up from Student Services. This does not supersede the college-wide attendance policy as outlined in the college catalog or syllabus, with the exception of a reasonable accommodation for the make-up of missed course work.

## **Cheating**

### **Cheating Defined**

Cheating is defined by Merriam-Webster's dictionary (2017) as: "to use unfair or dishonest methods to gain an advantage." Cheating is a form of academic dishonesty that can be intentional or unintentional and includes, but is not limited to: plagiarism, copying from another student and/or paper or online sources, misrepresenting someone else's work as your own, working with others if your instructor explicitly asks you not to, falsifying documents or other records, and/or submitting work under your name that was not done by you.

Students can avoid cheating by following the assignment instructions, clarifying with the instructor when they can and cannot collaborate with others, reviewing their work with a critical eye and honestly asking themselves if the information they are providing is their own work or if someone else should have been given credit by citing the work. Library resources are available to learn about cheating, plagiarism, and citations.

## **Consequences of Cheating**

Cheating and plagiarism are serious offenses and will result in the following sanctions:

- 1st offense: Failure of the assignment in which the action occurred
- 2nd offense: Failure of the course, with a grade of F (not WF) in which the action occurred

- 3rd offense: Expelled from Martin Community College (MCC) for one full-calendar year

Incidents of cheating and plagiarism will be reported to the Chief Academic Officer and the Registrar, and will be kept on file as part of the student's academic record in the Registrar's Office.

Specific program policies may supersede this policy.

## **Drug and Alcohol Policy**

The abuse and use of drugs and alcohol are subjects of immediate concern in our society. These problems are extremely complex and ones for which there are no easy solutions. Illicit drug use and the abuse of alcohol are dangerous to one's health and may result in serious illness or death. From a safety perspective, the users of drugs or alcohol may impair the well-being of all employees, students, and the public at large; drug and alcohol use may also lead to damage of College property.

Each MCC employee shall, as a condition of employment, do the following:

- Abide by the terms of this Drug and Alcohol Policy, and
- Notify the College of any criminal drug statute conviction for a violation occurring within the College workplace, on College premises, or as part of any College sponsored activity no later than five (5) days after such conviction.

Each MCC student shall abide by the terms of this Drug and Alcohol Policy as a condition of enrollment.

## **Lawful Conduct**

It is the policy of Martin Community College that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance *or alcoholic beverage* is prohibited in the College workplace, on College premises, or while participating in or attending any College sponsored activities. MCC does not differentiate between those who

manufacture, distribute, dispense, sell, possess, or use controlled substances or alcohol. Furthermore, it is the policy of MCC that any MCC current employee or currently enrolled student who is convicted of violating any criminal drug statute or alcoholic beverage control statute be subject to the MCC disciplinary action policy, up to and including termination/expulsion.

## **Drug-Free Awareness Program**

### **Dangers of Drug Abuse**

Drug abuse occurs when a person begins a consistent pattern of use of a substance beyond what is recommended if the substance is prescribed. If the substance is not prescribed, abuse occurs when the quantity of the substance used is increased to achieve a high that was once achieved at a lower quantity. There are many dangers to abuse of drugs including physical and psychological addiction, change in brain chemistry and functioning, and death.

### **Danger of Addiction**

When a drug is abused, the potential for addiction is increased due to physical need that the body develops once the drug's effects are achieved. Abuse turns into addiction through chemical changes that the drug supplies to the body when used regularly. Additionally, an emotional and mental attachment develops, causing preoccupation with gaining the pleasurable effects that the drug brings. The body misses the drug when it is not present, causing the person to seek that feeling through ongoing drug abuse. Addiction has the unfortunate side effects of mental and physical withdrawal, depending on the drug abused. This can lead to need for medical and psychological intervention in order to break free from the addiction that develops.

### **Danger of Brain Change**

The brain is a natural messenger system with chemicals being created to provide the rest of the body with the tools needed to feel, think, function and thrive. Drugs provide additional or an overload of chemicals to the brain causing interference with the natural process. This occurs due to the drug imitating an already-occurring chemical provided by the brain and through over-stimulation of the pleasure circuits of the brain. Ultimately a process called flooding the circuits happens during drug abuse, which creates an imbalance in the normal body process. Initially the over-stimulation feels good, causing euphoria during early drug abuse. With time the body and the brain come to rely on the drug for feeling pleasure and stop creating the natural flow of chemicals that were once present. The danger of brain changes leads to depression, anxiety, disrupted communication patterns, memory impairment, poor appetite, reduced or increased sleeping, and isolation from once pleasurable people and activities.

## **Danger of Death**

According to the National Center for Health Statistics, over 19,000 people died of accidental poisoning or drug overdose in the United States in 2004 and by 2005, the Centers for Disease Control and Prevention reported over 22,000 people losing their lives to death by overdose. It is unknown how many of those deaths were suicide and how many were accidental, but this is an attestation to the severe danger of abusing drugs no matter if prescribed or illegal.

## **Government Policy**

The Drug-Free Workplace Act of 1988 ("Act") is a U.S. federal legislation that tries to reduce drug use within organizations that have contracts with the federal government. The Workplace Act directly affects federal contractors as well as organizations that receive grants from the federal government. The Act requires organizations and companies to agree to run a drug-free workplace before entering into a contract or grant program with the U.S. government.

The Act established formal guidelines for federal contractors and those who receive federal grants. The Act requires organizations to post antidrug-use policies within the workplace and provide employee awareness training on drug use policies.

All covered contractors and grantees must maintain a drug-free workplace. However, the specific components necessary to meet the requirements of the Act vary based on the type of organization.

(Drug-Free Workplace Act of 1988, n.d.)

## **Drug or Alcohol Abuse Counseling, Rehab, Assistance**

- Port Human Services: **252-752-0483 (Greenville, NC)**
- Alcoholics Anonymous: **252-975-6113 (Washington, NC)**
- Walter B. Jones Alcohol and Drug Abuse Treatment Center: **252-830-3426 (Greenville, NC)**

## **Legal Compliance and Notifications**

### **Timely Notice of Convictions**

Each employee or student is required to notify the College within five (5) calendar days after being convicted of any federal, state, or local criminal drug statute or alcoholic beverage control statute, if the violation occurred while in the workplace, on College premises, or as part of any College-sponsored activity.

The College shall take appropriate disciplinary action within thirty (30) calendar days of receiving such notice. Students may visit the Office of Admissions, Counseling, and Student Support Services for information about community resources that may provide assistance with overcoming obstacles related to drug and alcohol use.

## **Federal Grant and Workplace Requirements**

Employees working under federal grants must comply with additional requirements under the Drug-Free Workplace Act. Convictions for violating any drug or alcohol statute under such grants must be reported to the appropriate federal agency.

The President of the College shall ensure that the federal agency is notified within ten (10) days of receiving notice of such a conviction. The College shall take appropriate disciplinary action within thirty (30) calendar days of receipt.

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As a condition of further employment on any federal government grant, the law requires all employees to abide by this policy.

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## **Violations and Disciplinary Consequences**

Any College employee or student who violates the Drug and Alcohol Policy will be subject to disciplinary action, up to and including termination of employment or expulsion from the College, as well as referral for prosecution under applicable local, state, or federal laws.

Alternatively, the College may require the employee or student to satisfactorily participate in a drug abuse assistance or rehabilitation program, or an alcohol rehabilitation program, approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

## **Student Records, Privacy, and Technology Use**

### **Student Records and Privacy**

Students have access to their academic records at Martin Community College. Academic records for curriculum students are housed in the Registrar's Office and can be viewed by the student by scheduling an appointment with the Registrar. Enclosed in the student's academic record will be the Martin Community College transcript (academic grades),

application for admission, copies of letters of correspondences, high school transcript and/or GED or HiSET scores, post-secondary college transcript(s), transcript evaluation, and placement test scores, if applicable. Other than individuals qualified under the Family Educational Rights and Privacy Act (FERPA), only institutional personnel may be allowed to view the student's academic record for educational purposes only. A Record of Disclosure Form is filed in each student's academic record noting who, other than Student Services staff, has reviewed the file and for what reason.

In accordance with the Family Educational Rights and Privacy Act, student transcripts will not be released to any other individual or organization in any form without the written consent of the student with the exception of educational institutions or eligible subsidizing agencies. Requests for official transcripts will not be honored if the student has an outstanding debt to the College.

## **Directory Information**

When inquiries are made by other persons or parties, only directory information may be released; directory information releases must be approved by college administration. Such information may include the following: student's name, city and state of address, major field of study, participation in officially recognized activities, dates of attendance, degrees, awards received, and the name of the educational agency or institution most recently attended. This policy is for the convenience of students, parents, institutional personnel, and the general public. **Students must notify the Registrar in writing that they do not want such information released**, and all information concerning their record will be withheld.

In compliance with the Community College Public Records Retention and Disposition Schedule, all information in a student's file is normally destroyed, with the exception of the MCC transcript(s) and high school transcripts, five (5) years after the student leaves the College.

Students who believe that their rights under the Family Educational Rights and Privacy Act have been violated should discuss their concerns with the Chief Academic Officer, the Executive Vice President and/or the President of the College. However, students, if they wish, may file a complaint directly with the Family Policy Compliance Office:

- U.S. Dept. of Education 400 Maryland Ave. S.W. Washington, DC 20202-5920
- Email: [FERPA.Complaints@ed.gov](mailto:FERPA.Complaints@ed.gov)
- Website: [Protecting Student Privacy](#)

A complete copy of the Family Educational Rights and Privacy Act as printed and released by the Department of Health, Education, and Welfare is on file in the Student Services Office with the Registrar.

Students should notify the Registrar's Office promptly of any change in address, phone number, or change in name as a result of marriage or divorce.

## **Technology and Communication Use**

### **Internet Policy**

Internet services are provided for Martin Community College staff, faculty, and students to support professional activities and educational needs. All MCC users are responsible for using the Internet in an effective, efficient, ethical, and lawful manner. Internet access is a privilege, not a right, and, as such, students who use it improperly can be suspended or dismissed.

This policy applies to all college-owned and -managed computer systems including hardware, data, software, and the communication networks associated with these computers. In addition, this policy applies to all non-college-owned computers connected to the college's network and to all users of computer resources owned or managed by the college.

### **Email Policy**

The official email for Martin Community College is required for official Martin Community College business, including but not limited to course communication, college activities, communication between students and faculty, and any other communication exchange that involves the College business and academic operations.

## **Grade Reports and Transcripts**

Immediately following the end of each semester, official grades are available to curriculum students. Official transcripts will be sent to other educational institutions, prospective employers, subsidizing agencies, etc., when a student requests, in writing, that the College do so. Requests for official transcripts may not be honored if the student has an outstanding debt to the College.

## **Student Grievances and Grade Appeals**

### **Student Grievances**

The purpose of MCC's Student Grievance Policy is to assure students that their grievances will be considered in a fair and rapid manner and in a non-threatening atmosphere. Students have the right to grieve when they have reason to believe that a condition, situation, or an action affecting them is unjust, inequitable, and/or a hindrance to effective performance. A grievable action is an action that is in violation of written campus policies or procedures or constitutes arbitrary, capricious, or unequal application of written campus policies and procedures.

### **Procedures**

The procedure is not intended to initiate disciplinary action against a member of the faculty, staff, or administration, or to alter college policy. Students dissatisfied with a financial aid decision must see the Financial Aid Director.

The following outlines the grievance procedure to be followed:

1. Students with concerns should first discuss their problem with the faculty or staff member(s) who are involved. Both parties should attempt to resolve the issue in discussion.
2. If the complaint is not resolved, the student must talk with the faculty/staff member's immediate supervisor who will attempt to resolve the complaint.
3. In the event that the grievance cannot be resolved within the department, students should submit a signed grievance form to the Executive Vice President within five (5) school days after completion of step 2. (Forms are available in the Registrar's Office.) Copies of the complaint will be forwarded to the appropriate dean of the area involved. The complaint should fully specify the time, place, and nature of the incident which resulted in the complaint.
4. Within five (5) school days after receiving a signed grievance form, the Executive Vice President will schedule a meeting of the Hearing Committee to establish facts and recommend action. The student or staff member may have persons appear on his/her behalf provided a list of names is given to the Executive Vice President one (1) calendar day prior to the hearing. If the grievance is related to a clinical issue, a representative with clinical knowledge must serve on the Hearing Committee.
5. Within ten (10) school days, the Hearing Committee shall submit its findings of facts and recommendations to the Executive Vice President with copies going to each party of the grievance and to the college President. The Hearing Committee's facts and recommendations, with any revisions by the Executive Vice President, shall serve as a final decision unless changed through the appeal process.
6. The accused, or the grievant, may request in writing an appeal to the President within three (3) school days of receipt of a decision. The President will render a decision within ten (10) school days and transmit it in writing to both concerned parties and to the Hearing Committee. In all cases, the President's decision shall serve as the final governing authority of the College.

# Grade Appeal Policy and Procedures

The Grade Appeal Policy and Procedure is intended to provide an orderly and equitable process for resolving differences between students and faculty relating to final course grades. A course grade assigned in a manner consistent with Martin Community College policy can be changed only by the instructor. College administrators can direct a grade to be changed only when it is determined through the procedure established by this policy that the faculty member assigned the course grade impermissibly or arbitrarily as defined below.

For purposes of this policy, a course grade is deemed to have been assigned arbitrarily or impermissibly if a student establishes that:

1. The course grade was assigned in a manner not consistent with the standards and procedures for evaluation established by the instructor, at the beginning of the course in the course syllabus but supplemented on occasion during the semester in other clearly documented communication directed to the class; or
2. The course grade was based upon the student's race, color, creed, national origin, sex, age, sexual orientation, disabling condition, or other personal characteristics, or for some other arbitrary or personal reason unrelated to the instructor's exercise of his or her professional academic judgment in the evaluation of the academic performance of the student; or
3. The course grade assigned by the instructor was the result of a clear and material mistake in calculating or recording grades. Individual elements (e.g., assignments, tests, activities, projects) which contribute to a course grade are generally NOT subject to appeal or subsequent review during a grade appeal procedure. However, individual elements may be appealed under these procedures providing all the following conditions are met:
  4. The student presents evidence that one or more individual elements were graded on arbitrary or impermissible grounds (defined in 1 - 3 above in this section);
  5. Grounds can be established for determining a professionally sound grade for the appealed element(s); and

6. The ensuing grade for each appealed element would have resulted in a different course grade than that assigned by the faculty member.

## **Faculty Responsibility**

It is a fundamental principle of higher education that faculty members are expected to exercise their professional judgment in evaluating student performance. At the first class meeting, regardless of delivery modality, faculty members have the responsibility to specify in each of their courses:

- Course requirements and expectations for academic performance
- Procedures for evaluating performance (method(s) of evaluation and grading scales).

Faculty members must clearly document to all students and subsequent additions to or changes in these requirements, standards, and procedures. Finally, faculty members have the responsibility to apply the specified grading criteria equitably to the academic performance of all students in the course regardless of their race, color, creed, national origin, sex, age, sexual orientation, disabling condition, or other personal characteristics.

## **Student Responsibility**

Students have the responsibility to know and adhere to college policies and standards pertaining to them. As students willingly accept the benefits of membership in the Martin Community College academic community, they are obligated to uphold and observe the principles and standards articulated in the Martin Community College Catalog, Student Handbook and course syllabi.

## **Grade Appeal Procedure**

Within the first two (2) weeks of the following term, a student who believes his/her final grade in a course has been incorrectly assigned may seek corrective action through the following procedure.

## **Informal Grade Appeal Process**

Every reasonable effort should be made to resolve the matter at the informal level and through the following steps:

**Step 1:** Consultation with the faculty member:  
The student should first request a meeting with the instructor to explain why he/she considers the grade to be incorrect. If the instructor is not available, the student should contact the Division Chair to schedule an appointment with the instructor. This meeting must occur within the first two (2) weeks of the following semester. The instructor should document the result of the meeting and maintain this record in the event the appeal proceeds further.

**Step 2:** Consultation with the department chair:  
If the student and the instructor fail to reach a mutual agreement, the student may submit a written appeal to the Division Chair of the area with five(5) business days following the meeting with the instructor.

## **Formal Grade Appeal Process**

**Step 3:** If the dispute over the course grade cannot be resolved through the informal process outlined above, the student may submit a Grade Appeal Form, available from Student Services/Registrar's office or on MCC website (Student Help, Student Forms), to the Chief Academic Officer within five (5) business days of the consultation with the division chair.

**Step 4:** Appeal to the Chief Academic Office:

1. Once the formal grade appeal is received, the Chief Academic Officer will appoint a grade appeal committee to hear the appeal within ten (10) business days of the receipt of the appeal.

2. The grade appeal committee will be chaired by the Chief Academic Officer, or a designee, who will be a non-voting member except in the case of a tie. Voting members will consist of at least three (3) and no more than five (5) faculty members not associated with the appeal, one (1) member of the curriculum committee or off-site faculty (if student is from another site), a student representative with a minimum GPA of 2.5 or greater, if student requests such representation, and a Division Chair of another instructional area.
3. The grade appeal hearing will be conducted in closed session in accordance with the Open Meetings Law unless otherwise requested in writing by the student. Neither the college nor the student will be permitted to have legal representation during the grade appeal hearing.
4. The committee will hear all parties involved and render a written decision within five (5) business days. The decision of the committee will be reviewed by the Chief Academic Officer, who will support the findings of the committee and/or make further recommendations.
5. The student will receive a certified letter from the Chief Academic Officer regarding the grade appeal decision within ten (10) business days of the hearing.

**Step 5:** Appeal to the President:

If the student is not satisfied with the decision of the committee and the recommendations (if any) from the Chief Academic Officer, he/she may appeal in writing within five (5) business days from receiving the committee response, to the President (or designee) who will review all documents and renderings to make a final decision.

# Operational Conduct and Facility Use

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## Smoking

Smoking is prohibited by students, staff, faculty, and visitors in all campus buildings, facilities, and vehicles owned by Martin Community College and/or the State of North Carolina. Smoking is permitted in designated areas only.

## Phone Calls

Except in cases of emergencies, students will not be called from classes to answer the phone calls or to be given a message. Phones and pagers are to be turned off during class time. Students who use phones in a manner that interrupts the educational process of others or disrupts the class can be suspended or dismissed.

## Children and Pets on Campus

To avoid disruptive behavior and to ensure the safety of all people at MCC, children on campus must at all times be under the direct supervision of an adult. Children under the age of 16 are not permitted in classrooms, computer labs, or in the recreational facilities unless given permission by college personnel. Pets are not allowed in any of the buildings on the main or branch campuses. Service animals are allowed.

## Parking

All students who plan to park a vehicle on campus are permitted to park in any area designated for parking. Areas in front of shop doors are NOT for parking. Drivers should not exceed 15 mph and should observe all traffic signs. Special areas have been designated for the HANDICAPPED. These spaces should be used ONLY by handicapped individuals

with an official handicapped hang tag or license plate. If ticketed by MCC personnel, a \$25 fine will be charged to those who illegally park in a handicapped space or exceed the posted speed limit. In other cases, a fine of \$5 will be charged to those who park illegally.

## **Lockers**

Student lockers are conveniently located in classroom buildings. Students desiring to use a locker must purchase a lock through the College Bookstore. Locks not purchased through the Bookstore will be removed; the college will attempt to notify the student prior to removal of the lock. Although the contents maintained in a locker are the personal property of students, the College reserves the right to inspect lockers at any time deemed necessary. Students who graduate or stop attending classes should remove the lock and clear the locker before leaving the college campus. At the end of Spring Semester, all locks and locker contents must be removed. The College will remove all locks and locker contents left by students between Spring and Summer Semesters.

## **Fundraising**

Solicitation of funds in the name of Martin Community College must be in compliance with the College's mission, in accordance with applicable laws, and is such that the College's good public image in the community is enhanced. This includes grants and all other solicitation activities on behalf of the College by any student, student group, employee, or private, non-profit corporation established to support the College, such as the Martin Community College Foundation.

Employees, students, and student organizations/clubs must follow procedures established by the President of the College for any fundraising activities. The activity must be approved by the President prior to the fundraising activity commencing.

## **Solicitation on Campus**

Solicitation on the Martin Community College Campus by outside persons or agencies is subject to approval by the President or his or her designee. Solicitation of employees should be kept at a minimum and should not be disruptive of the work schedule.

## **Publications**

Publications printed and circulated by students and financed through the Student Government Association of the College are coordinated under the supervision of an advisor. Students who knowingly print and distribute publications which are not in the interest of the College will be subject to disciplinary action.

## **Computer Lab Guidelines**

The Computer Lab, located in the Martin Community College Library is for the use of currently enrolled Martin Community College curriculum students as well as the community. All College students must present their MCC issued photo ID when entering the lab and signing in. Students must also sign out when leaving the computer lab. All cell phones and pagers must be turned off when in the lab. No food, beverages, or children are allowed in the lab. The lab is not to be used for socializing. Students should work quietly while in the lab as other students are working, studying, or testing. The lab is primarily for academic-related work and research. Violating these rules may result in suspension from the lab.

## **Campus Safety, Security, and Emergency Procedures**

### **Campus Security Act of 1990**

In accordance with the Campus Security Act of 1990 and the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act of 1998 (referred to as the "Clery Act"), MCC publishes a Campus Security Report in October of each year. This report includes

statistics for the previous three years concerning reported crimes that occurred on campus, in off-campus buildings or property owned or controlled by MCC and on public property within, or immediately adjacent to and accessible from, the campus. This report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. The [Security Report](#) is available online and a hard copy is available at the front desk in Building 1 on the Williamston Campus.

## **Counseling**

The chief function of counseling at MCC is to assist students who may have a personal or social concern in adapting to the College environment. Necessary resources and referrals are provided when appropriate. Individual counseling sessions are available. Students are encouraged to contact the Office of Admissions, Counseling, and Student Support Services as a need arises.

## **On-Campus Emergency/Health**

Martin Community College does not provide any direct health services. Information for area health care providers and support agencies is provided as necessary.

Health and medical needs are referred to local health care providers, and, when appropriate, local emergency agencies. For non-emergency medical needs, first-aid kits are maintained in each College building and every laboratory area.

Students are encouraged to report any health condition which may affect their ability to participate in classes or may pose a risk to other individuals. The College encourages students to voluntarily share that information with the appropriate College employee, such as an instructor, advisor, or to the Office of Admissions, Counseling, and Student Support Services.

## **Accident Insurance**

All full and part-time curriculum students are provided accident insurance. The accident insurance covers students during the hours they are in school and while going to and from school. (Note: To be eligible to file a claim for damages or losses resulting from an automobile accident under the policy, a student must be traveling on the most direct route to or from school. *Any interruption* of travel while *en route* to or from school may disqualify the student from receiving any compensation or benefits for losses suffered, including the loss of a life.)

## **Americans with Disabilities Act and Disability Services**

Martin Community College supports the Americans with Disabilities Act and is sensitive to the needs of students with documented disabilities. Students who wish to request accommodations should contact the Office of Admissions, Counseling, and Student Support Services.

## **Safety Precautions**

For reasons of safety, students are reminded to enter and leave buildings through the main and side doors and not through labs and shops. Students enrolled in lab or shop classes are reminded that they **must** wear goggles and/or other types of personal protective equipment (PPE), as required by law, while working on shop projects or performing lab experiments.

## **Inclement Weather**

In cases of inclement weather, Martin Community College will announce by 6:15 a.m. the status of opening or closing the College through appropriate local media outlets; via text, email, or phone call; and/or through an announcement on the [College's website](#). The College shall make a concerted effort to make up any college closing or hours of instruction which are missed due to inclement weather or unexpected conditions. A variety of approaches shall be utilized for this purpose including the following:

- Extending the length of the class session meeting times remaining in the semester.
- Conducting classes on Friday nights.
- Conducting classes on Saturdays.
- Extending the length of the semester.
- Special arrangements with instructors of individual classes as approved by the Chief Academic Officer.
- Extra assignments through Moodle.

Other arrangements may be presented to the appropriate Chair for his/her consideration. Exceptions may be made if the request does not appear to diminish the quality of the College's operation.

The college must maintain documentation of how instruction was rescheduled or otherwise made up until released from all compliance reviews.

## **Reporting Emergencies**

In the event of an emergency, such as a fire, campus violence, etc., follow the instructions of the Building Coordinator or other staff/faculty member. If you discover a fire and a staff/faculty member is not immediately available, pull the nearest fire alarm and exit the building.

If there is a need for immediate medical/first aid attention, notify the switchboard operator by picking up any red emergency phone or dial "0" on any in-house telephone or (252) 792-1521 from a cell phone or outside line. When calling, stay calm and explain the nature and location of the emergency.

## **Campus Security and Crime Awareness**

Martin Community College (MCC or College) shall comply with the requirements of the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (Title II of Public Law 101-542, amended 1998), also known as the *Clery Act*. The [Security Report](#) is available online, and a hard copy is located at the front desk in Building 1.

## **Reporting Crimes**

It is the policy of Martin Community College to require all persons to report all known and suspected criminal activities and other emergencies that occur on campus to the Vice President of Operations/Business and Industry Services. The MCC switchboard operator shall be available during normal business hours so that reports of an urgent nature may be reported. The Vice President of Operations/Business and Industry Services, having been notified of an incident, shall notify appropriate personnel, including law enforcement personnel, and investigate and document the incident.

Martin Community College encourages anyone who is the victim of or witness to criminal incidents that occur at MCC sponsored off-campus activities to report them to the appropriate law enforcement agency having jurisdiction. If a victim or witness does not wish to pursue action under the MCC system or the criminal justice system, he/she may file a report on the details of the incident with the Vice President of Operations/Business and Industry Services without revealing his/ her identity. The purpose of a confidential report is to comply with one's wish to keep the matter confidential, while taking steps to ensure the future safety of the campus community. Reports filed in this manner shall be included in the Annual Crime Report.

All criminal activities that occur on any MCC campus or at MCC-sponsored activities, including off-campus activities, shall be reported by the College President, or his/her designee, to the appropriate law enforcement agency.

## **Security of and Access to Campus Facilities**

Access to MCC facilities (e.g., buildings) shall be provided to the public Monday-Thursday, 7:00 a.m. until 9:00 p.m. and Friday, 7:00 a.m. until 3:30 p.m., except for scheduled holidays or announced periods of closure. Access at other times shall be controlled by the assignment of keys and alarm system access codes.

Access to private offices shall be controlled by the assignment of keys to individuals.

Access to classrooms or sensitive areas (e.g., Maintenance facilities, network server rooms, etc.) shall be controlled by assignment of keys to responsible faculty and/or staff members.

## **Lockdown**

If there is a campus intruder who is armed, the campus will go on lockdown. Students who are on campus should seek cover in a classroom and follow the instructor's directions while the campus is on lockdown. If students are outside, they should seek concealment behind cars, dumpsters, or other large objects, using extreme caution to prevent being a visible target. Cell phones should be put on vibrate immediately. Students who are off campus will be notified by email to remain off campus until the emergency is resolved.

## **Campus Law Enforcement**

The College receives support from local and State agencies having jurisdiction. These security personnel have complete police authority to apprehend and arrest anyone involved in illegal acts, either on or off campus.

## **Alcohol and Illegal Drugs**

See [Drug and Alcohol Policy](#).

## **Title IX Policy: Discrimination on the Basis of Sex & Sexual Misconduct**

Martin Community College is committed to providing a learning and working environment that promotes personal integrity, civility and mutual respect in an environment free of discrimination on the basis of sex, which includes all forms of sexual misconduct. Sex discrimination violates an individual's fundamental rights and personal dignity. Martin Community College considers sex discrimination in all its forms to be a serious offense. This policy refers to all forms of sex discrimination, including but not limited to: sexual harassment, sexual assault, and sexual violence by employees, students, or third parties. See the complete MCC Title IX Policy and procedures on the MCC website.

## **Firearms and Other Weapons on Campus**

Martin Community College endorses North Carolina General Statute 14-269.2 *"Firearms and Other Weapons on Campus."* It is therefore prohibited to possess or carry weapons as defined by GS 14-269.2 or powerful explosives as defined by GS 14-284.1 on College premises or to a curricular or extra-curricular activity sponsored by the College. This includes hunting rifles left in vehicles in parking lots.

Students who possess (openly or concealed) or use a Class I Felony Weapon of any kind or powerful explosive (see definitions) on campus or at a campus-related activity sponsored by the College will be suspended from enrollment for a period of not less than one year. For a second offense, the student will be expelled.

Employees who possess (openly or concealed) or use a Class I Felony Weapon of any kind or powerful explosive on campus or at a campus-related activity sponsored by the College will be terminated from employment at the College.

Students who possess (openly or concealed) or use a Class I Misdemeanor Weapon (see definitions) will be suspended from enrollment for a minimum period of at least one semester. For a second offense, the student will be expelled.

:::info

Certain exceptions are made in GS 14-269.2(g) for weapons used solely for educational purposes or a College approved program conducted under the supervision of an adult

whose supervision has been approved by the College (e.g., BLET).

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## **Records Collection and Retention (Clery Act)**

The College shall establish and maintain records of crimes reported to the Vice President of Operations/Business and Industry Services. Records to be kept include, but are not limited to, copies of crime reports; Daily Crime Logs; records of arrests made on College property and referrals for disciplinary action related to criminal activity; Timely Warning reports; and documentation such as letters to and from local police having to do with *Clery Act* compliance.

The College shall establish and maintain a Daily Crime Log and ensure that it is open to public inspection. This Crime Log shall include all reported crimes, not just *Clery Act* crimes. The Daily Crime Log shall be kept for three years following the publication of the last Annual Crime Report to which they apply (in effect, seven years).

The College shall also make a reasonable good-faith effort to obtain crime statistics from appropriate law enforcement agencies to include in the Annual Crime Report and the web-based report to the U.S. Department of Education's Office of Postsecondary Education (OPE). If local law enforcement agencies having jurisdiction cannot provide a breakdown of statistics specific to *Clery Act* geographic areas, these statistics may be omitted from the Annual Crime Report and OPE data. In this situation, the College shall provide a statement explaining that local law enforcement could not provide a statistical breakdown appropriate for *Clery Act* reporting.

## **Information Dissemination**

To provide campus community members with the information necessary to make informed decisions about their safety, the College shall disseminate information in the following ways:

## **Timely Warning**

In order to keep the campus community informed about safety and security issues on an ongoing basis, the Vice President of Operations/Business and Industry Services shall alert the campus community of any Clery Act crimes that are

- reported to campus security authorities or local police agencies; and
- considered by the College to represent a serious or continuing threat to students, employees, or visitors.

(See definitions of *Clery Act* crimes in The Handbook for Campus Crime Reporting, published by the U.S. Department of Education Office of Postsecondary Education.)

These alerts shall be issued by the Vice President of Operations/Business and Industry Services (or his/her designee) to students, faculty, staff, and, where appropriate, visitors by means of the College email system, bulletin boards, including electronic bulletin boards, or circulars. These warnings shall include the nature of the threat, when and where it occurred, and what, if any, action one should take to mitigate the threat to themselves.

:::info

The College is not required to provide a timely warning for crimes reported to a professional counselor. There are no other exceptions.

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## **Access to the Daily Crime Log**

The Daily Crime Log for the most recent 60-day period shall be accessible to the public at MCC's main campus, upon request, during normal business hours. Any portion of the log that is older than 60 days shall be made available within two business days of a request for public inspection.

## **Annual Crime Report**

The Vice President of Operations/Business and Industry Services (or designee) shall prepare an Annual Crime Report and distribute it to all current students and employees. The categories of crimes so reported shall comply with the definitions given in the *Clery Act*.

The Annual Crime Report shall be distributed to all current students and employees by giving a copy to individuals via the US Post Office, campus mail, email, or a combination of these methods. This distribution shall take place no later than October 1 of each year. In addition, the Annual Crime Report shall be posted on the MCC web site. The report shall also be provided free of charge to prospective students and employees upon request. The Annual Crime Report shall be made available at the offices of Student Services and Administrative Services.

## **Security [Crime] Awareness and Prevention Programs**

Crime awareness shall be addressed periodically through appropriate media.

## **Information about Registered Sex Offenders**

The College shall inform the campus community that an SBI registration list of sex offenders is maintained and available on the [N.C. Sex Offender and Public Protection Registry website](#).

## **Submission of Crime Statistics to the OPE (ED.gov)**

The Vice President of Operations/Business and Industry Services (or his/her designee) shall participate in the Campus Crime and Security at Postsecondary Education Institutions Survey, conducted by the U.S. Department of Education's Office of Postsecondary Education (OPE). This will be accomplished by entering crime data included in the Annual Crime Report into a database at the URL:

## Access to Pertinent Regulations, Laws, and Statutes

Copies of or access to regulations, laws, and statutes pertinent to the *Clery Act*, including G.S. 14-269.2 Firearms and Other Weapons on Campus, G.S. 14-2841, and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Title II of Public Law 101-542, amended 1998) shall be made available at the offices of Administrative Services and Student Services.

## Definitions

- **Class I Felony Weapon:** per GS 14-269.2(b) any gun, rifle, pistol, or other firearm of any kind. (Does not apply to BB guns, stun guns, air rifles, or air pistols).
- **Class I Misdemeanor Weapon:** per GS 14-269.2(d) any BB gun, stun gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades (except for personal shaving), firework, or any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for the preparation of food, instruction, and maintenance.
- **Expelled:** a student who has been expelled is cut off from membership or relations with the College. Expelled students are barred from registering and/or attending classes and official College functions. Appearance on College premises should be limited to official business with the College, such as attendance at a Grievance Hearing or reinstatement proceedings.
- **Powerful Explosive:** per GS 14-284.1 includes but is not limited to nitroglycerin, trinitrotoluene, and blasting caps, detonators, and fuses for the explosion thereof.
- **Professional Counselor:** a person whose official responsibilities include providing mental health counseling to members of the College's community and who is functioning within the scope of his or her license or certification. This definition applies even to professional counselors who are not employees of the institution, but are under contract to provide counseling at the institution.

- **Prospective Employee:** an individual who has contacted the College requesting information concerning employment with the College.
- **Prospective Student:** an individual who has contacted the College requesting information about admission to the College.

## **Workforce Support Services**

### **Small Business Center**

The Martin Community College Small Business Center supports the development of new businesses and the growth of existing businesses by being a community-based provider of training, counseling, and resource information. Training sessions are offered in a wide variety of workshops, seminars, and short courses which include:

- How to Start a Business
- How to Write a Business Plan
- How to Finance a Business
- How to Research and Market a Business
- Record Keeping and Taxes for a Small Business

Confidential counseling services and most seminars and workshops are free of charge. Services provided by the Small Business Center can be customized to suit specific business needs. Contact the Small Business Center for seminar schedules, counseling, and more information on services provided. The Small Business Center is located in Building 4. For more information on the 52-789-0201.

### **NCEdge - Industry Customized Training Program**

The Customized Training Program provides education, training, and support services for new, expanding and existing business and industry in North Carolina through our network of 58 community colleges, service all 100 counties of the state. Our goal is to foster and support three key aspects of your company's well-being:

- Job Growth
- Technology Investment
- Productivity Enhancement

The Customized Training Program is designed to make a difference in your bottom line, whether your organization is creating jobs, investing in new machinery and equipment, or streamlining processes for efficiency.

For more information on the Industry Customized Training Program, contact us at 252-789-0303.

## **ApprenticeshipNC**

ApprenticeshipNC is an employer-based program that helps workers learn specialized skills needed in today's work environment, combining on-the-job learning with related classroom instruction. Students earn nationally recognized credentials, while employers develop a talented team and close the skills gap. While many people start apprenticeships immediately after graduating from high school, they may also work well for veterans leaving active-duty military service, those looking to change careers, or people whose jobs are being replaced by technology. Here at Martin Community College, our goal is to help connect and support employers and apprentices.

For more information on ApprenticeshipNC, contact us at 252-789-0303 or visit the [ApprenticeshipNC website](#).

# Paying for College

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## Financial Aid

Martin Community College attempts to assist students in meeting their financial needs to complete their educational goals. Coordination of all financial aid services is handled by the Student Services Division of the College, which also serves as a referral agency for the following:

- Department of Veterans Affairs (DVA)
- Workforce Investment Act (WIA)
- Division of Vocational Rehabilitation
- Department of Social Services
- Employment Security Commission (Job Service)

The financial aid program at Martin Community College was established to ensure that qualified students have the opportunity to continue their education. Financial aid is awarded largely on the basis of need, which is defined as the difference between a student's annual cost of education and the amount the student and his or her family can reasonably contribute toward his or her education and is determined by a formula established by the U.S. Congress.

Financial aid is awarded in the form of grants, scholarships, and part-time employment (work-study). Grants and scholarships are gifts that do not have to be repaid. Work-study is money that a student earns by working part-time for the College or a governmental and/or a nonprofit agency. Financial Aid awards are mailed to the address on record in the Registrar's Office. It is the responsibility of the student to keep his or her information current.

Students who qualify for financial aid *must be enrolled in a curriculum program and must meet all academic requirements* which includes making satisfactory academic progress as defined by the *Satisfactory Academic Progress Policy for Financial Aid*.

*Students wishing to either double major or change their major should see the Financial Aid Director to ensure continuation of their Financial Aid funding.*

## **Satisfactory Academic Progress Policy for Financial Aid**

### **Financial Aid Academic Eligibility Standard**

The U.S. Department of Education has published regulations that require institutions to measure satisfactory progress toward program completion for students who receive federal aid. The College monitors satisfactory academic progress (SAP) of financial aid recipients at the end of each term. To maintain eligibility for financial aid, a student must comply with the following standard:

- Must have a program GPA of 2.0
- Must have a program completion rate of 67% at the end of each term. The rate is calculated by dividing the total number of hours the student has successfully completed by the total number attempted. Successful completion of a course is defined as earning a grade of A, B, C, or D. Grades of "F", "AU", "I", "W", and "WF" are not considered as successful completion. The rate also includes transfer credit hours that are accepted toward a student's educational program.
- Must complete a program of study in a time frame not to exceed 150% of the published length of the program. This is measured in credit hours (e.g., if the academic program length requires 60 credit hours, maximum time frame cannot exceed 90 credit hours attempted). Financial aid eligibility is limited to the 150% maximum time frame of a program's credit length even if the program is not completed. Change of major or program may not be sufficient reason to extend the credit limit. Financial Aid/ Multiple Major policy: Effective Summer Semester 2013, students may major in more than one program. For Satisfactory Academic Progress (SAP) determination, a student may only have one 150% time frame calculation, regardless of multiple eligible programs. The longest credit hour

program will be used to determine the student's 150% time frame calculation.

Failure to meet any of the standard requirements may result in denial of federal financial aid at Martin Community College.

If a student fails to meet these eligibility standards, an automatic WARNING status (see below) is enforced. Grades of A, B, C, and D only will be evidence of successful completion of course work for purposes of calculating institutional percentage completion rates.

### **Measurement Point/Times Standard Applied**

The financial aid academic eligibility standard will be evaluated at the end of each term for financial aid applicants. Eligibility for receipt of financial aid can be denied at any measurement point if any standard is not met.

### **Good Standing Status**

Financial aid applicants who meet a program GPA of 2.0 and a program completion rate  $\geq$  67% , and have a time frame not exceeding 150% of their calculated hours at the time of evaluation are considered to be in GOOD STANDING and are otherwise eligible for aid.

### **Warning Status**

When a student in GOOD STANDING fails to meet the eligibility standards for either completion rate and/or GPA, an automatic WARNING status is enforced. The student will be notified in writing of this change in status and the potential impact it may have on aid eligibility. If a student in WARNING status fails to meet the minimum standards for another term, he/she becomes ineligible for aid. The student has the option to appeal after becoming ineligible (see appeal procedures).

### **Failed Status**

Students who do not meet the program requirements at the end of the warning term will be suspended from financial aid but may appeal their eligibility. If the appeal is approved, students would be on PROBATION status for one more term. At the end of the PROBATION term, students would not be eligible for aid unless they are meeting the program requirements.

Financial Aid regulations also give the appeal committee the option to develop an academic plan for students who would not be able to meet program requirements in one semester. Students who are given an academic plan are required to meet SAP program requirements by a certain point in time established by the appeal committee.

### **Reinstatement of Aid Eligibility**

A student may apply for a re-determination of eligibility through the APPEAL process. A student may submit an appeal for reinstatement on the basis of 1) mitigating circumstances or 2) after successfully rehabilitating the program 2.0 GPA or better, completion rate of 67%, and maximum time frame of 150%.

### **Appeal Procedures**

Reinstatement of aid is never automatic. A student must apply for re-determination of aid eligibility by completing a Martin Community College Financial Aid Appeal form. A student may use the appeal process to petition any financial aid action that the law allows. Appeals are made through the Financial Aid Office (Financial Aid Director) on the official form and will require the following: an explanation and documentation regarding why the student failed to make SAP and a statement and documentation as to what has changed in the student's situation that would allow the student to meet SAP in future terms. Appeals are reviewed by the Appeal Committee. Students will be allowed one appeal after failing SAP minimums. If the appeal is approved, the student's transcript will be re-evaluated and they will be given the following: 1) an academic plan of action that allows them adequate time to make Satisfactory Academic Progress (SAP), or 2) one semester of financial aid that allows them to make Satisfactory Academic Progress (SAP). Appeal eligibility will be

reviewed on a case by case basis and it will be determined by the Appeal Committee on what is the best alternative for the student.

## **Probation Status**

Successful appeals will allow a student to be placed in PROBATION status. Students must meet the conditions outlined in the appeal decision. If a student is unable to meet these conditions, the student will be ineligible for aid until the program GPA is at least 2.0 and the program completion is at least 67%.

## **Transfer Student Requirements**

Course work taken at another institution that is accepted and officially transcribed as transfer credit by Martin Community College will count toward the 150% maximum time frame calculated hours as well as the cumulative completion rate. If the limit is exceeded, the student must submit an appeal to determine aid eligibility. GPAs from other schools are not considered in Martin Community College's financial aid satisfactory progress policy.

## **Consortium Agreements**

Students enrolled in more than one institution under consortium agreements are subject to the home institution's Satisfactory Academic Progress policy.

## **Developmental Course Work**

Students will be allowed a maximum of 30 credit hours of developmental course work in addition to the credit hour maximum. Developmental course work is defined as course numbers below 100.

## **Applying for Financial Aid**

Students wishing to apply for financial aid must do so **each year** by completing a *Free Application for Federal Student Aid* (FAFSA). This application is available online at [Federal Student Aid](#) or in the Financial Aid Office at MCC and may also be obtained from other educational institutions. Students should submit an application before May 1, for the following academic year. After submitting the FAFSA, the student will receive a document called a *FAFSA Submission Summary*. This document should be checked for accuracy and any necessary changes should be corrected immediately. The Financial Aid Office at MCC can make these changes electronically if MCC's school code is listed on the application. Other documentation may be required and will be requested from the student as necessary. After all documentation has been submitted, the Financial Aid Office will process the financial aid application, verify academic eligibility, and send an award letter to the student indicating the financial aid awarded for the current academic year, if eligible.

## **Financial Aid Eligibility Requirements**

Financial aid is awarded primarily on the basis of need. In addition, financial assistance depends on the availability of financial resources. To be considered for financial aid, applicants must meet the following criteria:

- Be enrolled or accepted for enrollment in an eligible curriculum program at Martin Community College;
- Be a citizen or an eligible non-citizen of the United States with a valid Social Security Number;
- Be an undergraduate student who has not previously received a bachelor's degree;
- Demonstrate financial need;
- Have a high school diploma, GED or HiSET certificate, or Adult High School Diploma;
- Be making satisfactory progress in the course of study being pursued;

- Not be in default on a Federal Perkins Loan (formerly NDSL) or a Student Loan (formerly Guaranteed Student Loan) and not owe a refund of federal funds at any institution;
- Meet any applicable program or degree-specific criteria;

If students qualify for financial aid, they will receive an award letter. Students should review the award carefully.

## **Return of Title IV Funds Policy**

The Higher Education Amendments of 1998, Public Law 105-244, details the way funds paid toward a student's education are handled when a recipient of Title IV funds withdraws from the school. Title IV funds include Federal Pell Grant and Federal Supplemental Educational Opportunity Grant.

If a recipient of Title IV funds **withdraws from school** then the institution (MCC) uses a pro rata schedule to determine the amount of Title IV funds the student has earned at the time of withdrawal.

If the amount of Title IV aid disbursed to the student at the time of withdrawal is greater than the amount of aid earned by the student, unearned funds must be returned to the fund from which the aid came. If the amount of Title IV aid disbursed to the student is less than the amount of aid earned, then the student is eligible to receive a post-withdrawal disbursement of the earned aid that was not received. **The student will be responsible for repaying all Title IV aid that was received but not earned.**

## **Types of Financial Aid**

- **Federal Pell Grant:** The Federal Pell Grant program is designed to be the foundation of a financial aid package. The U.S. Department of Education calculates the Student Aid Index (SAI) for each student using a standard formula. The College uses the student's SAI and his or her cost of attendance to make an annual award. All students are encouraged to apply for a Federal Pell Grant each

year that they will be enrolled in college.

- **Federal Supplemental Educational Opportunity Grant:** The Federal Supplemental Educational Opportunity Grant (FSEOG) is a federally-funded program that provides grants for students of exceptional financial need with priority given to Pell Grant recipients.
- **Next NC Scholarship:** The Next NC Scholarship is a financial aid program that helps most North Carolinians from households making \$80,000 or less pursue a higher education, by fully covering tuition and fees at any community college. Students must complete the Free Application for Federal Student Aid (FAFSA) to be considered for this grant. Students with the greatest need for financial aid could qualify for even more funding to help make paying for college more manageable. For more information and to review eligibility criteria, visit [nextscholarship.org](http://nextscholarship.org).
- **Federal Work-Study:** The Federal Work-Study program provides part-time jobs for students with financial need. It allows students to earn money to help pay their educational expenses while enhancing their work experiences. Students who are accepted in this program work approximately 10-12 hours/week, earn minimum wage, and are paid on a monthly basis.
- **Less Than Half Time/Targeted Assistance Grant:** Very limited funds are received from the State of North Carolina for this grant. Rules of eligibility are determined by the State Board. For Less Than Half Time Grant, students must be attending less than 6 credit hours and have an EFC between 801 and 4000. The maximum award is \$30 per credit hour for a total of \$150. For the Targeted Assistance Grant, students must be in a high demand/low enrollment program.
- **Child Care Grant:** Child Care Grant is funded by the State of North Carolina to assist currently enrolled students with day care expenses. Funds are paid directly to day care providers. Preference is given to students who are enrolled full-time (12+ credit hours).
- **Scholarships:** Martin Community College has a limited number of institutional scholarships which are generally awarded to students with exceptional academic averages. In selecting recipients, the MCC Financial Aid Office reviews all

applications and presents award candidates to the Scholarship Committee based on the student's academic record, financial need, and other requirements as described for the individual scholarships. The Scholarship Committee makes the final decision on scholarship awards. Scholarship applications and information are available online or in the Financial Aid office. For a current list of scholarships, contact the Office of Institutional Advancement.

## **Tuition and Fees**

### **Tuition**

*In-State and Out-of-State Tuition Rates are set by the North Carolina General Assembly and may change without notice.* Check our website for tuition rates. Currently students pay per credit hour up to a maximum of 16 credit hours. Hours taken over 16 are not charged. The costs of textbooks and supplies are additional expenses which vary according to the program of study or courses taken. Tuition is waived for students taking curriculum courses in Career & College Promise Pathways and for courses provided to students of Early College High Schools. Home-schooled students may be eligible to enroll in a Career and College Promise program(s).

Students registered for 12 or more credit hours Fall and Spring semesters are classified full-time. Students enrolled during the Summer semester are considered to be full-time if enrolled for 9 or more credit hours (12 or more credit hours for Financial Aid purposes and 7 or more hours for Veterans).

North Carolina law (G.S. 115-143.1) states, "To qualify as a resident for tuition purposes, a person must have established legal residence (domicile) in North Carolina and maintained that legal residence for at least 12 months immediately prior to his or her classification as a resident for tuition purposes." This domicile must be a permanent home of indefinite duration as opposed to merely a temporary residence or abode incident to enrollment in an institution of higher education. Please be aware that many factors in addition to the 12-month domicile requirement are considered in determining residency status. Please see

Residency section for further information.

## **Tuition Refund**

1. A 100 percent 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 percent refund if the class in which the student is officially registered fails to “make” due to insufficient enrollment.
2. A 75 percent refund shall be made if the student officially withdraws from the class(es) after the semester begins and prior to or on the official 10 percent point of the semester. A refund shall not be made if the student withdraws after the 10 percent point of the semester.
3. For classes beginning at times other than the first week (seven calendar days) of the semester, a 100 percent refund shall be made if the student officially withdraws from class prior to the first class meeting. A 75 percent refund shall be made if the student officially withdraws from the class prior to or on the 10 percent point of the class. A refund shall not be made if the student withdraws after the 10 percent point of the class.
4. For contact-hour classes and block classes refer to number 3 of this refund policy except use ten calendar days from the first day of the class(es) as the determination date.
5. To comply with applicable federal regulations regarding refunds, federal regulations will supersede the state refund regulations stated in this rule. Please refer to *Return of Title IV Funds Policy*.
6. When a student, having paid the required tuition for the semester, dies during that semester (prior to or on the last day of examinations), all tuition and fees for that semester may be refunded to the estate of the deceased.
7. Notwithstanding section (b), if the State Education Assistance Authority makes a final validation (see *Residency Determination Service*) determination prior to the 10 percent point of the course section or academic term, as determined by local college policy and noted on the college calendar, a college shall provide a 100

percent refund using States funds if all of the following conditions apply:

8. 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).
9. 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).
10. 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 percent 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.

When a student withdraws from curriculum class(es) within the designated time as specified, a refund check will be mailed to the student unless tuition is paid by a third party.

## **College Fees**

Full-time curriculum students are required to pay an activity fee of \$30 per semester. Part-time curriculum students are required to pay an activity fee in amounts pro-rated to their total credit hours (see table below). No activity fee is charged during the summer. Career and College Promise high school students and senior citizens age 65 or older will not be charged a student activity fee. All curriculum students are eligible to participate in all school-sponsored activities.

## **Tuition and Fees for Online or Distance Learning Courses**

Tuition for online or distance learning courses is the same as tuition for face-to-face courses (see *Tuition/Fees*). Students are not required to pay any additional fees for individual online or distance learning courses, including charges associated with verification of student identity.

## Student Activity Fees

The student activity fee paid by the curriculum student is non-refundable except when a course is cancelled by the College. *Fees are subject to change pending MCC approval; tuition is subject to change pending Legislative approval.*

### Credit Hours Fee Amount

1-3	\$16.50
4	\$18.00
5	\$19.50
6	\$21.00
7	\$22.50
8	\$24.00
9	\$25.50
10	\$27.00
11	\$28.50
12 or more	\$30.00

## Other Fees

- **AUT/TRN Lab Fee:** \$25 per class for the following courses: AUT 116, AUT 141, AUT 151, AUT 181, AUT 221, TRN 110, TRN 111, TRN 112, TRN 120, TRN 145; high school students are not required to pay AUT/TRN lab fee
- **Equine Fee:** \$30 per credit hour for EQU 130, EQU 140, EQU 150, EQU 240, EQU 280, EQU 241, EQU 260, EQU 270. \$65 per credit hour for EQU 220. \$80 per credit hour for EQU 211. \$100 per credit hour for EQU 111, EQU 120, EQU

112, EQU 121, EQU 212, EQU 221.

- **Graduation Fee:** \$0 for first credential for current traditional students (i.e., students in continuous attendance); previously enrolled students and high school students are required to pay \$30 for the first application; \$5 for additional application; \$5 for additional cover; \$5 for additional tassel (graduation fees are non-refundable)
- **Library Lost-Item Service Fee:** \$5 service fee for lost library item. This fee is in addition to the charge to replace the lost item
- **MEC 110 Lab Fee:** \$50 per student for MEC 110; high school students are not required to pay MEC 110 lab fee
- **Placement Testing Fee:** \$5 per tier for non-MCC students; students can re-take each tier one time
- **Science Lab Fee:** \$8 per student for each BIO, CHM, or SCI course as well as AGR 140, AGR 170, and AGR 261; high school students are not required to pay science lab fee
- **Student ID Card Fee:** \$5 for all replacements (first student ID card is free)
- **Technology Fee:** \$15.25 per student per semester; high school students are not required to pay technology fee
- **Transcript Fee:** \$5 for official curriculum transcripts; unofficial transcripts are free

# Academic and Continuing Education Programs

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## Curriculum Academic Programs

*See related section in this catalog (/programs/).*

## Career and College Promise

*See related section in this catalog (/programs/?type=ccp).*

## Continuing Education

*See related section in this catalog (/programs/?type=conted).*

## Student Life

## New Student Orientation

All new students are encouraged to complete the new student orientation on the MCC website. Topics include college policies and procedures, facility locations, and other helpful information such as educational opportunities and resources available at MCC. Our Distance Learning Lab also provides orientation opportunities and materials to help with using the Moodle system.

## Student Government Association

On a non-discriminatory basis, the Student Government Association (SGA) provides students an opportunity to gain practical experience in the democratic process through participation in a program of self-government. The SGA promotes student leadership, encourages good citizenship and high standards of personal conduct, and provides student-led activities that are in the best interest of Martin Community College. SGA activities are open to curriculum students and operates according to its approved constitution and bylaws. The activities of the association are subject to approval and sanction by the administration of the College.

## **Phi Theta Kappa**

Phi Theta Kappa is the international honor society for community and junior colleges. The purpose of Phi Theta Kappa is to recognize and encourage scholarship, leadership, fellowship, and service among two-year college students. Membership in MCC's Alpha Chi Gamma chapter is by invitation only. To be considered for membership, students must be enrolled in a curriculum program at Martin Community College, have maintained a cumulative grade point average of 3.5 or higher for a minimum of 12 semester hours, have established academic excellence as judged by the faculty, be of good moral character, and possess recognized qualities of citizenship.

## **Alpha Beta Gamma**

Alpha Beta Gamma is an international business honor society established to recognize and encourage scholarship among college students in business curricula. To be eligible for membership in Alpha Beta Gamma, a student must be enrolled in a business curriculum in a junior or community college or a two-year accredited program within a college or university. A student must have completed 12 credit hours with at least 12 hours of his/her work being in courses leading to a degree recognized by his/her institution. A student must also be of good moral character, must possess recognized qualities of citizenship, and must maintain a 3.0 GPA or its equivalent in business courses as well as a 3.0 cumulative

average.

## **Scholar of Global Distinction**

MCC participates in the University of North Carolina at Chapel Hill World View Scholar of Global Distinction Program. MCC's faculty are committed to develop and offer globally intensive courses and activities through which students can earn the Scholar of Global Distinction graduation honor. Students must apply to become a member of the MCC Scholar of Global Distinction and complete all required courses and activities in order to earn the graduation honor and UNC Chapel Hill Scholar of Global Distinction certificate.

## **Career Services and Employment Resources**

The Career Center is located in Building 2 within the Library. The Director of the Career Center assists students and alumni with career exploration, assessing job skills and interest, career counseling, resume and cover letter development, interview skills, virtual reality employment research, and access to regional employment opportunities.

Prospective students, current students, and alumni also have access to Martin County [NCWorks](#) Career Center located on the Martin Community College campus. Students may also access information regarding full-time and part-time employment using computers in the Career Center and in the Library.

## **Student Organizations/Clubs**

Students are encouraged to initiate new organizations/clubs to meet student needs, provide additional learning experiences, and enhance school spirit. The following steps should be followed in initiating a new organization:

1. Discuss plans and get tentative approval from the Student Government Association advisor.
2. Discover and promote other interested students.

3. Select a faculty sponsor.
4. Develop a statement of purpose and objectives.
5. Have the first organizational meeting and elect officers; officers installed if approved.
6. Establish a time and place for meetings.
7. Certify that members of the organization are registered students at the College.
8. Develop a budget and present it to the Student Government Association for approval, if applicable.
9. Petition the Student Government Association for recognition.
10. Provide a constitution/bylaws to the SGA Advisor.
11. Obtain approval of College President.

## **Dress Code**

Students are expected to dress appropriately for class, lab, or shop. However, instructors may specify the type of clothing they consider to be most appropriate for certain classes. Safety glasses are required in some labs or shops; i.e., automotive.

## **ID Policy**

All Martin Community College faculty and staff will be issued ID badges at no initial cost. Curriculum students (part-time and full-time) and continuing education students will be issued ID badges at no initial cost. The cost of replacing a lost or damaged ID badge is \$5. Current government issued photo ID and proof of active student status must be presented before receiving a college ID badge.

## **Bookstore**

The Bookstore is operated by the College for the convenience of students, faculty, and staff. Textbooks and required supplies are available as well as general supplies, bookbags, MCC imprinted clothing and gifts. Hours of normal operation are Monday - Thursday, 10:00 a.m. - 3:30 p.m. and Friday, by appointment only. Summer hours may vary based on

the college's hours of operation. Books may be returned for a full refund within ten (10) days of the date on the receipt. They must not be defaced in any way, must still be in plastic if purchased in plastic, and must be accompanied by a cash register receipt. NO EXCEPTIONS WILL BE MADE. Book buybacks will be held on the last two (2) days of each semester from 10:00 a.m. to 3:30 p.m.

## **Lost and Found**

If students lose items on campus, they should check with the Student Services Office. All students are urged to turn in items which have been found to the Student Services Office as soon as possible. Articles which are turned in and not claimed within a reasonable length of time will be given to charity.

## **Distance Learning**

In keeping with its mission to "build better futures by providing affordable, accessible, quality educational programs and workforce development in a student-centered environment in order to meet the community's needs," Martin Community College offers a range of distance learning options. Distance learning includes any course or program in which less than or equal to 50% of the instruction is delivered online. Instruction may be synchronous or asynchronous. Most distance learning courses at MCC are delivered via the Internet or the North Carolina Information Highway, and some courses may be supplemented by videoconferencing technology.

Students have the option to enroll in courses using various delivery formats, including courses that are conducted completely online via the Learning Management System (LMS), courses that meet fully on campus (but may have a supplemental LMS shell), and courses that combine on-campus and online contact. MCC also offers distance learning classes through the North Carolina Information Highway, where courses may be broadcast from other institutions to the MCC campus and from MCC to other institutions.

## **Course Delivery Formats**

## **Online Instruction**

College curriculum or continuing education course in which 100% of the instruction is delivered online. Courses may have proctored testing, but instruction is delivered online.

## **Hybrid Instruction**

College curriculum or continuing education course in which >50%, but <100% of instruction is delivered online. Instructional delivery methods may include, but are not limited to: Internet, LMS, licensed instructional video, CD, TV, DVD, instructional software, or other media.

## **Blended Instruction**

College curriculum or continuing education course in which less than or equal to 50% of instruction is delivered online. Instructional delivery methods may include, but are not limited to: Internet, LMS, licensed instructional video, CD, TV, DVD, instructional software, or other media.

## **Hybrid Instruction (HyFlex)**

A multi-modal instructional delivery method where the college has the option to deliver the online portion of a curriculum or continuing education course synchronously, asynchronously, or both as long as 100% of the instruction is offered face to face with the instructor in a physical classroom. Students may choose to attend the regularly scheduled in-person session or the online option on a session by-session basis.

## **Standards and Learning Goals**

Distance learning courses at Martin Community College are conducted with the same academic rigor as face-to-face courses and comply with the *Principles of Accreditation* of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

- Students in distance learning courses are expected to commit the same amount of time to studying and completing assignments and are assessed on the same learning outcomes as students in equivalent face-to-face courses.
- Credits awarded for distance learning courses are the same as those awarded for equivalent face-to-face courses.
- Faculty who teach distance learning courses hold the same credentials and possess the same subject area expertise as faculty in equivalent face-to-face courses. Faculty members who teach these courses are expected to be proficient in delivering online instruction.

## **Successful Students**

While a distance learning course can be convenient for a student juggling multiple responsibilities outside of school and can allow flexibility in completing coursework, distance learning courses may not be the best option for every student. Consider the following list of traits traditionally associated with online learning success when deciding on online option:

- Independent Learner: self-regulates course involvement to meet requirements.
- Time management: completes course activities in a timely manner, does not procrastinate; creates a schedule of course activities to manage time effectively.
- Reading and communication skills: has a good grasp of the written word as a large majority of online learning occurs through forum postings, emails, assignments and other features.
- Technology access and skills: has regular, unimpeded access to a computer with reliable high-speed Internet access; is proficient in using computer programs such as Microsoft Word, using course delivery systems such as the LMS, and using the Internet for research and learning.
- Motivated and goal-oriented: self-selects objectives and uses organizational tools to stay on track.

Students who enroll in an online, hybrid, blended, or HyFlex class are also encouraged to complete the online Moodle Student Orientation. MCC's Distance Learning Department is available to assist students with supplemental Moodle orientation and troubleshooting.

Email [distancelearning@martincc.edu](mailto:distancelearning@martincc.edu) for assistance.

## **Student Responsibilities**

While distance learning courses allow students flexibility in completing course work, these courses are not self-paced. A student in a distance learning course is expected to complete assignments regularly and by assigned due dates, just as in a face-to-face course.

A student in a distance learning course is expected to "attend" class regularly. These courses begin on the first day of the semester and run according to the MCC Academic Calendar schedule, just as face-to-face classes do. A student in an online course must complete an enrollment assignment (designated by the instructor) during the first ten percent (10%) of a course to be considered enrolled in the class. If a student does not complete the enrollment assignment by the census date, the student will be dropped from the class.

Attendance in distance learning courses may be based on assignments submitted. A student who does not complete assignments for distance learning courses for a specified period of time may be administratively withdrawn from the course. Specific assignment and attendance requirements are outlined in each course syllabus.

A student in distance learning courses is responsible for communicating with his or her instructor. The student should check his or her MCC e-mail and the course LMS site regularly for messages from the instructor, and the student should contact the instructor immediately with any questions or problems.

## **Ensuring Student Identity**

Each Martin Community College student is assigned an official *myMartin* account with a unique, confidential online user ID and instructions to create a unique password. The user ID is a combination of the student's name and MCC student identification number; the initial, randomized password is provided in the student's welcome letter and/or personal email address with instructions to reset the password through MCC's Password Portal. On first logon, students are prompted to setup multifactor authentication (MFA) and to change their password from the initial password. MFA increases the security of students account by ensuring that even the students password being stolen does not necessarily breach the account. This combination of user ID, MFA, and password is the only means by which an MCC student can access distance-learning courses. This combination allows a student to access only the courses for which he or she is registered. To protect student privacy and insure the identity of a student logged into a course, students are encouraged to keep their login information confidential.

## **Ensuring Security and Privacy**

Distance learning courses are offered through the Moodle Open Learning Management System, owned by Learning Technologies Group (LTG), the largest commercial Moodle provider in the world. Moodle Open LMS offers support for security and maintaining online privacy in its learning platforms. For a copy of LTG's Data Protection Policy, email [distancelearning@martincc.edu](mailto:distancelearning@martincc.edu). In addition, as stated above, Martin Community College ensures student security and privacy by encouraging students to keep their login information confidential.

## **Equality of Access**

Because Martin Community College stresses equivalent rigor and learning outcomes in its distance learning courses, students in these courses have equal access to academic resources and services via MCC e-mail, Internet, and telephone. Most resources and services are available in person, online, by phone, or by videoconference.

## **Technical Support**

Students who experience log in issues with *myMartin* accounts, including to the LMS, can receive assistance by calling the MCC Technical Support help line at 252-789-0300, emailing [it@martincc.edu](mailto:it@martincc.edu), or visiting the College website.

# Courses

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## Course Descriptions

*See related section in this catalog (/courses/).*

## Registration

## Requisites

# Academic Guidelines

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## Student Academic Responsibility

Students are responsible for the proper completion of their academic program; for familiarity with all requirements of the MCC College Catalog under which they intend to graduate; for maintaining the grade point average required for continued enrollment and at all times knowing their academic standing; and for meeting all other degree, diploma, or certificate requirements. Advisors counsel students, but the final responsibility remains that of the students.

Students are required to have knowledge of and observe all regulations pertaining to campus life and student conduct. Students are also responsible for maintaining communications with Martin Community College by keeping their current address and telephone number on file in the Registrar's Office.

## Course Load

Full-time students are those who are taking a course load of 12 or more credit hours during the Fall or Spring semesters and 9 or more credit hours during the Summer semester (12 or more for Financial Aid purposes). A normal load for an average student will vary between 16 and 20 credit hours per semester. Students' class schedules and course loads should be carefully planned through consultation with their advisor. Students desiring to take 21 or more credit hours must obtain special permission from their advisors and the Chief Academic Officer.

## Degree, Diploma, and Certificate Requirements

Martin Community College confers the Associate in Applied Science Degree upon students who successfully complete a two-year technical program and the Associate in Arts, Associate in Science, or Associate in Engineering degree to those who successfully complete a two-year college transfer program. An Associate in General Education Degree is awarded to students who successfully complete the two-year General Education Program. A diploma is awarded to students who satisfactorily complete a vocational program or an approved diploma-level program. A certificate is awarded to students who complete approved certificate-level programs.

Students are scholastically eligible for graduation when they have satisfied the specific requirements of the program in which they are enrolled, have paid all outstanding debts to the College, and have a major grade point average of 2.0. Physical Therapist Assistant and Medical Assisting students must make a "C" or better on all courses including General Education to be eligible for graduation. PTA students should refer to the PTA Handbook for grading of Clinical Evaluation.

No matter how many hours students transfer from another institution, they must complete a minimum of 25 percent of the credit hours required in their program at MCC to be eligible to graduate from that program.

## **ACA Policy**

All students enrolled in an associate degree or diploma program are encouraged to take ACA 115 Success in Study Skills or ACA 122 College Transfer Success within their first 12 hours attempted. ACA is required for graduation in all associate degree programs.

The ACA 115/122 course requirement for associate and diploma programs may be waived for any student who meets at least one of the following conditions:

- Has a college degree from a regionally accredited institution
- Has completed a similar college course and has a successful academic record (cumulative GPA of 2.5 or better in previous college courses)

- Has successfully completed (cumulative GPA of 2.5 or better) at least 30 hours of transfer credit from another college or university
- Has completed a tour of duty in the military with the successful completion of military occupational specialty (MOS) training
- Is taking courses as part of an apprenticeship or employer-sponsored training.

In extraordinary circumstances, the Chief Academic Officer may waive the ACA requirement for an individual student. The student will be advised that a local waiver may not be accepted by a transfer institution, especially if used for the Associate in Arts (AA), Associate in Science (AS) degrees, including the Teacher Prep AA and AS degrees.

## Grading System

Martin Community College allows the use of a 7-point or a 10-point scale in its grading system, depending on course. Letter grades are awarded as follows:

<b>Letter Grade</b>	<b>Definition</b>	<b>Quality Points</b>	<b>7-Point Scale</b>	<b>10-Point Scale</b>
A	Excellent	4 per semester hour	93-100	90-100
B	Above Average	3 per semester hour	85-92	80-89
C	Average	2 per semester hour	77-84	70-79
D	Below Average	1 per semester hour	70-76	60-69
F	Failure	0 per semester hour	69 and below	59 and below
*I	Incomplete	0 per semester hour		

<b>Letter Grade</b>	<b>Definition</b>	<b>Quality Points</b>	<b>7-Point Scale</b>	<b>10-Point Scale</b>
AU	Audit	0 per semester hour		
NA	Never Attended	0 per semester hour		
W	Withdrawal	0 per semester hour		
WF	Administrative Withdrawal	0 per semester hour		
T	Transfer	0 per semester hour		
XA	Credit by Exam	4 per semester hour		
XB	Credit by Exam	3 per semester hour		
XC	Credit by Exam	2 per semester hour		
AP	Advanced Placement	0 per semester hour		
AR	Articulation Agreement.	0 per semester hour		
P	Pass			
R	Repeat			

A letter following an "I" (e.g., IA, IB, IC, ID, IF) indicates the resolution of the "I" grade and the appropriate quality points have been awarded.

Developmental courses have the following grading scale: P, P1, P2, P3, R. Supplemental courses have the following grading scale: P, F

## **I (Incomplete)**

A temporary grade of "I" is entered on students' records at the discretion of the instructor if **at least 85% of the course work has been completed**. A grade of "I" is calculated into the overall grade point average in the same manner as an "F." Once the "I" grade is satisfactorily removed, the quality points for the grade earned are added to the previous total and the grade point average is recalculated. Students receiving an "I" must make up work required for passing the course **by the last day to withdraw without receiving an "F" of the following semester** (whether student is enrolled or not), or the "I" will automatically revert to an "F." Students should not re-register for a course in which they have received an "I" until the "I" has officially been changed to an "F" or a passing grade. (See policy on Repeat Courses.) Incomplete course forms are sent to students who receive "I's" at the end of the semester, and it is the student's responsibility to contact the appropriate instructor(s) and make the necessary arrangements to remove an "I."

## **AU (Audit)**

A grade of "AU" is entered on students' records when they audit a course. Auditors do not receive credit. Auditors must satisfy pre & corequisite requirements. Even though it is not required, they are encouraged to attend classes regularly, participate in class discussions, and take all examinations. Tuition for auditors is the same as that for credit students. The decision to change from credit to audit must be made by the "Last Day to Add a Course" as published in the Academic Calendar. Audited hours cannot be used in calculating the amount of financial aid (Pell Grants, DVA, etc.) students receive. Students may not audit a course more than two times.

## **NA (Never Attended)**

An “NA” is entered on students’ records when students never attended a class.

## **W (Withdrawal)**

A “W” is entered on students’ records when they officially withdraw between the 10 percent point and the end of the eleventh week of the sixteen-week semester or its equivalent during an abbreviated semester. (See Academic Calendar for specific dates.) Withdrawals beyond the end of the eleventh week may be allowed if extenuating circumstances are approved through the Chief Academic Officer. Withdrawals must be initiated by students who complete the necessary withdrawal forms. A grade of “W” does not count as hours attempted when computing the GPA for that semester.

## **WF (Administrative Withdrawal)**

A “WF” is entered on students’ records as an administrative withdrawal when students have exceeded the allowable absence rate for the course. This action is initiated by the instructor of the course. The “WF” is treated as an “F” in quality point calculation and will affect financial aid as hours attempted.

## **T (Transferred Course)**

A “T” is entered on students’ records when credit is given for course work transferred from another institution or CLEP exams.

## **X (Credit by Exam)**

The grade preceded by an “X” (example: XA) is entered on students’ records if they complete a course through proficiency examination with a grade of “C” or better. No more than one-half of the required credits for a degree, diploma, or certificate may be earned through credit by exam.

## **AP (Advanced Placement)**

A grade of “AP” is entered on students’ records when they are granted credit for selected courses taken in high school and proof of satisfactory scores on AP test is provided. Hours will be counted toward graduation but not in calculating the grade point average.

## **AR (Articulation Agreement)**

A grade of “AR” is entered on students’ records when they are granted credit for courses taken in high school as outlined in the NC High School to Community College Articulation Agreement. To obtain credit taken for identified courses a grade of “B” or higher must be earned in the high school course, and a raw score of 93 or higher must be made on the standardized VoCats post-assessment. In order to receive articulated credit, students must enroll at the community college within two years of their high school graduation date.

## **Traditional and Non-Traditional Delivery of Curriculum Classes**

Non-traditional Delivery Classes are not consistent with the definitions of regularly scheduled classes. These Non-traditional Delivery Classes may include courses offered at times other than traditionally scheduled courses or may be taught by non-traditional methods.

### **Traditional: Section 10-19**

College curriculum or continuing education course in which 100% of the instruction is delivered face-to-face with the instructor in the physical presence of students. This is true even when some instructional activities are conducted using web-based technology.

### **Independent Study: Section 20**

Students enrolled in an Independent Study section are able to obtain the same information that is taught in the traditional class, but the Independent Study section is arranged at a time other than the class time posted in the schedule of classes. Independent Study courses have the same requirements and earn the same credit as regular courses. Students interested in Independent Study must obtain permission of the instructor and indicate the Independent Study section on their registration form or add/drop form.

## **Credit by Examination: Section 30**

Credit by examination may be allowed for a given course if students can demonstrate the required level of proficiency because of independent study and/or experience. Students who desire to earn credit by examination must complete the process by the end of the first four (4) days of classes during each Fall and Spring semester and by the end of the first two days of Summer session. To earn credit by exam, the student must initiate the process with his/her advisor and the instructor responsible for the credit by exam course. The instructor will complete the "Credit by Exam Request Form" and submit it to the Vice President Academic Affairs/CAO; justification for the exam must be provided. Once approved, the student must pay the required tuition and fees, and the exam will be administered. If the student receives a grade of at least a C, their grade will be submitted on the grade roster. If a student makes below a C on the exam, they must officially drop the section 30 course and may enroll in a scheduled section of that course. No more than one-half of the required credits for a degree, diploma, or certificate may be earned through credit by examination.

The transfer of credit by exam grades earned at other institutions will be decided on a course-by-course basis in consultation with the appropriate division chair/instructor. Martin Community College does not guarantee transferability of credit by examination courses to any other institution. Students are urged to contact the college or university to which they intend to transfer to find out that institution's policy regarding the acceptance of credit by exam grades. Credit by examination courses are not eligible for Federal Financial Aid.

## Computing the Grade Point Average (GPA)

Academic quality must be achieved in order to graduate from any program at Martin Community College. The standard for a student's work is determined by the grade point average (GPA). For the purpose of determining grade point averages, final grades have the following quality points (QP's):

- A: 4
- B: 3
- C: 2
- D: 1
- I: 0
- F: 0
- WF: 0
- T, AU, NA, W, AR, AP: not included in GPA

Total quality points are computed by multiplying the number of credit hours per course by the quality points of the grade earned.

For academic standing classifications (such as probation and dismissal) and GPA-related policies like forgiveness and replacement, see [Academic Standing and GPA Policies](#).

## Example of Computing Grade Point Average

Course	Credit Hours	Final Grade	Calculation	Quality Points
ENG 111	3	C	(3 x 2)	6
MAT 115	3	D	(3 x 1)	3
PSY 150	3	B	(3 x 3)	9
SOC 210	3	A	(3 x 4)	12
CIS 111	2	F	(2 x 0)	0
TOTAL	14		TOTAL	30

Divide the total quality points earned (30) by the total credit hours attempted (14):

30 divided by 14 equals 2.14 grade point average (GPA).

## **Faculty Advisor System**

Students are assigned to a faculty advisor depending upon their chosen program of study. Faculty advisors help students with planning their program of study; interpreting placement and other test scores; registering for classes; and dropping, adding, or withdrawing from classes. The student is responsible for following program requirements and meeting Financial Aid policy.

The relationship with an advisor can be very special and personal. Faculty advisors are available during the advisor/advisee conference period and registration period of each semester. They are also available during their posted office hours. Students are encouraged to consult with their advisors throughout the semester as the need arises.

## **Tutoring**

Martin Community College offers a range of tutoring services to support student success. Services are free of charge to current students. Traditional tutoring and peer tutoring provide personalized academic assistance to help students achieve their academic goals. Tutoring services are conveniently available in the MCC Library, and students are encouraged to take full advantage of these resources. Instructors are also available to provide guidance and to assist students with their coursework. For instructor support, students can find contact information, office hours, and availability on office doors and course syllabi.

## **Change of Major Program/Double Major**

When students decide to change programs, and/or add a program they must complete the appropriate form signed by previous and new advisors and returned to Registrar's Office by the 10% point of the semester in which the program change is to be effective.

## **Grade Point Average for Program Change**

The Major GPA will be recalculated on the basis of the following guidelines when a program is changed:

- If students made a grade of "F" in a course which is normally considered to be part of the new program, the students will receive no credit for that course; but the "F" will be included in the new major GPA calculation.
- Courses which are not applicable to the new program will not be included in recalculating the major GPA.
- The responsibility for deciding which courses are transferable rests upon the Registrar. The advisor may be consulted in making this decision.

Veterans: Because of specific Veterans Administration policies regulating benefits, questions concerning program changes and the academic probation policy should be referred to the VA Certifying Official.

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## **Attendance Policy**

Martin Community College recognizes that academic success is tied to regular attendance and completion of assigned work and tasks in a timely manner. Students are expected to attend a minimum of 80 percent of the total hours of a course, which includes classes, labs, and shops. Some courses and programs have stricter attendance requirements of 85, 90, or 95 percent based upon the difficulty and complexity of the subject matter. General Education and Developmental courses require 85 percent attendance. The syllabus for each course will specify the attendance requirement. Attendance is recorded in online classes; attendance is usually recorded through students' submission of assignments.

Students must be present in at least one class during the first ten percent (10%) of a course in order to be considered enrolled in the class. If a student has not attended at least one class session by the ten percent census date, the instructor will submit a grade of "NA."

Students who miss more than six contiguous contact hours or fail to attend the required percentage of total hours without a justifiable absence and verifiable contact with the instructor will be administratively withdrawn from the class by the instructor and may result in a failing grade for the course if after the Last Date for Withdrawal (LDW). The course syllabus will indicate what the instructor considers a justifiable absence and will define "verifiable contact." The last day to officially withdraw without receiving an "F" is published in the academic calendar for each academic term. The official withdrawal date for mini-sessions, block courses, or other nontraditional schedules are available from the Registrar.

When a student has been administratively withdrawn from a course, and he/she wishes to be reinstated, he/she must contact the instructor of the course within 5 days of being administratively withdrawn. Reinstatement can only be allowed before the LDW. If the instructor grants the student's request to be reinstated to the course, a *Course Reinstatement* form must be signed by the instructor and submitted to the Registrar.

Make-up work may be allowed at the discretion of the instructor, and the instructor's policy on make-up work will be included in the course syllabus. Students in clinical and cooperative educational work experiences must complete 100 percent of the required hours to receive a passing grade. Clinical or cooperative work experience make-up hours require clinical or cooperative educational work site approval and approval of the instructor.

Habitual tardiness and/or early departure in a course may, at the discretion of the instructor, be considered in computing class attendance. The course syllabus will include the instructor's definition of tardiness and early departure.

Students will be counted absent from the date they register for each course.

warning

Under DVA regulations, the enrollment of veterans or dependents will be terminated or adjusted if they are administratively withdrawn or if they officially withdraw.

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If an instructor fails to report for a class within 15 minutes of the scheduled beginning time and has not left instructions, those students present should sign a sheet before leaving and should designate a student to submit it to the Chief Academic Officer.

## **Scheduled Academic Closure Attendance Policy**

If the campus has a scheduled academic closure, a student's online attendance will be recorded in Self-Service on the next academic calendar day. For example, the campus is closed for Martin Luther King Jr. Day on January 16. If a student submits work on that date, their attendance will be recorded in Self-Service as January 17. This policy is not inclusive of unscheduled closures, such as inclement weather days.

## **Administrative Withdrawal Policy**

Martin Community College is an attendance taking institution. Instructors may administratively withdraw a student missing six (6) contiguous hours or failing to attend the required percentage of total hours of a course without justifiable absence and verifiable contact with the instructor. Students who exceed the allowed number of absences for a course must be administratively withdrawn which should occur no more than 30 days from the last date of attendance. If a student notifies the instructor of their intent to withdraw, the instructor should advise the student to complete the course withdrawal form found in the Registrar's Office.

Administrative withdrawals are to be submitted by the faculty to the Registrar's Office within 21 days of the Last Day of Attendance. If a student stops attending within the last 6 contiguous hours of the course, an AW will not be submitted. The student will receive the grade they earned.

Students who are administratively withdrawn, per the *Attendance Policy*, before the Last Date of Withdrawal (LDW) will automatically receive a W grade for the course. When a student has been administratively withdrawn from a course and he/she wishes to be reinstated, he/she must contact the instructor of the course within 5 days of being administratively withdrawn. If the instructor grants the student's request to be reinstated to the course, a *Course Reinstatement* form must be signed by the instructor and submitted to the Registrar. Students who are administratively withdrawn after the LDW will receive a WF for the course and instructors should indicate the student's LDA. The Last Date for Withdrawal (LDW) can be found for each term on the *Academic Calendar*.

## **Course Substitution**

Course substitutions may be approved to fulfill graduation requirements provided the substitution is appropriate to the student's program and comparable courses are offered. Substitutions cannot be made for core courses. CCP students may not substitute courses in one program for courses in another.

Requests for course substitution must be approved by the academic advisor and the Chief Academic Officer. If a course substitution is approved, the completed Course Substitution Form must be submitted to the Registrar's Office for verification of the substitution and input of the information into the system.

## **Evening Curriculum Students**

Because of the large number of contact hours in some courses and the student demand for certain courses, it is not always possible to complete the graduation requirements for all programs during evening hours. In programs which do not offer all courses at night, it will be necessary for students to attend certain day classes to complete the requirements for graduation.

## **Graduation Catalog of Record**

Students in continuous attendance (Summer Semester excepted) may graduate under the provisions of the catalog in effect on their date of entry into their current curriculum, or under the requirements of the catalog in effect at the time of graduation, if they have made a change in their Catalog of Record. Students who would like to change their Catalog of Record must notify the Registrar and their Advisor. Students not enrolled for one academic year must graduate under the provisions of the catalog in effect on their **first** date of re-entry into the curriculum or the catalog in effect at the time of graduation. Students who do a program change must graduate under the provisions of the catalog in effect on the date that their program change becomes effective or the catalog in effect at the time of graduation.

## **Reverse Transfer**

The Reverse Transfer Program is a collaborative effort between North Carolina's Community Colleges and the University of North Carolina's 16 constituent institutions. Students who transfer to a North Carolina university from one of the 58 North Carolina community colleges are given the opportunity to combine the credits earned at the university with credits already earned at the community college to determine if the associate degree requirements have been met. Eligible students will be asked to participate when they transfer to one of the participating universities through their student services account and must agree to release their university academic records back to the community college for review. There is no cost for awarding of the degree. If a student wishes to receive a printed diploma or to participate in graduation ceremonies, he or she should complete the graduation application form (located in the Registrar's Office) and pay the appropriate graduation fee(s) to the Business Office.

## **Veterans and Veteran-Dependent Students**

## **Repeat of Courses**

Veterans and eligible dependents may not repeat courses for veterans' benefits in which a grade of A, B, C, D, or AR was made.

## **Adjustments and Terminations**

It is the veteran's responsibility to notify the certifying official within 10 days of withdrawing from any/all courses.

## **Curriculum Change**

A request for change of program must be filed with DVA at the beginning of the semester in which the change is anticipated.

## **Address Change**

The DVA must be notified of any change of address to which assistance checks are mailed. Forms for this purpose are available from the North Carolina Department of Military and Veterans Affairs (DMVA).

## **Credit Hour Enrollment Statuses**

- 12 or more: full time
- 6 - 8: 1/2 time
- 9 - 11: 3/4 time
- Less than 6: tuition only

## **Restrictions**

Students cannot receive VA benefits for Credit by Exam courses (section 30). Credit cannot be given for courses not listed under the student's curriculum outline with the exception of developmental courses (course numbers under 100) that are required to complete the

student's chosen program of study. Full-time for Summer is 7 hours for veterans. Fall and Spring Semester include 12 hours for full-time enrollment.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the [official GI Bill website](#).

## Graduation and Recognition

### Graduation Requirements

Curriculum students are scholastically eligible for graduation when they have (1) satisfied the specific requirements of the program in which they are enrolled, (2) have paid all outstanding debts to the College, and (3) have a major GPA of 2.0 (C) or better.

Developmental courses do not count toward required hours for graduation.

Graduation fees are non-refundable. An additional graduation fee will be charged for each additional certificate, diploma, or degree ordered for a given graduation exercise. The graduation fee covers diploma, cover, cap, gown, and tassel. **Candidates should apply for graduation during registration of their last semester of enrollment.** The graduation deadline to guarantee receiving a degree, cap, gown, and including the student's name in the graduation bulletin is indicated on the academic calendar. Late applicants may apply until April 1, but are not guaranteed a cap and gown. Students who will complete program requirements at the end of Summer or Fall Semesters are required to apply for graduation by date indicated on the Academic Calendar.

### Graduation with Honors

Graduates who have maintained a major grade point average of 3.5 or better are eligible for graduation with honors. Honor graduates wear a gold cord during graduation exercises.

## **President's List**

To qualify for the President's List, students must be enrolled in a minimum of 12 credit hours and earn a grade point average of 4.0 (A) in all courses taken during the semester. A grade of "I" (Incomplete) automatically disqualifies students from the President's List.

## **Dean's List**

To qualify for the Dean's List, students must be enrolled in a minimum of 12 credit hours and earn a grade point average of 3.5 or better with no grade below "C" for the semester. A grade of "I" (Incomplete) automatically disqualifies students from the Dean's List.

## **Awards**

During each graduation exercise, special awards are presented to graduates who have distinguished themselves in the areas of service, leadership, and scholastic achievement. To be eligible for such awards, students must have a minimum major grade point average of 3.0.

## **Program Award**

Nominees must be candidates for graduation, have demonstrated academic excellence, and possess outstanding qualities in cooperation and initiative.

## **Distinguished Graduate Award**

Nominees for this award must be candidates for graduation, have demonstrated academic excellence, possess outstanding qualities of leadership and citizenship, be of good moral character, and have demonstrated active participation in student activities and service to the College.

## **Commencement Exercises**

Degrees, diplomas, and certificates are awarded to curriculum students who have met requirements for graduation. Commencement exercises are held annually at the end of Spring Semester.

Six students will be chosen to serve as marshals during the graduation ceremony. Faculty will select marshals based on GPA, academic promise, and other positive qualities and characteristics. Students from each of the following program areas will be selected: College Transfer, Allied Health, Career and Technical Education, and Advanced Manufacturing and Automotive.

## **Academic Standing and GPA Policies**

### **Academic Progress**

Students are required to meet the academic standards of both their program of study and the College to remain in good standing. Students who experience academic difficulty may be placed on warning/probation.

### **Warning/Probation**

Minimum grade point average of 2.0 is required to remain in good academic standing with the College and financial aid. Students whose grade point average drops below 2.0 GPA will be notified by letter from the College that they have been placed on academic/financial aid warning.

Students who are placed on academic/Financial Aid warning will be counseled and may be encouraged to consider enrolling in a program more commensurate with their academic abilities.

If students fail to raise their grade point average to 2.0 at the end of the first semester of warning, they will be placed on probation for the following semester and will be required to take a reduced course load not to exceed 9 credit hours. The course load will be developed with the approval of the academic advisor as part of a formal academic improvement plan. All Title IV aid will be withheld until GPA standards are met. State, college, foundation, and other financial aid awards may also be withheld, depending on the requirements of the specific award program. Once students have raised their grade point average above 2.0, they will be permitted to register for a full course load. Students meeting the conditions of their academic improvement plan may be allowed to take more than nine credits if called for by the plan. In the summer, a reduced course load for probation is six semester hours.

## **Dismissal from Program**

Certain programs enroll students as a “class” and require them to take all courses in a sequential pattern. The courses are offered only once each year, and there is no opportunity for repeating a course or offering a substitution. Accordingly, a student who fails to achieve a satisfactory level of academic performance is dismissed from the program at the end of the semester providing standards are not met. Students enrolled in Medical Assisting, and Physical Therapist programs must make a “C” or better in **all** courses including General Education to be eligible to remain in the program.

Students should refer to their respective handbook (PTA or Medical Assisting) for specific guidelines on Academic Standing and Grading.

Students dismissed under this policy may petition the director of the program for enrollment in a later class.

## **Grade Forgiveness**

The College offers students an opportunity for any grades from one semester to be eliminated from the GPA calculations. To qualify for academic forgiveness, students must meet the following criteria:

- Be currently enrolled in curriculum courses
- Have successfully completed a minimum of 12 semester hours of credit coursework with grades of “C’s” or better subsequent to the semester for which they are requesting forgiveness

:::warning

If a financial aid student and/or veteran, check with the Financial Aid Office and Veteran’s Affairs counselor to discuss possible impacts of funding.

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In addition:

- Grades earned at other colleges cannot be forgiven.
- A student may receive grade forgiveness one time only during his/her academic career at MCC.
- Forgiveness grades remain on the transcript but are not calculated in the GPA.
- Grades cannot be forgiven from a term which was part of a graduated program.

To request grade forgiveness, students must complete an Application for Grade Forgiveness, discuss with their advisor, have it signed by their Advisor, Division Chair, then submit it to the Registrar’s office. Students will be notified by email that the request has been processed.

## **Grade Replacement / Repeat of Courses**

Martin Community College (MCC) offers students an opportunity to retake a course to replace a grade in the same course. A student may only attempt replacement one (1) time per course. Courses with an original grade of “A” or “P” cannot be replaced. Students wishing to avail themselves of the grade replacement policy should understand the following:

- It is the student’s responsibility to check with Financial Aid and/or Veteran’s Affairs to see how this could affect their award.

- The student's first grade in the course will be averaged with the second grade regardless of whether it is higher or lower. However, if the student withdraws during the withdrawal period, the first grade will be retained.
- The first grade will no longer be calculated in the GPA if it is replaced.
- There is no special form or procedure to apply for grade replacement. The student registers for the course and the replacement will occur automatically at the end of the semester.
- Students cannot use grade replacement for a course that was used in a program from which they have graduated and is also required in the new program in which they are currently enrolled.
- Students cannot utilize grade replacement for any course which is no longer offered.
- The previous course grade will remain on the transcript: however, it will not be used in the GPA calculation.

SECTION TWO

# Academic Programs



# Accounting and Finance

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**Type:** Curriculum · **Area of Study:** Business & Finance

The Accounting and Finance curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting and finance profession. Accountants and finance professionals assemble and analyze, process, and communicate essential information about financial operations. Coursework may include accounting, finance, ethics, business law, computer applications, financial planning, insurance, marketing, real estate, selling, and taxation. 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 and finance positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies.

# Agriculture Education

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**Type:** Curriculum · **Area of Study:** Agriculture & Animal Science

The Agriculture Education curriculum is designed to provide the entrepreneurial and technical skills necessary to manage a profitable, environmentally sound, community based small farm or agricultural business. The objective is the development of a workforce knowledgeable in sustainable agriculture practices.

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.

This program that is designed to provide students with agriculture and education foundation courses. Course work focuses on the foundational aspects of agriculture and education theory. Students will be introduced to classroom theory and management as well as soil, plant, and animal science. This curriculum will provide students with the knowledge and skills to be eligible to become extension agents, farm management specialists, 4-H specialists, crop service representatives, agri-tourism tour guides or work in agriculture sales, or environmental community education programs. Successful completion of the program will provide students with an opportunity to articulate their coursework to university programs in Agriculture Education.

# Air Conditioning, Heating, and Refrigeration Technology

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**Type:** Curriculum · **Area of Study:** Trades & Technology

The Air Conditioning, Heating, and Refrigeration Technology curriculum provides the basic knowledge to develop skills necessary to work with residential and light commercial systems. Topics include mechanical refrigeration, heating and cooling theory, electricity, controls, and safety. The diploma program covers air conditioning, furnaces, heat pumps, tools, and instruments. In addition, the AAS degree covers residential building codes, residential system sizing, and advanced comfort systems. Diploma graduates should be able to assist in the start-up, preventive maintenance, service, repair, and/or installation of residential and light commercial systems. AAS degree graduates should be able to demonstrate an understanding of system selection and balance and advanced systems.

# Applied Engineering Technology

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**Type:** Curriculum · **Area of Study:** Engineering & Technology

The Applied Engineering Technology curriculum is designed to prepare students through the study and application of principles from mathematics, natural sciences, and technology and applied processes based on these subjects.

Coursework includes mathematics, natural sciences, engineering sciences and technology.

A course of study that prepares the students to use basic engineering principles and technical skills to solve technical problems in various types of industry. The course work emphasizes analytical and problem-solving skills. The curriculum includes courses in safety, math, physics, electricity, engineering technology, and technology-specific specialty areas.

Upon completion, students should be able to qualify for employment in a wide range of positions in research and development, manufacturing, sales, design, inspection, or maintenance. Employment opportunities exist in automation, computer, electrical, industrial, or mechanical engineering fields, where graduates will function as engineering technicians.

# Art/Painting

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**Type:** Continuing Education · **Area of Study:** General

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.

**Course hours:** 18

**Location:** Martin Campus Building 4, Room 3

**Schedule:** Tuesday | April 7 - June 2, 2026 | 6:00 PM - 8:00 PM

**Tuition:** \$70

# Associate in Arts

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**Type:** Curriculum · **Area of Study:** University Transfer

The Associate in Arts (AA) degree or Associate in Science (AS) degree is granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of college transfer courses. Within the degree program, Martin Community College includes opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use.

Courses are approved for transfer through the Comprehensive Articulation Agreement (CAA). The CAA enables North Carolina community college graduates of two-year associate in arts programs who are admitted to constituent institutions of The University of North Carolina to transfer with junior status.

To be eligible for the transfer of credits under the CAA, the student must graduate with an AA or AS degree and have an overall Grade Point Average (GPA) of at least 2.0 on a 4.0 scale and a grade of "C" or better in all CAA courses. Students who do not complete the degree are eligible to transfer credits on a course-by-course basis.

# Associate in Science

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**Type:** Curriculum · **Area of Study:** University Transfer

The Associate in Science (AS) degree is granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of college transfer courses. Within the degree program, Martin Community College includes opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use. Courses are approved for transfer through the Comprehensive Articulation Agreement (CAA). The CAA enables North Carolina community college graduates of two-year associate in science programs who are admitted to constituent institutions of The University of North Carolina to transfer with junior status.

# Automotive Systems Technology

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**Type:** Curriculum · **Area of Study:** Trades & Technology

The Automotive Systems Technology curriculum prepares individuals to apply technical knowledge and skills to repair, service, and maintain all types of automobiles and prepares for employment as entry-level transportation service technicians. The program provides an introduction to transportation industry careers and increases student awareness of the diverse technologies associated with this dynamic and challenging field.

Coursework may include instruction in brake systems, electrical systems, engine performance, engine repair, suspension and steering, automatic and manual transmissions and drive trains, and heating and air condition systems.

Upon completion of this curriculum, students should be prepared to take professional licensure exams, which correspond to certain programs of study and to enter careers as entry-level technicians in the transportation industry.

# Basic Horse Introduction

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**Type:** Continuing Education · **Area of Study:** Agriculture & Animal Science

A 24-hour introductory course covering Equine Behavior, Equine Colors, Breed and Identification, Equine Anatomy, Equine Nutrition, Equine Farm Maintenance, Equine Upkeep, Pasture Management, and Wound Care.

**Course hours:** 24

**Location:** Martin Campus — Equine Building

**Schedule:** Tuesday | TBD | 6:00 PM - 8:00 PM

**Tuition:** \$70

# Basic Law Enforcement Training (BLET)

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**Type:** Continuing Education · **Area of Study:** Public Safety & Justice

Basic Law Enforcement Training (BLET) at Martin Community College is designed to provide students with the necessary knowledge and skills of an entry-level law enforcement officer. Many of our instructors are active or retired law enforcement officers who bring the added value of their actual on-the-job experience which enhances their presentation.

This course should be taken by those who are newly employed or who aspire to become law enforcement officers, and those seeking to meet the certification requirements of the North Carolina Education and Training Standards Commission or the North Carolina Sheriffs Education and Training Standards Commission.

The BLET course is currently 868 hours. If additional course information is needed to meet requirements for the Commission's Comprehensive State Examination, the course hour requirement may be increased. The course is typically offered two times a year with start dates beginning in January and July.

Courses run 20 weeks and meet Monday through Friday, 7:30 a.m. – 6:00 p.m. Weekend classes are required occasionally, and Saturday and Sunday hours may vary.

## **Scheduled Courses**

The next scheduled class will begin on June 1, 2026.

See below for BLET admission requirements and paperwork required for course registration.

## **Admission Requirements**

Applicants must meet the following requirements:

- United States citizen.

- Must be 20 years of age, or 19.5 years with a waiver from the North Carolina Education and Training Standards Commission.
- Must provide a medical examination report, properly completed by a physician licensed to practice medicine in North Carolina, a physician's assistant, or a nurse practitioner.
- Must have a high school diploma or GED. High school diplomas earned through correspondence enrollment are not recognized.
- Must take a standardized reading comprehension test and score at the tenth-grade level or higher within one year prior to entrance.
- Must provide a certified criminal record check for local and state records since becoming an adult.
- Must have not been convicted of a felony or applicable misdemeanor offenses as defined by the NC Criminal Justice Education and Training Standards Commission.

## **Registration Forms**

The following forms are available for BLET registration:

- [BLET Application Package](#)
- [Medical History Statement](#)
- [Medical Examination Report](#)
- [Medical Examination Report Part 2](#)
- [Tuberculosis Questionnaire](#)
- [Personal History Statement](#)
- [Personal History - Charges \(Extra Page\)](#)
- Personal History - Work History (Extra Page)

## **Meet The Coordinator**

Milton D. Davis, Jr., a retired police Lieutenant and a 30-year veteran of the Kannapolis Police Department (KPD) in Kannapolis, N.C., is the Director of MCC's BLET Program. Upon graduation from high school, Davis joined the Navy. In 1985, after completing five

years of Naval service, he joined the Kannapolis Police Department. During his career at KPD, Davis became a certified general Instructor and was promoted to Sergeant and then Lieutenant. Lt. Davis retired from the KPD in August 2010.

Davis earned his Associates of Applied Science Degree in 1991, his Bachelor of Criminal Justice degree in 1993, and his Master of Public Administration degree at Gardner-Webb University in 2023.

Davis states, "My goal at Martin Community College is to provide an open door to train the next generation of law enforcement officers, and to provide updated training to those who are currently certified law enforcement officers. By doing this, it is my endeavor to make the Basic Law Enforcement program at Martin Community College one that is revered across our Great State."

## **Contact**

Director, BLET

Milton Davis

[252-789-0267](tel:252-789-0267)

[md10722@martincc.edu](mailto:md10722@martincc.edu)

# Biotechnology

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**Type:** Curriculum · **Area of Study:** STEM

The Biotechnology curriculum, which has emerged from molecular biology and chemical engineering, is designed to meet the increasing demands for skilled laboratory technicians in various fields of biological and chemical technology.

Course work emphasizes biology, chemistry, mathematics, and technical communications. The curriculum objectives are designed to prepare graduates to serve in three distinct capacities: research assistant to a biologist or chemist; laboratory technician/instrumentation technician; and quality control/quality assurance technician.

Graduates may find employment in various areas of industry and government including research and development, manufacturing, sales, and customer service.

The A.A.S. in Biotechnology is offered jointly with Pitt Community College. After completing general education coursework at Martin Community College, students must transfer to Pitt Community College to complete the program requirements. Upon completion of all requirements, the degree is granted by Pitt Community College.

# Bow & Wreath Making

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**Type:** Continuing Education · **Area of Study:** General

In this class, you will learn basic wreath making techniques, the art of scale and symmetry, how to create decorative gorgeous bows, garlands, swags and more — a lifelong skill for future gift ideas.

**Course hours:** 18

**Schedule options:**

- Martin Campus Building 2, Room 20B — Tuesday | May 26 - June 30, 2026 | 6:00 PM - 8:30 PM
- Windsor Campus Room 16 — Thursday | June 4 - July 9, 2026 | 9:30 AM - 12:30 PM

**Tuition:** \$70

# Business Administration

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**Type:** Curriculum · **Area of Study:** Business & Finance

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.

Coursework 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.

# Cake Decorating (Beginners)

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**Type:** Continuing Education · **Area of Study:** General

In this class you will learn how to ice your cake evenly, make a decorative border around the cake, icing flowers, roses and pansies, and simple writing techniques. At the end of the class, your cake will look professionally finished.

**Course hours:** 18

**Location:** Martin Campus Building 2, Room 20B

**Schedule:** Monday | June 15 - July 20, 2026 | 6:00 PM - 9:00 PM

**Tuition:** \$70

# Cake Decorating (Intermediate)

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**Type:** Continuing Education · **Area of Study:** General

The Cake Decorating (Intermediate) class is designed to provide students with more advanced skills specific to cake decorating, including baking cakes, preparing different icings, icing cakes, piping skills, gum paste and fondant work.

**Course hours:** 18

**Location:** Martin Campus Building 2, Room 20B

**Schedule:** Tuesday | May 26 - June 30, 2026 | 6:00 PM - 9:00 PM

**Tuition:** \$70

# Career Readiness for Non-Emergency Medical Transport

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**Type:** Continuing Education · **Area of Study:** General

A career readiness course designed to promote the development and improvement of employability skills needed in the non-emergency medical transport workplaces.

**Schedule:** Open Enrollment

**Locations:** Martin Campus Building 2 HRD Center; Windsor Campus Computer Lab

# College and Career Readiness

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**Type:** Continuing Education · **Area of Study:** Continuing Education

The College and Career Readiness Program provides educational opportunities to individuals 16 years of age or older who are not in school and need to improve their math, reading, English, and/or life skills in order to further their education, earn their High School Equivalency Diploma, or function effectively in society. The Program is offered **free of charge** at all 58 community colleges in North Carolina.

Classes are offered in Martin and Bertie Counties at the MCC main campus, Willow Acres, the Robersonville Senior Center, and the Bertie Campus in Windsor.

# Community Service Classes

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**Type:** Continuing Education · **Area of Study:** Continuing Education

Martin Community College sponsors and promotes a number of community service classes that contribute to the cultural, economic, and civic development of the community. The College may also host local, state, or national groups that conduct seminars and conferences on campus. For out-of-town participants, lodging facilities and restaurants are located nearby.

# Computers

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**Type:** Continuing Education · **Area of Study:** Information Technology

# Cosmetology, Manicuring, and Nails

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**Type:** Curriculum · **Area of Study:** Personal Services

**Per NC Board of Cosmetic Art Examiners, the Manicuring/Nail Technology Program and the Cosmetology Program cannot be taken at the same time.**

The Cosmetology curriculum is designed to provide competence-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.

Coursework includes instruction in all phases of professional imaging, hair design, chemical processes, skin care, nail care, multicultural practices, business/computer principles, product knowledge, and other selected topics.

Graduates should qualify to sit for the State Board of Cosmetic Arts examination. Upon successful passing of the State Board exam, graduates will be issued a license.

Employment is available in beauty salons and related businesses.

**To qualify to sit for the State Board Cosmetic Arts examination, each student must have:**

- **Accumulated the required number of hours of practical and classroom instruction,**
- **Maintained a minimum 2.0 GPA,**
- **Met the State Board of Cosmetic Arts minimum salon performances requirements.**

Class attendance for cosmetology courses is a necessary part of the educational process because of the program's performance requirements. The maximum number of hours students are permitted to miss and still receive a passing grade has been established at 15 percent. This is a Martin Community College policy and does not reflect requirements for the State Board of Cosmetic Arts. Students must understand that if they are absent 15 percent of the class, they will not meet the minimum requirements for contact hours required by the State Board of Cosmetic Arts for apprentice or operator's license.

A student MUST take a theory class and salon class together the first time, e.g., COS 111 and COS 112. If a student fails or needs to repeat either the theory or the salon, the student ONLY takes the course required to repeat. The student is not required to take both theory and salon AGAIN unless the student fails both.

Students completing all cosmetology courses without absences will earn the 1500 contact hours required to sit for the State Board of Cosmetic Arts examination. In the event a student earns less than 1500 contact hours required by the State Board of Cosmetic Arts in these courses due to absences, he/she may enroll in additional electives to earn the required 1500 contact hours. If students choose COS 117 and COS 118 as electives, the students will earn 1584 hours of instruction.

# Criminal Justice Technology

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**Type:** Curriculum · **Area of Study:** Public Safety & Justice

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.

# Early Childhood Education

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**Type:** Curriculum · **Area of Study:** Education & Human Services

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.

Coursework includes child growth and development; physical/nutritional needs of children; care and guidance of children; and communication skills with parents 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.

# Electrical Systems Technology

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**Type:** Curriculum · **Area of Study:** Trades & Technology

The Electrical Systems Technology curriculum is designed to provide training for persons interested in the installation and maintenance of electrical systems found in residential, commercial, and industrial facilities.

Coursework, most of which is hands-on, will include such topics as AC/DC theory, basic wiring practices, programmable logic controllers, industrial motor controls, applications of the National Electric Code, and other subjects as local needs require.

Graduates should qualify for a variety of jobs in the electrical field as an on-the-job trainee or apprentice assisting in the layout, installation, and maintenance of electrical systems.

# EMS

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**Type:** Continuing Education · **Area of Study:** Public Safety & Justice

Martin Community College offers world-class training for current and prospective emergency-medical professionals. Courses are designed to meet the needs of local emergency-services agencies, healthcare providers, and the public -- with an emphasis on emergency patient care in pre-hospital and nontraditional settings.

**Program Goal:** To prepare competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder levels.

## **American Heart Association Courses**

Martin Community College offers Basic Life Support, Heartsaver series, Advanced Cardiac Life Support, and Pediatric Advanced Life Support courses. Certification card prices are listed below.

- Basic Life Support (BLS)
- Heartsaver (CPR/AED/First Aid)
- Advanced Cardiovascular Life Support (ACLS)
- Pediatric Advanced Life Support (PALS)
- Heartsaver (K-12)

Card prices are controlled by the American Heart Association and are subject to change. Course tuition is \$70.00. Certification cards are required.

## **AHA Instructor Courses**

Martin Community College offers instructor courses in Basic Life Support (BLS), Heartsaver series, Advanced Cardiac Life Support (ACLS), and Pediatric Advanced Life Support (PALS). Steps to become an AHA Instructor:

- Become affiliated with a Training Center. Visit the AHA Instructor Network to locate a Training Center near you.
- Purchase instructor materials for the desired discipline prior to the start date of the class.
- Register for and successfully complete the discipline-specific online Instructor Essentials course.
- Be successfully monitored while teaching your first course within 6 months of completing the classroom Instructor Course.

BLS Instructor candidates must take both BLS and Heartsaver Essentials Courses. Essentials Course prices are paid to the AHA and are subject to change. Course tuition is \$70.00.

## **Emergency Medical Responder**

The Emergency Medical Responder Program at Martin Community College may consist of any combination of didactic, lab, online, and clinical education at or above the minimum of 96 hours as set forth by the North Carolina Office of EMS. MCC's EMT Program is provided through the Continuing Education Department.

**Current Program Requirement:** 148.0 hours

Cadets must be at least 18 years of age by program end date, present a resume showing a minimum of six (6) months work or volunteer experience, and hold a current and valid Class C driver's license.

## **Emergency Medical Technician**

The EMT Program at Martin Community College may consist of any combination of didactic, lab, online, and clinical education at or above the minimum of 240 hours as set forth by the North Carolina Office of EMS. MCC's EMT Program is provided through the Continuing Education Department with the program being qualified for up to 6 transfer credits at participating institutions.

**Current Program Requirement:** 260.0 hours

Cadets must be at least 18 years of age, present a resume showing six months experience, and hold a valid Class C driver's license.

## **Advanced Emergency Medical Technician**

The Advanced EMT Program at Martin Community College may consist of any combination of didactic, lab, online, and clinical education at or above the minimum of 256 hours as set forth by the North Carolina Office of EMS. MCC's Advanced EMT Program is provided through the Continuing Education Department with the program being qualified for up to 14 transfer credits at participating institutions.

**Current Program Requirement:** 440.0 hours

Cadets must be at least 18 years of age, hold a current and valid EMT credential, present a resume showing six months prehospital experience, and hold a valid Class C driver's license.

## **Paramedic**

The Paramedic Program at Martin Community College may consist of any combination of didactic, lab, online, and clinical education at or above the minimum of 1000 hours as set forth by the North Carolina Office of EMS. MCC's Paramedic Program is provided through the Continuing Education Department with the program being qualified for up to 48 transfer credits at participating institutions.

**Current Program Requirement:** 1,166.0 hours

Cadets must be at least 18 years of age, hold a current EMT credential, present a resume showing six months prehospital experience, and hold a valid Class C driver's license.

## **Cadet Eligibility**

### **EMR Cadets**

Those seeking to be EMR Cadets must meet the following requirements:

- Be at least 18 years of age by program end date
- Present a resume or curriculum vitae showing a minimum of six (6) months work or volunteer experience
- Hold a current and valid Class C driver's license

### **EMT Cadets**

Those seeking to be EMT Cadets must meet the following requirements:

- Be at least 18 years of age by program end date
- Present a resume or curriculum vitae showing a minimum of six (6) months work or volunteer experience
- Hold a current and valid Class C driver's license

### **Advanced EMT Cadets**

Those seeking to be Advanced EMT Cadets must meet the following requirements:

- Be at least 18 years of age by program end date
- Hold a current and valid EMT credential
- Present a resume or curriculum vitae showing a minimum of six (6) months prehospital experience
- Hold a current and valid Class C driver's license

### **Paramedic Cadets**

Those seeking to be Paramedic Cadets must meet the following requirements:

- Be at least 18 years of age by program end date
- Hold a current and valid EMT credential
- Present a resume or curriculum vitae showing a minimum of six (6) months prehospital experience
- Hold a current and valid Class C driver's license

### **Program Costs**

## Continuing Education Tuition

	<b>CE (1-24 hrs.)</b>	<b>CE (25-50 hrs.)</b>	<b>CE (51+ hrs.)</b>
<b>Tuition Cost</b>	\$70.00	\$125.00	\$180.00
<b>Tuition Cost (affiliated)*</b>	\$0.00	\$0.00	\$0.00

## Credentialing Program Cost

Due to market price fluctuation, the cost does not include books, lab fee(s), supplies, or uniforms.

	<b>EMR</b>	<b>EMT</b>	<b>AEMT</b>	<b>Paramedic</b>
<b>Tuition</b>	\$180.00	\$180.00	\$360.00	\$360.00
<b>BLS Provider Card</b>	\$7.00	\$7.00	\$7.00	\$7.00
<b>EMSTESTING</b>	\$25.00	\$52.00	\$70.00	\$99.00
<b>FISDAP</b>	\$0.00	\$31.50	\$84.00	\$84.00
<b>Background Check &amp; Drug Screen</b>	\$0.00	\$108.00	\$108.00	\$108.00
<b>Rotation Manager</b>	\$0.00	\$35.00	\$35.00	\$35.00
<b>Total Cost</b>	\$212.00	\$413.50	\$664.00	\$693.00
<b>Total Cost (affiliated)*</b>	\$32.00	\$233.50	\$304.00	\$333.00

\*Students affiliated with a primary 911 response EMS agency or fire department may qualify for tuition waiver under North Carolina General Statutes Chapter 115D.

\*\*\*Prices subject to change without notice.\*\*\*

## Fair Practice Statements

The Fair Practice Statements consist of several key policies that apply to EMS programs at Martin Community College.

## Program Accreditation

The Martin Community College Paramedic program has been issued a Letter of Review by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). This letter is NOT a CAAHEP accreditation status, it is a status signifying that a program seeking initial accreditation has demonstrated sufficient compliance with the accreditation standards through the Letter of Review Self Study Report (LSSR) and other documentation. Letter of Review is recognized by the National Registry of Emergency Medical Technicians (NREMT) for eligibility to take the National Registry's Paramedic credentialing examination(s). However, it is NOT a guarantee of eventual accreditation.

To contact CoAEMSP: 214-703-8445 | [www.coaemsp.org](http://www.coaemsp.org)

## **Credentialing Exams through North Carolina Office of EMS**

The following rules are enforced by the North Carolina Office of EMS and North Carolina State Legislation.

- Graduating EMS Clinicians MUST make their first exam attempt within 90 days of the course graded date. Failure to do so may result in remediation or additional testing through Martin Community College.
- Graduating EMS Clinicians MUST sign the applicant statement upon registering through Continuum. The applicant statement is valid for 30 days.
- Graduating EMS Clinicians MUST successfully complete the North Carolina Office of EMS Credentialing Exam within 3 attempts or 6 months. Failure to do so will require the completion of another approved credentialing course.

## **Admission Policy and Practices**

Martin Community College maintains an open-door admission policy to all applicants who are legal residents of the US and who are both high school graduates, at least 18 years of age, or an emancipated minor.

For continuing education programs, any adult 18 years of age or older or an individual between the ages of 16 and 18 who has officially withdrawn from high school is eligible to enroll in Continuing Education courses. High school students, 16 or older, are permitted to enroll under the dual enrollment policy with approval from the appropriate school officials.

**Safety Exception to Open-Door Admissions:** Pursuant to 1D 400.2(e) and (f), Martin Community College will refuse admission to any applicant during the time period prior to being admitted to the College if there is an articulable, imminent, and significant threat to the safety of the applicant and/or another individual. To deny admission based on a safety threat, the College must document detailed facts supporting the rationale. In the documentation:

- The College must be able to articulate the words, phrases, or actions of the applicant that unequivocally poses a threat;
- The words, phrases, or actions of the applicant must pose an imminent threat that is likely to occur at any moment; and
- The words, phrases, or actions of the applicant must provide specification about what indicates that the applicant poses a safety threat.

## **Functional Job Description**

**Emergency Medical Clinician Characteristics:** The EMS Clinician Cadet must:

- Be a confident leader who can navigate challenges with a high degree of responsibility
- Have excellent judgment
- Be able to prioritize decisions and act quickly in the best interest of the patient
- Be self-disciplined
- Be able to develop patient rapport and interview hostile patients
- Be able to maintain safety, while recognizing and utilizing communication techniques unique to diverse multicultural groups

**Essential Functions and Standards:**

- **Speech:** Establish interpersonal rapport and communicate verbally and in writing with clients, physicians, peers, family members, and the health care team.
- **Hearing:** Auditory acuity sufficient to respond to verbal instruction, perceive and interpret various equipment signals, use the telephone, and hear faint body sounds.
- **Vision:** Visual acuity sufficient to identify and distinguish colors, read handwritten orders and other data, and clearly view monitors and equipment.
- **Mobility:** Stand and/or walk eight to twelve hours daily. Bend, squat, or kneel. Assist in lifting or moving clients of all age groups and weights more than 60 kg. Perform cardiopulmonary resuscitation. Work in environments that are not climate controlled.
- **Manual Dexterity:** Demonstrate eye/hand coordination sufficient to manipulate equipment.
- **Fine Motor Ability:** Ability to use hands for grasping, pushing, pulling, and fine manipulation. Tactile ability sufficient for physical assessment.
- **Mentation:** Maintain reality orientation for at least a sixteen-hour period. Assimilate and apply knowledge acquired through lectures, discussions, and readings.
- **Smell:** Olfactory ability sufficient to monitor and assess health needs.
- **Writing:** Ability to organize thoughts and present them clearly and logically in writing.
- **Reading:** Ability to read and understand written directions, instructions and comments in both classroom and clinical settings.
- **Mathematics:** Ability to compute and interpret mathematical data necessary for patient assessment and clinical care.

## **Refund Policy for Occupational Classes**

A 75% refund shall be made upon the request of the student if the student officially withdraws from the class(es) prior to or at the official 10% point of the class(es). Requests for refunds will not be considered after the 10% point.

For classes beginning at times other than at the beginning of the semester, ten calendar days from the first day of the class(es) is the determination date.

## **Transfer Credit Policies**

The issuance of transfer credit will be decided upon by the EMS Program Director, in conjunction with appropriate MCC faculty and staff within ten (10) business days of receipt of all necessary documents and completion of all examinations.

**Transfer Credit for Initial Credential Programs:** Transfer credit may be accepted for previously attended initial credentialing courses, at the discretion of the EMS Program Director. Only credits completed through a Regionally Accredited Institution will be evaluated.

- Official transcripts from a Regionally Accredited Institution will be evaluated for transfer credit.
- The Cadet will successfully complete all competency assessment tests.
- Only hours will be transferred. The MCC transcript will not reflect grades awarded at outside institutions.
- No more than 50% of the total didactic hours will be awarded. No more than 75% of the total Clinical Rotation hours will be awarded.

## **Transfer Credit for Experience and Prior-Learning:**

- No credit will be awarded for experience or education obtained greater than 24 months prior to the start date.
- Only official letters of confirmation of experience will be evaluated for credit.
- Three (3) redacted patient care reports, completed by the Cadet, will be submitted from the issuing EMS agency.
- No more than 50% of total didactic hours and no more than 75% of Clinical Rotation hours will be waived.

## **Forms for Students**

- **Recredentialing Request Form** — Request to be recredentialled.

Recredentialing requests cannot be fulfilled until 90 days prior to your expiration date. Email proof of continuing-education hours to [rw08276@martincc.edu](mailto:rw08276@martincc.edu).

- **Transcript Release Form** — Request your transcript. Continuing-education transcripts are maintained electronically by the college's Continuing Education Registrar's office. For questions about your transcript, call (252) 789-0229.

## **U.S. Dept. of Education Disclosure**

Some programs at Martin Community College lead to a license and/or certification in North Carolina. Beginning July 1, 2020, the U.S. Department of Education regulations require disclosures for all programs leading to a license or certification.

# Engineering

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**Type:** Curriculum · **Area of Study:** Engineering & Technology

The Associate in Engineering (AE) degree shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of courses. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use. The degree plan includes required general education and prerequisite courses that are acceptable to all state funded Bachelor of Engineering programs. Students who follow the degree progression plan will meet the entrance requirements at all of the North Carolina public Bachelor of Science Engineering programs. Associate in Engineering graduates may then apply to any of these programs without taking additional and sometimes duplicative courses. Admission to Engineering programs is highly competitive and admission is not guaranteed.

To be eligible for the transfer of credits under the AE to the Bachelor of Science in Engineering Articulation Agreement, community college graduates must obtain a grade of "C" or better in each course and an overall GPA of at least 2.5 on a 4.0 scale.

The Associate in Engineering is offered jointly with Pitt Community College. After completing general education coursework at Martin Community College, students must transfer to Pitt Community College to complete the program requirements. Upon completion of all requirements, the degree is granted by Pitt Community College.

# Equine Programs

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**Type:** Curriculum · **Area of Study:** Agriculture & Animal Science

The Equine Business 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. Coursework 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: grooms to assistant managers; private to recreational and racing barns; breed to discipline-oriented farms. A program that prepares individuals to manage the selection, breeding, care, and maintenance of work, athletic, show and/ or therapeutic horses; and to manage horse farms, stables, tracks, or equine assisted-activity therapeutic centers, and related equipment and operations. Potential course work includes instruction in applicable principles of animal science, care, and health; stable and track management; design and operation of facilities and equipment; and related issues such as regulations, business management; and logistics.

## Equine Boarding

The Equine Center offers stall and pasture boarding for students, staff, and the local equine community. Boarding rates are set by the College and include access to MCC's arena and pasture facilities.

- **Stall Boarding:** \$400 per month.
- **Pasture Boarding:** \$375 per month.

For boarding inquiries, contact the Equine Program coordinator through the Martin Campus.

# Fire

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**Type:** Continuing Education · **Area of Study:** Public Safety & Justice

Martin Community College (MCC) offers an industry recognized selection of fire and rescue training courses for today's emergency responders. North Carolina Office of the State Fire Marshal certification and non-certification courses are available through MCC's Division of Continuing Education. Classes are routinely delivered at fire stations throughout Martin and Bertie counties as well as MCC's college campuses in Williamston and Windsor. MCC offers regional public safety training in its state-of-the-art four-story simulation facility and adjacent classrooms on the Williamston Campus.

## **Fire Academy**

The MCC fire academy is an evenings and weekend style academy that typically meets three nights a week from 6:00 pm - 10:00 pm and two Saturdays a month from 8:00 am - 5:00 pm. The academy includes one Wednesday night a month for scenario-based training. This training incorporates the practical skills learned during the certification classes into realistic training evolutions.

Martin Community College offers one academy per year which usually starts in early spring around April/May and runs through December. Students who successfully complete the academy will receive a N.C. Fire Fighter Certification as well as Emergency Vehicle Driving (EVD) training and NIMS 100 & 200.

A basic Emergency Medical Technician (EMT/Basic) class will begin each year in January allowing for fire academy graduates to follow up with an EMT Basic class.

## **Contact**

Director, Fire Training

Larry Johnson

[252-789-0205](tel:252-789-0205)

[rj98923@martincc.edu](mailto:rj98923@martincc.edu)

# General Education

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**Type:** Curriculum · **Area of Study:** University Transfer

The Associate in General Education curriculum is designed for the academic enrichment of students who wish to broaden their education, with emphasis on personal interest, growth and development.

Course work includes study in the area of humanities and fine art, social and behavioral sciences, natural sciences and mathematics, and English composition. Opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers will be provided.

Through these skills, students will have a sound base for lifelong learning. Graduates are prepared for advancements within their field of interest and become better qualified for a wide range of employment opportunities.

An Associate in General Education degree will be granted to students completing the following requirements.

# General Education - Nursing

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**Type:** Curriculum · **Area of Study:** Health & Wellness

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.

Martin CC & Roanoke-Chowan CC has an articulation agreement for Martin CC students applying to their Associate Degree Nursing Program. Students must apply to be accepted into the RCCC Nursing program. Applications open November 1st and close March 1st. Successful completion of Nurse Aid I at Martin CC or another institution is an eligibility requirement for application to the Nursing program at Roanoke-Chowan's Nursing program. Applicants must submit evidence of CPR certification at the Health Care Provider Level.

Martin CC & Beaufort Community College has an Instructional Service Agreement (ISA) for Martin CC students applying for the BCCC Nursing Program. Students must apply to be accepted into the BCCC Nursing Program. For current application deadlines and a step-by-step guide to the application requirements and process, see [beaufortccc.edu](http://beaufortccc.edu).

MCC provides a specialized nursing application advisor to assist MCC students who are interested in applying for a nursing program. If you are interested in applying for a nursing program, please reach out to the advisor as soon as you can to ensure successful completion of all application requirements. For advising information contact Linda Hardy, AGEN advisor, at [lh08762@martincc.edu](mailto:lh08762@martincc.edu).

# General Occupational Technology

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**Type:** Curriculum · **Area of Study:** General

The General Occupational Technology curriculum provides individuals with an opportunity to upgrade their skills and to earn an associate degree, diploma, and/or certificate by taking courses suited for their occupational interests and/or needs.

The curriculum content will be customized for students according to 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.

- **General Education:** Degree programs must contain a minimum of 15 semester hours including at least one course for each of the following areas: humanities/fine arts, behavioral/social sciences; natural sciences/mathematics and a minimum of six semester hours of communications. Diploma programs must contain a minimum of 6 semester hours of general education; 3 semester hours must be in communications. General education is optional in certificate programs.
- **Major Hours:** A.A.S., diploma, and certificate programs must include courses which offer specific job knowledge and skills. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of eight semester hours of credit; in diploma programs up to a maximum of four semester hours of credit; and in certificate programs up to a maximum of two semester hours of credit.
- **Other Required Hours:** A college may include courses to meet graduation or local employer requirements in a certificate, diploma, or associate in applied sciences program. These curriculum courses shall be selected from the Combined Course Library and must be approved by the System Office prior to implementation. Restricted, unique, or free elective courses may not be included

as other required hours.

**A.A.S. DIPLOMA**

Minimum General Education SHC	15	6
Minimum Major SHC	49	30
Other Required SHC	0-7	0-4
<b>Total SHC in Program</b>	<b>64-71</b>	<b>36-40</b>

# Human Resources Development (HRD) Program

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**Type:** Continuing Education · **Area of Study:** General

The HRD Program teaches participants the skills and behaviors and the work values required for success in the workplace. Topics include: networking effectively to find career opportunities, determining if a posted opportunity is right for you, improving employability skills, writing a resume and cover letter, filling out an application correctly, preparing for an interview, and keeping a new job and getting promoted.

**Schedule:** Monday-Thursday, 9:00 AM-3:00 PM at Martin Campus Building 2 HRD Center; Wednesday 9:00 AM-12:00 PM at Windsor Campus Computer Lab (May 18-August 14, 2026)

**Tuition:** \$125 (HRD courses are at no cost to qualified participants — fee waiver available if: unemployed or underemployed; received notification of pending layoff; working and eligible for federal earned income tax credit; or working and earning wages at or below 200% of the federal poverty guidelines)

# Industrial Systems Technology

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**Type:** Curriculum · **Area of Study:** Trades & Technology

The Industrial Systems Technology curriculum is designed to prepare or upgrade individuals to service, maintain, repair, or install equipment for a wide range of industries. 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 coursework 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.

# Information Technology

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**Type:** Curriculum · **Area of Study:** Information Technology

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.

Coursework 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.

# Mechanical Engineering Technology

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**Type:** Curriculum · **Area of Study:** Engineering & Technology

The Mechanical Engineering Technology program is designed to prepare students through the study and application of principles from mathematics, natural sciences, and technology and applied processes based on these subjects.

Course work includes mathematics, natural sciences, engineering sciences and technology.

A course of study that prepares the 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 ASQ, SME, and NICET.

The Mechanical Engineering Technology degree is offered jointly with Pitt Community College. After completing general education coursework at Martin Community College, students must transfer to Pitt Community College to complete the program requirements. Upon completion of all requirements, the degree is granted by Pitt Community College.

# Mechatronics Engineering Technology

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**Type:** Curriculum · **Area of Study:** Engineering & Technology

The Mechatronics Engineering Technology program is designed to prepare students through the study and application of principles from mathematics, natural sciences, and technology and applied processes based on these subjects.

Course work includes mathematics, natural sciences, engineering sciences and technology.

Graduates should qualify to obtain occupations such as technical service providers, materials and technologies testing services, process improvement technicians, engineering technicians, industrial and technology managers, or research technicians.

A course of study that prepares the students to use basic engineering principles and technical skills in developing and testing automated, servomechanical, and other electromechanical systems. Includes instruction in prototype testing, manufacturing and operational testing, systems analysis and maintenance procedures. Graduates should be qualified for employment in industrial maintenance and manufacturing including assembly, testing, startup, troubleshooting, repair, process improvement, and control systems, and should qualify to sit for Packaging Machinery Manufacturers Institute (PMMI) mechatronics or similar industry examinations.

# Medical Assisting

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**Type:** Curriculum · **Area of Study:** Health & Wellness

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

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

Graduates of CAAHEP accredited medical assisting programs may be eligible to sit for the American Association of Medical Assistants' Certification Examination to become Certified Medical Assistants. Employment opportunities include physician's offices, health maintenance organizations, health departments, and hospitals.

Additional requirements that must be met following admittance to the program are as follows:

- Before beginning the clinical practicum portion of the program, students are required to have a current Healthcare Provider level First Aid/CPR certification effective throughout the entire two-semester externship rotations. Evidence of physical health must be provided by submitting a completed Student Medical Form to Martin Community College and a current immunization record. Failure to provide the listed materials in a timely manner will prevent progress through the program by making the student ineligible for placement in externship.

*Students accepted into the Medical Assisting Program will be required to meet the safety standards for health care workers' exposure to blood borne pathogens including, but not limited to, HBV immunizations as printed in the Medical Assisting Student Handbook.\** Evidence of HBV immunization must be provided to be eligible for externship.

- Additional Medical Assisting policies and procedures are outlined in the Medical Assisting Student Handbook.
- Students entering clinical practicums (usually in their last two semesters) may be required by the clinical site to provide a criminal background check and a drug screening test before or during each rotation. A criminal history or positive drug screen may preclude the student from being placed for clinical rotation and therefore prevent the student from finishing the degree or diploma. A positive drug screen during the rotation will result in a failing grade for that clinical and will prevent the student from continuing in the program.

The Medical Assisting Program will admit students fall, spring, and summer semesters.

Applicants must:

- Complete and submit an Application for Admission to Martin Community College.
- Submit official transcripts from high school, college, or GED testing scores to the registrar's office.
- Students will meet with MA advisor to determine RISE requirements. Students may be required to take transition or corequisite classes prior to taking MAT 110 and ENG 111.

*Before beginning the clinical practicum portion of the program, students are required to have current Healthcare Provider First Aid/CPR certification and maintain certification throughout the entire two-semester externships (all rotations). Students will be asked for proof of certification at registration. Failure to show proof of certification will prevent the student being assigned a clinical site. Students will provide evidence of physical health by submitting a completed Student Medical Form for North Carolina Community College System Institutions\*. In order to provide such evidence, a current immunization record is also required. Students are required to have completed the Hepatitis B Vaccination series (students are reminded that this series take six months to complete). Verification of negative results for Tuberculosis (TB skin test) must be submitted yearly. Students must also have a Varicella Titer drawn or verification of Varicella Immunization. Failure to provide this information in a timely manner will render the student ineligible for clinical rotations and thus will prevent the student from completing the program on time.*

- Students accepted into the Medical Assisting Program will be required to meet the safety standards for health care workers exposure to bloodborne pathogens.
- All course work must be completed with a "C" or better. If a student receives a "D" in any of his/her courses, he/she must retake the course with the deficient grade and pass it with a "C" or better before progressing in the program.
- Students entering clinical externships (usually in their last two semesters) may be required by the clinical site to provide a criminal background check and a drug screening test before or during each rotation. Failure to meet either standard may prevent the student from being assigned a clinical site and therefore prevent the student from finishing the degree. A positive drug screen during the rotation will result in a failing grade for that clinical and will prevent the student from continuing in the program.

*Students must comply with the professional guidelines as determined by the Medical Assisting Program and any additional requirements of their clinical site. Additional information concerning the Medical Assisting Program is outlined in the Medical Assisting Student Handbook\*.*

- MA program students caught cheating will be dismissed from the program immediately and will not be allowed to apply for readmission.

Medical Assisting Readmission Requirements:

- Meet with the Medical Assisting Program Director.
- Repeat any medical assisting program courses that were completed more than 3 years ago.

Admission re-entry will be determined by the Medical Assisting Program Director.

# Medical Office Administration

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**Type:** Curriculum · **Area of Study:** Health & Wellness

This curriculum prepares individuals for employment in medical and other health-care related offices.

Course work will include medical terminology; information systems; office management; medical coding, billing and insurance; legal and ethical issues; and formatting and word processing. Students will learn administrative and support functions and develop skills applicable in medical environments.

Employment opportunities are available in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other health-care related organizations.

# Orthopaedic Technology

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**Type:** Curriculum · **Area of Study:** Health & Wellness

The Orthopedic Technology program prepares individuals for employment in clinical and surgical settings assisting the orthopedic team. Students completing the curriculum will be eligible to sit for the Orthopedic Technology certification examination. This program also provides necessary background for the supplemental certification.

Students will become proficient in plaster and synthetic casting techniques and applications, removing casts properly applying traction, detect deficiencies in the procedure and supplies, make indicated adjustments for casts, and assist the orthopedic surgeon in the OR.

Employment opportunities are available in a variety of clinical settings including orthopedic clinics, hospitals, independent surgical centers, and ambulatory care settings.

# Personal Enrichment

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**Type:** Continuing Education · **Area of Study:** General

# Physical Therapist Assistant

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**Type:** Curriculum · **Area of Study:** Health & Wellness

The Therapist Assistant curriculum prepares graduates to work in direct patient care settings under supervision of physical therapists. Assistants work to improve or restore function by alleviation or prevention of physical impairment and perform other essential activities in a physical therapy department.

Course work includes normal human anatomy and physiology, the consequences of disease or injury, and physical therapy treatment of a variety of patient conditions affecting humans throughout the life-span.

Graduates may be eligible to take the licensure examination administered by the NC Board of Physical Therapy Examiners. Employment is available in general hospitals, rehabilitation centers, extended care facilities, specialty hospitals, home health agencies, private clinics, and public school systems.

Students entering clinical externships (usually in their last two semesters) may be required by the clinical site to provide a criminal background check and a drug screening test before or during each rotation. A criminal history or positive drug screen may preclude the student from being placed for clinical rotation and therefore prevent the student from finishing the degree or diploma. A positive drug screen during the rotation will result in a failing grade for that clinical and will prevent the student from continuing in the program.

## **Admissions Requirements**

The Physical Therapist Assistant program is a competitive, limited-enrollment program that follows the College's general admissions process plus additional health-program requirements.

**Step 1 – General Admission to MCC.** All applicants must first complete the College's general admissions process. Visit the [How to Apply](#) page to start your MCC application.

**Step 2 – PTA-Specific Requirements.** After being admitted to MCC, applicants to the PTA program must meet additional program requirements, which include prerequisite coursework, a minimum GPA, observation hours in a physical therapy setting, criminal background check, drug screen, and submission of a separate PTA program application. Specific deadlines, prerequisite courses, and minimum GPAs are set by the program and may change year to year.

**Step 3 – Talk to the PTA Director.** Because admission is competitive and program requirements evolve, prospective students should contact the PTA program director directly to confirm the current cycle's deadlines, prerequisite list, and any additional steps.

## Performance Data

The MCC Physical Therapist Assistant program publishes the following performance data in compliance with CAPTE accreditation transparency requirements. Most recent five years shown.

### Acceptance Rate

<b>Class</b>	<b>Rate</b>
Class starting August 2020	88.46%
Class starting August 2021	84.0%
Class starting August 2022	89.47%
Class starting August 2023	78.6%
Class starting August 2024	89.5%

*# accepted / # of qualified candidates*

### Matriculation Rate

<b>Class</b>	<b>Rate</b>
Class starting August 2020	95.83%
Class starting August 2021	95.2%

<b>Class</b>	<b>Rate</b>
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Class starting August 2022 100%

Class starting August 2023 100%

Class starting August 2024 94.1%

*# started / # accepted into program*

### **Graduation Rate**

<b>Class</b>	<b>Rate</b>
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Class of 2020 81.0%

Class of 2021 71.4%

Class of 2022 75.0%

Class of 2023 75.0%

Class of 2024 37.5%

*Most recent two-year average: 56.25%*

### **Employment Rate of Each Graduating Class (Licensed)**

<b>Class</b>	<b>Rate</b>
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Class of 2020 100%

Class of 2021 100%

Class of 2022 100%

Class of 2023 100%

Class of 2024 100%

*Most recent two-year average: 100%*

### **Licensure Exam Passing Rate (First Time)**

<b>Class</b>	<b>Rate</b>
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Class of 2020 75.0%

<b>Class</b>	<b>Rate</b>
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Class of 2021	93.0%
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Class of 2022	73.3%
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Class of 2023	100%
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Class of 2024	66.7%
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*Most recent two-year average: 83.35%*

### **Ultimate Licensure Exam Passing Rate**

<b>Class</b>	<b>Rate</b>
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Class of 2020	100%
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Class of 2021	100%
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Class of 2022	86.7%
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Class of 2023	100%
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Class of 2024	100%
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*Most recent two-year average: 100%*

The Physical Therapist Assistant program at Martin Community College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Avenue, Suite 100, Alexandria, Virginia 22305-3085; telephone: 800-999-2782; email: [accreditation@apta.org](mailto:accreditation@apta.org); website: [www.capteonline.org](http://www.capteonline.org).

If needing to contact the program directly, please call 252-789-0265 or 0272, or email [dean.mccall@martincc.edu](mailto:dean.mccall@martincc.edu).

# Practical Nursing

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**Type:** Curriculum · **Area of Study:** Health & Wellness

The Practical Nursing program prepares individuals to provide compassionate, evidence-based nursing care under the supervision of registered nurses and physicians. Graduates are eligible to sit for the National Council Licensure Examination for Practical Nurses (NCLEX-PN); successful completion leads to a Practical Nursing Diploma and prepares students for licensure as a Licensed Practical Nurse (LPN).

Admission to the program is competitive and based upon selection of candidates who possess the ability to succeed in a demanding and rigorous academic program. MCC currently accepts up to 25 PN students every spring semester.

## How to Apply

The application cycle opens on May 26, 2026, and closes on September 18, 2026. Applicants must complete the following:

### General Admissions

- Complete the MCC College application
- Submit a high school transcript or GED to Admissions
- Submit all college transcripts to Admissions
- Submit Financial Aid Application
- Complete New Student Orientation

Questions about general admissions and transcripts: [\(252\) 789-0268](tel:2527890268) or [admissions@martincc.edu](mailto:admissions@martincc.edu)

### Nursing Program Application

- Complete the Practical Nursing Application Packet and return all documents to admissions by September 18, 2026. No late packets will be accepted.

- Eligible applicants are ranked according to their point score.
- The 25 highest ranked applicants will receive a letter of conditional acceptance.
- There will also be 4 alternate ranked applicants who will receive a conditional acceptance letter.
- Letters of conditional acceptance will be mailed to applicants on September 28, 2026.
- Complete the mandatory Practical Nursing Program Orientation Session on October 19, 2026, at 6:00 PM in the Nursing Classroom (Building 1, Room 10A).
- Accepted applicants will receive an orientation packet that must be completed in its entirety and returned to the Director of Nursing by December 3, 2026. Incomplete packets will not be accepted.

Applicants who do not meet the clinical agencies' employee health standards, background and screen requirements will be notified. The cost of meeting these requirements can be significant and final acceptance is dependent on meeting the due dates listed in the conditional acceptance letter.

## **Admission Requirements**

According to the North Carolina Board of Nursing Standards, admission requirements shall include assessment of:

- Record of high school graduation, high school equivalent, or earned credits from a post-secondary institution
- Achievement potential through previous academic records consistent with curriculum demands and scholastic expectations
- Physical and mental health indicative of the applicant's ability to provide competent nursing care to the public

All applicants must also:

- Complete the MCC General Admissions Application, including the Residency Determination Application

- If required, schedule and take placement tests and meet with an advisor to determine eligibility
- Submit all high school and college transcripts for evaluation by the registrar
- Complete a separate nursing program application packet, reviewed by appointment with the PN Program Director
- Anatomy and Physiology courses (BIO 168 and BIO 169) must be taken within the past five years of the application date. The five-year limit is waived for applicants with a bachelor's degree or an AAS degree that includes two courses of anatomy and physiology.
- Achieve a minimum GPA of 2.5 in general education curriculum courses from all colleges. A minimum GPA of 2.0 is required in each PN curriculum course (NUR courses) to progress through the program.

## **Application Deadlines**

### **Semester of Entry Application Deadline Post Evaluation Requirements Due**

Spring	September 18	December 3
Summer	February 28	April 15
Fall	April 30	June 15

## **Downloads**

- [Practical Nursing Application Packet \(PDF\)](#)
- [Admission, Progression, Transfer, Readmission, Graduation and Appeals Requirements \(PDF\)](#)
- [Steps for Applying to the Practical Nursing Program \(DOCX\)](#)

# Short-term Credentials

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**Type:** Continuing Education · **Area of Study:** General

# Teacher Preparation

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**Type:** Curriculum · **Area of Study:** Education & Human Services

The Teacher Preparation programs are designed for students who plan to transfer to a four-year college or university and pursue careers in education. Through Associate in Arts and Associate in Science pathways, students complete college transfer coursework while building a strong foundation in teaching, learning, communication, and child development. Coursework introduces students to classroom practices, literacy, diversity, and the role of educators in supporting student success.

Programs are aligned with North Carolina articulation agreements that support transfer to participating public and private colleges and universities. 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 a junior status.

Graduates are prepared to pursue careers in elementary, middle grades, secondary, or special education settings.

# Welding

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**Type:** Curriculum · **Area of Study:** Trades & Technology

The Welding program at Martin Community College serves students at every entry point — from short-term workforce certifications to full associate-degree credentials. Whether you want to enter the trades quickly or build the foundation for a long-term welding career, MCC has a pathway for you.

**Credit Pathway (Welding Technology AAS, Diploma, and Certificates).** The credit curriculum provides 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.

**Workforce Pathway (Continuing Education / Short-Term Welding).** MCC also offers a 128-hour Continuing Education Welding program for students who want a faster route into the trade. The Con-Ed program covers SMAW (stick), GMAW (MIG), and GTAW (TIG) welding processes, blueprint reading, metallurgy, and welding inspection. Graduates are prepared to sit for industry-specific certifications.

Both pathways open doors to careers in manufacturing, construction, fabrication, and infrastructure.

SECTION THREE

# **Credentials & Plans of Study**

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# 1200-Hour Cosmetology Certificate

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Program: Cosmetology, Manicuring, and Nails · State Code: C55140A · Total Credits: 34

## Plan of Study

### FALL 1

CODE	TITLE	CREDITS
COS-111	Cosmetology Concepts I	4
COS-112	Salon I	8

### SPRING 1

CODE	TITLE	CREDITS
COS-113	Cosmetology Concepts II	4
COS-114	Salon II	8

### SUMMER

CODE	TITLE	CREDITS
COS-223	Contemporary Hair Color	2

### FALL 2

CODE	TITLE	CREDITS
COS-115	Cosmetology Concepts III	4
COS-116	Salon III	4

# Accounting and Finance — Accounting Fundamentals Certificate

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Program: Accounting and Finance · State Code: C25800A · Total Credits: 16

## Plan of Study

### FALL 1

CODE	TITLE	CREDITS
ACC-120	Prin of Financial Accounting	4
BUS-110	Introduction to Business	3
BUS-115	Business Law I	3

### SPRING 1

CODE	TITLE	CREDITS
ACC-121	Prin of Managerial Accounting	4
CIS-110	Introduction to Computers or Basic PC Literacy	3

# Accounting and Finance — Associate Degree

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Program: Accounting and Finance · State Code: A25800 · Total Credits: 64

## Plan of Study

### FALL SEMESTER 1

CODE	TITLE	CREDITS
ACA-115	Success and Study Skills or College Transfer Success	1
ACC-120	Principles of Financial Accounting	4
BUS-110	Introduction to Business	3
BUS-115	Business Law I	3
BUS-121	Business Math or Statistical Methods I	3
ENG-111	Writing and Inquiry	3

### SPRING SEMESTER 1

CODE	TITLE	CREDITS
ACC-121	Principles of Managerial Accounting	4
ACC-129	Individual Income Taxes	3
ACC-140	Payroll Accounting	2
CIS-110	Introduction to Computers or Basic PC Literacy	3
ECO-251	Principles of Microeconomics	3

### SUMMER SEMESTER

CODE	TITLE	CREDITS
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MAT-110            Math Measurement & Literacy or Precalculus Algebra            3

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## FALL SEMESTER 2

CODE	TITLE	CREDITS
ACC-220	Intermediate Accounting I	4
ACC-225	Cost Accounting or Gov & Not-for-Profit Acct	3
COM-231	Public Speaking or Oral Communication	3
CTS-130	Spreadsheet	3
ECO-252	Principles of Macroeconomics	3

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## SPRING SEMESTER 2

CODE	TITLE	CREDITS
ACC-150	Accounting Software Applications or Work-Based Learning II	2
ACC-269	Auditing & Assurances Services	3
BUS-225	Business Finance	3
BUS-260	Business Communication	3
	Humanities/Fine Arts Elective	3

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# Accounting and Finance — Diploma

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Program: Accounting and Finance · State Code: D25800 · Total Credits: 40

## Plan of Study

### FALL SEMESTER 1

CODE	TITLE	CREDITS
ACA-115	Success and Study Skills or College Transfer Success	1
ACC-120	Principles of Financial Accounting	4
BUS-115	Business Law I	3
BUS-121	Business Math or Statistical Methods I	3

### SPRING SEMESTER 1

CODE	TITLE	CREDITS
ACC-121	Principles of Managerial Accounting	4
ACC-129	Individual Income Taxes	3
CIS-110	Introduction to Computers or Basic PC Literacy	3

### SUMMER SEMESTER

CODE	TITLE	CREDITS
ENG-111	Writing and Inquiry	3

### FALL SEMESTER 2

CODE	TITLE	CREDITS
ACC-220	Intermediate Accounting I	4

<b>CODE</b>	<b>TITLE</b>	<b>CREDITS</b>
BUS-110	Introduction to Business	3
CTS-130	Spreadsheets	3

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## **SPRING SEMESTER 2**

<b>CODE</b>	<b>TITLE</b>	<b>CREDITS</b>
ACC-140	Payroll Accounting	2
ACC-150	Accounting Software Applications or Work-Based Learning	2
ECO-251	Principles of Microeconomics	3

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# **Advanced Emergency Medical Technician (Advanced EMT)**

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**Program:** EMS

# Agriculture Education — Associate Degree

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Program: Agriculture Education · State Code: A15330 · Total Credits: 65

## Plan of Study

### FALL 1

CODE	TITLE	CREDITS
ACA-122	College Transfer Success	1
AGR-139	Intro to Sustainable Agriculture	3
BIO-111	General Biology I	4
ENG-111	Writing and Inquiry	3
MAT-152	Statistical Methods I or Precalculus Algebra	4

### SPRING 1

CODE	TITLE	CREDITS
AGR-150	Ag-O-Metrics	3
AGR-160	Plant Science	3
AGR-170	Soil Science	3
BIO-112	General Biology II	4
ENG-112	Writing/Research in the Disciplines	3

### FALL 2

CODE	TITLE	CREDITS
AGR-110	Agricultural Economics	3

<b>CODE</b>	<b>TITLE</b>	<b>CREDITS</b>
AGR-121	Biological Pest Management	3
ANS-110	Animal Science	3
EDU-216	Foundations of Education	3
ELECTIVE	Humanities/Fine Arts Elective	3
ELECTIVE	Behavioral/Social Sciences Elective	3

## **SPRING 2**

<b>CODE</b>	<b>TITLE</b>	<b>CREDITS</b>
AGR-212	Farm Business Management	3
AGR-214	Agricultural Marketing	3
AGR-261	Agronomy	3
EDU-163	Classroom Mgt & Instruction	3
WBL-112	Work-Based Learning I	2
WLD-112	Basic Welding Processes	2

# Agriculture Education — Certificate

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Program: Agriculture Education · State Code: C15330 · Total Credits: 12

## Plan of Study

### FALL 1

CODE	TITLE	CREDITS
AGR-121	Biological Pest Management	3
AGR-139	Intro to Sustainable Agriculture	3
EDU-216	Foundations of Education	3

### SPRING 1

CODE	TITLE	CREDITS
AGR-160	Plant Science	3

# Agriculture Education — Diploma

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Program: Agriculture Education · State Code: D15330 · Total Credits: 40

## Plan of Study

### FALL 1

CODE	TITLE	CREDITS
ACA-122	College Transfer Success	1
AGR-121	Biological Pest Management	3
AGR-139	Intro to Sustainable Agriculture	3
ANS-110	Animal Science	3
ENG-111	Writing and Inquiry	3

### SPRING 1

CODE	TITLE	CREDITS
AGR-160	Plant Science	3
AGR-170	Soil Science	3
AGR-214	Agricultural Marketing	3
AGR-261	Agronomy	3
EDU-163	Classroom Mgt & Instruction	3

### FALL 2

CODE	TITLE	CREDITS
AGR-110	Agricultural Economics	3

<b>CODE</b>	<b>TITLE</b>	<b>CREDITS</b>
EDU-216	Foundations of Education	3
MAT-171	Precalculus Algebra	4
WLD-112	Basic Welding Processes	2

# Air Conditioning, Heating, and Refrigeration Technology — Air Conditioning Certificate

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**Program:** Air Conditioning, Heating, and Refrigeration Technology · **State Code:** C35100H · **Total Credits:** 13

## Plan of Study

### REQUIRED COURSES

CODE	TITLE	CREDITS
AHR-113	Comfort Cooling	4
AHR-120	HVAC Maintenance	2
AHR-211	Residential Systems Design	3
AHR-212	Advanced Comfort Systems	4

# Air Conditioning, Heating, and Refrigeration Technology — Associate Degree

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**Program:** Air Conditioning, Heating, and Refrigeration Technology · **State Code:** A35100 · **Total Credits:** 64

## Plan of Study

### FALL 1

CODE	TITLE	CREDITS
ACA-115	Success & Study Skills	1
AHR-110	Intro to Refrigeration	5
AHR-115	Refrigeration Systems	2
ELC-112	DC/AC Electricity	5
CIS-110	Introduction to Computers	3

### SPRING 1

CODE	TITLE	CREDITS
AHR-112	Heating Technology	4
AHR-113	Comfort Cooling	4
AHR-114	Heat Pump Technology	4
AHR-212	Advanced Comfort Systems	4
ISC-112	Industrial Safety	2

## SUMMER 1

CODE	TITLE	CREDITS
ENG-111	Writing and Inquiry	3
ELECTIVE	Humanities/Fine Arts Elective	3

## FALL 2

CODE	TITLE	CREDITS
AHR-211	Residential Systems Design	3
AHR-213	HVACR Building Code	2
BPR-111	Print Reading	2
ELC-113	Residential Wiring	4
MAT-110	Math Measurement & Literacy	3

## SPRING 2

CODE	TITLE	CREDITS
AHR-120	HVAC Maintenance	2
AHR-160	Refrigeration Certification	1
BUS-137	Principles of Management	3
COM-231	Public Speaking or Oral Communication	3
ELECTIVE	Behavioral/Social Sciences Elective	3

# Air Conditioning, Heating, and Refrigeration Technology — Diploma

---

**Program:** Air Conditioning, Heating, and Refrigeration Technology · **State Code:** D35100 · **Total Credits:** 40

## Plan of Study

### FALL 1

CODE	TITLE	CREDITS
ACA-115	Success & Study Skills or College Transfer Success	1
AHR-110	Intro to Refrigeration	5
AHR-115	Refrigeration Systems	2
CIS-110	Introduction to Computers	3
ELC-112	DC/AC Electricity	5

### SPRING 1

CODE	TITLE	CREDITS
AHR-112	Heating Technology	4
AHR-113	Comfort Cooling	4
AHR-114	Heat Pump Technology	4
AHR-212	Advanced Comfort Systems	4
ISC-112	Industrial Safety	2

### SUMMER 1

CODE	TITLE	CREDITS
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ENG-111	Writing and Inquiry	3
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ELECTIVE	Humanities/Fine Arts Elective	3
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# Air Conditioning, Heating, and Refrigeration Technology — Heating Certificate

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**Program:** Air Conditioning, Heating, and Refrigeration Technology · **State Code:** C35100F · **Total Credits:** 12

## Plan of Study

### REQUIRED COURSES

CODE	TITLE	CREDITS
AHR-112	Heating Technology	4
AHR-114	Heat Pump Technology	4
AHR-212	Advanced Comfort Systems	4

# Air Conditioning, Heating, and Refrigeration Technology — Installation Certificate

---

**Program:** Air Conditioning, Heating, and Refrigeration Technology · **State Code:** C35100G · **Total Credits:** 13

## Plan of Study

### REQUIRED COURSES

CODE	TITLE	CREDITS
AHR-112	Heating Technology	4
AHR-113	Comfort Cooling	4
AHR-211	Residential Systems Design	3
AHR-213	HVACR Building Code	2

# Air Conditioning, Heating, and Refrigeration Technology — Refrigeration Certificate

---

**Program:** Air Conditioning, Heating, and Refrigeration Technology · **State Code:** C35100A · **Total Credits:** 13

## Plan of Study

### REQUIRED COURSES

CODE	TITLE	CREDITS
AHR-110	Intro to Refrigeration	5
AHR-113	Comfort Cooling	4
AHR-115	Refrigeration Systems	2
ISC-112	Industrial Safety	2

# Applied Engineering Technology — Associate Degree

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Program: Applied Engineering Technology · State Code: A40130 · Total Credits: 68

## Plan of Study

### FALL 1

CODE	TITLE	CREDITS
ACA-115	Success & Study Skills	1
CIS-110	Introduction to Computers	3
ELC-112	DC/AC Electricity	5
ELC-113	Residential Wiring	4
ISC-112	Industrial Safety	2
MEC-111	Machine Processes I	3

### SPRING 1

CODE	TITLE	CREDITS
DFT-119	Basic CAD	2
ELC-117	Motors and Controls	4
ELC-128	Intro to PLC	3
HYD-110	Hydraulics and Pneumatics	3
ELECTIVE	Behavioral/Social Sciences Elective	3

## SUMMER 1

CODE	TITLE	CREDITS
ENG-111	Writing and Inquiry	3
MAT-110	Math Measurement & Literacy	3

## FALL 2

CODE	TITLE	CREDITS
AHR-110	Intro to Refrigeration	5
ATR-112	Intro to Automation	3
BPR-111	Print Reading	2
ELC-118	National Electric Code	2
ELC-125	Diagrams and Schematics	2

## SPRING 2

CODE	TITLE	CREDITS
COM-231	Public Speaking or Oral Communication	3
ELC-114	Commercial Wiring	4
ELC-119	NEC Calculations	2
WLD-141	Symbols and Specifications	3
ELECTIVE	Humanities/Fine Arts Elective	3

# Applied Engineering Technology — Certificate

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Program: Applied Engineering Technology · State Code: C40130 · Total Credits: 14

## Plan of Study

### REQUIRED COURSES

CODE	TITLE	CREDITS
DFT-119	Basic CAD	2
ELC-117	Motors and Controls	4
HYD-110	Hydraulics and Pneumatics	3
ISC-112	Industrial Safety	2
MEC-111	Machine Processes I	3

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# Applied Engineering Technology — Diploma

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Program: Applied Engineering Technology · State Code: D40130 · Total Credits: 39

## Plan of Study

### FALL 1

CODE	TITLE	CREDITS
ACA-115	Success & Study Skills	1
ATR-112	Intro to Automation	3
CIS-110	Introduction to Computers	3
ELC-112	DC/AC Electricity	5
ELC-113	Residential Wiring	4
ISC-112	Industrial Safety	2
MEC-111	Machine Processes I	3

### SPRING 1

CODE	TITLE	CREDITS
DFT-119	Basic CAD	2
ENG-111	Writing and Inquiry	3
ELC-117	Motors and Controls	4
ELC-128	Intro to PLC	3
HYD-110	Hydraulics and Pneumatics	3
ELECTIVE	Behavioral/Social Sciences Elective	3

# Applied Engineering Technology — Electrical Certificate

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Program: Applied Engineering Technology · State Code: C40130A · Total Credits: 12

## Plan of Study

### REQUIRED COURSES

CODE	TITLE	CREDITS
CIS-110	Introduction to Computers	3
ELC-112	DC/AC Electricity	5
ELC-113	Residential Wiring	4

# Associate Degree

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Program: Cosmetology, Manicuring, and Nails · State Code: A55140 · Total Credits: 66

## Plan of Study

### FALL 1

CODE	TITLE	CREDITS
ACA-115	Success & Study Skills	1
CIS-111	Basic PC Literacy (or CIS-110)	2
COS-111	Cosmetology Concepts I	4
COS-112	Salon I	8

### SPRING 1

CODE	TITLE	CREDITS
COS-113	Cosmetology Concepts II	4
COS-114	Salon II	8
PSY-118	Interpersonal Psychology	3

### SUMMER

CODE	TITLE	CREDITS
COS-223	Contemporary Hair Color	2
COS-240	Contemporary Design	2
ENG-110	Freshman Composition (or ENG-111)	3

## FALL 2

CODE	TITLE	CREDITS
COS-115	Cosmetology Concepts III	4
COS-116	Salon III	4
ENG-115	Oral Communication	3
MAT-110	Math Measurement & Literacy	3

## SPRING 2

CODE	TITLE	CREDITS
BUS-230	Small Business Management (or BUS-137)	3
COS-117	Cosmetology Concepts IV	2
COS-118	Salon IV	7
ELECTIVE	Humanities Elective	3

# Associate in Arts — A.A. Degree

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Program: Associate in Arts · State Code: A10100 · Total Credits: 61

## Plan of Study

### FALL SEMESTER 1

CODE	TITLE	CREDITS
ACA-122	College Transfer Success	1
ECO-251	Prin of Microeconomics	3
ENG-111	Writing and Inquiry	3
HIS-131	American History I	3
PSY-150	General Psychology	3
SOC-210	Introduction to Sociology	3

### SPRING SEMESTER 1

CODE	TITLE	CREDITS
CIS-110	Introduction to Computers	3
ECO-252	Prin of Macroeconomics	3
ENG-112	Writing/Research in the Disc	3
HIS-132	American History II	3
SOC-220	Social Problems	3

### FALL SEMESTER 2

CODE	TITLE	CREDITS
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BIO-110	Principles of Biology	4
ENG-231	American Literature I	3
MAT-143	Quantitative Literacy	3
MUS-110	Music Appreciation	3
SPA-111	Elementary Spanish I	3

## SPRING SEMESTER 2

CODE	TITLE	CREDITS
COM-231	Public Speaking	3
ENG-232	American Literature II	3
HEA-112	First Aid & CPR	2
POL-120	American Government	3
SPA-112	Elementary Spanish II	3

# Associate in General Education - Nursing

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Program: General Education - Nursing · State Code: A1030N · Total Credits: 60

## Plan of Study

### FALL SEMESTER 1

CODE	TITLE	CREDITS
ACA-122	College Transfer Success	1
BIO-168	Anatomy and Physiology I	4
CIS-110	Introduction to Computers	3
ENG-111	Writing and Inquiry	3
PSY-150	General Psychology	3

### SPRING SEMESTER 1

CODE	TITLE	CREDITS
BIO-169	Anatomy and Physiology II	4
ENG-112	Writing/Research in the Disc	3
HUM-115	Critical Thinking	3
PSY-241	Developmental Psychology	3

### FALL SEMESTER 2

CODE	TITLE	CREDITS
BIO-275	Microbiology	4
MAT-143	Quantitative Literacy	3

<b>CODE</b>	<b>TITLE</b>	<b>CREDITS</b>
SOC-210	Introduction to Sociology	3
ELECTIVE	Gen Ed HUM/FA Elective	3
ELECTIVE	ENG-231 or ENG-232	3

## **SPRING SEMESTER 2**

<b>CODE</b>	<b>TITLE</b>	<b>CREDITS</b>
MAT-152	Statistical Methods I	4
ELECTIVE	Gen Ed CHM Elective	4
ELECTIVE	Gen Ed HIS Elective	3
ELECTIVE	Gen Ed Sociology Elective	3
ELECTIVE	Gen Ed Other Required Hours	3

# Associate in Science — A.S. Degree

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Program: Associate in Science · State Code: A10400 · Total Credits: 61

## Plan of Study

### FALL SEMESTER 1

CODE	TITLE	CREDITS
ACA-122	College Transfer Success	1
ECO-251	Prin of Microeconomics	3
ENG-111	Writing and Inquiry	3
HIS-131	American History I	3
PSY-150	General Psychology	3
SOC-210	Introduction to Sociology	3

### SPRING SEMESTER 1

CODE	TITLE	CREDITS
CIS-110	Introduction to Computers	3
ECO-252	Prin of Macroeconomics	3
ENG-112	Writing/Research in the Disc	3
HIS-132	American History II	3
SOC-220	Social Problems	3

### FALL SEMESTER 2

CODE	TITLE	CREDITS
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BIO-111	General Biology I	4
ENG-231	American Literature I	3
MAT-171	Precalculus Algebra	4
PED-110	Fit and Well for Life	2
SPA-111	Elementary Spanish I	3

## SPRING SEMESTER 2

CODE	TITLE	CREDITS
BIO-112	General Biology II	4
ENG-232	American Literature II	3
MAT-172	Precalculus Trigonometry	4
SPA-112	Elementary Spanish II	3

# Automotive Systems Technology — Associate Degree

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Program: Automotive Systems Technology · State Code: A60160 · Total Credits: 65

## Plan of Study

### FALL 1

CODE	TITLE	CREDITS
ACA-115	Success & Study Skills	1
CIS-110	Introduction to Computers	3
TRN-110	Intro to Transport Tech	2
TRN-111	Chassis Maint/Light Repair	4
TRN-112	Powertrain/Light Repair	4
ELECTIVE	Humanities/Fine Arts Elective	3

### SPRING 1

CODE	TITLE	CREDITS
AUT-116	Engine Repair	3
AUT-141	Suspension and Steering Systems	3
AUT-151	Brake Systems	3
AUT-181	Engine Performance I	3
TRN-120	Basic Transport Electricity	5

## SUMMER 1

CODE	TITLE	CREDITS
ENG-111	Writing and Inquiry	3

## FALL 2

CODE	TITLE	CREDITS
AUT-221	Auto Transmissions/Transaxles	3
MAT-110	Math Measurement & Literacy	3
TRN-145	Adv. Transport Electronics	3
WLD-110	Cutting Processes	2
WLD-112	Basic Welding Processes	2

## SPRING 2

CODE	TITLE	CREDITS
BUS-137	Principles of Management	3
COM-231	Public Speaking or Oral Communication	3
ELC-117	Motors and Controls	4
ISC-112	Industrial Safety	2
ELECTIVE	Behavioral/Social Sciences Elective	3

# Automotive Systems Technology — Basic Transportation Technician Certificate

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Program: Automotive Systems Technology · State Code: C60160E · Total Credits: 15

## Plan of Study

### FALL 1

CODE	TITLE	CREDITS
TRN-110	Intro to Transport Tech	2
TRN-111	Chassis Maint/Light Repair	4
TRN-112	Powertrain/Light Repair	4

### SPRING 1

CODE	TITLE	CREDITS
TRN-120	Basic Transport Electricity	5

# Automotive Systems Technology — Diploma

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Program: Automotive Systems Technology · State Code: D60160 · Total Credits: 37

## Plan of Study

### FALL 1

CODE	TITLE	CREDITS
ACA-115	Success & Study Skills	1
CIS-110	Introduction to Computers	3
TRN-110	Intro to Transport Tech	2
TRN-111	Chassis Maint/Light Repair	4
TRN-112	Powertrain/Light Repair	4
ELECTIVE	Humanities/Fine Arts Elective	3

### SPRING 1

CODE	TITLE	CREDITS
AUT-116	Engine Repair	3
AUT-141	Suspension and Steering Systems	3
AUT-151	Brake Systems	3
AUT-181	Engine Performance I	3
TRN-120	Basic Transport Electricity	5

### SUMMER 1

CODE	TITLE	CREDITS
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# Automotive Systems Technology — Engine Mgmt, Suspension & Steering Certificate

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Program: Automotive Systems Technology · State Code: C60160D · Total Credits: 12

## Plan of Study

### SPRING 1

CODE	TITLE	CREDITS
AUT-116	Engine Repair	3
AUT-141	Suspension and Steering Systems	3
AUT-181	Engine Performance I	3

### FALL 2

CODE	TITLE	CREDITS
TRN-145	Adv. Transport Electronics	3

# Basic Law Enforcement Training (BLET)

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**Program:** Basic Law Enforcement Training (BLET)

# Biotechnology — Associate Degree

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Program: Biotechnology · State Code: A20100 · Total Credits: 36

## Plan of Study

### FALL 1 (AT MCC)

CODE	TITLE	CREDITS
ACA-115	Success & Study Skills	1
BIO-111	General Biology I	4
CHM-131	Intro to Chemistry (or CHM-151 General Chemistry I)	3
CHM-131A	Intro to Chemistry Lab	1
ENG-111	Writing and Inquiry	3
ELECTIVE	Behavioral/Social Science Elective	3

### SPRING 1 (AT MCC)

CODE	TITLE	CREDITS
BIO-112	General Biology II	4
CHM-132	Organic and Biochemistry (or CHM-152 General Chemistry II)	4
COM-231	Public Speaking (or equivalent)	3
ENG-112	Writing/Research in the Disc	3
MAT-110	Math Measurement & Literacy (or MAT-171)	3
ELECTIVE	Humanities/Fine Arts Elective	3

## SUMMER (AT MCC)

CODE	TITLE	CREDITS
MAT-152	Statistical Methods I	4

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# Business Administration — Associate Degree

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Program: Business Administration · State Code: A25120A · Total Credits: 64

## Plan of Study

### FALL SEMESTER 1

CODE	TITLE	CREDITS
ACA-115	Success and Study Skills or College Transfer Success	1
BUS-110	Introduction to Business	3
BUS-115	Business Law I	3
BUS-121	Business Math or Statistical Methods I	3
CIS-110	Introduction to Computers or Basic PC Literacy	3
ENG-111	Writing and Inquiry	3

### SPRING SEMESTER 1

CODE	TITLE	CREDITS
ACC-120	Principles of Financial Accounting	4
BUS-137	Principles of Management	3
COM-231	Public Speaking or Oral Communication	3
ECO-251	Principles of Microeconomics	3
MKT-120	Principles of Marketing	3

### SUMMER SEMESTER

CODE	TITLE	CREDITS
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MAT-110                      Math Measurement & Literacy or Precalculus Algebra                      3

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**FALL SEMESTER 2**

<b>CODE</b>	<b>TITLE</b>	<b>CREDITS</b>
ACC-121	Principles of Managerial Accounting	4
BUS-153	Human Resources Management	3
BUS-168	Electronic Business or Spreadsheets	3
ECO-252	Principles of Macroeconomics	3
MKT-232	Social Media Marketing	3

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**SPRING SEMESTER 2**

<b>CODE</b>	<b>TITLE</b>	<b>CREDITS</b>
BUS-230	Small Business Management	3
BUS-239	Business Applications Capstone or Org Behavior in Business	3
WBL-112	Work-Based Learning II	2
BUS-260	Business Communications	3
	Humanities Elective	3

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# Business Administration — Associate Degree in Entrepreneurship Management

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Program: Business Administration · State Code: A25120E · Total Credits: 64

## Plan of Study

### FALL SEMESTER 1

CODE	TITLE	CREDITS
ACA-115	Success and Study Skills or College Transfer Success	1
BUS-110	Introduction to Business	3
BUS-115	Business Law I	3
BUS-121	Business Math or Statistical Methods I	3
CIS-110	Introduction to Computers or Basic PC Literacy	3
ENG-111	Writing and Inquiry	3

### SPRING SEMESTER 1

CODE	TITLE	CREDITS
ACC-120	Principles of Financial Accounting	4
BUS-137	Principles of Management	3
COM-231	Public Speaking or Oral Communication	3
ECO-251	Principles of Microeconomics	3
MKT-120	Principles of Marketing	3

## SUMMER SEMESTER

CODE	TITLE	CREDITS
MAT-110	Math Measurement & Literacy or Precalculus Algebra	3

## FALL SEMESTER 2

CODE	TITLE	CREDITS
ACC-121	Principles of Managerial Accounting	4
BUS-139	Entrepreneurship I	3
BUS-168	Electronic Business or Spreadsheets	3
ECO-252	Principles of Macroeconomics	3
MKT-232	Social Media Marketing	3

## SPRING SEMESTER 2

CODE	TITLE	CREDITS
BUS-230	Small Business Management	3
BUS-239	Business Applications Capstone or Org Behavior	3
WBL-112	Work-Based Learning II	2
ETR-230	Entrepreneur Marketing	3
ETR-240	Funding for Entrepreneurs	3
	Humanities Elective	3

# Business Administration — Business Fundamentals Certificate

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Program: Business Administration · State Code: C25120B · Total Credits: 12

## Plan of Study

### FALL 1

CODE	TITLE	CREDITS
BUS-110	Introduction to Business	3
BUS-115	Business Law I	3

### SPRING 1

CODE	TITLE	CREDITS
BUS-137	Principles of Management	3
MKT-120	Principles of Marketing	3

# Business Administration — Diploma

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Program: Business Administration · State Code: D25120 · Total Credits: 40

## Plan of Study

### FALL SEMESTER 1

CODE	TITLE	CREDITS
ACA-115	Success and Study Skills or College Transfer Success	1
BUS-110	Introduction to Business	3
BUS-115	Business Law I	3
BUS-121	Business Math or Statistical Methods I	3

### SPRING SEMESTER 1

CODE	TITLE	CREDITS
ACC-120	Principles of Financial Accounting	4
BUS-137	Principles of Management	3
MKT-120	Principles of Marketing	3

### SUMMER SEMESTER

CODE	TITLE	CREDITS
ENG-111	Writing & Inquiry	3

### FALL SEMESTER 2

CODE	TITLE	CREDITS
BUS-139	Entrepreneurship I	3

<b>CODE</b>	<b>TITLE</b>	<b>CREDITS</b>
BUS-153	Human Resources Management	3
CIS-110	Introduction to Computers or Basic PC Literacy	3

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## **SPRING SEMESTER 2**

<b>CODE</b>	<b>TITLE</b>	<b>CREDITS</b>
BUS-230	Small Business Management	3
BUS-255	Organizational Behavior	3
ECO-251	Principles of Microeconomics	3

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# Business Administration — Entrepreneurship Fundamentals Certificate

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Program: Business Administration · State Code: C25120C · Total Credits: 18

## Plan of Study

### FALL 1

CODE	TITLE	CREDITS
BUS-110	Introduction to Business	3
BUS-121	Business Math	3
BUS-139	Entrepreneurship I	3

### SPRING 1

CODE	TITLE	CREDITS
BUS-230	Small Business Management	3
ETR-230	Entrepreneur Marketing	3
ETR-240	Funding for Entrepreneurs	3

# Criminal Justice Technology — Associate Degree

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Program: Criminal Justice Technology · State Code: A55180 · Total Credits: 67

## Plan of Study

### FALL 1

CODE	TITLE	CREDITS
ACA-115	Success & Study Skills (or ACA-122)	1
CJC-111	Intro to Criminal Justice	3
CJC-112	Criminology	3
CJC-121	Law Enforcement Operations	3
ENG-111	Writing and Inquiry	3
ELECTIVE	Social/Behavioral Science Elective	3

### SPRING 1

CODE	TITLE	CREDITS
CIS-110	Intro to Computers (or CIS-111)	3
CJC-131	Criminal Law	3
CJC-141	Corrections	3
CJC-132	Court Procedure & Evidence (or CJC-213)	3
MAT-110	Math Measurement & Literacy (or MAT-143/MAT-171)	3

## SUMMER

CODE	TITLE	CREDITS
POL-120	American Government	3

## FALL 2

CODE	TITLE	CREDITS
CJC-212	Ethics & Community Relations	3
CJC-225	Crisis Intervention	3
CJC-241	Community-Based Corrections (or CJC-120)	3
PSY-150	General Psychology	3
SOC-210	Introduction to Sociology	3

## SPRING 2

CODE	TITLE	CREDITS
COM-231	Public Speaking (or ENG-115)	3
CJC-113	Juvenile Justice	3
CJC-221	Investigative Principles	4
CJC-231	Constitutional Law	3
HEA-110	Personal Health & Wellness	3
ELECTIVE	Humanities/Fine Arts Elective	3

# Criminal Justice Technology — Cadet Certificate

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Program: Criminal Justice Technology · State Code: C55180A · Total Credits: 13

## Plan of Study

### SEMESTER 1

CODE	TITLE	CREDITS
CJC-111	Intro to Criminal Justice	3
CJC-141	Corrections	3
CJC-221	Investigative Principles	4
CJC-225	Crisis Intervention	3

# Criminal Justice Technology — Diploma

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Program: Criminal Justice Technology · State Code: D55180 · Total Credits: 37

## Plan of Study

### FALL 1

CODE	TITLE	CREDITS
CJC-111	Intro to Criminal Justice	3
CJC-112	Criminology	3
CJC-121	Law Enforcement Operations	3
CJC-212	Ethics & Community Relations	3
CJC-225	Crisis Intervention	3
ENG-111	Writing and Inquiry	3

### SPRING 1

CODE	TITLE	CREDITS
CJC-113	Juvenile Justice	3
CJC-131	Criminal Law	3
CJC-141	Corrections	3
CJC-221	Investigative Principles	4
CJC-231	Constitutional Law	3
POL-120	American Government (or PSY-150)	3

# Criminal Justice Technology — Public Safety Certificate

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Program: Criminal Justice Technology · State Code: C55180 · Total Credits: 13

## Plan of Study

### SEMESTER 1

CODE	TITLE	CREDITS
CJC-111	Intro to Criminal Justice	3
CJC-112	Criminology	3
CJC-221	Investigative Principles	4
CJC-231	Constitutional Law	3

# Diploma

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Program: Cosmetology, Manicuring, and Nails · State Code: D55140 · Total Credits: 48

## Plan of Study

### FALL 1

CODE	TITLE	CREDITS
ACA-115	Success & Study Skills	1
COS-111	Cosmetology Concepts I	4
COS-112	Salon I	8

### SPRING 1

CODE	TITLE	CREDITS
COS-113	Cosmetology Concepts II	4
COS-114	Salon II	8
PSY-118	Interpersonal Psychology	3

### FALL 2

CODE	TITLE	CREDITS
COS-115	Cosmetology Concepts III	4
COS-116	Salon III	4
ENG-115	Oral Communication	3

### SPRING 2

CODE	TITLE	CREDITS
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COS-117	Cosmetology Concepts IV	2
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COS-118	Salon IV	7
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# Early Childhood Education — Administration Certificate

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Program: Early Childhood Education · State Code: C55850 · Total Credits: 16

## Plan of Study

### FALL 1

CODE	TITLE	CREDITS
EDU-119	Intro to Early Child Education	4
EDU-131	Children, Family, & Community	3
EDU-261	Early Childhood Admin I	3

### SPRING 1

CODE	TITLE	CREDITS
EDU-153	Health, Safety & Nutrition	3
EDU-262	Early Childhood Admin II	3

# Early Childhood Education — Associate Degree

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Program: Early Childhood Education · State Code: A55220G · Total Credits: 65

## Plan of Study

### FALL 1

CODE	TITLE	CREDITS
ACA-115	Success & Study Skills (or ACA-122)	1
EDU-119	Intro to Early Child Education	4
EDU-131	Children, Family, & Community	3
EDU-144	Child Development I	3
EDU-146	Child Guidance	3
ENG-111	Writing and Inquiry	3

### SPRING 1

CODE	TITLE	CREDITS
CIS-110	Intro to Computers	3
EDU-145	Child Development II	3
EDU-151	Creative Activities	3
EDU-153	Health, Safety & Nutrition	3
MAT-110	Math Measurement & Literacy (or MAT-143)	3
PSY-150	General Psychology	3

## FALL 2

CODE	TITLE	CREDITS
COM-231	Public Speaking	3
EDU-159	Health and Safety for Early Ch (or equivalent)	2
HEA-112	First Aid & CPR	2
EDU-221	Children with Exceptionalities	3
ENG-112	Writing/Research in the Disc	3
ELECTIVE	Other Major Requirement	3

## SPRING 2

CODE	TITLE	CREDITS
EDU-234	Infants, Toddlers, & Twos	3
EDU-280	Language & Literacy Experiences	3
EDU-284	Early Child Capstone Practicum	4
ELECTIVE	Humanities Elective	3
ELECTIVE	Other Major Requirement	3

# Early Childhood Education — Associate Degree with Birth-K Licensure Transfer

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Program: Early Childhood Education · State Code: A55220K · Total Credits: 71

## Plan of Study

### FALL 1

CODE	TITLE	CREDITS
ACA-122	College Transfer Success	1
EDU-119	Intro to Early Child Education	4
EDU-131	Children, Family, & Community	3
EDU-144	Child Development I	3
EDU-146	Child Guidance	3
ENG-111	Writing and Inquiry	3

### SPRING 1

CODE	TITLE	CREDITS
COM-231	Public Speaking	3
EDU-145	Child Development II	3
EDU-151	Creative Activities	3
EDU-153	Health, Safety & Nutrition	3
MAT-143	Quantitative Literacy	3
ELECTIVE	Humanities Elective	3

## SUMMER

CODE	TITLE	CREDITS
PSY-150	General Psychology	3

## FALL 2

CODE	TITLE	CREDITS
BIO-110	Principles of Biology (or BIO-111)	4
EDU-216	Foundations of Education	3
EDU-221	Children with Exceptionalities	3
ENG-112	Writing/Research in the Disc (or ENG-114)	3
SOC-210	Introduction to Sociology	3

## SPRING 2

CODE	TITLE	CREDITS
CHM-151	General Chemistry I	4
EDU-234	Infants, Toddlers, & Twos	3
EDU-250	Teacher Licensure Preparation	3
EDU-280	Language & Literacy Experiences	3
EDU-284	Early Child Capstone Practicum	4

# Early Childhood Education — Associate Degree with Non-Teaching Licensure

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Program: Early Childhood Education · State Code: A55220N · Total Credits: 71

## Plan of Study

### FALL 1

CODE	TITLE	CREDITS
ACA-122	College Transfer Success	1
EDU-119	Intro to Early Child Education	4
EDU-131	Children, Family, & Community	3
EDU-144	Child Development I	3
EDU-146	Child Guidance	3
ENG-111	Writing and Inquiry	3

### SPRING 1

CODE	TITLE	CREDITS
COM-231	Public Speaking	3
EDU-145	Child Development II	3
EDU-151	Creative Activities	3
EDU-153	Health, Safety & Nutrition	3
MAT-143	Quantitative Literacy	3
ELECTIVE	Humanities Elective	3

## SUMMER

CODE	TITLE	CREDITS
PSY-150	General Psychology	3

## FALL 2

CODE	TITLE	CREDITS
BIO-110	Principles of Biology	4
EDU-221	Children with Exceptionalities	3
EDU-261	Early Childhood Admin I	3
ENG-112	Writing/Research in the Disc	3
SOC-210	Introduction to Sociology	3

## SPRING 2

CODE	TITLE	CREDITS
CHM-151	General Chemistry I	4
EDU-234	Infants, Toddlers, & Twos	3
EDU-262	Early Childhood Admin II	3
EDU-280	Language & Literacy Experiences	3
EDU-284	Early Child Capstone Practicum	4

# Early Childhood Education — Diploma

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Program: Early Childhood Education · State Code: D55220 · Total Credits: 38

## Plan of Study

### FALL 1

CODE	TITLE	CREDITS
ACA-115	Success & Study Skills (or ACA-122)	1
EDU-119	Intro to Early Child Education	4
EDU-131	Children, Family, & Community	3
EDU-144	Child Development I	3
EDU-146	Child Guidance	3
EDU-221	Children with Exceptionalities	3
ENG-111	Writing and Inquiry	3

### SPRING 1

CODE	TITLE	CREDITS
CIS-110	Intro to Computers	3
EDU-145	Child Development II	3
EDU-151	Creative Activities	3
EDU-153	Health, Safety & Nutrition	3
EDU-280	Language & Literacy Experiences	3
PSY-150	General Psychology	3

# Early Childhood Education — Infant/Toddler Care Certificate

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Program: Early Childhood Education · State Code: C55290 · Total Credits: 16

## Plan of Study

### FALL 1

CODE	TITLE	CREDITS
EDU-119	Intro to Early Child Education	4
EDU-131	Children, Family, & Community	3
EDU-144	Child Development I	3

### SPRING 1

CODE	TITLE	CREDITS
EDU-153	Health, Safety & Nutrition	3
EDU-234	Infants, Toddlers, & Twos	3

# Early Childhood Education — Preschool Certificate

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Program: Early Childhood Education · State Code: C55860 · Total Credits: 16

## Plan of Study

### FALL 1

CODE	TITLE	CREDITS
EDU-119	Intro to Early Child Education	4
EDU-131	Children, Family, & Community	3
EDU-146	Child Guidance	3

### SPRING 1

CODE	TITLE	CREDITS
EDU-145	Child Development II	3
EDU-153	Health, Safety & Nutrition	3

# Electrical Systems Technology — Associate Degree

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Program: Electrical Systems Technology · State Code: A35130 · Total Credits: 64

## Plan of Study

### FALL 1

CODE	TITLE	CREDITS
ACA-115	Success & Study Skills/College Transfer Success	1
ELC-112	DC/AC Electricity	5
ELC-113	Residential Wiring	4
ELC-118	National Electrical Code	2
ELC-125	Diagrams and Schematics	2
ISC-112	Industrial Safety	2

### SPRING 1

CODE	TITLE	CREDITS
ELC-114	Commercial Wiring	4
ELC-117	Motors and Controls	4
ELC-128	Intro to PLC	3
ELC-119	NEC Calculations	2
HYD-110	Hydraulics/Pneumatics I	3

## SUMMER 1

CODE	TITLE	CREDITS
ENG-111	Writing and Inquiry	3
HUM-115	Humanities/Fine Arts Elective	3

## FALL 2

CODE	TITLE	CREDITS
AHR-110	Intro to Refrigeration	5
BPR-111	Print Reading	2
BUS-110	Introduction to Business	3
ELC-213	Instrumentation	4

## SPRING 2

CODE	TITLE	CREDITS
CIS-110	Introduction to Computers	3
COM-231	Public Speaking	3
MAT-110	Math Measurement & Literacy	3
PSY-150	Behavioral/Social Sciences Elective	3

# Electrical Systems Technology — Diploma

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Program: Electrical Systems Technology · State Code: D35130 · Total Credits: 38

## Plan of Study

### FALL 1

CODE	TITLE	CREDITS
ACA-115	Success & Study Skills/College Transfer Success	1
ELC-112	DC/AC Electricity	5
ELC-113	Residential Wiring	4
ELC-118	National Electrical Code	2
ELC-125	Diagrams and Schematics	2
ISC-112	Industrial Safety	2

### SPRING 1

CODE	TITLE	CREDITS
ELC-114	Commercial Wiring	4
ELC-117	Motors and Controls	4
ELC-128	Intro to PLC	3
ELC-119	NEC Calculations	2
HYD-110	Hydraulics/Pneumatics I	3

### SUMMER

CODE	TITLE	CREDITS
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ENG-111	Writing and Inquiry	3
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HUM-115	General Education Requirement	3
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# Electrical Systems Technology — Industrial Electrical Technician Certificate

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Program: Electrical Systems Technology · State Code: C35130B · Total Credits: 13

## Plan of Study

### REQUIRED COURSES

CODE	TITLE	CREDITS
ELC-112	DC/AC Electricity	5
ELC-114	Commercial Wiring	4
ELC-117	Motors and Controls	4

# Electrical Systems Technology — Manufacturing Electrical Technician Advanced Certificate

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Program: Electrical Systems Technology · State Code: C35130H · Total Credits: 13

## Plan of Study

### FALL

CODE	TITLE	CREDITS
HUM-115	Critical Thinking	3
HYD-210	Advanced Hydraulics	2

### SPRING

CODE	TITLE	CREDITS
ELC-119	NEC Calculations	2
ELC-128	Intro to PLC	3
ELC-135	Electrical Machines	3

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# Electrical Systems Technology — Manufacturing Electrical Technician Beginner Certificate

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Program: Electrical Systems Technology · State Code: C35130F · Total Credits: 21

## Plan of Study

### FALL

CODE	TITLE	CREDITS
CIS-110	Introduction to Computers	3
ELC-112	DC/AC Electricity	5
ELC-113	Residential Wiring	4
ISC-112	Industrial Safety	2

### SPRING

CODE	TITLE	CREDITS
ELC-114	Commercial Wiring	4
MAT-110	Math Measurement & Literacy	3

# Electrical Systems Technology — Manufacturing Electrical Technician Intermediate Certificate

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Program: Electrical Systems Technology · State Code: C35130G · Total Credits: 16

## Plan of Study

### FALL

CODE	TITLE	CREDITS
BPR-111	Print Reading	2
ELC-118	National Electrical Code	2
ELC-125	Diagrams and Schematics	2
MAT-121	Algebra/Trigonometry I	3

### SPRING

CODE	TITLE	CREDITS
ELC-117	Motors and Controls	4
HYD-110	Hydraulics/Pneumatics I	3

# Electrical Systems Technology — Photo Voltaic Technology Certificate

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Program: Electrical Systems Technology · State Code: C35130I · Total Credits: 16

## Plan of Study

### FALL

CODE	TITLE	CREDITS
ELC-112	DC/AC Electricity	5
ELC-118	National Electrical Code	2
ISC-112	Industrial Safety	2

### SPRING

CODE	TITLE	CREDITS
ELC-114	Commercial Wiring	4
ELC-220	Photovoltaic Sys Technology	3

# Electrical Systems Technology — Residential Electrical Technician Certificate

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Program: Electrical Systems Technology · State Code: C35130A · Total Credits: 13

## Plan of Study

### REQUIRED COURSES

CODE	TITLE	CREDITS
ELC-112	DC/AC Electricity	5
ELC-113	Residential Wiring	4
ELC-118	National Electrical Code	2
ELC-125	Diagrams and Schematics	2

# Emergency Medical Technician (EMT)

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Program: EMS

# Engineering — Associate Degree

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Program: Engineering · State Code: A10500 · Total Credits: 60

## Plan of Study

### FALL SEMESTER 1

CODE	TITLE	CREDITS
ACA-122	College Transfer Success	1
ECO-251	Principles of Microeconomics	3
ENG-111	Writing and Inquiry	3
MAT-271	Calculus I	4
	Humanities Elective	3

### SPRING SEMESTER 1

CODE	TITLE	CREDITS
CHM-151	General Chemistry	4
ENG-112	Writing/Research in the Disc	3
MAT-272	Calculus II	4
	Behavioral/Social Sciences Elective	3
	Fine Arts/Communication Elective	3

### FALL SEMESTER 2

CODE	TITLE	CREDITS
DFT-170	Engineering Graphics	3

<b>CODE</b>	<b>TITLE</b>	<b>CREDITS</b>
EGR-150	Intro to Engineering	2
EGR-214	Numerical Methods for Engin. or C++/JAVA Programming	3
MAT-273	Calculus III	4
PHY-251	General Physics I	4

## **SPRING SEMESTER 2**

<b>CODE</b>	<b>TITLE</b>	<b>CREDITS</b>
EGR-220	Engineering Statics	3
GEL-111	Geology or General Biology	3
CHM-152	General Chemistry II	4
MAT-285	Differential Equations	3
PHY-252	General Physics II	4

# Equine Business — Associate Degree

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Program: Equine Programs · State Code: A15270 · Total Credits: 70

## Plan of Study

### FALL 1

CODE	TITLE	CREDITS
ACA-115	Success & Study Skills/College Transfer Success	1
ENG-111	Writing and Inquiry	3
EQU-111	Horse Science I	5
EQU-120	Horsemanship	3
EQU-130	Equine Anatomy & Physiology	3
EQU-140	Equine Evaluation I	2

### SPRING 1

CODE	TITLE	CREDITS
BUS-137	Principles of Management	3
BUS-230	Small Business Management	3
EQU-112	Horse Science II	5
EQU-150	Equine Nutrition	2
EQU-240	Equine Evaluation II	2
MKT-120	Principles of Marketing	3

## SUMMER

CODE	TITLE	CREDITS
WBL-112	Work-Based Learning II	2

## FALL 2

CODE	TITLE	CREDITS
CIS-110	Introduction to Computers	3
COM-231	Public Speaking	3
EQU-211	Horse Farm Management I	6
EQU-280	Principles of Riding Instruction	2
HUM-115	Humanities/Fine Arts Elective	3

## SPRING 2

CODE	TITLE	CREDITS
EQU-212	Horse Farm Management II	6
EQU-241	Equine Reproduction & Genetics	4
EQU-270	Equine Business Law	1
MAT-110	Math Measurement & Literacy	3
PSY-150	General Psychology	3

# Equine Business — Diploma

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Program: Equine Programs · State Code: D15270 · Total Credits: 38

## Plan of Study

### FALL 1

CODE	TITLE	CREDITS
ACA-115	Success & Study Skills/College Transfer Success	1
ENG-111	Writing and Inquiry	3
EQU-111	Horse Science I	5
EQU-120	Horsemanship	3
EQU-130	Equine Anatomy & Physiology	3
EQU-140	Equine Evaluation I	2

### SPRING 1

CODE	TITLE	CREDITS
BUS-137	Principles of Management	3
EQU-112	Horse Science II	5
EQU-150	Equine Nutrition	2
EQU-240	Equine Evaluation II	2
EQU-270	Equine Business Law	1
MAT-110	Math Measurement & Literacy	3

## SUMMER

CODE	TITLE	CREDITS
WBL-112	Work-Based Learning II	2

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# Equine Training — Associate Degree

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Program: Equine Programs · State Code: A15290 · Total Credits: 69

## Plan of Study

### FALL 1

CODE	TITLE	CREDITS
ACA-115	Success & Study Skills/College Transfer Success	1
ENG-111	Writing and Inquiry	3
EQU-111	Horse Science I	5
EQU-120	Horsemanship	3
EQU-130	Equine Anatomy & Physiology	3
EQU-140	Equine Evaluation I	2

### SPRING 1

CODE	TITLE	CREDITS
CIS-110	Introduction to Computers	3
ENG-115	Oral Communication	3
EQU-112	Horse Science II	5
EQU-121	Horsemanship II	2
EQU-150	Equine Nutrition	2
EQU-240	Equine Evaluation II	2

## SUMMER

CODE	TITLE	CREDITS
WBL-112	Work-Based Learning II	2

## FALL 2

CODE	TITLE	CREDITS
EQU-211	Horse Farm Management I	6
EQU-220	Horse Training I	2
EQU-280	Principles of Riding Instruction	2
MAT-110	Math Measurement & Literacy	3
PSY-150	General Psychology	3
HUM-115	Humanities/Fine Arts Elective	3

## SPRING 2

CODE	TITLE	CREDITS
EQU-212	Horse Farm Management II	6
EQU-221	Horse Training II	2
EQU-241	Equine Reproduction & Genetics	4
EQU-260	Basic Colt Training Principles	2
EQU-270	Equine Business Law	1

# Equine Training — Certificate

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Program: Equine Programs · State Code: C15290 · Total Credits: 15

## Plan of Study

### REQUIRED COURSES

CODE	TITLE	CREDITS
EQU-111	Horse Science I	5
EQU-112	Horse Science II	5
EQU-120	Horsemanship	3
EQU-150	Equine Nutrition	2

# Equine Training — Diploma

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Program: Equine Programs · State Code: D15290 · Total Credits: 37

## Plan of Study

### FALL 1

CODE	TITLE	CREDITS
ACA-115	Success & Study Skills/College Transfer Success	1
ENG-111	Writing and Inquiry	3
EQU-111	Horse Science I	5
EQU-120	Horsemanship	3
EQU-130	Equine Anatomy & Physiology	3
EQU-140	Equine Evaluation I	2

### SPRING 1

CODE	TITLE	CREDITS
ENG-115	Oral Communication	3
EQU-112	Horse Science II	5
EQU-121	Horsemanship II	2
EQU-150	Equine Nutrition	2
EQU-240	Equine Evaluation II	2
EQU-270	Equine Business Law	1
MAT-110	Math Measurement & Literacy	3

## SUMMER

CODE	TITLE	CREDITS
WBL-112	Work-Based Learning II	2

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# Fire and Rescue Academy

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Program: Fire

# General Education — Associate Degree

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Program: General Education · State Code: A10300 · Total Credits: 65

## Plan of Study

### FALL SEMESTER 1

CODE	TITLE	CREDITS
ACA-122	College Transfer Success	1
ECO-251	Prin of Microeconomics	3
ENG-111	Writing and Inquiry	3
HIS-131	American History I	3
PSY-150	General Psychology	3
ELECTIVE	Electives	3

### SPRING SEMESTER 1

CODE	TITLE	CREDITS
CIS-110	Introduction to Computers	3
ECO-252	Prin of Macroeconomics	3
ENG-112	Writing/Research in the Disc	3
HIS-132	American History II	3
ELECTIVE	Electives	6

### FALL SEMESTER 2

CODE	TITLE	CREDITS
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BIO-111	General Biology I	4
ENG-231	American Literature I	3
MAT-143	Quantitative Literacy	3
ELECTIVE	Electives	6

## SPRING SEMESTER 2

CODE	TITLE	CREDITS
POL-120	American Government	3
ENG-232	American Literature II	3
ELECTIVE	Electives	9

# General Occupational Technology — General Occupational Technology Diploma

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**Program:** General Occupational Technology · **State Code:** D55280 · **Total Credits:** 37

# Industrial Systems Technology — Associate Degree

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Program: Industrial Systems Technology · State Code: A50240 · Total Credits: 65

## Plan of Study

### FALL 1

CODE	TITLE	CREDITS
ACA-115	Success & Study Skills	1
BPR-111	Print Reading	2
ELC-112	DC/AC Electricity	5
ISC-112	Industrial Safety	2
MEC-111	Machine Processes I	3
MEC-130	Mechanisms	3

### SPRING 1

CODE	TITLE	CREDITS
CIS-110	Introduction to Computers	3
DFT-119	Basic CAD	2
ELC-117	Motors and Controls	4
ELC-128	Intro to PLC	3
HYD-110	Hydraulics/Pneumatics I	3
HUM-115	Humanities/Fine Arts Elective	3

## SUMMER

CODE	TITLE	CREDITS
ENG-111	Writing and Inquiry	3

## FALL 2

CODE	TITLE	CREDITS
AHR-111	HVACR Electricity	3
MAT-110	Math Measurement & Literacy	3
WLD-110	Cutting Processes	2
WLD-112	Basic Welding	2
WLD-121	GMAW (MIG) FCAW/Plate	4

## SPRING 2

CODE	TITLE	CREDITS
COM-231	Public Speaking	3
WLD-115	SMAW (Stick) Plate	5
WLD-141	Symbols and Specifications	3
PSY-150	Behavioral/Social Sciences Elective	3

# Industrial Systems Technology — Construction Technology Certificate

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Program: Industrial Systems Technology · State Code: C50240D · Total Credits: 14

## Plan of Study

### REQUIRED COURSES

CODE	TITLE	CREDITS
BPR-111	Print Reading	2
DFT-119	Basic CAD	2
ISC-112	Industrial Safety	2
MEC-130	Mechanisms	3
WLD-112	Basic Welding	2
WLD-141	Symbols and Specifications	3

# Industrial Systems Technology — Diploma

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Program: Industrial Systems Technology · State Code: D50240 · Total Credits: 38

## Plan of Study

### FALL 1

CODE	TITLE	CREDITS
ACA-115	Success & Study Skills	1
BPR-111	Print Reading	2
ELC-112	DC/AC Electricity	5
ISC-112	Industrial Safety	2
MEC-111	Machine Processes I	3
MEC-130	Mechanisms	3

### SPRING 1

CODE	TITLE	CREDITS
DFT-119	Basic CAD	2
ELC-117	Motors and Controls	4
HYD-110	Hydraulics/Pneumatics I	3
WLD-141	Symbols and Specifications	3
HUM-115	Humanities/Fine Arts Elective	3

### SUMMER

CODE	TITLE	CREDITS
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ENG-111

Writing and Inquiry

3

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**FALL 2**

<b>CODE</b>	<b>TITLE</b>	<b>CREDITS</b>
WLD-110	Cutting Processes	2
WLD-112	Basic Welding	2

# Industrial Systems Technology — Facility Maintenance Technology Certificate

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**Program:** Industrial Systems Technology · **State Code:** C50240B · **Total Credits:** 15

## Plan of Study

### REQUIRED COURSES

CODE	TITLE	CREDITS
ELC-112	DC/AC Electricity	5
ELC-117	Motors and Controls	4
HYD-110	Hydraulics/Pneumatics I	3
MEC-130	Mechanisms	3

# Industrial Systems Technology — Industrial Millwright Advanced Certificate

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Program: Industrial Systems Technology · State Code: C50240G · Total Credits: 13

## Plan of Study

### FALL

CODE	TITLE	CREDITS
HUM-115	Critical Thinking	3
HYD-210	Advanced Hydraulics	2

### SPRING

CODE	TITLE	CREDITS
WLD-131	GTAW (TIG) Plate	4
WLD-151	Fabrication I	4

# Industrial Systems Technology — Industrial Millwright Beginner Certificate

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Program: Industrial Systems Technology · State Code: C50240E · Total Credits: 18

## Plan of Study

### FALL

CODE	TITLE	CREDITS
WLD-110	Cutting Processes	2
WLD-112	Basic Welding	2
WLD-121	GMAW (MIG) FCAW/Plate	4

### SPRING

CODE	TITLE	CREDITS
BPR-111	Print Reading	2
CIS-110	Introduction to Computers	3
ISC-112	Industrial Safety	2
MAT-110	Math Measurement & Literacy	3

# Industrial Systems Technology — Industrial Millwright Intermediate Certificate

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**Program:** Industrial Systems Technology · **State Code:** C50240F · **Total Credits:** 16

## Plan of Study

### FALL

CODE	TITLE	CREDITS
MAT-110	Math Measurement & Literacy	3
MEC-111	Machine Processes I	3
MNT-110	Intro to Maintenance Procedures	2

### SPRING

CODE	TITLE	CREDITS
HYD-110	Hydraulics/Pneumatics I	3
WLD-115	SMAW (Stick) Plate	5

# Industrial Systems Technology — Mechanical Installation Certificate

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Program: Industrial Systems Technology · State Code: C50240 · Total Credits: 13

## Plan of Study

### REQUIRED COURSES

CODE	TITLE	CREDITS
BPR-111	Print Reading	2
HYD-110	Hydraulics/Pneumatics I	3
ISC-112	Industrial Safety	2
MEC-111	Machine Processes I	3
MEC-130	Mechanisms	3

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# Information Technology — Cisco CCNA Prep Certificate

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Program: Information Technology · State Code: C25590F · Total Credits: 12

## Plan of Study

### REQUIRED COURSES

CODE	TITLE	CREDITS
CTI-120	Network & Security Foundation	3
NET-125	Introduction to Networks	3
NET-126	Switching and Routing	3
NET-225	Enterprise Networking	3

# Information Technology — Cyber Security Certificate

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Program: Information Technology · State Code: C25590H · Total Credits: 15

## Plan of Study

### REQUIRED COURSES

CODE	TITLE	CREDITS
CCT-110	Intro to Cyber Crime	3
CCT-231	Technology Crimes & Law	3
CTI-120	Network & Security Foundation	3
NET-125	Introduction to Networks	3
SEC-110	Security Concepts	3

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# Information Technology — IT Foundations Certificate

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Program: Information Technology · State Code: C25590A · Total Credits: 13

## Plan of Study

### REQUIRED COURSES

CODE	TITLE	CREDITS
ACA-115	Academic/Career Success	1
CIS-110	Introduction to Computers	3
CTI-110	Web, Program & DB Foundation	3
CTS-115	Info Systems Business Concepts	3
CTS-120	Hardware/Software Support	3

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# Information Technology — Network Management Associate Degree

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Program: Information Technology · State Code: A25590N · Total Credits: 64

## Plan of Study

### FALL 1

CODE	TITLE	CREDITS
ACA-115	Academic/Career Success	1
CTI-110	Web, Program & DB Foundation	3
CTI-120	Network & Security Foundation	3
ENG-111	Writing and Inquiry	3
NOS-110	Operating Systems Concepts	3
SEC-110	Security Concepts	3

### SPRING 1

CODE	TITLE	CREDITS
CTS-115	Info Systems Business Concepts	3
HUM-115	Critical Thinking	3
NET-125	Introduction to Networks	3
NOS-120	Linux/UNIX Single User	3
NOS-130	Windows Single-User	3

## SUMMER

CODE	TITLE	CREDITS
CIS-110	Introduction to Computers	3

## FALL 2

CODE	TITLE	CREDITS
CTI-141	Cloud & Storage Concepts	3
DBA-110	Database Concepts	3
MAT-143	Quantitative Literacy	3
NET-126	Switching and Routing	3
SEC-160	Security Administration I	3

## SPRING 2

CODE	TITLE	CREDITS
COM-231	Public Speaking	3
CTS-120	Hardware/Software Support	3
NET-225	Enterprise Networking	3
NOS-230	Windows Admin I	3
PSY-150	General Psychology	3

# Information Technology — Network Management Diploma

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Program: Information Technology · State Code: D25590N · Total Credits: 40

## Plan of Study

### FALL 1

CODE	TITLE	CREDITS
ACA-115	Academic/Career Success	1
CTI-110	Web, Program & DB Foundation	3
CTI-120	Network & Security Foundation	3
ENG-111	Writing and Inquiry	3
NOS-110	Operating Systems Concepts	3
SEC-110	Security Concepts	3

### SPRING 1

CODE	TITLE	CREDITS
CIS-110	Introduction to Computers	3
CTS-115	Info Systems Business Concepts	3
NET-125	Introduction to Networks	3
NOS-130	Windows Single-User	3

## FALL 2

CODE	TITLE	CREDITS
CTI-141	Cloud & Storage Concepts	3
NET-126	Switching and Routing	3

## SPRING 2

CODE	TITLE	CREDITS
CTS-120	Hardware/Software Support	3
NOS-230	Windows Admin I	3

# Information Technology — Systems Security Associate Degree

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Program: Information Technology · State Code: A25590S · Total Credits: 64

## Plan of Study

### FALL 1

CODE	TITLE	CREDITS
ACA-115	Academic/Career Success	1
CCT-231	Technology Crimes & Law	3
CTI-110	Web, Program & DB Foundation	3
CTI-120	Network & Security Foundation	3
ENG-111	Writing and Inquiry	3
NOS-110	Operating Systems Concepts	3
SEC-110	Security Concepts	3

### SPRING 1

CODE	TITLE	CREDITS
CTS-115	Info Systems Business Concepts	3
HUM-115	Critical Thinking	3
NET-125	Introduction to Networks	3
NOS-130	Windows Single-User	3
SEC-150	Secure Communications	3

## SUMMER

CODE	TITLE	CREDITS
CIS-110	Introduction to Computers	3

## FALL 2

CODE	TITLE	CREDITS
CCT-110	Intro to Cyber Crime	3
DBA-110	Database Concepts	3
MAT-143	Quantitative Literacy	3
NET-126	Switching and Routing	3
SEC-160	Security Administration I	3

## SPRING 2

CODE	TITLE	CREDITS
COM-231	Public Speaking	3
CTS-120	Hardware/Software Support	3
NOS-230	Windows Admin I	3
PSY-150	General Psychology	3

# Information Technology — Systems Security Concepts Certificate

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Program: Information Technology · State Code: C25590J · Total Credits: 15

## Plan of Study

### REQUIRED COURSES

CODE	TITLE	CREDITS
CTI-120	Network & Security Foundation	3
CTS-115	Info Systems Business Concepts	3
NET-125	Introduction to Networks	3
NOS-110	Operating Systems Concepts	3
SEC-110	Security Concepts	3

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# Information Technology — Systems Security Diploma

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Program: Information Technology · State Code: D25590S · Total Credits: 40

## Plan of Study

### FALL 1

CODE	TITLE	CREDITS
ACA-115	Academic/Career Success	1
CTI-110	Web, Program & DB Foundation	3
CTI-120	Network & Security Foundation	3
ENG-111	Writing and Inquiry	3
NOS-110	Operating Systems Concepts	3
SEC-110	Security Concepts	3

### SPRING 1

CODE	TITLE	CREDITS
CTS-115	Info Systems Business Concepts	3
NET-125	Introduction to Networks	3
NOS-130	Windows Single-User	3
SEC-150	Secure Communications	3

## FALL 2

CODE	TITLE	CREDITS
CIS-110	Introduction to Computers	3
NET-126	Switching and Routing	3

## SPRING 2

CODE	TITLE	CREDITS
CTS-120	Hardware/Software Support	3
NOS-230	Windows Admin I	3

# Information Technology — Windows O.S. Certificate

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**Program:** Information Technology · **State Code:** C25590G · **Total Credits:** 12

## Plan of Study

### REQUIRED COURSES

CODE	TITLE	CREDITS
CTI-120	Network & Security Foundation	3
NOS-110	Operating Systems Concepts	3
NOS-130	Windows Single-User	3
NOS-230	Windows Admin I	3

# Line Tech Prep Certificate

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Program: Electrical Systems Technology · State Code: C35130E · Total Credits: 16

## Plan of Study

### REQUIRED COURSES

CODE	TITLE	CREDITS
ACA-115	Success & Study Skills	1
ELC-112	DC/AC Electricity	5
ELC-113	Residential Wiring	4
ELC-118	National Electrical Code	2
ELC-125	Diagrams and Schematics	2
ISC-112	Industrial Safety	2

# Manicuring/Nail Technology Certificate

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Program: Cosmetology, Manicuring, and Nails · State Code: C55400 · Total Credits: 12

## Plan of Study

### SEMESTER 1

CODE	TITLE	CREDITS
COS-121	Manicure/Nail Technology I	6
COS-222	Manicure/Nail Technology II	6

# Mechanical Engineering Technology — Associate Degree

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Program: Mechanical Engineering Technology · State Code: A40320 · Total Credits: 72

## Plan of Study

### FALL 1

CODE	TITLE	CREDITS
ACA-115	Academic/Career Success	1
BPR-111	Print Reading	2
CIS-115	Intro to Program & Logic	3
ELC-112	DC/AC Electricity	5
ENG-111	Writing and Inquiry	3
HYD-110	Hydraulics/Pneumatics I	3
MEC-111	Machine Processes I	3

### SPRING 1

CODE	TITLE	CREDITS
DFT-151	CAD I	3
ISC-112	Industrial Safety	2
MAT-171	Precalculus Algebra	4
	Behavioral/Social Sciences Elective	3
	Communication Elective	3

CODE	TITLE	CREDITS
	Humanities/Fine Arts Elective	3

## FALL 2

CODE	TITLE	CREDITS
DFT-152	CAD II	3
MAC-121	Intro to CNC	2
MEC-161	Manufacturing Processes I	3
MEC-161A	Manufacturing Processes I Lab	1
MEC-110	Intro to CAD/CAM	2
MEC-180	Engineering Materials	3
PHY-131	Physics - Mechanics	4

## SPRING 2

CODE	TITLE	CREDITS
ATR-281	Automated Manufacturing	4
DFT-153	CAD III	3
EGR-250	Statics/Strength of Materials	5
ISC-132	Manufacturing Quality Control	4

# Mechatronics Engineering Technology — Associate Degree

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Program: Mechatronics Engineering Technology · State Code: A40350 · Total Credits: 65

## Plan of Study

### FALL SEMESTER 1

CODE	TITLE	CREDITS
ACA-115	Success and Study Skills or College Transfer Success	1
ATR-112	Intro to Automation	3
ELC-112	DC/AC Electricity	5
ELC-213	Instrumentation	4
MAT-171	Precalculus Algebra	4

### SPRING SEMESTER 1

CODE	TITLE	CREDITS
ELC-117	Motors and Controls	4
ELC-128	Intro to PLC	3
HYD-110	Hydraulics/Pneumatics I	3
ISC-112	Industrial Safety	2
PHY-131	Physics - Mechanics	4

## SUMMER SEMESTER

CODE	TITLE	CREDITS
CIS-110	Introduction to Computers	3
ENG-110	Freshman Composition or Writing and Inquiry	3

## FALL SEMESTER 2

CODE	TITLE	CREDITS
BPR-111	Print Reading	2
MEC-111	Machine Processes I	3
MEC-130	Mechanisms	3
MNT-110	Intro to Maintenance Procedures	2
	Humanities/Fine Arts Elective	3

## SPRING SEMESTER 2

CODE	TITLE	CREDITS
AHR-120	HVACR Maintenance	2
COM-231	Public Speaking or Oral Communication	3
DFT-119	Basic CAD	2
WLD-115	SMAW (Stick) Plate	5
	Social/Behavioral Science Elective	3

# Mechatronics Engineering Technology — Certificate

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Program: Mechatronics Engineering Technology · State Code: C40350 · Total Credits: 12

## Plan of Study

### FALL SEMESTER 1

CODE	TITLE	CREDITS
ATR-112	Intro to Automation	3
ELC-112	DC/AC Electricity	5
ELC-213	Instrumentation	4

# Mechatronics Engineering Technology — Diploma

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Program: Mechatronics Engineering Technology · State Code: D40350 · Total Credits: 39

## Plan of Study

### FALL SEMESTER 1

CODE	TITLE	CREDITS
ACA-115	Success and Study Skills or College Transfer Success	1
ATR-112	Intro to Automation	3
ELC-112	DC/AC Electricity	5
ELC-213	Instrumentation	4
MAT-171	Precalculus Algebra	4

### SPRING SEMESTER 1

CODE	TITLE	CREDITS
ELC-117	Motors and Controls	4
ELC-128	Intro to PLC	3
HYD-110	Hydraulics/Pneumatics I	3
ISC-112	Industrial Safety	2
PHY-131	Physics - Mechanics	4

### SUMMER SEMESTER

CODE	TITLE	CREDITS
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CIS-110	Introduction to Computers	3
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	Communications Elective	3
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# Medical Assisting — Associate Degree

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Program: Medical Assisting · State Code: A45400 · Total Credits: 70

## Plan of Study

### FALL SEMESTER 1

CODE	TITLE	CREDITS
ACA-115	Success and Study Skills or College Transfer Success	1
BIO-163	Basic Anatomy & Physiology	5
MED-110	Orientation to Medical Assisting	1
MED-118	Medical Law and Ethics	2
MED-121	Medical Terminology I	3
MED-130	Administrative Office Procedures I	2
MED-140	Examination Room Procedures I	5

### SPRING SEMESTER 1

CODE	TITLE	CREDITS
MAT-110	Math Measurement & Literacy	3
MED-122	Medical Terminology II	3
MED-131	Administrative Office Procedures II	2
MED-150	Laboratory Procedures I	5
MED-240	Examination Room Procedures II	5

## SUMMER SEMESTER

CODE	TITLE	CREDITS
CIS-110	Introduction to Computers or Word Processing	3
MED-272	Drug Therapy	3

## FALL SEMESTER 2

CODE	TITLE	CREDITS
ENG-111	Writing and Inquiry	3
MED-113	Orientation to Clinic Setting II	2
MED-114	Prof Interactions in Health Care	1
MED-232	Medical Insurance Coding	2
MED-270	Symptomatology	3
PSY-150	General Psychology	3

## SPRING SEMESTER 2

CODE	TITLE	CREDITS
ENG-115	Oral Communication	3
HUM-115	Critical Thinking	3
MED-260	Medical Clinical Practicum	5
MED-262	Clinical Perspectives	1
MED-264	Medical Assisting Overview	2

# Medical Assisting — Certificate

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Program: Medical Assisting · State Code: C45400 · Total Credits: 14

## Plan of Study

### REQUIRED COURSES

CODE	TITLE	CREDITS
ACA-115	Success and Study Skills or College Transfer Success	1
MED-110	Orientation to Medical Assisting	1
MED-118	Medical Law and Ethics	2
MED-121	Medical Terminology I	3
MED-122	Medical Terminology II	3
MED-130	Administrative Office Procedures I	2
MED-131	Administrative Office Procedures II	2

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# Medical Office Administration — Diploma

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Program: Medical Office Administration · State Code: D25310 · Total Credits: 44

## Plan of Study

### FALL SEMESTER 1

CODE	TITLE	CREDITS
ACA-115	Success and Study Skills or College Transfer Success	1
ENG-110	Freshman Composition or Writing and Inquiry	3
MED-118	Medical Law & Ethics or Medical Legal Issues	2
MED-121	Medical Terminology I	3
OST-130	Comprehensive Keyboarding	3
OST-148	Medical Insurance & Billing	3

### SPRING SEMESTER 1

CODE	TITLE	CREDITS
CIS-111	Basic PC Literacy or Introduction to Computers	2
MED-122	Medical Terminology II	3
OST-136	Word Processing	3
OST-164	Office Editing	3

### FALL SEMESTER 2

CODE	TITLE	CREDITS
BUS-121	Business Math	3

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<b>CODE</b>	<b>TITLE</b>	<b>CREDITS</b>
CTS-130	Spreadsheet	3
OST-243	Medical Office Simulation	3

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## **SPRING SEMESTER 2**

<b>CODE</b>	<b>TITLE</b>	<b>CREDITS</b>
ENG-115	Oral Communication or Public Speaking	3
OST-280	Electronic Health Records	3
OST-288	Medical Office Admin Capstone	3

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# Medical Office Administration — Medical Billing and Coding Associate Degree

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Program: Medical Office Administration · State Code: A25310 · Total Credits: 66

## Plan of Study

### FALL SEMESTER 1

CODE	TITLE	CREDITS
ACA-115	Success and Study Skills or College Transfer Success	1
CIS-111	Basic PC Literacy or Introduction to Computers	2
ENG-110	Freshman Composition or Writing and Inquiry	3
MED-118	Medical Law & Ethics or Medical Legal Issues	2
MED-121	Medical Terminology I	3
OST-130	Comprehensive Keyboarding	3
OST-148	Med Insurance & Billing	3

### SPRING SEMESTER 1

CODE	TITLE	CREDITS
MED-122	Medical Terminology II	3
OST-136	Word Processing	3
OST-164	Office Editing	3
OST-247	Procedure Coding	3
OST-248	Diagnostic Coding	3

## FALL SEMESTER 2

CODE	TITLE	CREDITS
ACC-120	Prin of Financial Accounting	4
CTS-130	Spreadsheet	3
ENG-115	Oral Communication or Public Speaking	3
OST-243	Medical Office Simulation	3
	Humanities/Fine Arts Elective	3

## SPRING SEMESTER 2

CODE	TITLE	CREDITS
MAT-110	Math Measurement and Literacy	3
OST-249	Medical Coding Certification Prep	3
OST-260	Advanced Coding Methodology	3
OST-280	Electronic Health Records	3
OST-288	Med Office Admin Capstone	3
	Behavioral/Social Science Elective	3

# Medical Office Administration — Medical Information Technology Certificate

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Program: Medical Office Administration · State Code: C25310A · Total Credits: 13

## Plan of Study

### FALL SEMESTER 1

CODE	TITLE	CREDITS
MED-118	Medical Law & Ethics or Medical Legal Issues	2
MED-121	Medical Terminology I	3
OST-148	Medical Insurance & Billing	3

### SPRING SEMESTER 1

CODE	TITLE	CREDITS
CIS-111	Basic PC Literacy or Introduction to Computers	2
OST-136	Word Processing	3

# Medical Office Administration — Medical Insurance Coding Certificate

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Program: Medical Office Administration · State Code: C25310C · Total Credits: 17

## Plan of Study

### FALL SEMESTER 1

CODE	TITLE	CREDITS
MED-118	Medical Law & Ethics or Medical Legal Issues	2
MED-121	Medical Terminology I	3
OST-148	Medical Insurance & Billing	3

### SPRING SEMESTER 1

CODE	TITLE	CREDITS
MED-122	Medical Terminology II	3
OST-247	Procedural Coding	3
OST-248	Diagnostic Coding	3

# Medical Office Administration — Patient Services Representative Associate Degree

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Program: Medical Office Administration · State Code: A25310 · Total Credits: 66

## Plan of Study

### FALL SEMESTER 1

CODE	TITLE	CREDITS
ACA-115	Success and Study Skills or College Transfer Success	1
ENG-110	Freshman Composition or Writing and Inquiry	3
MED-118	Medical Law & Ethics or Medical Legal Issues	3
MED-121	Medical Terminology I	3
OST-130	Comprehensive Keyboarding	3
OST-148	Med Insurance & Billing	3
OST-286	Professional Development	3

### SPRING SEMESTER 1

CODE	TITLE	CREDITS
BUS-260	Business Communication	3
CIS-111	Basic PC Literacy or Introduction to Computers	2
ENG-115	Oral Communication or Public Speaking	3
MED-122	Medical Terminology II	3
OST-136	Word Processing	3

CODE	TITLE	CREDITS
OST-164	Office Editing	3

## FALL SEMESTER 2

CODE	TITLE	CREDITS
BUS-121	Business Math	3
ACC-120	Prin of Financial Accounting	4
CTS-130	Spreadsheet	3
MKT-223	Customer Experience	3
OST-243	Medical Office Simulation	3
	Humanities/Fine Arts Elective	3

## SPRING SEMESTER 2

CODE	TITLE	CREDITS
MAT-110	Math Measurement and Literacy	3
OST-280	Electronic Health Records	3
OST-288	Med Office Admin Capstone	3
	Behavioral/Social Science Elective	3

# Orthopaedic Technology — Associate Degree

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Program: Orthopaedic Technology · State Code: A45790 · Total Credits: 64

## Plan of Study

### FALL SEMESTER 1

CODE	TITLE	CREDITS
ACA-115	Success and Study Skills	1
ENG-111	Writing and Inquiry	3
MAT-110	Math Measurement and Literacy	3
OTC-110	Intro to Orthopaedic Technology	3
OTC-112	General Patient Care	3
OTC-115	Ortho Anatomy and Physiology	3

### SPRING SEMESTER 1

CODE	TITLE	CREDITS
BIO-163	Basic Anat & Physiology	5
MED-121	Medical Terminology I	3
OTC-210	Ortho Equipment	3
OTC-212	Physical Assessment	3
OTC-215	Casting & Splinting	3
	Social/Behavioral Elective	3

## FALL SEMESTER 2

CODE	TITLE	CREDITS
MED-118	Medical Law and Ethics	2
MED-122	Medical Terminology II	3
OTC-120	Basic Radiologic Concepts	3
OTC-220	Custom Bracing	3
OTC-225	Casting & Splinting II	3

## SPRING SEMESTER 2

CODE	TITLE	CREDITS
COM-231	Public Speaking	3
OTC-150	Clinical Practice I	5
OTC-280	Professional Practice	3
	Humanities Elective	3

# Orthopaedic Technology — Certificate

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Program: Orthopaedic Technology · State Code: C45790 · Total Credits: 18

## Plan of Study

### FALL SEMESTER 1

CODE	TITLE	CREDITS
OTC-110	Intro to Orthopaedic Technology	3
OTC-112	General Patient Care	3
OTC-115	Ortho Anatomy and Physiology	3

### SPRING SEMESTER 1

CODE	TITLE	CREDITS
OTC-212	Physical Assessment	3
OTC-210	Ortho Equipment	3
OTC-215	Casting & Splinting	3

# Orthopaedic Technology — Diploma

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Program: Orthopaedic Technology · State Code: D45790 · Total Credits: 42

## Plan of Study

### FALL SEMESTER 1

CODE	TITLE	CREDITS
ACA-115	Success and Study Skills	1
ENG-115	Oral Communication	3
OTC-110	Intro to Orthopaedic Technology	3
OTC-112	General Patient Care	3
OTC-115	Ortho Anatomy and Physiology	3

### SPRING SEMESTER 1

CODE	TITLE	CREDITS
OTC-210	Ortho Equipment	3
OTC-212	Physical Assessment	3
OTC-215	Casting & Splinting	3
PSY-118	Interpersonal Psychology	3

### FALL SEMESTER 2

CODE	TITLE	CREDITS
OTC-120	Basic Radiologic Concepts	3
OTC-220	Custom Bracing	3

CODE	TITLE	CREDITS
OTC-225	Casting & Splinting II	3

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## SPRING SEMESTER 2

CODE	TITLE	CREDITS
OTC-150	Clinical Practice I	5
OTC-280	Professional Practice	3

# Physical Therapist Assistant — Associate Degree

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Program: Physical Therapist Assistant · State Code: A45620 · Total Credits: 74

## Plan of Study

### FALL SEMESTER 1

CODE	TITLE	CREDITS
ACA-115	Success and Study Skills or College Transfer Success	1
BIO-168	Anatomy and Physiology I	4
PTA-110	Introduction to Physical Therapy	3
PTA-115	Physical Therapy Communication	2
PTA-130	Physical Therapy Procedures I	3
PTA-150	Physical Therapy Procedures II	3
	Humanities/Fine Arts Elective	3

### SPRING SEMESTER 1

CODE	TITLE	CREDITS
BIO-169	Anatomy and Physiology II	4
COM-231	Public Speaking or Oral Communication	3
MAT-110	Math Measurement & Literacy or Precalculus Algebra	3
PTA-120	Functional Anatomy	3
PTA-140	Therapeutic Exercise	4

CODE	TITLE	CREDITS
PTA-170	Pathophysiology	3

## SUMMER SEMESTER

CODE	TITLE	CREDITS
ENG-110	Freshman Composition or Writing and Inquiry	3
PTA-160	Physical Therapy Procedures III	3
	Social/Behavioral Sciences Elective	3

## FALL SEMESTER 2

CODE	TITLE	CREDITS
PTA-182	PTA Clinical Education I	2
PTA-210	PTA Clinical Education II	2
PTA-222	Professional Interactions	2
PTA-240	Physical Therapy Procedures IV	5
PTA-280	PTA Issues I	1

## SPRING SEMESTER 2

CODE	TITLE	CREDITS
PTA-212	Health Care/Resources	2
PTA-254	Pediatrics for the PTA	1
PTA-260	Advanced PTA Clinical Education	10
PTA-270	PTA Topics	1

# Practical Nursing - Diploma

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Program: Practical Nursing · State Code: D45660 · Total Credits: 46

## Plan of Study

### SEMESTER

CODE	TITLE	CREDITS
BIO-168	BIO-168 - Anatomy and Physiology I	4
NUR-117	NUR-117 - Pharmacology	2
PSY-150	PSY-150 - General Psychology	3
NUR-101	NUR-101 - Practical Nursing I	11

### SEMESTER

CODE	TITLE	CREDITS
NUR-102	NUR-102 - Practical Nursing II	10
BIO-169	BIO-169 - Anatomy and Physiology II	4
ENG-111	ENG-111 - Writing and Inquiry	3

### SEMESTER

CODE	TITLE	CREDITS
NUR-103	NUR-103 - Practical Nursing III	9

# Welding Technology — Associate Degree

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Program: Welding · State Code: A50420 · Total Credits: 64

## Plan of Study

### FALL SEMESTER 1

CODE	TITLE	CREDITS
ACA-115	Success and Study Skills or College Transfer Success	1
BPR-111	Print Reading	2
CIS-110	Introduction to Computers	3
ISC-112	Industrial Safety	2
WLD-110	Cutting Processes	2
WLD-112	Basic Welding	2
WLD-121	GMAW (MIG) FCAW/Plate	4

### SPRING SEMESTER 1

CODE	TITLE	CREDITS
DFT-119	Basic CAD	2
WLD-115	SMAW (Stick) Plate	5
WLD-131	GTAW (TIG) Plate	4
WLD-141	Symbols and Specifications	3
WLD-151	Fabrication I	4

## SUMMER SEMESTER

CODE	TITLE	CREDITS
ENG-110	Freshman Composition or Writing and Inquiry	3
	Humanities/Fine Arts Elective	3

## FALL SEMESTER 2

CODE	TITLE	CREDITS
COM-231	Public Speaking or Oral Communication	3
ELC-112	DC/AC Electricity	5
MAT-110	Math Measurement and Literacy	3
MEC-111	Machine Processes I	3

## SPRING SEMESTER 2

CODE	TITLE	CREDITS
BUS-137	Principles of Management	3
BUS-139	Entrepreneurship I	3
WBL-111	Work Based Learning	1
	Behavioral/Social Sciences Elective	3

# Welding Technology — Basic Welding Certificate

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Program: Welding · State Code: C50420A · Total Credits: 12

## Plan of Study

### FALL SEMESTER 1

CODE	TITLE	CREDITS
BPR-111	Print Reading	2
ISC-112	Industrial Safety	2
WLD-110	Cutting Processes	2
WLD-112	Basic Welding	2
WLD-121	GMAW (MIG) FCAW/Plate	4

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# Welding Technology — Diploma

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Program: Welding · State Code: D50420 · Total Credits: 36

## Plan of Study

### FALL SEMESTER 1

CODE	TITLE	CREDITS
ACA-115	Success and Study Skills or College Transfer Success	1
BPR-111	Print Reading	2
ISC-112	Industrial Safety	2
WLD-110	Cutting Processes	2
WLD-112	Basic Welding	2
WLD-121	GMAW (MIG) FCAW/Plate	4

### SPRING SEMESTER 1

CODE	TITLE	CREDITS
DFT-119	Basic CAD	2
WLD-115	SMAW (Stick) Plate	5
WLD-131	GTAW (TIG) Plate	4
WLD-141	Symbols and Specifications	3
WLD-151	Fabrication I	4

### SUMMER SEMESTER

CODE	TITLE	CREDITS
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ENG-110 Freshman Composition or Writing and Inquiry 3

Humanities/Fine Arts Elective 3

# Welding Technology — Intermediate Welding Certificate

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Program: Welding · State Code: C50420B · Total Credits: 12

## Plan of Study

### SPRING SEMESTER 1

CODE	TITLE	CREDITS
WLD-115	SMAW (Stick) Plate	5
WLD-131	GTAW (TIG) Plate	4
WLD-141	Symbols and Specifications	3

SECTION FOUR

# Course Descriptions

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# Course Descriptions

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## **ACA-115**   **ACA-115 - Success & Study Skills**   *(1 credit)*

This course provides an orientation to the campus resources and academic skills necessary to achieve educational objectives. Emphasis is placed on an exploration of facilities and services, study skills, library skills, self-assessment, wellness, goal-setting, and critical thinking. Upon completion, students should be able to manage their learning experiences to successfully meet educational goals. Topics include active reading strategies, time management, note taking, test taking, technology, career education, and other strategies for effective learning.

## **ACA-122**   **ACA-122 - College Transfer Success**   *(1 credit)*

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.

## **ACC-120**   **ACC-120 - Principles of Financial Accounting**   *(4 credits)*

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.

## **ACC-121**   **ACC-121 - Principles of Managerial Accounting**   *(4 credits)*

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.

**ACC-129 ACC-129 - Individual Income Taxes (3 credits)**

This course introduces the relevant laws governing individual income taxation. Topics include tax law, electronic research and methodologies, and the use of technology for preparation of individual tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various individual tax forms.

**ACC-140 ACC-140 - Payroll Accounting (2 credits)**

This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages; calculating social security, income, and unemployment taxes; preparing appropriate payroll tax forms; and journalizing/posting transactions. Upon completion, students should be able to analyze data, make appropriate computations, complete forms, and prepare accounting entries using appropriate technology.

**ACC-150 ACC-150 - Accounting Software Applications (2 credits)**

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.

**ACC-220 ACC-220 - Intermediate Accounting I (4 credits)**

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 an extensive analysis of balance sheet components. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards.

**ACC-225 ACC-225 - Cost Accounting (3 credits)**

This course introduces the nature and purposes of cost accounting as an information system for planning and control. Topics include direct materials, direct labor, factory overhead, process, job order, and standard cost systems. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

**ACC-240 ACC-240 - Government & Not-For-Profit Accounting (3 credits)**

This course introduces principles and procedures applicable to governmental and not-for-profit organizations. Emphasis is placed on various budgetary accounting procedures and fund accounting. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

**ACC-269 ACC-269 - Auditing & Assurance Services (3 credits)**

This course introduces selected topics pertaining to the objectives, theory and practices in engagements providing auditing and other assurance services. Topics include planning, conducting and reporting, with emphasis on the related professional ethics and standards. Upon completion, students should be able to demonstrate an understanding of the types of professional services, the related professional standards, and engagement methodology.

**Activity Director**

An 85-hour program (60 hours classroom/online + 25 hours supervised clinical) preparing students to serve as directors of recreational activities suitable for adults in long-term care, assisted living, and similar facilities. Prerequisite: High school diploma or GED equivalency

**Adult Basic Education (ABE)**

The Adult Basic Education Program provides instruction in reading, writing, and math which serves as a foundation for additional studies. Number of course hours is based on individual student performance. Special Requirements: Enrolling adults and qualifying minors (16-17 years old) are required to schedule a registration appointment.

**AGR-110 AGR-110 - Agricultural Economics (3 credits)**

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 microand macroeconomics. Upon completion, students should be able to explain economic systems, interpret supply and demand curves, and complete cost and revenue production schedules.

**AGR-121 AGR-121 - Biological Pest Management (3 credits)**

This course will emphasize the building and maintaining of healthy soil, plant and insect biological cycles as the key to pest and disease management. Course content includes study of major pests and diseases, including structure, life cycle, and favored hosts; and biological and least toxic methods of chemical control. Upon completion, students will be able to identify and recommend methods of prevention and control of selected insects and diseases.

**AGR-139**   **AGR-139 - Intro to Sustainable Ag**   (3 credits)

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.

**AGR-150**   **AGR-150 - Ag-O-Metrics**   (3 credits)

This course introduces basic calculations for agricultural applications. Topics include the metric system, land measurement, feed efficiency, rate of gain, chemical calibration, and payroll. Upon completion, students should be able to perform calculations that pertain to agricultural production.

**AGR-160**   **AGR-160 - Plant Science**   (3 credits)

This course introduces the basic principles of botany that pertain to agricultural production. Emphasis is placed on the anatomy and physiology of flowering plants. Upon completion, students should be able to identify and explain plant systems.

**AGR-170**   **AGR-170 - Soil Science**   (3 credits)

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.

**AGR-212**   **AGR-212 - Farm Business Management**   (3 credits)

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.

**AGR-214**   **AGR-214 - Agricultural Marketing**   (3 credits)

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.

**AGR-261 AGR-261 - Agronomy (3 credits)**

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.

**AHR-110 AHR-110 - Introduction to Refrigeration (5 credits)**

This course introduces the basic refrigeration process used in mechanical refrigeration and air conditioning systems. Topics include terminology, safety, and identification and function of components; refrigeration cycle; and tools and instrumentation used in mechanical refrigeration systems. Upon completion, students should be able to identify refrigeration systems and components, explain the refrigeration process, and use the tools and instrumentation of the trade.

**AHR-111 AHR-111 - HVACR Electricity (3 credits)**

**AHR-112 AHR-112 - Heating Technology (4 credits)**

This course covers the fundamentals of heating including oil, gas, and electric heating systems. Topics include safety, tools and instrumentation, system operating characteristics, installation techniques, efficiency testing, electrical power, and control systems. Upon completion, students should be able to explain the basic oil, gas, and electrical heating systems and describe the major components of a heating system.

**AHR-113 AHR-113 - Comfort Cooling (4 credits)**

This course covers the installation procedures, system operations, and maintenance of residential and light commercial comfort cooling systems. Topics include terminology, component operation, and testing and repair of equipment used to control and produce assured comfort levels. Upon completion, students should be able to use psychometrics, manufacturer specifications, and test instruments to determine proper system operation.

**AHR-114 AHR-114 - Heat Pump Technology (4 credits)**

This course covers the principles of air source and water source heat pumps. Emphasis is placed on safety, modes of operation, defrost systems, refrigerant charging, and system performance. Upon completion, students should be able to understand and analyze system performance and perform routine service procedures.

**AHR-115 AHR-115 - Refrigeration Systems (2 credits)**

This course introduces refrigeration systems and applications. Topics include defrost methods, safety and operational control, refrigerant piping, refrigerant recovery and charging, and leak testing. Upon completion, students should be able to assist in installing and testing refrigeration systems and perform simple repairs.

**AHR-120 AHR-120 - HVACR Maintenance (2 credits)**

This course introduces the basic principles of industrial air conditioning and heating systems. Emphasis is placed on preventive maintenance procedures for heating and cooling equipment and related components. Upon completion, students should be able to perform routine preventive maintenance tasks, maintain records, and assist in routine equipment repairs.

**AHR-160 AHR-160 - Refrigerant Certification (1 credit)**

This course covers the requirements for the EPA certification examinations. Topics include small appliances, high pressure systems, and low pressure systems. Upon completion, students should be able to demonstrate knowledge of refrigerants and be prepared for the EPA certification examinations.

**AHR-211 AHR-211 - Residential System Design (3 credits)**

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

**AHR-212 AHR-212 - Advanced Comfort Systems (4 credits)**

This course covers water-cooled comfort systems, water-source/geothermal heat pumps, and high efficiency heat pump systems including variable speed drives and controls. Emphasis is placed on the application, installation, and servicing of water-source systems and the mechanical and electronic control components of advanced comfort systems. Upon completion, students should be able to test, analyze, and troubleshoot water-cooled comfort systems, water-source/geothermal heat pumps, and high efficiency heat pumps.

**AHR-213 AHR-213 - HVACR Building Code (2 credits)**

This course covers the North Carolina codes that are applicable to the design and installation of HVACR systems. Topics include current North Carolina codes as applied to HVACR design, service, and installation. Upon completion, students should be able to demonstrate the correct usage of North Carolina codes that apply to specific areas of the HVACR trade.

**ALT-120 ALT-120 - Renewable Energy Tech (3 credits)**

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.

### **American Heart Association Courses**

#### **American Heart Association Instructor Courses**

**ANS-110 ANS-110 - Animal Science (3 credits)**

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.

### **Apprentice Line Technician**

A 420-hour, 10-week hands-on training program preparing individuals for entry-level positions as electrical line workers for private and public utility companies. Graduates gain both theoretical knowledge and practical skills, with a strong focus on safe work practices. The program is accredited by the National Center for Construction Education and Research (NCCER) for national certification, and provides Pre-Apprentice credit through the North Carolina Community College System and the Department of Labor. Graduates earn credit toward state and nationally recognized journeyman credentials, and may transition into two-year degree programs at Nash Community College or other partner institutions. Wage outlook: Beginning wages for apprentice-line technicians in eastern NC average approximately \$17/hour, with seasoned veterans reaching an average of \$50/hour. Special Requirements: High school diploma or G.E.D. (required) Complete the Apprentice Line Technician Application Must be at least 18 years old prior to training completion Valid driver's license Lineman equipment required (approximate prices — Boots \$200, Gloves \$15, Safety Glasses \$10) Good physical condition; no fear of heights

**ART-111 ART-111 - Art Appreciation (3 credits)**

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.

**AST-111 AST-111 - Descriptive Astronomy (3 credits)**

This course introduces an overall view of modern astronomy. Topics include an overview of the solar system, the sun, stars, galaxies, and the larger universe. Upon completion, students should be able to demonstrate an understanding of the universe around them.

**AST-111A AST-111A - Descriptive Astronomy Lab (1 credit)**

**AST-151 AST-151 - General Astronomy I (3 credits)**

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.

**AST-151A AST-151A - General Astronomy I Lab (1 credit)**

**ATR-112 ATR-112 - Intro to Automation (3 credits)**

This course introduces the basic principles of automated systems and describes the tasks that technicians perform on the job. Topics include the history, development, and current applications of robots and automated systems including their configuration, operation, components, and controls. Upon completion, students should be able to understand the basic concepts of automation and robotic systems.

**AUT-116 AUT-116 - Engine Repair (3 credits)**

This course covers the theory, construction, inspection, diagnosis, and repair of internal combustion engines and related systems. Topics include fundamental operating principles of engines and diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis, measurement and repair of automotive engines using appropriate tools, equipment, procedures, and service information.

**AUT-141 AUT-141 - Suspension & Steering Systems (3 credits)**

This course covers principles of operation, types, and diagnosis/repair of suspension and steering systems to include steering geometry. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair steering and suspension components, check and adjust alignment angles, repair tires, and balance wheels.

**AUT-151 AUT-151 - Brake Systems (3 credits)**

This course covers principles of operation and types, diagnosis, service, and repair of brake systems. Topics include drum and disc brakes involving hydraulic, vacuum boost, hydra-boost, electrically powered boost, and anti-lock and parking brake systems. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems.

**AUT-181 AUT-181 - Engine Performance I (3 credits)**

This course covers the introduction, theory of operation, and basic diagnostic procedures required to restore engine performance to vehicles equipped with complex engine control systems. Topics include an overview of engine operation, ignition components and systems, fuel delivery, injection components and systems and emission control devices. Upon completion, students should be able to describe operation and diagnose/repair basic ignition, fuel and emission related driveability problems using appropriate test equipment/service information.

**AUT-221 AUT-221 - Automatic Transm/Transaxles (3 credits)**

This course covers operation, diagnosis, service, and repair of automatic transmissions/transaxles. Topics include hydraulic, pneumatic, mechanical, and electrical/electronic operation of automatic drive trains and the use of appropriate service tools and equipment. Upon completion, students should be able to explain operational theory, diagnose and repair automatic drive trains.

### **Basic Computer Introduction**

Are you new to the computer? Do you feel overwhelmed with technology? If so, then this is the course for you. Our professional and patient instructor will provide you with the foundation you need to feel comfortable using the computer for a variety of tasks at home or work. This course, paced for beginners, covers everything from turning the computer on, learning how to type a word document, using the internet, and more.

**BIO-106** **BIO-106 - Introduction to Anatomy/Physiology/Microbiology** (3 credits)

This course covers the fundamentals and principle concepts of human anatomy and physiology and microbiology. Topics include an introduction to the structure and function of cells, tissues, and human organ systems, and an overview of microbiology, epidemiology, and control of microorganisms. Upon completion, students should be able to identify structures and functions of the human body and describe microorganisms and their significance in health and disease. This is a diploma-level course.

**BIO-110** **BIO-110 - Principles of Biology** (4 credits)

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.

**BIO-111** **BIO-111 - General Biology I** (4 credits)

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.

**BIO-112** **BIO-112 - General Biology II** (4 credits)

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.

**BIO-140** **BIO-140 - Environmental Biology** (3 credits)

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 demonstrate an understanding of environmental interrelationships of contemporary environmental issues.

**BIO-140A** **BIO-140A - Environmental Biology Lab** (1 credit)

**BIO-163** **BIO-163 - Basic Anatomy and Physiology** (5 credits)

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.

**BIO-168** **BIO-168 - Anatomy and Physiology I** (4 credits)

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.

**BIO-169** **BIO-169 - Anatomy and Physiology II** (4 credits)

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.

**BIO-275** **BIO-275 - Microbiology** (4 credits)

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.

**BIO-280** **BIO-280 - Biotechnology** (3 credits)

This course provides experience in selected laboratory procedures. Topics include proper laboratory techniques in biology and chemistry. Upon completion, students should be able to identify laboratory techniques and instrumentation in basic biotechnology.

**BPR-111 BPR-111 - Print Reading (2 credits)**

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.

**BUS-110 BUS-110 - Introduction to Business (3 credits)**

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.

**BUS-115 BUS-115 - Business Law I (3 credits)**

This course introduces 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, students should be able to identify legal and ethical issues that arise in business decisions and the laws that apply to them.

**BUS-121 BUS-121 - Business Math (3 credits)**

This course covers fundamental mathematical operations and their application to business problems. Topics include payroll, pricing, interest and discount, commission, taxes, and other pertinent uses of mathematics in the field of business. Upon completion, students should be able to apply mathematical concepts to business.

**BUS-135 BUS-135 - Principles of Supervision (3 credits)**

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 workplace.

**BUS-137 BUS-137 - Principles of Management (3 credits)**

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.

**BUS-139** **BUS-139 - Entrepreneurship I** (3 credits)

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.

**BUS-152** **BUS-152 - Human Relations** (3 credits)

**BUS-153** **BUS-153 - Human Resource Management** (3 credits)

This course introduces the functions of personnel/human resource management within an organization. Topics include equal opportunity and the legal environment, recruitment and selection, performance appraisal, employee development, compensation planning, and employee relations. Upon completion, students should be able to anticipate and resolve human resource concerns.

**BUS-168** **BUS-168 - Electronic Business** (3 credits)

This course provides a survey of the world of electronic business. Topics include the definition of electronic business, current practices as they evolve using Internet strategy in business, and application of basic business principles to the world of e-commerce. Upon completion, students should be able to define electronic business and demonstrate an understanding of the benefits of e-commerce as a foundation for developing plans leading to electronic business implementation.

**BUS-225** **BUS-225 - Business Finance** (3 credits)

This course provides an overview of business financial management. Emphasis is placed on financial statement analysis, time value of money, management of cash flow, risk and return, and sources of financing. Upon completion, students should be able to interpret and apply the principles of financial management.

**BUS-228** **BUS-228 - Business Statistics** (3 credits)

This course introduces the use of statistical methods and tools in evaluating research data for business applications. Emphasis is placed on basic probability, measures of spread and dispersion, central tendency, sampling, regression analysis, and inductive inference. Upon completion, students should be able to apply statistical problem solving to business.

**BUS-230** **BUS-230 - Small Business Management** (3 credits)

This course introduces the challenges of entrepreneurship including the start-up 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.

**BUS-239** **BUS-239 - Business Application Capstone** (3 credits)

This course is designed as a capstone course for Business Administration majors. Emphasis is placed on decision making in the areas of management, marketing, production, purchasing, and finance. Upon completion, students should be able to apply techniques, processes, and vital professional skills needed in the work place.

**BUS-245** **BUS-245 - Entrepreneurship II** (3 credits)

This course is designed to allow the student to develop a business plan. Topics include the need for a business plan, sections of the plan, writing the plan, and how to find assistance in preparing the plan. Upon completion, students should be able to design and implement a business plan based on sound entrepreneurship principles.

**BUS-255** **BUS-255 - Org Behavior in Business** (3 credits)

This course covers the impact of different management practices and leadership styles on worker satisfaction and morale, organizational effectiveness, productivity, and profitability. Topics include a discussion of formal and informal organizations, group dynamics, motivation, and managing conflict and change. Upon completion, students should be able to analyze different types of interpersonal situations and determine an appropriate course of action.

**BUS-260** **BUS-260 - Business Communication** (3 credits)

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.

## **Career Readiness**

### **Career Readiness Certificate (CRC)**

**CCT-110** **CCT-110 - Intro to Cyber Crime** (3 credits)

This course introduces and explains the various types of offenses that qualify as cyber crime activity. Emphasis is placed on identifying cyber crime activity and the response to these problems from both the private and public domains. Upon completion, students should be able to accurately describe and define cyber crime activities and select an appropriate response to deal with the problem.

**CCT-121** **CCT-121 - Computer Crime Investigation** (4 credits)

This course introduces the fundamental principles of computer crime investigation processes. Topics include crime scene/incident processing, information gathering techniques, data retrieval, collection and preservation of evidence, preparation of reports and court presentations. Upon completion, students should be able to identify cyber crime activity and demonstrate proper investigative techniques to process the scene and assist in case prosecution.

**CCT-231** **CCT-231 - Technology Crimes & Law** (3 credits)

This course covers the applicable technological laws dealing with the regulation of cyber security and criminal activity. Topics include an examination of state, federal and international laws regarding cyber crime with an emphasis on both general and North Carolina statutes. Upon completion, students should be able to identify the elements of cyber crime activity and discuss the trends of evolving laws.

**CCT-285** **CCT-285 - Success & Study Skills** (3 credits)

This course covers and explores advances and developments in cyber crime technologies. Emphasis is placed on computer forensics tools, information protection and security, threat response, and professional development. Upon completion, students should be able to articulate understanding of the current state of the industry as well as emerging technologies for cyber crime technology.

**CHM-090** **CHM-090 - Chemistry Concepts** (4 credits)

This course provides a non-laboratory based introduction to basic concepts of chemistry. Topics include measurements, matter, energy, atomic theory, bonding, molecular structure, nomenclature, balancing equations, stoichiometry, solutions, acids and bases, gases, and basic organic chemistry. Upon completion, students should be able to understand and apply basic chemical concepts necessary for success in college-level science courses.

**CHM-131 CHM-131 - Introduction to Chemistry (3 credits)**

This course introduces the fundamental concepts of inorganic chemistry. Topics include measurement, matter and energy, atomic and molecular structure, nuclear chemistry, stoichiometry, chemical formulas and reactions, chemical bonding, gas laws, solutions, and acids and bases. Upon completion, students should be able to demonstrate a basic understanding of chemistry as it applies to other fields.

**CHM-131A CHM-131A - Introduction to Chemistry Lab (1 credit)**

**CHM-132 CHM-132 - Organic and Biochemistry (4 credits)**

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.

**CHM-151 CHM-151 - General Chemistry I (4 credits)**

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. Students will need a good working knowledge of algebra. Students will be using algebra to solve chemical problems and calculate results in lab experiments. Upon completion, students should be able to demonstrate an understanding of fundamental chemical laws and concepts as needed in CHM 152.

**CHM-152 CHM-152 - General Chemistry II (4 credits)**

This course provides a continuation of the study of the fundamental principles and laws of chemistry. Topics include kinetics, equilibrium, ionic and redox equation, 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.

**CIS-110 CIS-110 - Introduction to Computers (3 credits)**

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.

**CIS-111 CIS-111 - Basic PC Literacy (2 credits)**

This course provides an overview of computer concepts. Emphasis is placed on the use of personal computers and software applications for personal and fundamental workplace use. Upon completion, students should be able to demonstrate basic personal computer skills

**CIS-115 CIS-115 - Intro to Prog & Logic (3 credits)**

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 as a general education course in Mathematics (Quantitative).

**CJC-111 CJC-111 - Intro to Criminal Justice (3 credits)**

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.

**CJC-112 CJC-112 - Criminology (3 credits)**

This course introduces deviant behavior as it relates to criminal activity. Topics include theories of crime causation; statistical analysis of criminal behavior; past, present, and future social control initiatives; and other related topics. Upon completion, students should be able to explain and discuss various theories of crime causation and societal response.

**CJC-113 CJC-113 - Juvenile Justice (3 credits)**

This course covers the juvenile justice system and related juvenile issues. Topics include an overview of the juvenile justice system, treatment and prevention programs, special areas and laws unique to juveniles, and other related topics. Upon completion, students should be able to identify/discuss juvenile court structure/procedures, function and jurisdiction of juvenile agencies, processing/detention of juveniles, and case disposition.

**CJC-120 CJC-120 - Interviews/Interrogations (2 credits)**

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.

**CJC-121 CJC-121 - Law Enforcement Operations (3 credits)**

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.

**CJC-131 CJC-131 - Criminal Law (3 credits)**

This course covers the history/evolution/principles and contemporary applications of criminal law. Topics include sources of substantive law, classifications of crimes, parties to crime, elements of crime, matters of criminal responsibility, and other related topics. Upon completion, students should be able to discuss the sources of law and identify, interpret, and apply the appropriate statutes/elements.

**CJC-132 CJC-132 - Court Procedure & Evidence (3 credits)**

This course covers judicial structure/process/procedure from incident to disposition, kinds and degrees of evidence, and the rules governing admissibility of evidence in court. Topics include consideration of state and federal courts, arrest, search and seizure laws, exclusionary and statutory rules of evidence, and other related issues. Upon completion, students should be able to identify and discuss procedures necessary to establish a lawful arrest/search, proper judicial procedures, and the admissibility of evidence.

**CJC-141 CJC-141 - Corrections (3 credits)**

This course covers the history, major philosophies, components, and current practices and problems of the field of corrections. Topics include historical evolutions 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.

**CJC-170 CJC-170 - Critical Incident Management for Public Safety (3 credits)**

This course prepares the student to specialize in the direct response, operations, and management of critical incidents. Emphasis is placed upon the theoretical and applied models to understand and manage disasters, terrorism, and school/work place violence. Upon completion, students should be able to identify and discuss managerial techniques, legal issues, and response procedures to critical incidents

**CJC-212 CJC-212 - Ethics & Community Relations (3 credits)**

This course covers ethical considerations and accepted standards applicable to criminal justice organizations and professionals. Topics include ethical systems; social change, values, and norms; cultural diversity; citizen involvement in criminal justice issues; and other related topics. Upon completion, students should be able to apply ethical considerations to the decision-making process in identifiable criminal justice situations.

**CJC-213 CJC-213 - Substance Abuse (3 credits)**

This course is a study of substance abuse in our society. Topics include the history and classifications of drug abuse and the social, physical, and psychological impact of drug abuse. Upon completion, students should be able to identify various types of drugs, their effects on human behavior and society, and treatment modalities.

**CJC-221 CJC-221 - Investigative Principles (4 credits)**

This course introduces the theories and fundamentals of the investigative process. Topics include crime scene/incident processing, information gathering techniques, collection/preservation of evidence, preparation of appropriate reports, court presentations, and other related topics. Upon completion, students should be able to identify, explain, and demonstrate the techniques of the investigative process, report preparation, and courtroom presentation.

**CJC-225 CJC-225 - Crisis Intervention (3 credits)**

This course introduces critical incident intervention and management techniques as they apply to operational criminal justice practitioners. Emphasis is placed on the victim/offender situation as well as job-related high stress, dangerous, or problem-solving citizen contacts. Upon completion, students should be able to provide insightful analysis of emotional, violent, drug-induced, and other critical and/or stressful incidents that require field analysis and/or resolution.

**CJC-231 CJC-231 - Constitutional Law (3 credits)**

This course covers the impact of the Constitution of the United States and its amendments on the criminal justice system. Topics include the structure of the Constitution and its amendments, court decisions pertinent to contemporary criminal justice issues, and other related topics. Upon completion, students should be able to identify/discuss the basic structure of the United States Constitution and the rights/procedures as interpreted by the courts.

**CJC-232 CJC-232 - Civil Liability (3 credits)**

This course covers liability issues for the criminal justice professional. Topics include civil rights violations, tort liability, employment issues, and other related topics. Upon completion, students should be able to explain civil trial procedures and discuss contemporary liability issues.

**CJC-233 CJC-233 - Correctional Law (3 credits)**

This course introduces statutory/case law pertinent to correctional concepts, facilities, and related practices. Topics include examination of major legal issues encompassing incarceration, probation, parole, restitution, pardon, restoration of rights, and other related topics. Upon completion, students should be able to identify/discuss legal issues which directly affect correctional systems and personnel.

**CJC-240 CJC-240 - Law Enforcement Mgt. & Supervision (3 credits)**

This course provides a study of the best known methods and practices of police leadership and management. Topics include the role of the manager in law enforcement, communications, time-management in law enforcement, managing problems, training and law enforcement productivity. Upon completion, students should be able to identify and discuss methods and practices capable of moving law enforcement agencies forward into the twenty-first century.

**CJC-241 CJC-241 - Community-Based Corrections (3 credits)**

This course covers programs for convicted offenders that are used both as alternatives to incarceration and in post-incarceration situations. Topics include offenders, diversion, house arrest, restitution, community service, probation and parole, including both public and private participation, and other related topics. Upon completion, students should be able to identify/discuss the various programs from the perspective of the criminal justice professional, the offender, and the community.

**COM-120 COM-120 - Intro Interpersonal Communication (3 credits)**

This course introduces the practices and principles of interpersonal communication in both dyadic and group settings. Emphasis is placed on the communication process, perception, listening, self-disclosure, speech apprehension, ethics, nonverbal communication, conflict, power, and dysfunctional communication relationships. Upon completion, students should be able to demonstrate interpersonal communication skills, apply basic principles of group discussion, and manage conflict in interpersonal communication situations.

**COM-231 COM-231 - Public Speaking (3 credits)**

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 as a general education course in Communication.

### **Computer Technology Awareness**

Update your technology skills and become more familiar with computer technology. Learn the basics of how to operate a PC and become more familiar with Microsoft Word to enhance your professional skill set.

### **Computers for Seniors**

Are you new to the computer? Do you feel overwhelmed with technology? This 18-hour course is paced for beginners and covers everything from turning the computer on, learning how to type a word document, using the internet, etc.

## **Concealed Carry Handgun**

This 8-hour course consists of classroom instruction and shooting range handgun training by a certified firearms instructor. Topics include handgun safety, shooting fundamentals and practice, ammunition, how to select and store a firearm, and NC concealed carry laws. Items needed for this course include a handgun, 40 rounds of ammunition, earplugs, goggles/glasses, and a hat of any type.

### **COS-111 COS-111 - Cosmetology Concepts I (4 credits)**

This course introduces basic cosmetology concepts. Topics include safety, first aid, sanitation, bacteriology, anatomy, diseases and disorders, hygiene, product knowledge, chemistry, ethics, manicures, and other related topics. Upon completion, students should be able to safely and competently apply cosmetology concepts in the salon setting.

### **COS-112 COS-112 - Salon I (8 credits)**

This course introduces basic salon services. Topics include scalp treatments, shampooing, rinsing, hair color, design, haircutting, permanent waving, pressing, relaxing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate salon services.

### **COS-113 COS-113 - Cosmetology Concepts II (4 credits)**

This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, chemistry, manicuring, chemical restructuring, and hair coloring. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

### **COS-114 COS-114 - Salon II (8 credits)**

This course provides experience in a simulated salon setting. Topics include basic skin care, manicuring, nail application, scalp treatments, shampooing, rinsing, hair color, design, haircutting, chemical restructuring, pressing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

### **COS-115 COS-115 - Cosmetology Concepts III (4 credits)**

This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, salon management, salesmanship, skin care, electricity/light therapy, wigs, thermal hair styling, lash and brow tinting, superfluous hair removal, and other related topics. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

**COS-116 COS-116 - Salon III (4 credits)**

This course provides comprehensive experience in a simulated salon setting. Emphasis is placed on intermediate-level of skin care, manicuring, scalp treatments, shampooing, hair color, design, haircutting, chemical restructuring, pressing, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

**COS-117 COS-117 - Cosmetology Concepts IV (2 credits)**

This course covers advanced cosmetology concepts. Topics include chemistry and hair structure, advanced cutting and design, and an overview of all cosmetology concepts in preparation for the licensing examination. Upon completion, students should be able to demonstrate an understanding of these cosmetology concepts and meet program completion requirements.

**COS-118 COS-118 - Salon IV (7 credits)**

This course provides advanced experience in a simulated salon setting. Emphasis is placed on efficient and competent delivery of all salon services in preparation for the licensing examination and employment. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology Licensing Examination and meet entry-level employment requirements.

**COS-119 COS-119 - Esthetics Concepts I (2 credits)**

This course covers the concepts of esthetics. Topics include orientation, anatomy, physiology, hygiene, sterilization, first aid, chemistry, basic dermatology, and professional ethics. Upon completion, students should be able to demonstrate an understanding of the concepts of esthetics and meet course requirements.

**COS-120 COS-120 - Esthetics Salon I (6 credits)**

This course covers the techniques of esthetics in a comprehensive experience in a simulated salon setting. Topics include client consultation, facials, body treatments, hair removal, make-up applications, and color analysis. Upon completion, students should be able to safely and competently demonstrate esthetic services on clients in a salon setting.

**COS-121 COS-121 - Manicure/Nail Technology I (6 credits)**

This course covers techniques of nail technology, hand and arm massage, and recognition of nail diseases and disorders. Topics include OSHA/safety, sanitation, bacteriology, product knowledge, salesmanship, manicures, artificial applications, pedicures, massage, and other related topics. Upon completion, students should be able to safely and competently perform nail care, including manicures, pedicures, massage, decorating and artificial applications in a salon setting.

**COS-125 COS-125 - Esthetics Concepts II (2 credits)**

This course covers more comprehensive esthetics concepts. Topics include nutrition, business management, makeup, and color analysis. Upon completion students should be able to demonstrate an understanding of the advanced esthetics concepts and meet course requirements.

**COS-126 COS-126 - Esthetics Salon II (6 credits)**

This course provides experience in a simulated esthetics setting. Topics include machine facials, aroma therapy, massage therapy, electricity, and apparatus. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology licensing examination for Estheticians.

**COS-222 COS-222 - Manicure/Nail Technology II (6 credits)**

This course covers advanced techniques of nail technology and hand and arm massage. Topics include OSHA/safety, product knowledge, customer service, salesmanship, artificial applications, nail art, and other related topics. Upon completion, students should be able to demonstrate competence necessary for the licensing examination, including advanced nail care, artificial enhancements, and decorations.

**COS-223 COS-223 - Contemporary Hair Coloring (2 credits)**

This course covers basic color concepts, hair coloring problems, and application techniques. Topics include color theory, terminology, contemporary techniques, product knowledge, and other related topics. Upon completion, students should be able to identify a client's color needs and safely and competently perform color applications and correct problems.

**COS-224 COS-224 - Trichology & Chemistry (2 credits)**

This course is a study of hair and the interaction of applied chemicals. Emphasis is placed on pH actions and the reactions and effects of chemical ingredients. Upon completion, students should be able to demonstrate an understanding of chemical terminology, pH testing, and chemical reactions on hair.

**COS-240 COS-240 - Contemporary Design (2 credits)**

This course covers methods and techniques for contemporary designs. Emphasis is placed on contemporary designs and other related topics. Upon completion, students should be able to demonstrate and apply techniques associated with contemporary design.

**COS-250 COS-250 - Computerized Salon Options (1 credit)**

This course introduces computer and salon software. Emphasis is placed on various computer and salon software applications. Upon completion, students should be able to utilize computer skills and software applications in the salon setting

**COS-251 COS-251 - Manicure Instructor Concepts (8 credits)**

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.

**COS-252 COS-252 - Manicure Instructor Practicum (5 credits)**

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.

**COS-253 COS-253 - Esthetics Instructor Concepts I (11 credits)**

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.

**COS-254 COS-254 - Esthetics Instructor Concepts II (11 credits)**

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 Licensing Examination and meet program requirements.

**COS-260** **COS-260 - Design Applications** (2 credits)

This course provides an overview of the design concepts used in cosmetology. Topics include the application of art principles and elements to artistically design hair, nails, and make-up and other related topics. Upon completion, students should be able to demonstrate knowledge and techniques associated with design concepts.

**COS-271** **COS-271 - Instructor Concepts I** (5 credits)

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.

**COS-272** **COS-272 - Instructor Practicum I** (7 credits)

This course covers supervisory and instructional skills for teaching entry-level cosmetology students in a laboratory setting. Topics include demonstrations of services, supervision, and entry-level student assessment. Upon completion, students should be able to demonstrate salon services and instruct and objectively assess the entry-level student.

**COS-273** **COS-273 - Instructor Concepts II** (5 credits)

This course covers advanced cosmetology instructional concepts. Topics include practical demonstrations, lesson planning, lecture techniques, development and administration of assessment tools, record keeping, and other related topics. Upon completion, students should be able to develop lesson plans, demonstrate supervision techniques, assess student performance in a classroom setting, and keep accurate records

**COS-274** **COS-274 - Instructor Practicum II** (7 credits)

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. This is a certificate-level course.

## **Create a Dynamic Resume**

Learn how to create a dynamic resume, define your targeted job and its requirements, highlight skills that get you noticed, populate applications effectively, and create a cover letter that will open doors for you.

### **CTI-110 CTI-110 - Web, Programming & Database Foundation (3 credits)**

This course covers the introduction of the tools and resources available to students in programming, mark-up language and services on the internet. Topics include standard mark-up language Internet services, creating web pages, using search engines, file transfer programs; and database design and creation with DBMS products. Upon completion, students should be able to demonstrate knowledge of programming tools, deploy a web-site with mark-up tools, and create a simple database table.

### **CTI-120 CTI-120 - Network & Security Foundation (3 credits)**

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 perform basic tasks related to networking mathematics, terminology, media and protocols.

### **CTI-140 CTI-140 - Virtualization Concepts (3 credits)**

This course introduces operating system virtualization. Emphasis is placed on virtualization terminology, virtual machine storage, virtual networking and access control. Upon completion, students should be able to perform tasks related to installation, configuration and management of virtual machines.

### **CTI-141 CTI-141 - Cloud & Storage Concepts (3 credits)**

This course introduces cloud computing and storage concepts. Emphasis is placed on cloud terminology, virtualization, storage networking and access control. Upon completion, students should be able to perform tasks related to installation, configuration and management of cloud storage systems.

**CTS-115** **CTS-115 - Information Systems Business Concepts** (3 credits)

This 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.

**CTS-120** **CTS-120 - Hardware/Software Support** (3 credits)

This course covers the basic hardware of a personal computer, including installation, operations and interactions with software. Topics include component identification, memory-system, peripheral installation and configuration, preventive maintenance, hardware diagnostics/repair, installation and optimization of system software, commercial programs, system configuration, and device-drivers. Upon completion, students should be able to select appropriate computer equipment and software, upgrade/ maintain existing equipment and software, and troubleshoot/repair non-functioning personal computers.

**CTS-130** **CTS-130 - Spreadsheet** (3 credits)

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.

**CTS-155** **CTS-155 - Technologies Support Functions** (3 credits)

This course introduces a variety of diagnostic and instructional tools that are used to evaluate the performance of technical support technologies. Emphasis is placed on technical support management techniques and support technologies. Upon completion, students should be able to determine the best technologies to support and solve actual technical support problems.

**CTS-210** **CTS-210 - Computer Ethics** (3 credits)

This course introduces the student to current legal and ethical issues in the computer/engineering field. Topics include moral reasoning, ethical standards, intellectual property, social issues, encryption, software piracy, constitutional issues, and public policy in related matters. Upon completion, students should be able to demonstrate an understanding of the moral and social responsibilities and public policy issues facing an industry.

**CTS-230**   **CTS-230 - Advanced Spreadsheet**   (3 credits)

This course covers advanced spreadsheet design and development. Topics include advanced functions and statistics, charting, macros, databases, and linking. Upon completion, students should be able to demonstrate competence in designing complex spreadsheets.

**CTS-250**   **CTS-250 - User Support & Software Evaluation**   (3 credits)

This course provides an opportunity to evaluate software and hardware and make recommendations to meet end-user needs. Emphasis is placed on software and hardware evaluation, installation, training, and support. Upon completion, students should be able to present proposals and make hardware and software recommendations based on their evaluations.

**CTS-272**   **CTS-272 - Desktop Support: Applications**   (3 credits)

This course is designed to prepare students for a foundation in Desktop Support certification in office productivity applications. Emphasis is placed on developing proficiency in the end-user support skills, processes, and procedures necessary to correctly support office productivity products. Upon completion, students should be able to prepare for industry-level certification and utilize advanced support tools toward resolving office productivity end-user problems.

**CTS-287**   **CTS-287 - Emerging Technologies**   (3 credits)

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.

**DBA-110**   **DBA-110 - Database Concepts**   (3 credits)

This course introduces database design and creation using a DBMS product. Emphasis is placed on data dictionaries, normalization, data integrity, data modeling, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to design and implement normalized database structures by creating simple database tables, queries, reports, and forms.

**DBA-115**   **DBA-115 - Database Applications**   (3 credits)

This course applies concepts learned in DBA 110 to a specific DBMS. Topics include manipulating multiple tables, advanced queries, screens and reports, linking, and command files. Upon completion, students should be able to create multiple table systems that demonstrate updates, screens, and reports representative of industry requirements.

**DBA-120 DBA-120 - Database Programming I (3 credits)**

This course is designed to develop SQL programming proficiency. Emphasis is placed on data definition, data manipulation, and data control statements as well as on report generation. Upon completion, students should be able to write programs which create, update, and produce reports.

**Defensive Driving — 4 Hour**

A fast-paced driver improvement program that makes an ideal refresher course. In just half a day, DDC-4 offers practical strategies to reduce collision-related injuries, fatalities, and costs. It addresses the importance of attitude in preventing crashes and reinforces the good driving skills students already have. Most importantly, DDC-4 shows students the consequences of the choices they make behind the wheel.

**Defensive Driving — 8 Hour**

This 8-hour class addresses the attitudes and behaviors of negligent drivers. Interactive exercises, lectures, visuals, and thought-provoking discussions are used to teach responsibility on the road.

**DFT-119 DFT-119 - Basic CAD (2 credits)**

This course introduces computer-aided drafting software for specific technologies to non-drafting majors. Emphasis is placed on understanding the software command structure and drafting standards for specific technical fields. Upon completion, students should be able to create and plot basic drawings.

**DFT-151 DFT-151 - CAD I (3 credits)**

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.

**Digital Literacy**

This course is designed to provide adult learners with the foundational digital literacy skills they will need to seek, obtain, and sustain employment. Students will also be prepared for the technology skills needed for post-secondary educational opportunities.

**Digital Photography for Beginners**

A 24-hour course teaching the basics of digital photography with any level of digital camera. Topics include what makes a digital camera work, camera controls and features, best shooting methods and more. Students should bring their camera and user's manual (if available).

## **Diversity in the Workplace**

Learn about diversity and inclusion in the workplace, which causes all employees to feel accepted and valued. We will teach you how to communicate and interact with the different generations in the workplace and the do's and don'ts of working in a multicultural environment. When employees feel accepted and valued, they are happier in their workplace and stay longer with a company.

### **ECO-251 ECO-251 - Principles of Microeconomics (3 credits)**

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.

### **ECO-252 ECO-252 - Principles of Macroeconomics (3 credits)**

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.

### **EDU-119 EDU-119 - Introduction to Early Childhood Education (4 credits)**

This course introduces the foundations of culturally responsive, equitable and inclusive early childhood education, planning intentional developmentally appropriate experiences, learning activities, and teaching strategies for indoor and outdoor environments for all young children, guidance techniques, and professionalism. 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, guidance techniques, and curriculum responsive to the needs of each child/family. Upon completion, students should be able to implement developmentally appropriate environments, guidance techniques, schedules, and teaching strategies across developmental domains to support culturally, linguistically, and ability diverse children and their families in inclusive settings, and design a personal career/professional development plan.

**EDU-130** **EDU-130 - Social Environments for Child** (3 credits)

This course introduces the impact of social environments on young children's development and the importance of developing supportive, reciprocal relationships across children's various social environments and family circumstances. Topics include recognizing the impact of family/community relationships on child development, respect for family differences, strategies for building/sustaining respectful, reciprocal relationships, resilience, strength-based strategies for working with families and identifying community resources to support children, families, and the classroom. Upon completion, students should be able to demonstrate an understanding of how various family structures, environmental conditions, relationships, stressors, supports, and cultural values create the context for young children's lives by implementing strength-based strategies to support classroom interactions, and communications with families and communities

**EDU-131** **EDU-131 - Children, Family, and Community** (3 credits)

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.

**EDU-144** **EDU-144 - Child Development I** (3 credits)

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 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.

**EDU-145** **EDU-145 - Child Development II** (3 credits)

This course includes the theories of child development, observation and assessment, milestones, and factors that influence development, from pre-school 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.

**EDU-146** **EDU-146 - Child Guidance** (3 credits)

This course introduces practical principles and techniques for providing developmentally appropriate guidance for all children with and without disabilities, including those at risk. Emphasis is placed on encouraging self-esteem, cultural awareness, effective communication skills, direct/indirect guidance techniques/strategies and observation to understand the underlying causes of behavior. Upon completion, students should be able to demonstrate appropriate interactions with children and families and promote conflict resolution, self-control, self-motivation, and self-esteem in children.

**EDU-151** **EDU-151 - Creative Activities** (3 credits)

This course introduces developmentally supportive, diverse, equitable, and inclusive creative learning environments with attention to divergent thinking, creative problem-solving, evidence-based teaching practices, and open-ended learning materials and activities that align with the NC Foundations for Early Learning and Development. Emphasis is placed on best practices providing process-driven culturally diverse, learning experiences in art, music, creative movement, dance, and dramatic play integrated across all domains and academic content in indoor/outdoor environments for every young child age birth through age eight. Upon completion, students should be able to observe, examine, create, adapt, and advocate for developmentally appropriate creative learning materials, experiences, and environments for children that are culturally, linguistically, and ability diverse.

**EDU-153 EDU-153 - Health, Safety, and Nutrition (3 credits)**

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 apply knowledge of NC Foundations for Early Learning and Development for health, safety, and nutritional needs, and safe learning environments.

**EDU-159 EDU-159 - Health and Safety for Early Childhood (2 credits)**

This course covers maintaining the health and safety of young children in licensed child care facilities. Topics include universal precautions, emergency preparedness, early childhood mental health, safety regulations, child maltreatment, shaken baby syndrome, CPR/First Aid, ITS-SIDS, playground safety, medication administration, communicable diseases, immunizations, and transportation. Upon completion, students should be able to safely prevent/manage infectious diseases, medications, food/ allergic reactions, transporting children, response to natural disasters, universal precautions, CPR/First Aid, child maltreatment, safety regulations from licensing and sanitation, and foster resilient environments.

**EDU-163 EDU-163 - Classroom Management and Instruction (3 credits)**

This course examines classroom management and evidence-based instructional strategies that create supportive learning environments to provide culturally, linguistically and 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, student should be able to utilize developmentally appropriate behavior management, utilize high-quality instructional strategies that enhance the teaching/learning process and promote students' academic success

**EDU-187** **EDU-187 - Teaching and Learning for All** (4 credits)

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 practices, 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.

**EDU-216** **EDU-216 - Foundations in Education** (3 credits)

This course introduces the examination of the American educational system 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.

**EDU-221** **EDU-221 - Children with Exceptionalities** (3 credits)

This course based on the foundation of typical development, introduces working with children with exceptionalities. Emphasis is placed on the characteristics and assessment of children, and strategies for adapting the learning environment. Upon completion, students should be able to recognize atypical development, make appropriate referrals, work collaboratively with families and other professionals to plan, implement, and evaluate inclusion strategies.

**EDU-234** **EDU-234 - Infants, Toddlers, and Twos** (3 credits)

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.

**EDU-250** **EDU-250 - Teacher Licensure Preparation** (3 credits)

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.

**EDU-259** **EDU-259 - Curriculum Planning** (3 credits)

This course is designed to focus on using content knowledge to build effective developmentally appropriate approaches that are culturally responsive, equitable, and ability diverse for young children. Topics include components of curriculum, a variety of curriculum models, authentic observation and assessment, and planning developmentally appropriate experiences and indoor/outdoor environments aligned with the NC Foundations for Early Learning and Development. Upon completion, students should be able to understand, evaluate, and use developmentally appropriate curriculum to plan for the individual/group needs of young children.

**EDU-261** **EDU-261 - Early Childhood Administration I** (3 credits)

This course introduces the 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

**EDU-262** **EDU-262 - Early Childhood Administration II** (3 credits)

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.

**EDU-271** **EDU-271 - Educational Technology** (3 credits)

This course introduces the appropriate and ethical use of technology that is inclusive of digital and analog materials/tools to enhance teaching and learning in all educational settings. Emphasis is placed on the developmentally appropriate use of technology with children, ethical issues, digital citizenship, instructional strategies, assistive technology, and the use of technology for professional development and communication with families. Upon completion, student should be able to demonstrate professional and ethical implementation of various modes of technology in culturally responsive and equitable ways to support diverse children, families and communities.

**EDU-279** **EDU-279 - Literacy Development and Instruction** (4 credits)

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.

**EDU-280** **EDU-280 - Language and Literacy Experiences** (3 credits)

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.

**EDU-284** **EDU-284 - Early Childhood Capstone Practicum** (4 credits)

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. Students are required to observe and practice at approved sites (within the student's area) in two of the three early childhood age groups (birth-age 3, 3-5, 5-8) in order to successfully complete the capstone practicum course.

**Effective Teacher Training (Substitute Teacher Training)**

A 30-hour required course for all substitute teacher applicants. Provides practical training in five critical skill areas: planning, instruction, behavior management, human relations, and professional growth.

**ELC-112** **ELC-112 - DC/AC Electricity** (5 credits)

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.

**ELC-113** **ELC-113 - Residential Wiring** (4 credits)

This course introduces the care/usage of tools and materials used in residential electrical installations and the requirements of the National Electrical Code (NEC). Topics include the NEC, electrical safety, and electrical print reading; planning, layout; and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment associated with residential electrical installations.

**ELC-114 ELC-114 - Commercial Wiring (4 credits)**

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.

**ELC-117 ELC-117 - Motors and Controls (4 credits)**

This course introduces the fundamental concepts of motors and motor controls. Topics include ladder diagrams, pilot devices, conductors, motor starters, motors, and other control devices. Upon completion, students should be able to properly select, connect, and troubleshoot motors and control circuits.

**ELC-118 ELC-118 - National Electrical Code (2 credits)**

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.

**ELC-119 ELC-119 - NEC Calculations (2 credits)**

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.

**ELC-125 ELC-125 - Diagrams and Schematics (2 credits)**

This course covers the interpretation of electrical diagrams, schematics, and drawings common to electrical applications. Emphasis is placed on reading and interpreting electrical diagrams and schematics. Upon completion, students should be able to read and interpret electrical diagrams and schematics.

**ELC-127 ELC-127 - Software for Technicians (2 credits)**

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.

**ELC-128 ELC-128 - Introduction to Programmable Logic Controller (PLC) (3 credits)**

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.

**ELC-131 ELC-131 - Circuit Analysis I (4 credits)**

This course introduces DC and AC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include DC and AC principles, circuit analysis laws and theorems, components, test equipment operation, circuit simulation, and other related topics. Upon completion, students should be able to interpret circuit schematics; design, construct, verify, and analyze DC/AC circuits; and properly use test equipment.

**ELC-135 ELC-135 - Electrical Machines (3 credits)**

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.

**ELC-213 ELC-213 - Instrumentation (4 credits)**

This course covers the fundamentals of instrumentation used in industry. Emphasis is placed on electric, electronic, and other instruments. Upon completion, students should be able to install, maintain, and calibrate instrumentation.

**ELC-220 ELC-220 - Photovoltaic Sys Tech (3 credits)**

This course introduces the concepts, tools, techniques, and materials needed to understand systems that convert solar energy into electricity with photovoltaic (pv) technologies. Topics include site analysis for system integration, building codes, and advances in photovoltaic technology. Upon completion, students should be able to demonstrate an understanding of the principles of photovoltaic technology and current applications.

**ELC-221 ELC-221 - Adv PV Sys Designs (3 credits)**

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.

**Electrical Contractor License Renewal**

An 8-hour course providing electrical contractors with updated information on the latest changes in the National Electric Code, NC Electric Code, and local utility company requirements.

**ELN-131 ELN-131 - Analog Electronics I (4 credits)**

**Employer Expectations**

Employability skills training and team-member capability. During this course you will demonstrate the ability to work as a team member and complete vocational and academic assessments. Designed to increase your ability to get a job or a better job.

**EMS-235 EMS-235 - EMS Management (2 credits)**

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.

**ENG-025 ENG-025 - College English Skills (3 credits)**

This course provides the skills necessary for success in college English courses. Topics include reading and writing processes and strategies, such as critical thinking, text analysis, idea development, and application of writing conventions. Upon completion, students should be able to analyze readings and produce unified, coherent, well-developed paragraphs and essays using appropriate document design and standard written English while developing positive academic habits, learning strategies, and a growth mindset.

**ENG-110**   **ENG-110 - Freshman Composition**   (3 credits)

This course is designed to develop informative and business writing skills. Emphasis is placed on logical organization of writing, including effective introductions and conclusions, precise use of grammar, and appropriate selection and use of sources. Upon completion, students should be able to produce clear, concise, well-organized short papers.

**ENG-111**   **ENG-111 - Writing and Inquiry**   (3 credits)

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.

**ENG-112**   **ENG-112 - Writing/Research in the Disc**   (3 credits)

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.

**ENG-113**   **ENG-113 - Literature-Based Research**   (3 credits)

**ENG-114**   **ENG-114 - Prof Research & Reporting**   (3 credits)

**ENG-115**   **ENG-115 - Oral Communication**   (3 credits)

This course introduces the basic principles of oral communication in both small group and public settings. Emphasis is placed on the components of the communication process, group decision-making, and public address. Upon completion, students should be able to demonstrate the principles of effective oral communication in small group and public settings.

**ENG-231**   **ENG-231 - American Literature I**   (3 credits)

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 interpret, analyze, and respond to literary works in their historical and cultural contexts.

**ENG-232** **ENG-232 - American Literature II** (3 credits)

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 interpret, analyze, and respond to literary works in their historical and cultural contexts.

**ENG-233** **ENG-233 - Major American Writers** (3 credits)

**ENG-241** **ENG-241 - British Literature I** (3 credits)

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.

**ENG-242** **ENG-242 - British Literature II** (3 credits)

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.

**ENG-243** **ENG-243 - Major British Writers** (3 credits)

This course provides an intensive study of the works of several major British authors. Emphasis is placed on British history, culture, and the literary merits. Upon completion, students should be able to interpret, analyze, and evaluate the works studied.

### **English Language Acquisition (ELA/ESL)**

English Language Acquisition (ELA or ESL) is designed for adults who want to learn the English language skills necessary to function effectively in an English-speaking environment.

**EPT-140** **EPT-140 - Emergency Management** (3 credits)

This course covers the four phases of emergency management: mitigation, preparedness, response, and recovery. Topics include organizing for emergency management, coordinating for community resources, public sector liability, and the roles of government agencies at all levels. Upon completion, students should be able to demonstrate an understanding of comprehensive emergency management and the integrated emergency management system.

**EPT-150 EPT-150 - Incident Management (3 credits)**

This course introduces the National Incident Management System (NIMS). Topics include integrating command and control systems, maintaining communication within command and control systems, and using NIMS procedures. Upon completion, students should be able to demonstrate knowledge of key concepts necessary for operating within the National Incident Management System.

**EPT-210 EPT-210 - Response & Recovery (3 credits)**

This course introduces the basic concepts, operational procedures, and authorities involved in response and recovery efforts to major disasters. Topics include federal, state, and local roles and responsibilities in major disaster, response, and recovery work, with an emphasis on governmental coordination. Upon completion, students should be able to implement a disaster response plan and assess the needs of those involved in a major disaster.

**EPT-230 EPT-230 - Emergency Planning (3 credits)**

This course covers the rationale for and methods related to a comprehensive approach to emergency planning. Topics include the emergency planning process, command arrangement, coordination, budgetary issues, environmental contamination issues, and public policy concerns. Upon completion, students should be able to develop an emergency plan for a community.

**EQU-111 EQU-111 - Horse Science I (5 credits)**

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 basic horse husbandry and stable management practices.

**EQU-112 EQU-112 - Horse Science II (5 credits)**

This 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, and common medications and work ethic. Upon completion, students should be able to further perform horse husbandry and stable management practices and explain related theory.

**EQU-120 EQU-120 - Horsemanship I (3 credits)**

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.

**EQU-121 EQU-121 - Horsemanship II (2 credits)**

This course covers the rider and horse working together and further introduces basic training theories. Emphasis is placed on gaits, collection, transitions, lateral work, suppleness, balance and communication between the rider and horse as a team. Upon completion, students should be able to influence the horse to have consistent collection and produce more complex movements.

**EQU-130 EQU-130 - Equine Anatomy and Physiology (3 credits)**

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.

**EQU-140 EQU-140 - Equine Evaluation I (2 credits)**

This course evaluates 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.

**EQU-150 EQU-150 - Equine Nutrition (2 credits)**

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.

**EQU-211 EQU-211 - Horse Farm Management I (6 credits)**

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, and teamwork skills. Upon completion, students should be able to design a facility on paper and assist in the management of an equine facility, including supervision.

**EQU-212 EQU-212 - Horse Farm Management II (6 credits)**

This course provides an in-depth exploration of horse farm management practices and requirements for an equine business plan. Topics include insurance, liability, contracts, security, finances and bookkeeping, marketing, industry trends, types of business and business plans, operation/care of equipment, and other related topics. Upon completion, students should be able to demonstrate the skills, responsibility and work ethic necessary to manage most aspects of an equine facility and herd, including supervision.

**EQU-220 EQU-220 - Horse Training I (2 credits)**

This course provides an opportunity to polish the rider's training skills as if for competition. Emphasis is placed on developing a correct body position through collection and responsive movement of the horse's body to produce maneuvers such as lead changes. Upon completion, students should be able to use riding theory to apply practical riding and training techniques to finished and green horses.

**EQU-221 EQU-221 - Horse Training II (2 credits)**

This course covers advanced, more difficult training techniques to progress horses to a higher, more finished level with the intent of showing. Emphasis is placed on complex movements done with the intent of showing and/or schooling/reschooling horses for a variety of different disciplines. Upon completion, students should be able to demonstrate polished maneuvers that require complex changes in the horse's direction, balance, frame, and pace.

**EQU-240 EQU-240 - Equine Evaluation II (2 credits)**

This course covers in-depth evaluation of conformation and movement and advances judging and oral presentation techniques. Topics include further development of the relationship of form to function and terminology for breed, halter, and performance specialties. Upon completion, students should be able to demonstrate correct technique in judging and placing halter and performance classes and giving oral reasons.

**EQU-241 EQU-241 - Equine Reproduction (4 credits)**

This course covers the theory and practices associated with efficient reproduction, including mare and stallion care and management and provides hands-on experience. Topics include anatomy and physiology, cycles, fertility, infertility, heat detection, breeding methods, semen collection and evaluation, gestation, parturition, abortions, diseases, and neonatal care. Upon completion, students should be able to demonstrate and explain laboratory competencies in aspects of breeding and explain reproduction theories.

**EQU-260 EQU-260 - Basic Colt Training (2 credits)**

This course covers starting of young or untrained/difficult older horses from first contact through riding and basic training. Topics include early handling, halter breaking, groundwork, lunging, long lining, saddling and riding; different training methods will be covered with a focus on natural horsemanship. Upon completion, students should be able to explain and demonstrate various training theories and practices of colt starting or retraining an older horse under saddle.

**EQU-270 EQU-270 - Equine Business Law (1 credit)**

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.

**EQU-280 EQU-280 - Principles of Riding Instruction (2 credits)**

This course covers principles of teaching beginning and intermediate horsemanship, stressing riding theory and safety practices. Topics include riding theory, position, exercises, rein and leg aids, lesson plans, activities, psychology of horse and rider, horse selection, conducting lessons, and safety considerations. Upon completion, students should be able to develop and present lessons and assist with classes, providing appropriate feedback to student and instructor.

**ETR-230 ETR-230 - Entrepreneur Marketing (3 credits)**

This course covers the techniques to correctly research and define the target market to increase sales for start-up businesses or to expand current businesses. Topics include how to target market and meet customers' needs with a limited budget in the early stages of the life of a start-up business. Upon completion, students should be able to demonstrate an understanding of how to correctly target market for a start-up business with limited resources.

**ETR-240 ETR-240 - Funding for Entrepreneurs (3 credits)**

This course provides a focus on the financial issues and needs confronting entrepreneurs attempting to grow their businesses by attracting startup and growth capital. Topics include sources of funding including angel investors, venture capital, IPO's, private placement, banks, suppliers, buyers, partners, and the government. Upon completion, students should be able to demonstrate an understanding of how to effectively finance a business venture.

**FIP-124 FIP-124 - Fire Prevention & Public Ed (3 credits)**

This course introduces fire prevention concepts as they relate to community and industrial operations referenced in NFPA standard 101. Topics include the development and maintenance of fire prevention programs, educational programs, and inspection programs. Upon completion, students should be able to research, develop, and present a fire safety program to a citizens or industrial group.

**FIP-132 FIP-132 - Building Construction (3 credits)**

This course covers the principles and practices reference in NFPA standard 220 related to various types of building construction, including residential and commercial, as impacted by fire conditions. Topics include types of construction and related elements, fire resistive aspects of construction materials, building codes, collapse, and other related topics. Upon completion, students should be able to understand and recognize various types of construction and their positive or negative aspects as related to fire conditions.

**FIP-136 FIP-136 - Inspections & Codes (3 credits)**

This course covers the fundamentals of fire and building codes and procedures to conduct an inspection referenced in NFPA standard 1730. Topics include review of fire and building codes, writing inspection reports, identifying hazards, plan reviews, site sketches, and other related topics. Upon completion, students should be able to conduct a fire code compliance inspection and produce a written report.

**FIP-152 FIP-152 - Fire Protection Law (3 credits)**

This course covers fire protection law as referenced in NFPA standard 1. Topics include legal terms, contracts, liability, review of case histories, and other related topics. Upon completion, students should be able to discuss laws, codes, and ordinances as they relate to fire protection.

**FIP-220 FIP-220 - Fire Fighting Strategies (3 credits)**

This course provides preparation for command of initial incident operations involving emergencies within both the public and private sector referenced in NFPA standards 1561, 1710, and 1720. Topics include incident management, fire-ground tactics and strategies, incident safety, and command/control of emergency operations. Upon completion, students should be able to describe the initial incident system as it relates to operations involving various emergencies in fire and non-fire situations.

**FIP-228 FIP-228 - Local Govt Finance (3 credits)**

This course introduces local governmental financial principles and practices. Topics include budget preparation and justification, revenue policies, statutory requirements, audits, and the economic climate. Upon completion, students should be able to comprehend the importance of finance as it applies to the operations of a department.

**FIP-248 FIP-248 - Fire Svc Personnel Adm (3 credits)**

This course covers the basics of setting up and administering the personnel functions of fire protection organizations referenced in NFPA standard 1021. Emphasis is placed on human resource planning, classification and job analysis, equal opportunity employment, affirmative action, recruitment, retention, development, performance evaluation, and assessment centers. Upon completion, students should be able to demonstrate knowledge of the personnel function as it relates to managing fire protection.

**FIP-276 FIP-276 - Managing Fire Services (3 credits)**

This course provides an overview of fire department operative services referenced in NFPA standard 1021. Topics include finance, staffing, equipment, code enforcement, management information, specialized services, legal issues, planning, and other related topics. Upon completion, students should be able to understand concepts and apply fire department management and operations principles.

**Fire Alarm Install/Technician Certificate**

A 96-hour hybrid course covering the proper installation of a fire alarm system and all of its components. Students will learn the proper installation of the different components, how they are wired together for a Class A or Class B system, and the differences between them. The course also covers the NFPA72 FA code and the NFPA70 NEC.

**FOR-121 FOR-121 - Dendrology (4 credits)**

This course covers field identification, classifications, uses, and nomenclature of trees. Emphasis is placed on silvics, characteristics, commercial importance, and wildlife benefits of trees. Upon completion, students should be able to identify trees and understand their uses.

**FOR-131 FOR-131 - Forest Measurements (3 credits)**

This course introduces basic land and tree measurement equipment and mapping techniques. Emphasis is placed on developing skills for land, tree, and log measurements. Upon completion, students should be able to accurately use land and tree measurement equipment.

**FOR-161 FOR-161 - Safety & Woodsmanship (2 credits)**

This course introduces potential life threatening or serious injury situations that may occur during outdoor activities and basic orienteering. Topics include injuries by mechanical equipment, plants, animals, and climatic conditions and the proper treatment for each situation. Upon completion, students should be able to respond to emergency situations which may occur in a forest environment.

### **Forklift Operator**

Participants successfully completing this 6-hour course are eligible for the Forklift Operator's License. Topics include the basic design of lift trucks, stabilization of trucks, maintenance, operating techniques, and safety aspects of operation.

### **Fundamentals of Pistol Shooting & Gun Safety**

This 4-hour course consists of learning how to handle a firearm properly and refining your craft — helping you become a safer, more precise gun handler. Prerequisite: Concealed Carry Handgun Course

**GEL-111 GEL-111 - Geology (4 credits)**

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.

**GEO-110** **GEO-110 - Introduction to Geography** (3 credits)

This course introduces map reading skills and the physical and cultural features of different areas of the earth. Topics include spatial association, the importance of location, physical characteristics of the earth, and the impact of humans on the environment. Upon completion, students should be able to demonstrate an ability to read a map and describe physical and cultural features of different regions.

**GEO-111** **GEO-111 - World Regional Geography** (3 credits)

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.

**HEA-110** **HEA-110 - Personal Health/Wellness** (3 credits)

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.

**HEA-112** **HEA-112 - First Aid and CPR** (2 credits)

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.

### **Health Care Orientation**

Mandatory prerequisite session required before enrolling in any Continuing Education healthcare program at Martin Community College. Available in person or online. Must be completed before registration fees are submitted for any healthcare program (Nurse Aide I/II, Phlebotomy, Medication Aide, Activity Director, etc.).

### **High School Equivalency Program (HSE/GED®)**

The High School Equivalency Program (HSE or GED®) is designed for persons preparing to take the HSE/GED® tests to qualify for a High School Equivalency Diploma. Testing covers Math, Social Studies, English, and Science.

**HIS-111 HIS-111 - World Civilizations I (3 credits)**

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.

**HIS-112 HIS-112 - World Civilizations II (3 credits)**

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.

**HIS-121 HIS-121 - Western Civilization I (3 credits)**

This course introduces western civilization from pre-history to the early modern era. Topics include ancient Greece, Rome, and Christian institutions of the Middle Ages and the emergence of national monarchies in western Europe. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early western civilization.

**HIS-122 HIS-122 - Western Civilization II (3 credits)**

This course introduces western civilization from the early modern era to the present. Topics include the religious wars, the Industrial Revolution, World Wars I and II, and the Cold War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern western civilization.

**HIS-131 HIS-131 - American History I (3 credits)**

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.

**HIS-132 HIS-132 - American History II (3 credits)**

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.

**HIS-211 HIS-211 - Ancient History (3 credits)**

**HIS-221 HIS-221 - African-American History (3 credits)**

This course covers African-American history from the Colonial period to the present. Topics include African origins, the slave trade, the Civil War, Reconstruction, the Jim Crow era, the civil rights movement, and contributions of African-Americans. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the history of African-Americans.

**HRD Career Exploration for Healthcare Professionals**

A 30-hour course exploring careers in healthcare — one of the largest and fastest-growing employment industries. Helps participants identify the right healthcare jobs for them and the training and education required to enter those careers.

**HRD Career Exploration for Lineman Apprentice**

A 30-hour course for apprentice linemen who want to improve their skills and knowledge to gain employment and succeed in their chosen occupation. Explores opportunities at all levels in the lineman industry and the training and education each requires.

**HRD Employability Skills Lab**

Employability skills have been defined as a set of achievements, understandings, and personal attributes that make individuals more likely to gain employment and to be successful in their chosen occupations. The purpose of this program is to help individuals achieve the set goals or objectives. The world of work is an activity that is directed toward making or doing something. It mainly involves mental or physical effort to achieve the set goals.

**HRD Human Services Exploration: DSS Caseworker**

A 45-hour course teaching the skills and strategies needed to provide employability skills training and career exploration for the role of Income Maintenance Caseworker.

**HSE/GED® Online Classes**

HSE/GED® Online Classes is online instruction that helps students prepare for the HSE/GED®, improve employment opportunities, and build confidence for testing. Instruction works anywhere and anytime there is access to the Internet and supplements class instruction. Format: Internet-based, flexible timing (24-hour access)

**HUM-110 HUM-110 - Technology and Society (3 credits)**

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.

**HUM-115 HUM-115 - Critical Thinking (3 credits)**

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.

**HUM-120 HUM-120 - Cultural Studies (3 credits)**

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.

**HUM-121 HUM-121 - The Nature of America (3 credits)**

This course provides an interdisciplinary survey of the American cultural, social, and political experience. Emphasis is placed on the multicultural character of American society, distinctive qualities of various regions, and the American political system. Upon completion, students should be able to analyze significant cultural, social, and political aspects of American life.

**HUM-122 HUM-122 - Southern Culture (3 credits)**

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.

**HUM-160 HUM-160 - Introduction to Film (3 credits)**

This course introduces the fundamental elements of film artistry and production. Topics include film styles, history, and production techniques, as well as the social values reflected in film art. Upon completion, students should be able to critically analyze the elements covered in relation to selected films.

**HUM-211** **HUM-211 - Humanities I** (3 credits)

This course introduces the humanities as a record in literature, music, art, history, religion, and philosophy of humankind's answers to the fundamental questions of existence. Emphasis is placed on the interconnectedness of various aspects of cultures from ancient through early modern times. Upon completion, students should be able to identify significant figures and cultural contributions of the periods studied.

**HUM-212** **HUM-212 - Humanities II** (3 credits)

This course introduces the humanities as a record in literature, music, art, history, religion, and philosophy of humankind's answers to the fundamental questions of existence. Emphasis is placed on the interconnectedness of various aspects of cultures from early modern times to the present. Upon completion, students should be able to identify significant figures and cultural contributions of the periods studied.

**HYD-110** **HYD-110 - Hydraulics/Pneumatics I** (3 credits)

This course introduces the basic components and functions of hydraulic and pneumatic systems. Topics include standard symbols, pumps, control valves, control assemblies, actuators, FRL, maintenance procedures, and switching and control devices. Upon completion, students should be able to understand the operation of a fluid power system, including design, application, and troubleshooting.

**HYD-210** **HYD-210 - Advanced Hydraulics** (2 credits)

This course covers advanced hydraulic systems. Emphasis is placed on advanced hydraulic systems and components, troubleshooting, and other related topics. Upon completion, students should be able to demonstrate an understanding of the installation, application, operation, and maintenance of hydraulic components and systems.

**In Transition**

This lab provides employability skills training for students who are unemployed, underemployed, received notice of a pending layoff, or re-entering the workforce. Individuals refine their job search strategy, practice interviewing and networking skills, develop a Self-Marketing plan, and have accountability assignments for their job search. Participants complete and post their resume on appropriate career sites.

### **Income Maintenance Caseworker — NCFAST**

A 48-hour course covering the skills associated with becoming an Income Maintenance Caseworker, with specific focus on proficiency in the utilization of the NCFAST application. Topics include communication, interviewing, time management, data gathering/compiling, and data analysis.

Prerequisite: Human Services Exploration: DSS Caseworker

### **Introduction to Crochet (Beginners)**

Crochet is a fun, versatile, portable, quiet, relaxing hobby that is useful for making gifts or simply for enjoyment. This class is for beginners who want to learn and develop this rewarding skill.

### **Introduction to Shooting (Beginners)**

A 3-hour course that will teach the following: Pistol Safety, Parts and Operation; Ammunition and the Fundamentals of Pistol Shooting; Pistol Cleaning and Storage; Pistol Shooting Overview.

### **ISC-112    ISC-112 - Industrial Safety    (2 credits)**

This course introduces the principles of industrial safety. Emphasis is placed on industrial safety and OSHA regulations. Upon completion, students should be able to demonstrate knowledge of a safe working environment and OSHA compliance.

### **ISC-170    ISC-170 - Problem-Solving Skills    (3 credits)**

### **Line Dancing (R&B and Southern Soul)**

In this class, you will be given step by step instructions in a group environment. Dance patterns are repeated so everyone learns at the same pace. You will find people just like yourself who want to learn something new and get a great workout at the same time.

### **MAT-025    MAT-025 - Concepts of Essential Math/Statistics    (3 credits)**

This course provides an opportunity to customize foundational math content and statistical concepts specific to real-world applications. Topics include decimals, percentages, ratios, proportions, solving basic equations, geometrical concepts, dimensional analysis, financial applications and elements of statistics and probability. Upon completion, students should be able to successfully demonstrate the use of mathematics, technology and statistical concepts to solve practical problems while developing positive academic habits, learning strategies and growth mindset.

**MAT-035** **MAT-035 - Concepts of Algebra** (3 credits)

This course covers algebraic concepts with an emphasis on application and analysis. Topics include rational/radical expressions and equations, solving equations and inequalities, concepts of functions, factoring, and exponents. Upon completion, students should be able to successfully demonstrate mastery of algebraic concepts through application and analysis while developing positive academic habits, learning strategies and growth mindset.

**MAT-110** **MAT-110 - Mathematical Measurement and Literacy** (3 credits)

This course provides an activity-based approach that develops measurement skills and mathematical literacy using technology to solve problems for non-math intensive programs. Topics include unit conversions and estimation within a variety of measurement systems; ratio and proportion; basic geometric concepts; financial literacy; and statistics including measures of central tendency, dispersion, and charting of data. Upon completion, students should be able to demonstrate the use of mathematics and technology to solve practical problems, and to analyze and communicate results.

**MAT-121** **MAT-121 - Algebra/Trigonometry I** (3 credits)

Prerequisites: take one of the following sets: Set 1: DMA-010, DMA-020, DMA-030, DMA-040, DMA-050 Set 2: DMA-025, DMA-040, DMA-050 Set 3: DMA-025, DMA-045 Set 4: DMA-010, DMA-020, DMA-030, DMA-045 Set 5: MAT-003 \* Set 6: BSP-4003 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.

**MAT-141** **MAT-141 - Mathematical Concepts I** (3 credits)

**MAT-142** **MAT-142 - Mathematical Concepts II** (3 credits)

This course is the second of a two-course sequence that develops a deeper understanding and appreciation of the basic concepts of mathematics. Emphasis is placed on probability, statistics, functions, introductory geometry, and mathematics of finance. Upon completion, students should be able to communicate orally and in writing these basic mathematical concepts and utilize technology as a mathematical tool. Under the CAA, this course satisfies the general education Mathematics requirement for the AA and AFA degrees. It does not satisfy the general education Mathematics requirement for the AS degree.

**MAT-143** **MAT-143 - Quantitative Literacy** (3 credits)

Prerequisites: take one of the following sets: Set 1: DMA 010, DMA 020, DMA 030, DRE 098 Set 2: DMA 010, DMA 020, DMA 030, ENG 002 Set 3: DMA 010, DMA 020, DMA 030, BSP 4002 Set 4: DMA 025, DRE 098 Set 5: DMA 025, ENG 002 Set 6: DMA 025, BSP 4002 Set 7: MAT 003, DRE 098 Set 8: MAT 003, ENG 002 Set 9: MAT 003, BSP 4002 Set 10: BSP 4003, DRE 098 Set 11: BSP 4003, ENG 002 Set 12: BSP 4003, BSP 4002 Set 13: MAT 025 This course is designed to engage students in complex and realistic situations involving the mathematical phenomena of quantity, change and relationship, and uncertainty through project and activity-based assessment. Emphasis is placed on authentic contexts which will introduce the concepts of numeracy, proportional reasoning, dimensional analysis, rates of growth, personal finance, consumer statistics, practical probabilities, and mathematics for citizenship. Upon completion, students should be able to utilize quantitative information as consumers and to make personal, professional, and civic decisions by decoding, interpreting, using, and communicating quantitative information found in modern media and encountered in everyday life.

**MAT-152 MAT-152 - Statistical Methods I (4 credits)**

Prerequisites: take one of the following sets: Set 1: DMA 010, DMA 020, DMA 030, DRE 098 Set 2: DMA 010, DMA 020, DMA 030, ENG 002 Set 3: DMA 010, DMA 020, DMA 030, BSP 4002 Set 4: DMA 025, DRE 098 Set 5: DMA 025, ENG 002 Set 6: DMA 025, BSP 4002 Set 7: MAT 003, DRE 098 Set 8: MAT 003, ENG 002 Set 9: MAT 003, BSP 4002 Set 10: BSP 4003, DRE 098 Set 11: BSP 4003, ENG 002 Set 12: BSP 4003, BSP 4002 Set 13: MAT 025 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.

**MAT-171 MAT-171 - Precalculus Algebra (4 credits)**

Prerequisites: take one of the following sets: Set 1: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050 Set 2: DMA 010, DMA 020, DMA 030, DMA 045 Set 3: DMA 025, DMA 045 Set 4: DMA 025, DMA 040, DMA 050 Set 5: MAT 121 Set 6: MAT 003 Set 7: BSP 4003 \* Set 8: MAT 02 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.

**MAT-172 MAT-172 - Precalculus Trigonometry (4 credits)**

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.

**MAT-263 MAT-263 - Brief Calculus (4 credits)**

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 communicate results.

**MAT-271** **MAT-271 - Calculus I** (4 credits)

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.

**MAT-272** **MAT-272 - Calculus II** (4 credits)

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.

**MAT-273** **MAT-273 - Calculus III** (4 credits)

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 solutions to multivariate-related problems with and without technology.

**MEC-110** **MEC-110 - Intro to CAD/CAM** (2 credits)

This course introduces CAD/CAM. Emphasis is placed on transferring part geometry from CAD to CAM for the development of a CNC-ready program. Upon completion, students should be able to use CAD/CAM software to produce a CNC program.

**MEC-111** **MEC-111 - Machine Processes I** (3 credits)

This course introduces shop safety, hand tools, machine processes, measuring instruments, and the operation of machine shop equipment. Topics include use and care of tools, safety, measuring tools, and the basic setup and operation of common machine tools. Upon completion, students should be able to manufacture a simple parts to specified tolerance.

**MEC-130** **MEC-130 - Mechanisms** (3 credits)

This course introduces the purpose and action of various mechanical devices. Topics include cams, cables, gear trains, differentials, screws, belts, pulleys, shafts, levers, lubricants, and other devices. Upon completion, students should be able to analyze, maintain, and troubleshoot the components of mechanical systems.

**MED-110 MED-110 - Orientation to Medical Assisting (1 credit)**

This course covers the history of medicine and the role of the medical assistant in the health care setting. Emphasis is placed on professionalism, communication, attitude, behaviors, and duties in the medical environment. Upon completion, students should be able to project a positive attitude and promote the profession of medical assisting.

**MED-113 MED-113 - Orientation to Clinic Setting II (2 credits)**

This course provides an opportunity to observe and/or perform in the medical setting. Emphasis is placed on administrative and clinical medical assisting. Upon completion, students should be able to identify administrative and clinical procedures in the health care environment

**MED-114 MED-114 - Professional Interactions in Health Care (1 credit)**

This course is designed to identify various patient behaviors encountered in the medical setting. Emphasis is placed on stressors related to illness, cultural influences, death and dying, and needs specific to patients. Upon completion, students should be able to utilize appropriate methods of verbal and nonverbal communication with empathy and impartiality.

**MED-118 MED-118 - Medical Law and Ethics (2 credits)**

This course covers legal relationships of physicians and patients, contractual agreements, professional liability, malpractice, medical practice acts, informed consent, and bioethical issues. Emphasis is placed on legal terms, professional attitudes, and the principles and basic concepts of ethics and laws involved in providing medical services. Upon completion, students should be able to meet the legal and ethical responsibilities of a multi-skilled health professional.

**MED-121 MED-121 - Medical Terminology I (3 credits)**

This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders

**MED-122 MED-122 - Medical Terminology II (3 credits)**

This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

**MED-130 MED-130 - Administrative Office Procedures I (2 credits)**

This course introduces medical office administrative procedures. Topics include appointment processing, written and oral communications, medical records, patient orientation, and safety. Upon completion, students should be able to perform basic administrative skills within the medical environment.

**MED-131 MED-131 - Administrative Office Procedures II (2 credits)**

This course provides medical office procedures in both economic and management skills. Topics include physical plant maintenance, equipment and supplies, liability coverage, medical economics, and introductory insurance procedures. Upon completion, students should be able to manage the economics of the medical office and supervise personnel

**MED-140 MED-140 - Examination Room Procedures I (5 credits)**

This course provides instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with exams and treatment, patient education, preparation and administration of medications, EKG, vital signs, and medical emergencies. Upon completion, students should be able to demonstrate competence in exam room procedures.

**MED-150 MED-150 - Laboratory Procedures I (5 credits)**

This course provides instruction in basic lab techniques by the medical assistant. Topics include lab safety, quality control, collecting and processing specimens, performing selective tests, phlebotomy, screening and follow-up of test results, and OSHA/ CLIA regulations. Upon completion, students should be able to perform basic lab tests/skills based on course topics.

**MED-232 MED-232 - Medical Insurance Coding (2 credits)**

This course is designed to develop coding skills. Emphasis is placed on advanced diagnostic and procedural coding in the outpatient facility. Upon completion, students should be able to demonstrate proficiency in coding for reimbursement.

**MED-240 MED-240 - Examination Room Procedures II (5 credits)**

This course is designed to expand and build upon skills presented in MED 140. Emphasis is placed on advanced exam room procedures. Upon completion, students should be able to demonstrate competence in selected exam room procedures.

**MED-260 MED-260 - MED Clinical Practicum (5 credits)**

This course provides the opportunity to apply clinical, laboratory, and administrative skills in a medical facility. Emphasis is placed on enhancing competence in clinical and administrative skills necessary for comprehensive patient care and strengthening professional communications and interactions. Upon completion, students should be able to function as an entry-level health care professional.

**MED-262 MED-262 - Clinical Perspectives (1 credit)**

This course is designed to explore personal and occupational responsibilities of the practicing medical assistant. Emphasis is placed on problems encountered during externships and development of problem-solving skills. Upon completion, students should be able to demonstrate courteous and diplomatic behavior when solving problems in the medical facility.

**MED-264 MED-264 - Medical Assisting Overview (2 credits)**

This course provides an overview of the complete medical assisting curriculum. Emphasis is placed on all facets of medical assisting pertinent to administrative, laboratory, and clinical procedures performed in the medical environment. Upon completion, students should be able to demonstrate competence in the areas covered on the national certification examination for medical assistants.

**MED-270 MED-270 - Symptomatology (3 credits)**

This course covers the study of disease symptoms and the appropriate actions taken by medical assistants in a medical facility in relation to these symptoms. Emphasis is placed on interviewing skills, and appropriate triage, preparing patients for procedures, and screening test results. Upon completion, students should be able to recognize how certain symptoms relate to specific diseases, recognize emergency situations, and take appropriate actions

**MED-272 MED-272 - Drug Therapy (3 credits)**

This course focuses on major drug groups, including their side effects, interactions, methods of administration, and proper documentation. Emphasis is placed on the theory of drug administration. Upon completion, students should be able to identify, spell, recognize side effects of, and document the most commonly used medications in a physician's office.

### **Medication Aide for Long-Term Care**

A 24-hour program that prepares Nurse Aides to administer medications via multiple routes in long-term care settings. Requires a written exam score of 90% or higher and passing the skills proficiency exam. Prerequisites: High school diploma or GED equivalency Current listing on the NC Nurse Aide I Registry in good standing

### **Microsoft Excel**

Students learn to create and edit worksheets, implement formulas and functions, sort and filter detail data with tables and slicers. Visualize the numbers in a consumable and professional format — analyzing data with charting, conditional formatting, sparklines, and pivot tables.

### **Microsoft Word**

Learn basic computer functions such as creating word documents, exploring the internet, and the basic functions of word processing.

#### **MKT-120** **MKT-120 - Principles of Marketing** (3 credits)

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.

#### **MKT-223** **MKT-223 - Customer Experience** (3 credits)

This course stresses the importance of customer relations in the business world. Emphasis is placed on learning how to respond to complex customer requirements and to efficiently handle stressful situations. Upon completion, students should be able to demonstrate the ability to handle customer relations.

#### **MKT-232** **MKT-232 - Social Media Marketing** (3 credits)

This course is designed to build students' social media marketing skills by utilizing projects that give students hands on experience implementing social media marketing strategies. Topics include integrating different social media technologies into a marketing plan, creating social media marketing campaigns, and applying appropriate social media tools. Upon completion, students should be able to use social media technologies to create and improve marketing efforts for businesses.

**MNT-110 MNT-110 - Introduction to Maintenance Procedures (2 credits)**

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.

**MUS-110 MUS-110 - Music Appreciation (3 credits)**

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.

**NET-125 NET-125 - Introduction to Networks (3 credits)**

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.

**NET-126 NET-126 - Switching and Routing (3 credits)**

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 & L2 security best practices and configure IPv4 & IPv6 static routing on routers.

**NET-225** **NET-225 - Enterprise Networking** (3 credits)

This course is designed to cover the architecture, components, operations, and security to scale for large, complex networks, including wide area network (WAN) technologies. Emphasis is placed on configuring, troubleshooting, and securing enterprise network devices and understanding how application programming interfaces (API) and configuration management tools enable network automation. Upon completion, students should be able to configure link state routing protocols, implement ACLs to filter traffic and secure administrative access, configure NAT services on the router to provide address scalability, explain techniques to provide address scalability and secure remote access for WAN, and explain how automation affects evolving networks.

**North Carolina's Career Readiness Certificate (CRC)**

North Carolina's Career Readiness Certificate (CRC) is designed to meet the needs of both employers and job seekers in this transitioning economy. For employers, the CRC offers a reliable means of determining whether a potential employee has the necessary literacy, numeracy, and problem-solving skills to be "job ready." For job seekers, the CRC serves as a portable credential that can be more meaningful to employers than a high school degree or a resume citing experience in a different job setting. The CRC is based upon WorkKeys®, a nationally recognized skills assessment tool developed by ACT Inc. Testing: Administered Open Enrollment. Schedule an appointment with Candance Whitehurst (cb76782@martincc.edu, 252-789-0229, Martin Campus) or Deborah Morris (dm58204@martincc.edu, 252-794-4861, Bertie Campus).

**NOS-110** **NOS-110 - Operating System Concepts** (3 credits)

This course introduces students to a broad range of operating system concepts, including installation and maintenance. Emphasis is placed on operating system concepts, management, maintenance, and resources required. Upon completion of this course, students will have an understanding of OS concepts, installation, management, maintenance, using a variety of operating systems.

**NOS-120** **NOS-120 - Linux/UNIX Single-User** (3 credits)

This course develops the necessary skills for students to develop both GUI and command line skills for using and customizing a Linux workstation. Topics include Linux file system and access permissions, GNOME Interface, VI editor, X Window System expression pattern matching, I/O redirection, network and printing utilities. Upon completion, students should be able to customize and use Linux systems for command line requirements and desktop productivity roles.

**NOS-130 NOS-130 - Windows Single User (3 credits)**

This course introduces operating system concepts for single-user systems. Topics include hardware management, file and memory management, system configuration/optimization, and utilities. Upon completion, students should be able to perform operating systems functions at the support level in a single-user environment.

**NOS-230 NOS-230 - Windows Administration I (3 credits)**

This course covers the installation and administration of a Windows Server network operating system. Emphasis is placed on the basic configuration of core network services, Active Directory and group policies. Upon completion, students should be able to install and configure a Windows Server operating system.

**Notary**

A 7-hour course providing instruction to individuals who want to become commissioned as a notary public or those who are up for re-certification. Topics include legal, ethical, and procedural requirements of the Notary Act as described in N.C. General Statute 10B Article 1. Prerequisites: At least 18 years of age NC resident, US citizen Valid State or Federal picture ID No felony conviction; no conviction of corruption, malpractice or impeachment High school diploma or equivalent Upon completion with a passing exam grade of 80 percent, a person is eligible to apply with the NC Secretary of State's Office. Textbook required.

**NUR-101 NUR-101 - Practical Nursing I (11 credits)**

**NUR-102 NUR-102 - Practical Nursing II (10 credits)**

**NUR-103 NUR-103 - Practical Nursing III (9 credits)**

**NUR-117 NUR-117 - Pharmacology (2 credits)**

**Nurse Aide I**

A 184-hour program that prepares students to provide personal care and basic nursing skills for the elderly. Successful completion makes graduates eligible to apply for the North Carolina State Certification Examination and to be listed on the NC Nurse Aide I Registry. Prerequisites: Attendance at Healthcare Orientation Completion of 24-hour Career Pathways course Silver Level Career Readiness Certification score

### **Nurse Aide I Refresher**

A 42-hour review of North Carolina's Nurse Aide I practice requirements. Designed for students whose NC listing has expired within the past 3 years, those who previously completed an NA I program within 3 years, or those with a valid out-of-state listing.

### **Nurse Aide II**

A 180-hour advanced clinical program covering sterile wound care, blood glucose testing, oxygen therapy, and tracheostomy care. Successful completion qualifies students for listing on the NC Nurse Aide II Registry. Prerequisites: High school diploma or GED equivalency Current listing on the NC Nurse Aide I Registry in good standing

### **Nurse Aide II Competency Assessment**

A 24-hour competency assessment for students with expired Nurse Aide II credentials who meet specific work history criteria. Students not meeting all criteria must complete the full Nurse Aide II course instead.

#### **OST-130 OST-130 - Comprehensive Keyboarding (3 credits)**

This course is designed to develop keyboarding skills and introductory document formatting. Emphasis is placed on keyboarding techniques and formatting basic business documents. Upon completion, students should be able to create documents in an ever-changing workplace.

#### **OST-136 OST-136 - Word Processing (3 credits)**

This course is designed to introduce word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment

#### **OST-148 OST-148 - Medical Insurance & Billing (3 credits)**

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.

**OST-149 OST-149 - Medical Legal Issues (3 credits)**

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.

**OST-164 OST-164 - Office Editing (3 credits)**

This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text.

**OST-243 OST-243 - Med Office Simulation (3 credits)**

This course introduces medical systems used to process information in the automated office. Topics include traditional and electronic information resources, storing and retrieving information, and the billing cycle. Upon completion, students should be able to use the computer accurately to schedule, bill, update, and make corrections

**OST-247 OST-247 - Procedure Coding (3 credits)**

This course provides in-depth coverage of procedural coding. Emphasis is placed on CPT and HCPCS coding systems. Upon completion, students should be able to properly code procedures and services performed in a medical facility

**OST-248 OST-248 - Diagnostic Coding (3 credits)**

This course provides an in-depth study of diagnostic coding. Emphasis is placed on ICD coding system. Upon completion, students should be able to properly code diagnoses in a medical facility.

**OST-249 OST-249 - Med Coding Certification Prep (3 credits)**

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.

**OST-260 OST-260 - Adv Coding Methodologies (3 credits)**

This course provides advanced instruction in a variety of emergent methodologies in medical coding. Topics include advanced outpatient coding, inpatient coding, risk adjustment coding, online encoder software, Correct Coding Initiatives (CCI), and advanced record abstraction. Upon completion, students should be able to perform advanced coding in a healthcare facility.

**OST-280** **OST-280 - Electronic Health Records** (3 credits)

This course focuses on the use of electronic health records in medical documentation and patient management. Emphasis is placed on creating and maintaining patient medical information, scheduling patient appointments, documenting patient encounters, and billing/insurance claim processing. Upon completion, students should be able to perform the required software tasks following a patient visit from start to finish.

**OST-286** **OST-286 - Professional Development** (3 credits)

This course covers the personal competencies and qualities needed to project a professional image in the office. Topics include interpersonal skills, health life-styles, appearance, attitude, personal and professional growth, multicultural awareness, and professional etiquette. Upon completion, students should be able to demonstrate these attributes in the classroom, office, and society.

**OST-288** **OST-288 - Medical Office Admin Capstone** (3 credits)

This course is designed to be a capstone course for the medical office professional and provides a working knowledge of medical office procedures. Emphasis is placed on written and oral communication skills, practice management, electronic health records, medical office procedures, ethics, and professional development. Upon completion, students should be able to demonstrate the skills necessary to manage a medical office.

**OTC-110** **OTC-110 - Intro to Orthopaedic Technology** (3 credits)

This course will introduce the different roles in the Orthopaedic Care Team, specifically the scope of practice and specific duties of the Orthopaedic Technologist. This includes the basic and advanced principles for the Orthopaedic Technologist. Topics include role of the Orthopaedic Technologist, scope of practice, standards of patient care, introduction to basic equipment and monitors, and types of splinting and casting. Upon completion, the student should be able to describe the roles and functions of the members of the orthopaedic care team, and have a basic knowledge of orthopaedics and its associated equipment.

**OTC-112 OTC-112 - General Patient Care (3 credits)**

This course is an introduction to patient care in an orthopaedic environment. Students will be introduced to the basic elements of professional interaction with patients, their families, and the orthopaedic surgeon. Topics include communication skills, orthopaedic terminology and abbreviations, medication fundamentals critical to orthopaedics, OSHA standards, patient safety, patient transfers, and patient education. Students will learn to take blood pressure, pulse, BMI measurements, wound care, and routine and emergency procedures. Upon completion, students should be able to describe the fundamentals of orthopedic patient care, as well as perform basic procedures such as obtaining vital signs and wound care.

**OTC-115 OTC-115 - Ortho Anatomy and Physiology (3 credits)**

This course is an introduction to the anatomy and physiology of the musculoskeletal system and related structures. Topics include structural make-up, group composition, relationships, and location of each bone. Common fractures and treatments, normal and abnormal growth and development, and response to injury and disease will also be covered. Upon completion, students should be able to describe musculoskeletal anatomy and the basic physiology and pathology of injury and disease.

**OTC-120 OTC-120 - Basic Radiologic Concepts (3 credits)**

This course provides students an introduction to viewing and interpreting radiographic images, including viewing images, terminology, and discussing fractures with colleagues. Topics include viewing and interpretation of plain orthopaedic radiographs, MRI's, and other types of permanent imaging relating to orthopaedics, terminology relating directly to the skeletal system and fracture healing, and describing a fracture as it relates to the radiographic image. Upon completion of this course, students will be able to interpret orthopaedic radiographic images.

**OTC-150 OTC-150 - Clinical Practice I (5 credits)**

This course provides students with an opportunity for concentrated clinical experience in an orthopaedic office or hospital setting. Students will use learned skills on patients under the direct supervision of an orthopaedic clinical supervisor and orthopaedic provider. Emphasis is placed on the graduated responsibility of the trainee, with progression towards independent performance of tasks. Upon completion, students should be able to incorporate their new orthopaedic technologist skills into a clinical practice scenario.

**OTC-210 OTC-210 - Ortho Equipment (3 credits)**

This lecture and lab course provide students the basic principles of orthopedic equipment, including complications and contraindications. Topics include halo for skull fixation, external fixator devices, specialty surgical implants, different types of traction, traction set-up and application, operating room equipment, wound VAC devices, bone stimulators, fluoroscopy machines, and ultrasound imaging. Upon completion, students should be able to recognize and demonstrate basic principles of use for orthopedic equipment

**OTC-212 OTC-212 - Physical Assessment (3 credits)**

This course introduces students to a comprehensive overview of knowledge, terminology, and application used for orthopaedic patient physical assessment. Topics include life span differences, assessment of acute and chronic patient orthopaedic problems, the application and use of various orthopaedic devices, and how to do custom measurements. Upon completion, students should be able to assess a patient's orthopaedic condition and identify the best orthopaedic device, considering the potential complications and contraindications.

**OTC-215 OTC-215 - Casting and Splinting I (3 credits)**

This course introduces students to the basics of cast material selection, casting techniques, cast removal, and properly fitting patients for external aid devices. Emphasis is placed on anatomy specific to orthopaedic issues, types and functions of different types of casts, proper material selection, basic casting application skills, safe cast removal, use of external aide devices, and providing patient instructions for at-home care. Upon completion, students should be able to identify the best type of cast for different orthopedic issues, describe the anatomy specifically related to casting and splinting, apply a basic cast, provide patients with proper at-home care instructions, and be able to safely remove a cast.

**OTC-220 OTC-220 - Custom Bracing (3 credits)**

This course provides learners with the ability to properly apply a customized brace to a patient based on a specific medical diagnosis. The learner will be able to identify potential complications, and contraindications for bracing. Emphasis is placed on custom brace fitting techniques and measurements, matching the correct brace to the medical diagnosis, how to avoid brace complications, identification of contraindications, and medical coding and reimbursement related to bracing. Upon completion, students should be able to apply a customized brace to a patient based on the medical diagnosis, and instruct patient on at-home brace care

**OTC-225 OTC-225 - Casting and Splinting II (3 credits)**

This course is designed to build upon basic casting techniques and knowledge; advanced casting techniques will be learned in this course. Topics include advanced casting techniques such as windowing of a cast, protecting pins and external hardware, pin care, and wound care. Upon completion, students should be able to independently window a cast, apply a cast while protecting pins and external hardware, instruct patient on proper pin care, and provide wound care to a casted area.

**OTC-280 OTC-280 - Professional Practice (3 credits)**

This course covers practical considerations to entering the workforce as an orthopedic technologist, including job search skills, and review and preparation to sit for the national licensure exam in orthopaedic technology. Emphasis will be placed on resume building, interview skills, as well as locating suitable practice locations for a student's interests and career. Review of concepts as they relate to the licensure exam will also be a major focus of this course. Upon completion, students will be able to pass their licensure exam and obtain employment as an orthopaedic technologist.

**Overcoming Job Seeking Barriers and Blunders**

Ever wonder if your resume gets lost or do you question if your application even gets seen? Learn some tried and true secrets of what employers are looking for in an employee. Learn to effectively answer interview questions as they relate to blemishes associated with current and previous situations. Develop transferable skills, discover your strengths and weaknesses, and learn how to set goals. We can also teach you how to overcome barriers both on and off the job.

**PAD-151 PAD-151 - Intro to Public Admin (3 credits)**

This course includes an overview of the role of the public administrator in government and an examination of the development and implementation of public policy. Topics include public personnel administration and management, decision making, public affairs, ethics, organizational theories, budgetary functions within governmental agencies, and other government issues. Upon completion, students should be able to explain the functions of government in society and in the lives of people composing that society.

**PAD-152 PAD-152 - Ethics in Government (3 credits)**

This course introduces the ethical issues and problems within the public administration field. Emphasis is placed on building analytical skills, stimulating moral imagination, and recognizing the discretionary power of the administrator's role. Upon completion, students should be able to understand the moral dimensions of public administrative decision making

**PAD-251 PAD-251 - Public Finance & Budgeting (3 credits)**

This course provides an overview of the public finance and budgeting processes used in the allocation of public resources to meet differing public interests. Topics include the political environment, government expenditures, revenues, taxation, budgetary process theories and techniques, and the relation of government finance to the economy. Upon completion, students should be able to recognize impacts of government revenue and expenditure policies and understand the role of budgeting in executing governmental policy.

**PAD-252 PAD-252 - Public Policy Analysis (3 credits)**

This course is a study of methods and techniques used to determine the effectiveness of public programs. Emphasis is placed on the concept of ecology and environmental impact, informal groups and information networks, and the relationship between public and private sectors. Upon completion, students should be able to analyze case studies with the use of political analysis techniques.

**PAD-253 PAD-253 - Intro to Urban Planning (3 credits)**

This course includes an analysis of current urban problems and the forces responsible for urban and regional growth. Topics include historical perspectives on the planning approach to urban phenomena and the evaluation of current proposals dealing with aspects of the urban situation. Upon completion, students should be able to evaluate urban and regional growth problems through case study analysis.

**PAD-254 PAD-254 - Grant Writing (3 credits)**

This course covers the basic techniques of successful grant writing. Topics include concept development, funding sources research, and writing skills relevant to the grants process. Upon completion, students should be able to demonstrate a basic understanding to the grants process.

**PED-110 PED-110 - Fit and Well for Life (2 credits)**

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.

**PED-111 PED-111 - Physical Fitness I (1 credit)**

This course provides an individualized approach to physical fitness utilizing the five major components. Emphasis is placed on the scientific basis for setting up and engaging in personalized physical fitness programs. Upon completion, students should be able to set up and implement an individualized physical fitness program.

**PED-120 PED-120 - Walking for Fitness (1 credit)**

This course introduces fitness through walking. Emphasis is placed on stretching, conditioning exercises, proper clothing, fluid need and injury prevention. Upon completion, students should be able to participate in a recreational walking program.

**PED-175 PED-175 - Horseback Riding I (1 credit)**

This course introduces beginning and non-riders to recreational horseback riding. Topics include riding skills, equipment, handling of horses, mounting, care of the horses, and coordinated horse-rider balance. Upon completion, students should be able to demonstrate riding, safety, and horse management skills

**PED-187 PED-187 - Social Dance - Beginning ( for NERSBA Only) (1 credit)**

This course introduces the fundamentals of popular social dance. Emphasis is placed on basic dance techniques, dances, and a brief history of social dance. Upon completion, students should be able to demonstrate specific dance skills and perform some dances.

**PHI-215 PHI-215 - Philosophical Issues (3 credits)**

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.

**PHI-230 PHI-230 - Introduction to Logic (3 credits)**

**PHI-240 PHI-240 - Introduction to Ethics (3 credits)**

This course introduces theories about the nature and foundations of moral judgements 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.

## **Phlebotomy Technician**

A 215-hour classroom and clinical program that prepares students to safely and properly collect and handle blood specimens. Students are required to perform venipunctures on each other as part of training. Prerequisites: Career Pathways completion High school diploma or GED equivalency Healthcare Orientation completion Level 4 or higher Key Train Assessment score

### **PHY-131 PHY-131 - Physics-Mechanics (4 credits)**

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.

### **POL-120 POL-120 - American Government (3 credits)**

This course is a study of the origins, development, structure, and functions of American national 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 formation. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system.

### **PSY-118 PSY-118 - Interpersonal Psychology (3 credits)**

This course introduces the basic principles of psychology as they relate to personal and professional development. Emphasis is placed on personality traits, communication/leadership styles, effective problem solving, and cultural diversity as they apply to personal and work environments. Upon completion, students should be able to demonstrate an understanding of these principles of psychology as they apply to personal and professional development.

### **PSY-150 PSY-150 - General Psychology (3 credits)**

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.

**PSY-241 PSY-241 - Developmental Psychology (3 credits)**

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.

**PSY-243 PSY-243 - Child Psychology (3 credits)**

This course provides an overview of physical, cognitive, and psychosocial development from conception through adolescence. Topics include theories and research, interaction of biological and environmental factors, language development, learning and cognitive processes, social relations, and moral development. Upon completion, students should be able to identify typical and atypical childhood behavior patterns as well as appropriate strategies for interacting with children.

**PTA-110 PTA-110 - Introduction to Physical Therapy (3 credits)**

This course introduces the field of physical therapy including the history and standards of practice for the physical therapist assistant and basic treatment techniques. Emphasis is placed on ethical and legal considerations, universal precautions, vital signs, documentation, basic patient preparation and treatment skills, and architectural barrier screening. Upon completion, students should be able to explain the role of the physical therapist assistant and demonstrate competence in basic techniques of patient care.

**PTA-115 PTA-115 - PT Medical Communication (2 credits)**

This course is designed to offer a focused approach for physical therapy specific medical terminology, documentation, and professional communication for all settings and patient populations. Topics include use of appropriate medical terms, abbreviations, written and verbal documentation and use of a variety of documentation platforms to enhance third party, legal, and professional communication efficiency within the practice of physical therapy. Upon completion, students should be able to read, comprehend, articulate, and utilize with fluency a wide variety of terms, abbreviations, and documentation procedures and systems for a best practice approach to physical therapy.

**PTA-120 PTA-120 - Functional Anatomy (3 credits)**

This course provides an organized study of anatomy and kinesiology. Emphasis is placed on the integration of structure and function of the skeletal, articular, muscular, nervous, and circulatory systems to include gait analysis. Upon completion, students should be able to describe the components and demonstrate function of these systems as applied to physical therapy.

**PTA-130 PTA-130 - Physical Therapy Procedures I (3 credits)**

This course includes concepts of injury and repair and documentation methods. Emphasis is placed on physiological effects, indications, contraindications, and skilled applications of selected therapeutic modalities. Upon completion, students should be able to safely, correctly, and effectively apply the emphasized techniques and procedures with understanding of correct documentation.

**PTA-140 PTA-140 - Physical Therapy Procedures I (4 credits)**

This course covers muscle physiology, exercise, concepts, testing, and applications to the spine and extremities. Topics include strength, endurance, flexibility, and exercise protocols and progressions. Upon completion, students should be able to demonstrate skill in applying therapeutic exercise principles for non-neurological conditions in a safe and appropriate manner

**PTA-150 PTA-150 - Physical Therapy Procedures II (3 credits)**

This course is designed to include the theory and practice of additional therapeutic interventions. Topics include but are not limited to electrotherapy, burn and wound care, biofeedback, and selected data collection methods. Upon completion, students should be able to apply these modalities and treatment techniques effectively and safely and demonstrate knowledge of physiological principles involved.

**PTA-160 PTA-160 - Physical Therapy Procedures III (3 credits)**

This course introduces treatment and measurement techniques and discusses treatment programs for selected neuromusculoskeletal dysfunction and injuries. Topics include soft tissue and joint dysfunction, selected assessment techniques, and various exercise programs. Upon completion, students should be able to demonstrate the application of selected data collection methods and functional interventions.

**PTA-170 PTA-170 - Pathophysiology (3 credits)**

This course is a survey of basic pathology with emphasis on conditions most frequently observed and treated in physical therapy. Topics include etiology, pathology, manifestation, treatment, and prognosis. Upon completion, students should be able to explain repair processes, categorize diseases, define pathology, identify organ/body systems involved, and discuss treatment and prognosis.

**PTA-182 PTA-182 - PTA Clinical Education I (2 credits)**

This course provides a short-term affiliation for planned learning experiences and practice under supervision. Emphasis is placed on basic skills including patient transfers, elementary exercise programs, and other learned skills. Upon completion, students should be able to demonstrate satisfactory performance as an introductory-level physical therapist assistant student.

**PTA-210 PTA-210 - PTA Clinical Education II (2 credits)**

This course provides a short-term affiliation for planned learning experiences and practice under supervision. Emphasis is placed on goniometric analysis, intermediate-level exercise regimens, medications, and pathological conditions. Upon completion, students should be able to demonstrate satisfactory performance as an intermediate-level physical therapist assistant student.

**PTA-212 PTA-212 - Health Care/Resources (2 credits)**

This course provides an overview of various aspects of health care delivery systems and the interrelationships of health care team members. Topics include health agencies and their functions, health care team member roles, management, and other health care issues. Upon completion, students should be able to discuss the functions of health organizations and team members and aspects of health care affecting physical therapy delivery.

**PTA-222 PTA-222 - Professional Interactions (2 credits)**

This course is designed to assist in the development of effective interpersonal skills in the physical therapist assistant setting. Topics include reactions to disability, the grieving process, methods of communication, motivation, health promotion, disease prevention, and aging. Upon completion, students should be able to discuss and demonstrate methods for achieving effective interaction with patients, families, the public, and other health care providers.

**PTA-240 PTA-240 - Physical Therapy Procedures IV (5 credits)**

This course covers normal development, adult and pediatric/CNS dysfunction, spinal cord injuries, amputee rehabilitation techniques, and cardiopulmonary rehabilitation. Topics include neurology review, selected rehabilitation techniques, ADL and functional training, prosthetic and orthotic training, and environmental access. Upon completion, students should be able to demonstrate safe and correct application of selected rehabilitation techniques for neurological dysfunction, cardiopulmonary conditions, and amputations.

**PTA-254 PTA-254 - Pediatrics for the PTA (1 credit)**

This course provides an in-depth study of pediatric dysfunction and rehabilitation techniques. Topics include severe and profound attention deficit disorder, sensory integration, and rehabilitation in the school setting. Upon completion, students should be able to discuss selected pediatric dysfunctions and demonstrate specialized rehabilitation techniques.

**PTA-260 PTA-260 - Advanced PTA Clinical Education (10 credits)**

This course provides full-time clinical affiliations for planned learning experiences and practice under supervision. Emphasis is placed on reinforcement of learned skills in direct patient care, communications, and professional behaviors. Upon completion, students should be able to demonstrate satisfactory performance as an entry-level physical therapist assistant and as a member of the physical therapy team.

**PTA-270 PTA-270 - PTA Topics (1 credit)**

This course covers the physical therapist assistant profession in preparation for the state licensure exam. Topics include developing time management skills and practicing for the competency examinations. Upon completion, students should be able to identify individual academic strengths and weaknesses and utilize this information to continue self-study for the licensure exam.

**PTA-280 PTA-280 - PTA Issues I (1 credit)**

This course consists of reports, discussions, and guest lectures on the latest physical therapy techniques, equipment, and health sciences specialties. Topics include reports on extra-department experiences, case studies, and literature reviews. Upon completion, students should be able to discuss specialized physical therapy equipment and/or related fields and display competent writing skills

**REL-110 REL-110 - World Religion (3 credits)**

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.

**REL-211 REL-211 - Intro to Old Testament (3 credits)**

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.

**REL-212** **REL-212 - Intro to New Testament** (3 credits)

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.

**SEC-110** **SEC-110 - Security Concepts** (3 credits)

This course introduces the concepts and issues related to securing information systems and the development of policies to implement information security controls. Topics include the historical view of networking and security, security issues, trends, security resources, and the role of policy, people, and processes in information security. Upon completion, students should be able to identify information security risks, create an information security policy, and identify processes to implement and enforce policy.

**SEC-150** **SEC-150 - Secure Communications** (3 credits)

This course provides an overview of current technologies used to provide secure transport of information across networks. Topics include data integrity through encryption, Virtual Private Networks, SSL, SSH, and IPsec. Upon completion, students should be able to implement secure data transmission technologies.

**SEC-160** **SEC-160 - Security Administration I** (3 credits)

This course provides an overview of security administration and fundamentals of designing security architectures. Topics include networking technologies, TCP/IP concepts, protocols, network traffic analysis, monitoring, and security best practices. Upon completion, students should be able to identify normal traffic using network analysis tools and design basic security defenses.

**SEC-210** **SEC-210 - Introduction to Sociology** (3 credits)

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.

**SEC-213 SEC-213 - Sociology of the Family (3 credits)**

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.

**SEC-220 SEC-220 - Social Problems (3 credits)**

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.

**SEC-225 SEC-225 - Social Diversity (3 credits)**

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.

### **Six Keys to Self-Leadership**

Learn to develop the strategies necessary for career growth. Whether you are seeking to obtain a better job or wanting to advance in your career, developing techniques of self-leadership is essential. Apply six principles of self-leadership to: identify your pitfalls; focus on your unique abilities, skills, and knowledge; communicate to build relationships; and use the tools of a self-leader to achieve your potential.

**SOC-210 SOC-210 - Introduction to Sociology (3 credits)**

This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, social inequality, social institutions, and social change. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies.

**SOC-213 SOC-213 - Sociology of the Family (3 credits)**

**SOC-220 SOC-220 - Social Problems (3 credits)**

**SOC-225 SOC-225 - Social Diversity (3 credits)**

## **Solar Technician Training Certification**

A 101-hour intensive STEPS4GROWTH Clean Energy Program providing foundational training for entry-level solar technicians. Includes hands-on experience in a controlled lab and regional employer engagement, with an online component covering OSHA-30 certification and course preparation work in Moodle. Throughout the 7-week program, participants engage with regional employers looking to hire skilled solar workers. Special Requirements: High school diploma or equivalent Must be 18 years or older Must be eligible to legally work in the United States by program completion

### **SPA-111 SPA-111 - Elementary Spanish I (3 credits)**

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 to demonstrate cultural awareness.

### **SPA-112 SPA-112 - Elementary Spanish II (3 credits)**

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 to demonstrate cultural awareness.

## **Spanish for Beginners**

An introduction to understanding, speaking, reading, and writing Spanish. Emphasis is placed on pronunciation, parts of speech, communicative phrases, culture, and skills for language acquisition. Upon completion, students should be able to identify and apply basic grammar concepts, display cultural awareness, and communicate simple Spanish phrases.

### **TRN-110 TRN-110 - Intro to Transport Tech (2 credits)**

This course covers workplace safety, hazardous materials, environmental regulations, hand tools, service information, basic concepts, vehicle systems, and common transportation industry terminology. Topics include familiarization with major vehicle systems, proper use of various hand and power tools, material safety data sheets, and personal protective equipment. Upon completion, students should be able to demonstrate appropriate safety procedures, identify and use basic shop tools, and describe government regulations regarding transportation repair facilities.

**TRN-111 TRN-111 - Chassis Maint/Light Repair (4 credits)**

This course covers maintenance and light repair of transportation suspension, steering, and brake systems. Topics include general servicing and inspection procedures of steering and suspension systems, wheels and tires, and drum and disc brakes including hydraulic and power-assist units. Upon completion, students should be able to perform maintenance and light repair of transportation suspension, steering, and brake systems.

**TRN-112 TRN-112 - Powertrain Maint/Light Repair (4 credits)**

This course covers maintenance and light repair of transportation engines, automatic and manual transmission/transaxles, engine performance systems, and HVAC systems. Topics include general servicing and inspection procedures of engines, engine lubrication and cooling systems, automatic and manual transmission/transaxles, HVAC components, and fuel, air induction, and exhaust systems. Upon completion, students should be able to perform maintenance and light repair of transportation engines, automatic and manual transmission/transaxles, engine performance systems, and HVAC systems.

**TRN-120 TRN-120 - Basic Transp Electricity (5 credits)**

This course covers basic electrical theory, wiring diagrams, test equipment, and diagnosis, repair and replacement of batteries, starters, and alternators. Topics include Ohm's Law, circuit construction, wiring diagrams, circuit testing, and basic troubleshooting. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair basic wiring, battery, starting, charging, and electrical concerns.

**TRN-140 TRN-140 - Transp Climate Control (2 credits)**

This course covers the theory of refrigeration and heating, electrical/electronic/pneumatic controls, and diagnosis and repair of climate control systems. Topics include diagnosis and repair of climate control components and systems, recovery/recycling of refrigerants, and safety and environmental regulations. Upon completion, students should be able to diagnose and repair vehicle climate control systems.

**TRN-145 TRN-145 - Adv Transp Electronics (3 credits)**

This course covers advanced transportation electronic systems including programmable logic controllers, on-board data networks, telematics, high voltage systems, navigation, collision avoidance systems and electronic accessories. Topics include interpretation of wiring schematics, reprogramming PLCs, diagnosing and testing data networks and other electronic concerns. Upon completion, students should be able to reprogram PLCs, diagnose and test data networks and other electronic concerns, and work safely with high voltage systems.

**TRN-170 TRN-170 - PC Skills for Transp (2 credits)**

This course introduces students to personal computer literacy and Internet literacy with an emphasis on the transportation service industry. Topics include service information systems, management systems, computer-based systems, and PC-based diagnostic equipment. Upon completion, students should be able to access information pertaining to transportation technology and perform word processing.

### **Upholstery**

Bring your upholstery project and learn to tear down a piece of upholstered furniture or completely restore it by repairing or rebuilding the frames, replacing parts, and selecting and replacing fabric. This is an entirely hands-on class that requires lifting and the use of sewing machines and cutting tools.

### **Vehicle Safety Inspection (NCDMV)**

An 8-hour course designed to meet the training and licensing requirements (initial and/or renewal) for the Vehicle Safety Inspection Program administered by the N.C. Division of Motor Vehicles, License, and Theft Bureau. Upon completion, a student will understand the rules, regulations, and procedures for conducting a vehicle safety inspection, be able to inspect a vehicle properly, and be prepared to sit for the state certification exam. Special requirement: Each student must be employed at an inspection station and possess a valid N.C. driver's license.

**WBL-110 WBL-110 - World of Work (1 credit)**

This course covers basic knowledge necessary for gaining and maintaining employment. Topics include job search skills, work ethics, meeting employer expectations, workplace safety, and human relations. Upon completion, students should be able to successfully make the transition from school to work.

**WBL-111 WBL-111 - Work-Based Learning I (1 credit)**

This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

**WBL-112 WBL-112 - Work-Based Learning I (2 credits)**

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 evaluate career selection, demonstrate employability skills, & satisfactorily perform work-related competencies.

**WBL-113 WBL-113 - Work-Based Learning I (3 credits)**

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.

**WEB-110 WEB-110 - Web Development Fundamentals (3 credits)**

This course introduces World Wide Web Consortium (W3C) standard markup language. Topics include creating web pages, responsive design, file transfer, deployment, accessibility, and other related W3C topics. Upon completion, students should be able to deploy a hand-coded website created using the HyperText Markup Language (HTML) and Cascading Style Sheet (CSS) standards.

**WEB-140 WEB-140 - Web Development Tools (3 credits)**

This course provides an introduction to web development software suites. Topics include the creation of web sites and applets using web development software. Upon completion, students should be able to create entire web sites and supporting applets.

## **Welding**

A 128-hour course providing instruction on the principles and practices of welding. Emphasis is on blueprint reading, metallurgy, welding inspection, and destructive and non-destructive testing. Course content covers specific welding processes including SMAW (stick), GMAW (MIG), and GTAW (TIG). Upon completion, students will have the knowledge base to sit for various industry-specific certifications.

**WLD-110 WLD-110 - Cutting Processes (2 credits)**

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 metal of varying thickness.

**WLD-112 WLD-112 - Basic Welding Processes (2 credits)**

This course introduces basic welding and cutting. Emphasis is placed on beads applied with gases, mild steel fillers, and electrodes and the capillary action of solder. Upon completion, students should be able to set up welding and oxy-fuel equipment and perform welding, brazing, and soldering processes.

**WLD-115 WLD-115 - SMAW (Stick) Plate (5 credits)**

This course introduces the shielded metal arc (stick) welding process. Emphasis is placed on padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, students should be able to perform SMAW fillet and groove welds on carbon plate with prescribed electrodes.

**WLD-121 WLD-121 - GMAW (MIG) FCAW/Plate (4 credits)**

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 perform fillet welds on carbon steel with prescribed electrodes in the flat, horizontal, and overhead positions.

**WLD-131 WLD-131 - GTAW (TIG) Plate (4 credits)**

This course introduces the gas tungsten arc (TIG) welding process. Topics include correct selection of tungsten, polarity, gas, and proper filler rod with emphasis on safety, equipment setup, and welding techniques. Upon completion, students should be able to perform GTAW fillet and groove welds with various electrodes and filler materials.

**WLD-141 WLD-141 - Symbols & Specifications (3 credits)**

This course introduces the basic symbols and specifications used in welding. Emphasis is placed on interpretation of lines, notes, welding symbols, and specifications. Upon completion, students should be able to read and interpret symbols and specifications commonly used in welding.

**WLD-151** **WLD-151 - Fabrication I** (4 credits)

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.

**Working Smart**

One of the major reasons why individuals are released from employment is not because they lack the technical skills to perform the job, but because they lack the soft skills needed to succeed in the workplace. This course helps identify and teach the critical soft skills necessary to be an effective worker and strong team player. Topics include personal branding, dealing with stress, active listening, effective communication, adjusting to change, and problem solving.

SECTION SIX

# Academic Calendar



# Academic Calendar

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## Fall 2025

EVENT	DATE
Registration	March 15, 2025 - August 15, 2025
All Tuition/Fees for Fall Semester Due by 4:00 PM	August 13, 2025
Classes Begin (Full-Term & 1st 8-week classes)	August 18, 2025
Last Day to Drop	September 1, 2025
Last Day of Classes	December 12, 2025

## Spring 2026

EVENT	DATE
Registration	October 15, 2025 - January 9, 2026
Classes Begin	January 9, 2026
Last Day to Drop	January 26, 2026
Last Day of Classes	May 11, 2026

## Summer 2026

EVENT	DATE
Registration	March 1, 2026 - May 15, 2026
Classes Begin	May 20, 2026
Last Day to Drop	May 25, 2026
Last Day of Classes	July 23, 2026