

Academics

Jeannine Woody

Vice President, Academic Programs and Services

International Education

Suzanne LaVenture, Director

School of Arts, Sciences, and Education

Dr. Mark Branson, Dean

Jody Lawrence, Associate Dean

Laura Yannuzzi, Assistant Dean

English:

Boyle, DeLosSantos, Foster, Hatcher, Jarvis, Scarboro

English (composition and literature)

Humanities:

DeLosSantos, Gibson, Walters, Ward, Westmoreland

Art

Communications

Community Spanish Interpreter

Film Studies

Humanities (Cultural Studies, Human Myth, and Culture)

Languages (Chinese, French, Japanese, Portuguese, and Spanish)

Music

Philosophy

Religion

Math:

Crouch, G. Johnson, Shouse

Science:

Alfing, Bruff, Cowden, Felts, Jafroddi, Liu, Loflin, Newton,

Pearce, J. Simpson, J. Sink, M. Stevens

Biology

Chemistry

Health

Physical Education

Physics

Zoo and Aquarium Science

Social Sciences:

Benbow, Bosch, Griffin, Grimes

History

Political Science

Psychology

Sociology

Teacher Education:

Annunziata, A. Bowman, Carter, Hairston, Hedrick,

Hutchens, Howard, King, Leonard, Light, Queen, Sledge,

Worley, Wyatt

Early Childhood Associate

Early Childhood - Teacher Assistant

Child Development Center

Infant/Toddler Care

Lateral Entry

School of Business, Engineering and Technical Studies

Randy Ledford, Dean

Bob Sweet, Associate Dean

Allison Palmadessa, Assistant Dean

Business and Computer Technologies:

Carlton, Dougherty, Dyer, Grotberg, Huntanar, Hyatt, Komasara, Porter, Richards, Shortt

Accounting

Business Administration

Business Administration - Human Resources Management

Business Administration - Logistics Management

Computer Information Technology

Computer Programming

Motorsports Management*

Networking Technology

Web Technologies

Criminal Justice and Legal Studies:

Allen, Livengood, Patterson, Phillips

Basic Law Enforcement Training

Criminal Justice Technology

Paralegal Technology

Engineering, Industrial, and Transportation

Technology:

B. Bowman, Cass, Cranford, Crowder, Dollars, Kias,

Overton, Rumley, Skeen, Trotter

Air Conditioning, Heating and Refrigeration

Automotive Systems Technology

Electronics Engineering Technology

Heavy Equipment and Transportation Technology

Industrial Systems Technology

Motorcycle Mechanics

School of Community Education, Workforce

Development and Entrepreneurship

Jim Donnelly, Dean

Conference Center and Community Education:

Melissa West, Coordinator

Occupational Extension

Community Enrichment

Conference Center

Continuing Education:

Jonathan Thill, Director

Occupational Extension

WorkKeys

Career Readiness Certificate

Community Enrichment

Customized Training Program:

Wanda Ramos-McPherson, Director

Small Business Center:

Toby Royston, Director

School of Health, Wellness and Public Safety

Suzanne Rohrbaugh, Interim Dean
Rose McDaniel, Interim Associate Dean
Becky Daley, Assistant Dean

Health:

Andrews, Benson, Delk-Patrick, Driggers, Fusion, S.
Grubb, Harrison, Hilton, Johns, Lewter, McDaniel,
Schenck, Watson, Weeks, B. Williams, Wylie

Associate Degree Nursing
Cancer Information Management
Health Care Interpreting
Health Information Technology
Histotechnology
Human Services
Medical Assisting
Medical Laboratory Technology
Pharmacy Technology
Phlebotomy
Practical Nurse Education

Wellness:

Gregory, Hemrick, Hutchens, Reino, Richardson
Cosmetology
Cosmetology - Esthetics
Therapeutic Massage

Public Safety:

Comer, Forrest, Ramsey, Stowe
Advanced Law Enforcement Training
Emergency Medical Science
Emergency Medical Science - Bridging Program
Emergency Medical Services
Fire Protection Technology
Fire and Rescue Training
Health Care Continuing Education
Nursing Assistant
Piedmont Criminal Justice Regional Coordinating Center

School of Foundational Studies and Academic Support

Christy Forrest, Dean
Pat Phillips, Associate Dean

Basic Skills:

Sandra Thompson, Director
Brown, Crisco, Ellis, Kernstine, Knier, Krider, Sechrist,
Whitehead
Adult Basic Education
Adult High School Education
College Placement and Preparation
Compensatory Education
English as a Second Language
General Educational Development
Get REAL Alternative High School
WIA Youth Program
Workplace Basic Skills

Developmental Education:

Comer, Greenawald, Romanelli, Tafari, White
Reading
English
Mathematics
Success and Study Skills/Transfer Success

Distance Education and Instructional Technology:

Stanfield

High School Programs

Black

Library Services:

Jason Setzer, Director
Baker, Banks, Edwards, Klopp

Learning Assistance Center:

Bickett-Smith

Coaching Centers:

Hartle, Hoffman
Computer Coaching Center
Math Coaching Center

Davie Campus

Teresa Kines, Dean

Workforce and Continuing Education:

Scott Gantt, Director
Community Service Programs
Occupational Extension

Davie Education Center:

Tami Sappenfield, Coordinator
Ed-2-Go (Online Courses)

WIA Youth Program:

Roy Adams, Career Development Facilitator

Academic Programs:

Allison Holmes, Associate Dean
Linda Burke, Director, Instructional Services
Baker, Camp, Amy Holmes, Johnson, Kinney, Klinger,
LaVenture, Wall, Weir, Welsh
Truck Driver Training

Foundational Studies and Academic Support Services

Foundational Studies

1. Basic Skills

The Basic Skills program administers the following programs: Adult Basic Education (ABE), Adult High School (AHS), GED high school equivalency diploma preparation and testing, English as a Second Language (ESL), Get REAL Alternative High School, Workplace Basic Skills, College Placement testing review classes and Compensatory Education.

Information about these services may be obtained through the Basic Skills Division, the Assessment Center (Reich, Room 111), the Davie Campus, the Thomasville Education Center, and the Uptown Lexington Education Center. The Assessment Center (Reich, Room 111) is open from 9:00 a.m. until 1:00 p.m. Monday through Wednesday and 5:00 p.m. until 8:00 p.m. on Tuesday and Thursday. Students should call to get further information about entry days and times.

- a. **Adult Basic Education (ABE)** is a program designed to assist adults who wish to improve their skills in reading, written communications, arithmetic, basic science, social studies, and consumer education. Special classes to teach individuals to read are also part of the program. Students may be referred to this program for a “brush-up” before entry into either the Adult High School or the GED program. Both day and night classes meet weekly at the College and in the local communities where there are sufficient numbers of interested adults. There is no registration fee, and materials are provided free by the College. All materials have been especially prepared for adults with emphasis on individual needs and interests. Students may enter the program at any time.

ABE classes are offered at community locations off-campus and at work sites contingent upon sufficient enrollment. Anyone interested in enrolling or employers interested in establishing on-site classes can find out about this opportunity by calling the College.

- b. **English as a Second Language (ESL)** instruction is available through the College and is designed for adults whose native language is not English. ESL classes are offered on campus and at community and workplace sites. All ESL instruction is free, and students may enroll at any time. Students may also work on citizenship skills classes in ESL. Those interested in enrolling can call the College for information about available classes.

- c. The **Adult High School Diploma (AHS)** Program is specifically designed for adults who did not complete high school. The primary objective of the program is to provide the student with the opportunity to earn a high school diploma and to increase his/her vocational and educational opportunities. Students will receive credit for subjects they have previously passed. Individuals who enroll in AHS will be required to complete 24 instructional units equivalent to those required in public schools and complete the College assessment showing adequate preparation at the high school completion level. These instructional units include the following:

English - 4 units

Mathematics - 3 units

(to include Algebra I and geometry)

Science - 3 units

(to include biology, earth/environmental, and a physical science)

Social Studies - 3 units

(government/economics, U.S. history, and world history)

Health & Physical Education - 1 unit

Electives - 10 or more units

(to include keyboarding, formatting, and Microsoft Office)

Classes are held on the Davidson and Davie campuses Monday through Thursday mornings and evenings. Interested individuals may enter the program at designated times. The minimum age for enrollment is 18. Books are furnished by the College. There is no enrollment fee.

- d. The **General Educational Development (GED)** high school equivalency program is administered through Basic Skills for the adult who has not completed high school. Under this plan, individuals take a series of tests called the General Educational Development (GED). Those receiving a passing score of 2250 points are awarded the High School Diploma Equivalency Certificate. The GED is the legal equivalent of a North Carolina high school diploma.

The GED examinations are designed to measure a person's knowledge and critical thinking skills in five skill areas: writing, social studies, science, reading, and math. Screening and preparation for the exams are available at community and on-campus class sites. Testing is offered by appointment only. Prior to entering the GED program, the student is assessed so that instruction can begin at the appropriate level. Except for a \$7.50 testing fee, the GED program is free.

GED preparation is held on-campus, at community class sites, online, and via videotaped instruction.

- e. The **Get REAL (Real Educational Achievements for Life)** Program is offered collaboratively by DCCC and Davidson Works. The program is for youth ages 16-21 to assist them in obtaining a high school credential, job skills, and employment. Get REAL is designed to be a highly interactive program that allows students to acquire team-building and critical thinking skills in

a job-training atmosphere. Students may complete an AHS diploma or GED through this program. All students ages 16-17 must complete the entry level requirements of the program before beginning work toward an AHS diploma or GED. Classes are offered in Lexington and Thomasville. For information about this program, please call the Basic Skills Division at 336.249.8186, extension 6712, or Get REAL at 336.242.2217.

- f. **Davie Campus ELink** — The DCCC Davie Campus offers a special program to serve out-of-school youth (dropouts) from ages 16-21. This program is a federally funded program under the Workforce Investment Act and is designed to engage youth in basic skills education, life skills, and employability. The goal of this program is to assist youth in obtaining independence and self sufficiency. Youth eligibility is based on family income or specific waivers. For information, call the Davie Campus at 336.751.2885.
- g. **Workplace Basic Skills** is a customized program that offers employers an opportunity to collaboratively design a program to meet their employees' needs in any area of basic skills necessary to improve workplace performance. Customized curriculum is designed for each company which may include but is not limited to the following: reading a ruler, using a calculator, interpreting or reading office communications, converting fractions to decimals, learning workplace vocabulary and terminology, writing office communications, understanding company benefits, and other classes.
- h. **College Placement Review Program ACE: Achieving College/Career Entry** — The Basic Skills Division offers a class called ACE (Achieving College/Career Entry) for students who would like to review reading, math and/or language before taking or retaking the College placement assessment. For information about the class, please call the Basic Skills Division. This class also provides review for the WorkKeys assessment through the use of the computerized program, Key Train.
- i. **Compensatory Education (CED)** is a program which offers educational opportunities to the mentally handicapped in the basic skill areas. The program includes the following skill areas: language, math, social science, community living, consumer education, health, computers, vocational education, self-advocacy, and art. These educational opportunities assist the participants to become more independent and self-directed. The program also allows the student to benefit from occupational training and to acquire skills to meet and manage community, social, work, and personal adult responsibilities. The classes are free and students may enroll at any time. For information about the program, call the Basic Skills Division at the College.

2. Distance Learning Options

DCCC Basic Skills offers the following distance learning opportunities: online ABE, online Adult High School, online English as a Second Language, online GED, online Achieving College Entry (ACE), GED Video Connections, and GED in the Community. For information about orientation and enrollment, please call the College at 336.249.8186.

3. Basic Skills Program Placement Guidelines

All students who enter College basic skills programs are assessed to determine the appropriate level of placement. The assessment process determines the student's current functional level to assure placement in the program which best meets the student's needs and provides the appropriate instruction. Students entering ABE, AHS, and GED, Get REAL and the College Placement Review (ACE) programs are assessed using the Test of Adult Basic Education (TABE). Guidelines for placement based on these assessments are as follows:

- a. Individuals must score at or above each of the following grade levels on the assessment to enroll in high school completion programs:
- | | |
|----------|-----|
| Reading | 9.0 |
| Math | 9.0 |
| Language | 9.0 |
- b. Participants who score below these levels in one or more of the three areas are referred to ABE.
- c. Students enrolling in a high school completion program will be informed about both the AHS and GED programs. Students may then choose the program that best suits their needs.
- d. Students in ESL and CED are assessed using specifically designed forms of the California Adult Student Assessment System (CASAS) designed for those specific student populations.

Basic Skills program placement guidelines are subject to change at any time.

Library Services

Library Services promotes student learning by providing quality services, comprehensive materials, and a positive learning environment. The Davidson and Davie Campus Libraries offer a relaxed, comfortable atmosphere for students to study and collaborate. Library staff members are readily available to assist students with their information and technology needs.

Both libraries offer wireless Internet access; computers; photocopying, scanning, and faxing service; quiet study areas; group study rooms; and reading and audiovisual viewing areas as well. The Library also makes available a wide variety of print and electronic resources including books, magazines, newspapers, videos, DVDs, CDs, cassettes, and 24-hour online reference assistance. The library catalog and other electronic resources can be accessed off-campus through the college website, www.davidsonccc.edu/lrc/index.htm. Using the library catalog, students can search and request items from Carteret Community College, Cape Fear Community College, and Guilford Technical Community College. DCCC and GTCC libraries share a common library card, and cardholders are allowed to use the card for borrowing purposes at either facility.

The Davidson Campus Library offers a digital production studio. The digital production studio is equipped with digital editing software as well as cameras, video cameras, a lighting kit, microphones, scanners, and a blue screen available for creating multimedia projects.

Please see the DCCC website for the current library hours.

Success and Study Skills

Success and Study Skills courses are designed to enhance a student's success in college by improving skills in listening, note taking, test taking, time management, and library usage. DCCC offers all students the opportunity for taking a comprehensive course, either ACA 090, ACA 115, or ACA 120 (see course descriptions on page 147), each semester in order to develop sound study techniques and increased self-awareness as a lifelong learner.

Curriculum Programs

Davidson County Community College offers a variety of instructional programs that prepare students to accomplish one or more of the following:

- **prepare for employment opportunities (see Associate in Applied Science, page 79)**
- **transfer to senior colleges and universities (see College Transfer, pages 67-78),**
- **achieve personal and professional educational goals.**

The College's programs are offered in a variety of delivery methods: traditional face to face; hybrids, which are a mixture of some traditional class meetings with a significant online component; and completely online programs. Academic advisors are available to assist students in planning their programs to meet their educational goals. A complete listing of the College's curriculum programs appears on pages 10-13 in the Enrollment section, and more detailed information about each program is provided beginning on page 79.

Associate Degree Programs

Students can generally complete associate degree programs in two years; however, this goal is dependent upon the students' ability to carry an academic load of 14-16 credit hours each semester the students are enrolled. Students carrying a minimum full-time load of 12 credit hours should plan accordingly.

The College offers two types of associate degree programs: A degree program that has the immediate goal of employment upon completion of the degree (though increasingly students do have other options). This option is the Associate in Applied Science (A.A.S.). The second associate degree program tends to focus more on guiding students to completing the first two years of a four-year degree and then transferring to complete the bachelor's degree; these programs include the following: Associate in Arts (A.A.), Associate in Science (A.S.), Associate in General Education (A.G.E.), and Associate in Fine Arts: Music (A.F.A.).

Students choosing to enter associate degree programs must meet educational aptitude requirements applicable to the individual program, and those who need preparation for college-level work are provided preparatory education to help them be successful in their chosen program of study.

The associate degree programs consist of three areas of study for students:

- **Major course work (often related to either the employment goal or the student's major upon transfer)**
- **General education courses (see below)**
- **Supporting or cognate courses.**

Diploma Programs

Diploma programs are designed to prepare students for employment and can generally be completed in three semesters on a full-time basis. In some curriculum areas, diploma programs are the equivalent of the first three semesters of the associate degree program, and courses earned in completing the diploma count toward the associate degree whether the degree goal be an applied science (A.A.S.) degree or the university transfer degrees (A.A., A.S., A.F.A., A.G.E.).

Certificate Programs

Certificate programs are designed to provide students with skills necessary for employment and can generally be completed in one or two semesters on a full-time or part-time basis. In some curriculum areas, the courses earned in completing the certificate program count toward the diploma and/or the associate degree.

Philosophy of DCCC's General Education Program

The faculty of Davidson County Community College are committed to student learning and believe that the best evidence of their commitment to the College's service area is the quality of DCCC graduates. A DCCC graduate should combine his/her specialized interest exemplified by the program of study "major" and the general education core which focuses broadly in the following:

- skills, behaviors, knowledge, and understanding necessary to be a lifelong learner
- an ethical and independent decision maker
- a critical and creative thinker
- a clear and effective communicator
- a responsible citizen of one's community and of the world.

The character and abilities of an educated person are more than the sum of course work that leads to the hours required for a credential. Educated individuals are those who are engaged through the commitment of their time and their resources in the process of their education. The College faculty and staff also have a commitment and a responsibility to engage students and to foster the knowledge and sensibility of an educated person. Lastly, the College faculty and staff acknowledge that

this commitment to the development of educated individuals belongs to the entire College community, not just to a single department or organizational unit.

Student Learning Goals/General Education Proficiencies

In the 21st century, post-secondary education must guide the student's ability to gather, comprehend, and evaluate information and then to communicate this information effectively.

Also, post-secondary education instills the awareness of values that further guide a student's synthesis of this information into knowledge. Because such skills are important to lifelong learning and to participation in a global culture, DCCC graduates should demonstrate the following general education outcomes:

- **Communicate effectively by listening, speaking, and writing**
- **Think critically to analyze and solve problems**
- **Identify, locate, evaluate, and use information effectively**
- **Observe, analyze, and participate effectively in the diverse human experience.**

Habits of Mind and Attributes of Character

Equally important to the learning goals/proficiencies listed above are these "habits of the mind" that the College faculty and staff believe should be enumerated:

- Sensitivity to social and cultural differences
- Sensitivity and attentiveness to the ethical dimensions of any problem or experience
- A disposition to weigh opposing viewpoints in the balance of reason and to develop an informed perspective
- A disposition to continue learning and to welcome new knowledge and insight (intellectual curiosity)
- Openness to the value of new social, cultural, or aesthetic forms (flexibility of mind and sensibility)
- An appreciation for the broader social, intellectual, and historical contexts of individual events and situations
- Recognition of social and intellectual responsibility

To ensure that our students attain these Student Learning goals by graduation, DCCC requires that students:

- complete the general education core requirements listed in the students' major program of study (see these courses/skills listed in the *General Catalog/Student Handbook* under the headings of "degree program")
- reinforce these goals through a series of courses and

learning experiences encountered by our students from their freshman experiences up to their matriculation from the College into their careers or into continued educational opportunities. Alternative ways to demonstrate competencies will be available to students with documented disabilities.

Reading the Major Program of Study

The following section details the major programs of study offered at the College. Students need to become familiar with their program of study so that times with advisors are spent effectively with planning of career and further educational opportunities and not just planning the next semester's schedule. The programs of study typically put forth the following information:

- Major courses — a list of the courses, contact hours, and credit hours that guide students toward their "major" focus at the College.
- General education courses/supporting courses — a list of those courses (whose principles are described above) which meet the program general education core, as well as courses that are required for success in the major courses. For example, an introductory computer course is often listed as a "supporting course."

Again, understanding this information is critical for students as they prepare themselves for their advisement sessions throughout their academic careers.

Prerequisite Courses

If a course requires a prerequisite course of RED 080, RED 090, ENG 080, ENG 085, ENG 090, ENG 095, MAT 050, MAT 060, MAT 070 or MAT 080 or CTS 080, a student may be able to place out of the course with the acceptable test placement scores. Please see your advisor for more information.

The College Transfer Options

- **Associate in Arts (A.A.) Degree**
- **Associate in Science (A.S.) Degree**
- **Associate in General Education (A.G.E.) Degree**
- **Associate in Fine Arts (A.F.A.) Degree: Music**
- **The "University Core" Diploma**

The College's Associate in Arts, Associate in Science, Associate in Fine Arts: Music, and Associate in General Education degree programs and the "University Core" diploma provide transfer options for students whose ultimate goal is to pursue a baccalaureate degree at senior institutions.

The Associate in Arts and Associate in Science courses are among those included in the comprehensive articulation agreement (CAA) between the University of North Carolina and its 16 institutions and the North Carolina Community College System. The Associate in General Education draws upon courses in the A.A. and A.S. degree programs and allows students a great deal of flexibility in selecting CAA courses as they build an inter-disciplinary degree path. However, students pursuing the A.G.E. and their advisors should work closely with one another and the senior institution to assure the university's general education core is met. Increasingly several of the area private colleges and universities have also adopted courses within the CAA agreement. Students pursuing the A.A. or A.S. — as well as the A.G.E. — should consult the catalog of the institution to which they plan to transfer to guide them in selecting courses for transfer.

The Associate in Fine Arts: Music degree programs are designed for students who plan to transfer to a four-year institution where they will major in the area of performing or teaching fine arts. The program provides general education courses as well as those courses designed for the area of specialization. Also within the degree program, students will demonstrate competencies in reading, writing, oral communication, fundamental math skills, and the basic use of computers. The curriculum complies with the standard approved by the State Board of Community Colleges.

The college transfer degree programs are also viewed as a pre-employment credential by an increasing number of employers. Many employers consider these associate degree programs appropriate preparation for today's competitive, flexible, and global work force.

During the first two years of a liberal arts or science and mathematics baccalaureate program, students take courses in communication, humanities, foreign language study, social sciences, science, and mathematics; in addition, they begin specialized work in their own particular fields of interest. Davidson County Community College provides quality instruction in these areas for transfer to senior institutions.

In the Associate in Arts (A.A.) and Associate in Science (A.S.) degree programs, the student may choose a course of study equivalent to the first two years of the four-year college or

university. By completing 64 semester hours of prescribed credit work with an average grade of "C" or better, the student qualifies for an associate degree and should then be able to transfer to a senior institution with junior year status. The Associate in General Education affords students more flexibility as they align their first two years with the university of their choice. The A.G.E. option would, for example, work well for students who may have already met some of the minimum admission requirements (MARs) of their university or for those adults in transition who find that some of the MARs are not applicable to them. The College provides a comprehensive program of professional counseling and promotes a series of advisor-student conferences to guide the students in planning acceptable programs for transfer to the senior college or university. Students planning to transfer should consult the catalog of the institution to which they plan to transfer.

Associate in Arts Competencies

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

1. Communicate effectively by listening, speaking, and writing.
2. Think critically to analyze and solve problems.
3. Identify, locate, evaluate, and use information effectively.
4. Observe, analyze, and participate effectively in the diverse human experience.

The Associate in Arts degree program enables students to prepare for virtually any major, including, but not limited to, the following:

Accounting
 African-American Studies
 Anthropology
 Art & Art Education
 Business & Business Education
 Communication Studies
 Drama & Drama Education
 Economics
 English
 French
 Global Studies/International Relations
 History
 Journalism
 Pre-Law
 Liberal Arts/Humanities

Pre-Ministry
 Music & Music Education
 Philosophy
 Political Science
 Psychology/Counseling
 Religious Studies
 Social Work/Case Management
 Spanish
 Women & Gender Studies

Associate in Science Competencies

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

1. Communicate effectively by listening, speaking, and writing.
2. Think critically to analyze and solve problems.
3. Identify, locate, evaluate, and use information effectively.
4. Observe, analyze, and participate effectively in the diverse human experience.

The Associate in Science degree program enables students to prepare for virtually any major, including, but not limited to, the following:

Agriculture & Sustainability
 Chemistry & Chemistry Education
 Computer Science
 Pre-Dentistry
 Pre-Engineering
 Exercise & Sports Science
 Forestry & Resource Management
 Mathematics & Mathematics Education
 Pre-Medicine
 Pre-Optometry
 Pre-Pharmacy
 Physical Therapy
 Physics & Astronomy
 Textile Chemistry
 Textile Technology
 Pre-Veterinary Medicine

Both the Associate in Arts program and the Associate in Science program consist of courses in the following major areas: English, social science, humanities, mathematics, natural science, and physical education, as well as electives. The Associate in Arts program also includes study of a foreign language. Students who need preparation for college-level work are provided preparatory education to help them be successful in their program of study.

Associate in General Education Competencies

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

1. Communicate effectively by listening, speaking, and writing.
2. Think critically to analyze and solve problems.
3. Identify, locate, evaluate, and use information effectively.
4. Observe, analyze, and participate effectively in the diverse human experience.

The Associate in General Education (A.G.E.) curriculum enables students to align their academic and career goals with specific four-year colleges and universities which allow students a truly "2+2" experience. Thus, students may find that the A.G.E. allows them a wide range of majors upon their transfer from teaching at the elementary level to global studies.

Associate in Fine Arts: Music Competencies

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

1. Communicate effectively by listening, speaking, and writing.
2. Think critically to analyze and solve problems.
3. Identify, locate, evaluate, and use information effectively.
4. Observe, analyze, and participate effectively in the diverse human experience.

University Core Diploma

Students may be eligible to receive the University Core Diploma upon successful completion of the Associate in Arts (A.A.) or Associate in Science (A.S.) general education core. By completing the 44 to 46-hour University Core, students demonstrate that they have attained the competencies that align with the UNC system's general education core. Students earning this diploma are able to transfer to the state university of their choice and have the general education requirements waived

Admission

See General Admission Requirements on page 9.

General Education Requirements

These requirements, consisting of courses in communication arts, social science, humanities, mathematics, natural sciences, and physical education, are designed to give a broad acquaintance with the many components of human knowledge and to provide an understanding of our cultural and social heritage. As far as possible, these courses are selected to be in accord with the first two years, or general education requirements, at baccalaureate degree-granting institutions. The same course may not be used to satisfy two or more graduation requirements.

Distance Learning

The purpose of distance education at Davidson County Community College is to provide quality instruction and supplemental learning beyond the location and time-specific formats of traditional classes in various electronic formats that enhance access to programs and services, increase scheduling alternatives, and respond to diversity in learning styles.

Services to Distance Learning students include general information, library resources, and Blackboard technical help. Access to this information may be located by visiting the College's website at www.davidsonccc.edu/academics/cwe-distanced.htm.

Course Delivery Options

In addition to traditional face-to-face courses offered at various campus and off-campus sites, the College offers several course delivery options.

Hybrid Courses

Hybrid courses may include a combination of teaching methods including, but not limited to, online instruction and on-campus classes.

Online Courses

Online courses are conducted over the Internet and typically do not have regular meetings in a physical space. At a minimum, online courses will require students to have regular access to a personal computer running Windows 98 or higher version, at least a 56 kbps dialup connection to the Internet, an e-mail account, and Internet Explorer 5.5 or higher version, and Microsoft Word. Some online courses may have additional hardware and/or software requirements.

Some courses may require proctored testing or on-campus visits in order to complete portions of the course. Students must also complete an online orientation to the Blackboard platform that is used for delivering DCCC's online courses. Most class activities, including most instructor/student communications, are conducted via the College's Blackboard website.

Video Conferencing Courses

Video Conferencing courses consist of two or more sections of the same course being taught at the same time by the same instructor with students participating at different locations. Facilitated by College staff, students at the remote site(s) interact with the instructor and other students by way of audio and video equipment.

Comprehensive Articulation Agreement (CAA)

The Comprehensive Articulation Agreement (CAA) addresses the transfer of credits between institutions in the North Carolina Community College System to members of the University of North Carolina. It does not address admission to an institution nor to a specific major within an institution. The CAA was developed jointly by faculty and administrators of the North Carolina Community College System and the University of North Carolina based on the proposed transfer plan approved by both governing boards in February 1996. The CAA applies to all North Carolina community colleges and all members of the University of North Carolina.

All courses approved for transfer in the Comprehensive Articulation Agreement are designated as fulfilling general education or pre-major or elective requirements. **While general education and pre-major courses may also be used as electives, elective courses may not be used to fulfill general education requirements.**

Also, all courses listed in the curriculum for the A.A. and A.S. degrees do fulfill the CAA. Many of these courses are within the A.A.S. degree programs. The CAA does not prevent any UNC member institution or a private college from accepting additional courses not listed in the CAA.

Students who plan to transfer should discuss requirements with their academic advisors at the **beginning** of their studies.

The College Transfer Options

University Core Diploma

School of Arts, Sciences & Education

D10100 Total Semester Hours = 44-46

By completing the 44 to 46-hour University Core Diploma, students demonstrate that they have attained the competencies that align with the UNC system's general education core. Students earning this diploma are able to transfer to the state university of their choice and have the general education requirements waived.

The University Core option is available to full-time and part-time students during the day, in the evening, and in online/hybrid delivery.

A. English

Semester Hours 6

Select both of the following courses in the composition, literature, and research sequence:

ENG 111 and ENG 113 or ENG 112

B. Social Science

Semester Hours 12

Students may select from the social sciences courses listed in this catalog on page 145. At least one must be a history course.

C. Humanities

Semester Hours 12

Students may select from the humanities courses listed in this catalog on page 145. At least one must be a literature course.

D. Mathematics

Semester Hours 6-8

Select a set of the following mathematics courses:

MAT 151 & 151A (lab) **OR**

MAT 155 & 155A (lab)

AND

MAT 161 & 161A (lab)

E. Natural Science

Semester Hours 6-8

BIO 110, 111 **OR** 140 & 141A (lab)

AND

PHY 110 & 110A (lab) **OR**

CHM 131 & 131A (lab)

The College Transfer Options

Associate in Arts Degree Program

School of Arts, Sciences & Education

A10100 Total Semester Hours = 64

A. English

Semester Hours 6

Select both of the following courses in the composition, literature, and research sequence:

ENG 111 and ENG 113 or ENG 112

B. Social Science

Semester Hours 12

Select four courses from at least three disciplines in the following areas:

Area One: One complete sequence from the following:

HIS 111 & HIS 112 **OR**

HIS 131 & HIS 132

Area Two: Two courses from two additional disciplines:

ECO 151, 251, 252

GEO 111

POL 120, 220

PSY 150

SOC 210, 213, 220, 225, 240

C. Humanities

Semester Hours 12

Select four courses (One from Areas One and Two and two courses including one additional discipline from Area Three)

Area One: Choose:

COM 231

Area Two: Select one course:

ENG 231, 232, 233, 241, 242, 243, 262

Area Three: Choose two courses including one additional discipline from the following:

ART 111, 114, 115

COM 110, 120, 140

ENG 231, 232, 233, 241, 242, 243, 262

FRE 211, 212

HUM 110, 115, 120, 122, 130, 150, 160, 220

MUS 110, 112, 113, 114, 212

PHI 215, 240

REL 110, 211, 212

SPA 211, 212

D. Mathematics

Semester Hours 8

Select MAT 161 & MAT 161A (lab) and one from the following:

MAT 151 & MAT 151A (lab) **OR**

MAT 155 & MAT 155A (lab)

E. Natural Science

Semester Hours 8

Select one course from each of the areas below:

Life Science

BIO 110, BIO 111 **OR** 140/140A

Physical Science

CHM 131/131A, 151

PHY 110/110A, 151, 251

F. Physical Education

Semester Hours 2

Select two courses from the following (at least one course must be from Area One):

Area One (Health-Related Physical Fitness)

PED 110*, 111, 112, 113, 114, 117, 118, 119, 120, 121

Area Two (Sports-Related Physical Fitness) PED 125, 127, 128, 130, 137, 138, 139, 142, 143, 145, 152, 153, 156, 170

*May be used for students with documented temporary or permanent physical disabilities.

G. Foreign Language*

Select two consecutive courses with the same prefix from the following sequences. Labs for the elementary sequence must be included with the lecture.

CHI 111 & 181; 112 & 182

FRE 111 & 181; 112 & 182; 211; 212

JPN 111 & 181; 112 & 182

POR 111 & 181; 112 & 182

SPA 111 & 181; 112 & 182; 211; 212

*One year of a foreign language sequence is required for the A.A. degree. Students who have taken two or more years of the same language in high school will be placed in the intermediate sequence except by special arrangement. All foreign language students should consult the requirements stated in the catalog of the senior college to which they plan to transfer.

H. College Transfer Preparation

Semester Hours 1

ACA 122

I. Electives**Semester Hours 9 - 12**

Select any of the following courses, as well as any courses listed above not used to meet other requirements:

ACA 115, 120
 ACC 120, 121
 BIO 163, 165, 166
 BUS 110, 115
 CIS 110, 115
 CJC 111, 121, 141
 CSC 134, 151
 EDU 216
 ENG 273
 HEA 110, 112
 HIS 165, 211, 231, 260
 JOU 110
 MAT 171, 172, 175, 263 & 263A, 273, 285
 MUS 111, 121, 122, 123, 131, 132, 210, 211, 231, 232, 271, 272
 POL 130
 PSY 231, 237, 241, 242, 263 & 263A, 281
 SOC 234, 242
 SPA 161, 221

Note: A student may not receive credit toward the A.A. degree for both BIO 163 AND the sequence of BIO 165 and BIO 166; for both CHM 131/131A AND CHM 151; for both BIO 110 AND the sequence of BIO 111 and BIO 112; for both MAT 175 AND the sequence of MAT 171 and MAT 172.

The College Transfer Options**Leadership in the Public Sector Program**

School of Arts, Sciences & Education

**Earn a Bachelor's Degree in Leadership:
A "2 + 2" With North Carolina State University**

Davidson County Community College students can earn a 65-hour Associate in Arts (A.A.) degree that transfers to North Carolina State University, where the student completes a Bachelor's degree in leadership in the Public Sector and is able to complete the degree completely online.

DCCC graduates of the Associate in Arts program are guaranteed admission to NC State's program, and the courses completed at DCCC match course-for-course the work completed by students who start at the university. At DCCC, students complete general education courses along with additional course work in social sciences and humanities.

Both the Associate in Arts program at DCCC and the Bachelor's degree program at NC State are available to full-time and part-time students during the day and in the evening. Many courses at DCCC are offered online as well as face-to-face or with a combination format.

A. English**Semester Hours 6**

Select both of the following courses in the composition, literature, and research sequence:
 ENG 111 and ENG 113 or ENG 112

B. Social Science**Semester Hours 12**

HIS 111 & HIS 112 **OR**
 HIS 131 & HIS 132
 PSY 150
 SOC 210 **OR** 220

C. Humanities**Semester Hours 12**

HUM 110 (required)
 ENG 241 **OR** 242
 PHI 240 (required)
 Choose one:
 MUS 110, MUS 112, MUS 270,
 REL 110, REL 211, REL 212

D. Mathematics**Semester Hours 8**

Select two courses from the following:
 MAT 151 & MAT 151A (lab) **OR**
 MAT 155 & MAT 155A (lab) **AND**
 MAT 161 & MAT 161A (lab)

E. Natural Science

Semester Hours 8

BIO 110, BIO 111 **OR** BIO 163 and
PHY 110/110A**F. Physical Education**

Semester Hours 2

Select one course from each of the following two areas:

Area One (Health-Related Physical Fitness)

PED 110*, 111, 112, 117, 118, 121

Area Two (Sports-Related Physical Fitness) PED 125, 128,
130, 137, 138, 139, 142, 143, 145, 170*May be used for students with documented temporary or permanent
physical disabilities.**G. Additional Science Course**

Semester Hours 4

CHM 131/131A **OR** CHM 151**H. Additional Required Courses**

Semester Hours 8

Language & Cultural Awareness

(select one complete sequence)

CHI 111 & 181; 112 & 182

FRE 111 & 181; 112 & 182

JPN 111 & 181; 112 & 182

POR 111 & 181; 112 & 182

SPA 111 & 181; 112 & 182

I. Electives

Semester Hours 6

POL 130 **AND**ENG 273 **OR** ENG 231 **OR** ENG 232

Total Credit Hours 66*

* Remaining 2 credit hours will be counted by NC State toward the student's
free electives within the four-year degree.**The College Transfer Options****Associate in Science
Degree Program***School of Arts, Sciences & Education*

A10400 Total Semester Hours = 64 - 65

A. English

Semester Hours 6

Select both of the following courses in the composition,
literature, and research sequence:ENG 111 **AND** ENG 113 or ENG 112**B. Social Science**

Semester Hours 9

Area One: Select one course from the following:

HIS 111, 112, 131, 132

Area Two: Select two courses from two additional
disciplines from the following:

ECO 151, 251, 252

GEO 111

POL 120, 220

PSY 150

SOC 210, 213, 220, 225, 240

C. Humanities

Semester Hours 9

Area One: Select:

COM 231

Area Two: Select one course from the following:

ENG 231, 232, 233, 241, 242, 243, 262

Area Three: Select one other course from the following:

ART 111, 114, 115

* FRE 112 & 182; 211; 212

HUM 110, 115, 120, 122, 130, 150, 160, 220

MUS 110, 112, 113, 114, 212

PHI 215, 240

REL 110, 211, 212

* SPA 112 & 182; 211; 212

* Students who have taken two or more years of the same language in
high school will be placed in the intermediate sequence except by special
arrangement. All foreign language students should consult the requirements
stated in the catalog of the senior college to which they plan to transfer.**D. Mathematics**

Semester Hours 8

Select two courses.

One must be:

MAT 175 & MAT 175A (lab) **OR**MAT 171 & MAT 171A (lab) **AND**

MAT 172 & MAT 172A (lab)

And one of the following:

MAT 151 & MAT 151A (lab) **OR**

MAT 155 & MAT 155A (lab)

MAT 271

MAT 272

E. Natural Science

Semester Hours 8

Select one complete sequence from the following:

BIO 111, 112
 CHM 151, 152
 PHY 151, 152
 PHY 251, 252

F. Physical Education

Semester Hours 2

Select two courses from the following (at least one course must be from Area One):

Area One (Health-Related Physical Fitness)

PED 110*, 111, 112, 113, 114, 117, 118, 119, 120, 121

Area Two (Sports-Related Physical Fitness) PED 125, 127, 128, 130, 137, 138, 139, 142, 143, 145, 152, 153, 156, 170

*May be used for students with documented temporary or permanent physical disabilities.

G. Additional Mathematics, Science or Professional Courses

Semester Hours 20

A total of 36 hours in mathematics, science, or professional courses are required **including** those from parts D & E and selected from the following if not used above:

BIO 140/140A, 150, 155, 163, 165, 166, 271, 275
 CSC 134, 151
 MAT 273, MAT 280, MAT 285

Note: A student may not receive credit toward the A.S. degree for both PHY 151 and PHY 251 OR both PHY 152 & PHY 252. A student may not receive credit toward the A.S. degree for both BIO 163 AND the sequence of BIO 165 and BIO 166. A student may not receive credit toward the A.S. degree for both MAT 175 AND the sequence of MAT 171 and MAT 172.

H. College Transfer Preparation

Semester Hours 1

ACA 122

H. Electives

Semester Hours 0 - 5

Select any of the following courses, as well as any courses listed above not used to meet other requirements:

ACA 115, 120
 ACC 120, 121
 BUS 110, 115
 CHM 131 & 131A, 132
 CIS 110, 115
 COM 110, 120, 140
 CJC 111, 121, 141
 EDU 216
 ENG 273
 HEA 110, 112
 HIS 165, 211, 231, 260
 JOU 111
 MUS 111, 121, 122, 123, 131, 132, 210, 211, 231, 232, 271, 272
 PHI 230
 PHY 110 & 110A
 POL 130
 PSY 231, 237, 241, 242, 263 & 263A, 281
 SOC 234, 242
 SPA 161, 221

Note: A student may not receive credit toward the A.S. degree for both CHM 151 and CHM 152 or both CHM 131 and CHM 132

The College Transfer Options

Associate in Science Degree Program

School of Arts, Sciences & Education

Pre-Engineering Program

A1040E Total Semester Hours = 64 - 65

A. English

Semester Hours 6

Select both of the following courses in the composition, literature, and research sequence:

ENG 111 and ENG 113 or ENG 112

B. Social Science

Semester Hours 9

Area One: Select one course from the following:
HIS 111, 112, 131, 132

Area Two: Select one course from the following:
ECO 251, 252

Area Three: Select one course from the following:

GEO 111

POL 120, 220

PSY 150

SOC 210, 213, 220, 225, 240

C. Humanities

Semester Hours 9

Area One: Select:

COM 231

Area Two: Select one course from the following:
ENG 231, 232, 233, 241, 242, 243, 262

Area Three: Select one course from the following:
ART 111, 114, 115

* FRE 112 & 182; 211; 212

HUM 110, 115, 120, 122, 130, 150, 160, 220

MUS 110, 112, 113, 114, 212

PHI 215, 240

REL 110, 211, 212

* SPA 112 & 182; 211; 212

* Students who have taken two or more years of the same language in high school will be placed in the intermediate sequence except by special arrangement. All foreign language students should consult the requirements stated in the catalog of the senior college to which they plan to transfer.

D. Mathematics and Natural Sciences

Semester Hours 20

Natural Science (12 hours)

The following courses are required:

CHM 151

PHY 251, 252

Mathematics (8 hours)

The following courses are required:

MAT 271, 272

E. Physical Education

Semester Hours 2

Select two courses from the following (at least one course must be from Area One):

Area One (Health-Related Physical Fitness)

PED 110*, 111, 112, 113, 114, 117, 118, 119, 120, 121

Area Two (Sports-Related Physical Fitness) PED 125, 127, 128, 130, 137, 138, 139, 142, 143, 145, 152, 153, 156, 170

*May be used for students with documented temporary or permanent physical disabilities.

F. Other Required Hours

Semester Hours 18

The following courses are required (11 hours):

CHM 152

MAT 273, 285

Select six hours from the following courses:

CSC 134, 151

MAT 280

Select the following:

ACA 122

The College Transfer Options

Forensic Biology Program*School of Arts, Sciences & Education***Earn a Bachelor's Degree in Forensic Biology
"2 + 2" with Guilford College**

Davidson County Community College students can earn a 66-67 hour Associate in Science degree that transfers to Guilford College, where the student completes a Bachelor's degree in Forensic Biology.

DCCC graduates of the Associate in Science program are guaranteed admission to Guilford College's forensic biology program, and the courses completed at DCCC match course-for-course the work completed by students who start at Guilford College. At DCCC, students complete general education courses along with additional math and science courses.

Both the Associate in Science program at DCCC and the Bachelor's degree program at Guilford College are available to full-time and part-time students during the day and in the evening. Many courses at DCCC are offered online as well as face-to-face or with a combination format.

A. English**Semester Hours 6**

Select both of the following courses in the composition, literature, and research sequence:
ENG 111 and ENG 113

B. Social Science**Semester Hours 9**

Select the following social science courses:
HIS 131
PSY 150
SOC 220

C. Humanities**Semester Hours 10**

Select the following humanities courses:
COM 231
ENG 232
SPA 111 & 181 (lab)

D. Mathematics**Semester Hours 8**

Select the following mathematics courses:
MAT 175 & 175A (lab) **OR**
MAT 171 & 171A (lab) **AND**
MAT 172 & 172A (lab)

MAT 151 & 151A (lab) **OR**
MAT 155 & 155A (lab)

E. Natural Science**Semester Hours 8**

Select the following natural science courses:
BIO 111, 112

F. Physical Education**Semester Hours 2**

Select two courses from the following (at least one course must be from Area One):

Area One (Health-Related Physical Fitness)

PED 110¹, 111, 112², 117, 118², 121

Area Two (Sports-Related Physical Fitness) PED 125, 128, 130, 137, 138, 139, 142, 143, 145, 170

¹ May only be used for students with documented temporary or permanent physical disabilities.

² Prerequisite must first be completed.

G. Additional Science Courses**Semester Hours 19-20**

Select the following courses:

BIO 165, 166

CHM 151, 152

One additional BIO, PHY, or MAT course

Note: A student may not receive credit toward the A.S. degree for both BIO 163 AND the sequence of BIO 165 and BIO 166 or BIO 110 AND the sequence of BIO 111 and BIO 112.

H. Additional Required Courses**Semester Hours 4**

Select the following courses:

ACA 122

CIS 110

Total Credit Hours 66 - 67

The College Transfer Options

Associate in General Education Degree Program

School of Arts, Sciences & Education

A10300 Total Semester Hours = 64 - 65

A. English

Semester Hours 6

Select both of the following courses in the composition, literature, and research sequence:

ENG 111 and ENG 112 or ENG 113

B. Humanities/Fine Arts

Semester Hours 3

Select courses from the following discipline areas: music, art, foreign languages, humanities, literature, philosophy, and religion.

Prerequisite of acceptable placement score or MAT 080 must be met before student transfers, even if student takes a natural science.

C. Social/Behavioral Sciences

Semester Hours 3

Select courses from the following discipline areas: economics, history, political science, psychology, and sociology

Prerequisite of acceptable placement score or MAT 080 must be met before student transfers, even if student takes a natural science.

D. Mathematics/Natural Sciences

Semester Hours 4

Mathematics

Select courses from the following discipline areas: college algebra, trigonometry, calculus, computer science, and statistics

Prerequisite of acceptable placement score or MAT 080 must be met before student transfers, even if student takes a natural science.

OR

Natural Sciences

Select courses from the following discipline areas: biology, chemistry, physics, and/or general science

Students and advisors should assure the courses selected DO come from the list of courses approved for the CAA.

E. Other Required Hours

Semester Hours 48

Other required hours include additional general education and professional courses.

Prerequisite of acceptable placement score or MAT 080 must be met before student transfers, even if student takes a natural science.

A maximum of 7 SHC in health, physical education, college orientation, and/or study skills may be included as other required hours.

The advisor or the Associate Dean, Arts, Sciences, & Education prior to the semester of planned graduation, must approve courses selected for the plan of study.

Students are strongly advised to also seek approval of the proposed plan of study from the college/university to which they intend to transfer.

The College Transfer Options

Elementary Education (K-6) Program

(Pending Fall 2011)

School of Arts, Sciences & Education

Earn a Bachelor's Degree in Elementary Education with North Carolina Teacher Licensure "2 + 2" With North Carolina A&T State University

Davidson County Community College students can earn a 64-hour Associate in General Education (A.G.E.) degree that transfers to North Carolina A&T State University, where the student completes a Bachelor's degree (64-68 hours) with an Elementary Education Teacher's license for grades kindergarten through sixth.

DCCC graduates of the A.G.E. program are guaranteed admission to A&T's elementary education program, and the courses completed at the College match course-for-course the work completed by students who start at A&T. At DCCC, students complete general education courses along with a Global Studies or Math, Science, and Technology concentration. In addition, DCCC graduates who work in local public schools are able to complete the A&T student teaching experience at the local work site.

Both the A.G.E. degree at DCCC and the Bachelor's degree at A&T are available to full-time and part-time students during the day and in the evening. Many courses are offered online as well as face-to-face or with a combination format. Full-time students generally complete the A.G.E. in four semesters, contingent upon enrolling in a minimum of 12-14 semester credit hours per term and having no identified need for preparatory course work.

The student must complete the required core courses listed including 18 hours from either the Global Studies or the Math, Science, and Technology concentrations.

Course Number	Course Title	Credit
BIO 110	Principles of Biology	4
BIO 155	Nutrition	3
CHM 131 & CHM 131A	Intro to Chemistry	4
COM 120	Interpersonal Communication	4
CSC 220	Computing Fundamentals	4
EDU 216	Foundations in Education	4
ENG 111	Expository Writing	3
ENG 112	Argument-Based Research	
OR		
ENG 113	Literature-Based Research	3
ENG 273	African-American Literature	3
HEA 110	Personal Health/Wellness	3
HEA 112	First Aid & CPR	3

ACADEMICS

Course Number	Course Title	Credit
HIS 111	World Civilizations I	3
HUM 120	Cultural Studies	3
PSY 150	General Psychology	3
PSY 241	Developmental Psychology	3
--	Elective	1
--	Second Major Courses	18

Total Credit Hours Earned in Core 46

Choose the **Global Studies Concentration** 18

Total Credit Hours 64

Global Studies Concentration

Choose a minimum of 18 credit hours including at least 5 subject areas from the courses below:

Course Number	Course Title	Credit
ENG 231	American Literature I	3
ENG 232	American Literature II	3
ENG 241	British Literature I	3
ENG 242	British Literature II	3
ENG 262	World Literature II	3
HIS 111	World Civilizations I	3
HIS 112	World Civilizations II	3
HIS 132	American History 2	3
HUM 220	Human Values & Meaning	3
MUS 110	Music Appreciation	3
PHI 240	Intro to Ethics	3
POL 220	International Relations	3
REL 110	World Religions	3
SOC 213	Sociology of the Family	3
SOC 220	Social Psychology	3
SPA 111 & SPA 181	Elementary Spanish I/Lab	4
SPA 112 & SPA 182	Elementary Spanish II/Lab	4

The College Transfer Options

Associate in Fine Arts: Music Degree Program

School of Arts, Sciences & Education

A1020D Total Semester Hours = 64

A. English

Semester Hours 6

Select both of the following courses in the composition, literature, and research sequence:

ENG 111 **AND** ENG 113 or ENG 112

B. Humanities

Semester Hours 6

Select the following communications course: COM 231

Select one of the following English courses: ENG 231, 232, 233, 241, 242, 243, 262

C. Social Sciences

Semester Hours 9

Select three of the following courses; one must have the HIS prefix:

ECO 151, 251, 252

GEO 111

HIS 111, 112, 131

POL 120, 220

PSY 150

SOC 210, 213, 220, 225, 240

D. Natural Sciences/Mathematics

Semester Hours 8

Select a set of the following mathematics courses:

MAT 151 & 151A (lab) **OR**

MAT 155 & 155A (lab) **OR**

MAT 161 & 161A (lab)

Select one lab course from the following:

BIO 110 **OR** BIO 140/140A

CHM 131 & 131A

PHY 110 & 110A

E. Other Required Hours

Semester Hours 30

MUS 121, 122, 221, 222 **AND**

MUS 161, 162, 261, 262 **AND** MUS 151, 152 **AND**

MUS 131, 132, 231, 232 **OR**

MUS 141, 142, 241, 242

F. Music Electives

Semester Hours 6

Select 6 SHC from other MUS courses

MUS 110, 112, 113, 114, 210, 211, 212

The Transfer Connection

Associate in Applied Science (A.A.S. Degree)

Although the A.A.S. degree prepares students for immediate entry into the workforce, many students are electing to continue their education at senior colleges and universities. An increasing number of senior institutions are allowing graduates of selected A.A.S. degree programs to transfer some or all of their course work into baccalaureate degree programs. A listing of Associate in Applied Science programs as well as diploma and certificate programs may be found on pages 79-144.

Davidson County Community College has entered into formal articulation agreements with some institutions that make it possible for graduates of certain associate degree programs to transfer to the senior institution with junior status. For example, UNC-Greensboro accepts the A.A.S. degree in Business Administration and Accounting for transfer credit, UNC-Charlotte and North Carolina A&T State University accept the A.A.S. degree in Electronics Engineering for transfer credit, and UNC-Charlotte accepts the A.A.S. degree in Criminal Justice for transfer credit.

In cases where formal articulation agreements do not exist, the senior institution will evaluate the student's transcript on a course-by-course basis and accept equivalent courses for transfer credit. A.A.S. students have successfully transferred on this basis to Appalachian State University, High Point University, North Carolina State University, UNC-Wilmington, and other institutions. It is the responsibility of each student to identify the college to which he/she is preparing to transfer and to confirm the transferability of any course in question. Assistance in this process can be provided by faculty advisors and counselors at DCCC, the *General Catalog/Student Handbook*, and the catalog and admissions staff at the transfer institution.

The Occupational Connection

The College's Associate in Applied Science (A.A.S.) degree, diploma, and certificate programs prepare students to enter the workforce in a wide range of occupations through both specialized and general education courses. The Associate in Arts (A.A.), Associate in Science (A.S.), Associate in General Education (A.G.E.), and Associate in Fine Arts (A.F.A.) degrees (see Transfer Options, pages 67-78) also enable students to enter the workforce by providing a strong general education desired by many employers. In addition, diploma programs (see page 66) and certificate programs (see page 66) also prepare students for employment. A.A.S. degree, diploma, and certificate programs are shown on the following pages, 79-144.

Accounting

School of Business, Engineering & Technical Studies

Curriculum Description

The Accounting curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting profession. Using the "language of business," accountants assemble, analyze, process, and communicate essential information about financial operations.

In addition to course work in accounting principles, theories, and practice, students will study business law, finance, management, and economics. Related skills are developed through the study of communications, computer applications, financial analysis, critical thinking skills, and ethics.

Graduates should qualify for entry-level accounting positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies. With work experience and additional education, an individual may advance in the accounting profession.

Competencies

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

1. Analyze business transactions for manual or computerized entry into accounting records.
2. Prepare and maintain journals and ledgers for accounting systems, using critical thinking and generally accepted accounting principles.
3. Prepare and present financial statements, budgets, and income tax returns.
4. Compute payroll and prepare related reports and returns.
5. Provide effective written and oral communication in a business environment. Communicate effectively in a business/accounting environment through speaking, listening, and writing.

Accounting
Associate in Applied Science Degree Program

Major Courses		Credit Hours
ACC 120	Principles of Financial Accounting	4
ACC 121	Principles of Managerial Accounting	4
ACC 129	Individual Income Taxes	3
ACC 130	Business Income Taxes	3
ACC 140	Payroll Accounting	2
ACC 150	Accounting Software Applications	2
ACC 180	Practices in Bookkeeping	3
ACC 220	Intermediate Accounting I	4
ACC 221	Intermediate Accounting II	4
ACC 225	Cost Accounting	3
BUS 110	Intro to Business	3
BUS 115	Business Law I	3
BUS 225	Business Finance	3

Supporting Courses			
CIS 110	Intro to Computers	3	2-3
OR			
CIS 111	Basic PC Literacy	2	
CTS 130	Spreadsheet	3	
ECO 251	Principles of Microeconomics	3	
ECO 252	Principles of Macroeconomics	3	
ENG 111	Expository Writing	3	
ENG 112	Argument-Based Research	3	3
OR			
ENG 114	Professional Research & Reporting	3	
GEO 111	World Regional Geography	3	
MAT 140	Survey of Mathematics	3	
-- --	Elective (Humanities course)¥	3	
A25100	Total Semester Hours Credit	67-68	

¥ From Humanities List, page 145

Accounting
Diploma Program

Major Courses		Credit Hours
ACC 120	Principles of Financial Accounting	4
ACC 121	Principles of Managerial Accounting	4
ACC 129	Individual Income Taxes	3
ACC 130	Business Income Taxes	3
ACC 150	Accounting Software Applications	2
ACC 180	Practices in Bookkeeping	3
BUS 110	Intro to Business	3
BUS 115	Business Law I	3
CTS 130	Spreadsheet	3

Supporting Courses

CIS 110	Intro to Computers	3	2-3
OR			
CIS 111	Basic PC Literacy	2	
ENG 111	Expository Writing	3	
ENG 112	Argument-Based Research	3	3
OR			
ENG 114	Professional Research & Reporting	3	
D25100	Total Semester Hours Credit	36-37	

Accounting
Certificate Program
Emphasis in Bookkeeping

Major Courses		Credit Hours	
ACC 120	Principles of Financial Accounting	4	
ACC 140	Payroll Accounting	2	
ACC 150	Accounting Software Applications	2	
ACC 180	Practices in Bookkeeping	3	
Supporting Courses			
CIS 110	Intro to Computers	3	2-3
OR			
CIS 111	Basic PC Literacy	2	
C25100B	Total Semester Hours Credit	13-14	

Accounting
Certificate Program
Emphasis in Taxes

Major Courses		Credit Hours	
ACC 120	Principles of Financial Accounting	4	
ACC 129	Individual Income Taxes	3	
ACC 130	Business Income Taxes	3	
ACC 140	Payroll Accounting	2	
Supporting Courses			
CIS 110	Intro to Computers	3	2-3
OR			
CIS 111	Basic PC Literacy	2	
C25100T	Total Semester Hours Credit	14-15	

Air Conditioning, Heating & Refrigeration

School of Business, Engineering & Technical Studies

Curriculum Description

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.

Diploma graduates should be able to assist in the start up, preventive maintenance, service, repair, and installation of residential and light commercial systems.

Competencies

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

1. Communicate effectively with fellow workers, contract service personnel, and employer through written and/or oral communications.
2. Use reference text, machine manuals, Internet, and peers to access information in solving problems in a timely manner.
3. Interpret schematics for electrical wiring and welding and calculate needed requirements and materials.
4. Use basic mathematical skills to solve problems encountered in repairs.
5. Maintain the cleanliness and integrity of equipment, tools, and supplies in a technical service facility and/or service vehicle.
6. Manage responsibilities of an entry-level technician by managing time effectively, working effectively with diverse populations, demonstrating dependability, and completing tasks satisfactorily.
7. Install, modify, troubleshoot, and repair basic electrical systems.
8. Use, measure, and interpret electrical and electronic parameters.
9. Draw and interpret schematic wiring, ladder logic, and mechanical diagrams used in industrial applications.
10. Demonstrate the critical thinking skills necessary for safe handling of refrigerants.

Air Conditioning, Heating & Refrigeration Diploma Program

Major Courses		Credit Hours
AHR 110	Intro to Refrigeration	5
AHR 112	Heating Technology	4
AHR 113	Comfort Cooling	4
AHR 114	Heat Pump Technology	4
AHR 151	HVAC Duct Systems I	2
AHR 160	Refrigerant Certifications	1
AHR 180	HVACR Customer Relations	1
AHR 210	Residential Building Code	2
AHR 211	Residential System Design	3
AHR 255	Indoor Air Quality	2
Supporting Courses		
ELC 111	Intro To Electricity	3
ENG 102	Applied Communications II	3
MAT 101	Applied Math I	3
D35100	Total Semester Hours Credit	37

Air Conditioning, Heating & Refrigeration Certificate Program Emphasis in System Design

Major Courses		Credit Hours
AHR 112	Heating Technology	4
AHR 113	Comfort Cooling	4
AHR 210	Residential Building Code	2
AHR 211	Residential Systems Design	3
C35100S	Total Semester Hours Credit	13

Air Conditioning, Heating & Refrigeration Certificate Program Emphasis in Heat Pumps

Major Courses		Credit Hours
AHR 113	Comfort Cooling	4
AHR 114	Heat Pump Technology	4
AHR 160	Refrigerant Certifications	1
Supporting Courses		
ELC 111	Intro to Electricity	3
C35100H	Total Semester Hours Credit	12

**Air Conditioning, Heating & Refrigeration
Certificate Program**
Emphasis in Air Conditioning & Heating

Major Courses		Credit Hours
AHR 112	Heating Technology	4
AHR 113	Comfort Cooling	4
AHR 160	Refrigerant Certifications	1
Supporting Courses		
ELC 111	Intro to Electricity	3
C35100A	Total Semester Hours Credit	12

Associate Degree Nursing
School of Health, Wellness & Public Safety

Curriculum Description

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

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

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

Accreditation

The Associate Degree Nursing program is accredited by the National League for Nursing Accrediting Commission and approved by the North Carolina Board of Nursing.

Competencies

Upon successful completion of this program, the graduate may be eligible to apply to take the licensure examination required to become a registered nurse and should possess the knowledge, fundamental skill, and attitudes to:

1. Provide outcomes-based nursing care to promote optimal health of diverse clients across the lifespan.
2. Manage care effectively and efficiently in collaboration with clients and the health care team.
3. Integrate legal, ethical, and professional principles into own nursing practice.

The Associate Degree Nursing Program may be completed in five semesters of full-time study. Information about the program and its cost is available from the Admissions Office and from the National League for Nursing Accrediting Commission, 61 Broadway, New York, NY 10006, 212.363.5555.

Performance Standards

In addition to DCCC requirements and course objectives, there are professional standards that encompass communication, motor skills, sensory and cognitive ability and professional conduct that are essential for the competent study and practice of nursing. These performance standards are published in the application for admission to health programs and the *General Catalog/Student Handbook* and/or are available from program faculty.

Admission Requirements

The following are admissions criteria for applicants to the Associate Degree Nursing (ADN) program. To be eligible for admission to the ADN program applicants must have:

1. Completed and submitted an Application for Admission and an "Intent to Enroll" for ADN program.
2. Graduated from high school or have an Adult High School Diploma or have passed the GED with an equivalency certificate which meets the minimum requirements set by the State of North Carolina. Official high school transcript and copy of AHS Diploma/GED Certificate and official college transcripts, where applicable, must be on file in the Admissions Office.
3. Completed the College's assessment process and achieved acceptable scores, or been exempted from placement, or satisfactorily completed all needed preparatory courses by the end of fall semester prior to acceptance.
4. Completed the application process as described in the ADN admission packet.
5. Physical and emotional health status compatible with the ability to provide safe nursing care.
6. Signed and submitted the Statement of Understanding Concerning Acceptance for Clinical Training.
7. Completed an approved Nurse Aide I training course consisting of 70 hours of training which includes 40 hours of clinical instruction and be listed as a NAI.
8. Be currently certified in basic cardiopulmonary resuscitation (CPR) at the time of entry into the program.
9. Grades of "C" or higher in any ADN support course(s) taken prior to entry into the ADN program.

For students seeking admission with advanced standing, the general admission, progression, and graduation requirements of the College and the ADN program apply.

Policies Regarding ADN Admission with Advanced Status

The general admission requirements of the College and of the ADN program apply to persons seeking admission into the ADN program with advanced standing. Those applying for advanced standing must either (1) have previously attended a nursing program preparing them for registered nurse licensure or (2) be licensed practical nurses with unrestricted license. The procedure for these applicants follows the College procedure for granting transfer credit except for nursing course credit (NUR prefix).

Transfer Credit for Nursing Courses

The decision regarding transfer credit for nursing courses is made by the Director of the ADN program in consultation with members of the nursing faculty. Syllabi for the courses for which credit is requested will be required.

Credit by Examination for Nursing Courses

Licensed practical nurses may challenge nursing courses in the first two semesters of the ADN program. Specific information regarding challenge examinations for these courses will be provided to applicants upon request. (See page 27 for the general requirements for requesting Credit by Examination.)

LPN to ADN Option

Currently licensed LPNs may elect to take courses in the LPN to ADN option. Upon successfully completing both courses in this option, students will receive credit for NUR 111, NUR 112, NUR 113, NUR 114 and NUR 211.

The following are Admissions criteria for applicants to the LPN to ADN option. To be eligible for admission applicants must:

1. Have completed all required ADN support courses with a "C" or better.
2. Have completed and submitted an "Intent to Enroll" for LPN to ADN option.
3. Have graduated from an accredited high school or have an Adult High School Diploma or have passed the GED with an equivalency certificate which meets the minimum requirements set by the State of North Carolina. Official high school transcript or copy of AHS Diploma/GED Certificate must be on file in the Admissions Office.
4. Have completed the application process as described in the admission packet.
5. Have graduated from an approved Practical Nurse Education program.
6. Hold an unrestricted North Carolina or compact state license as an LPN in the state of North Carolina.

ACADEMICS

7. Have worked in the scope of LPN for 18 months or the equivalent in acute care or long-term care facility.
8. Have achieved an acceptable score on a nursing entrance test.
9. Have physical and emotional health status compatible with the ability to provide safe nursing care.
10. Have signed and submitted the Statement of Understanding Concerning Acceptance for Clinical Training.
11. Have signed and submitted Statement for Provision of Clinical Site and Preceptor.
12. Be currently certified in basic cardiopulmonary resuscitation (CPR) at the time of entry into the program.

For students seeking admission with advanced standing, the general admission, progression, and graduation requirements of the College and the ADN program apply.

Paramedic to ADN Option

Paramedics with proof of current National Registry as Paramedic (NREMT/Paramedic) may elect to take courses in the Paramedic to ADN option. Upon successful completion of courses in this option, students will receive credit for NUR 112.

The following are Admissions criteria for applicants to the LPN to ADN option. To be eligible for admission applicants must:

1. Have completed and submitted an Application for Admission and an "Intent to Enroll" form for Paramedic to ADN Option.
2. Have graduated from an accredited high school or have an Adult High School Diploma or have passed the GED equivalency certificate which meets the minimum requirements set by the State of North Carolina. Official high school transcript or copy of AHS Diploma/GED Certificate must be on file in the Admissions Office.
3. Have completed all required ADN support courses with a "C" or better.
4. Have completed the application process as described in the admission packet.
5. Have physical and emotional health status compatible with the ability to provide safe nursing care.
6. Have signed and submitted the Statement of Understanding Concerning Acceptance for Clinical Training.
7. Have two years full-time practice in direct patient care in the scope of a PARAMEDIC within the last four years. (Verification of Practice Form must be completed by deadline.)
8. Have proof of current National Registry as a PARAMEDIC. (NREMT/Paramedic)

9. Be currently certified in basic cardiopulmonary resuscitation (CPR) at the time of entry into the program.
10. Have signed and submitted the Statement for Provision of Clinical Site and Preceptor.

For students seeking admission with advanced standing, the general admission, progression, and graduation requirements of the College and the ADN program apply.

Space Availability

Admission with advanced standing is subject to space available in the clinical component of the nursing course. Persons who begin their nursing education at Davidson County Community College have preference in admission over students requesting transfer into the program. Space will be allotted to transfer students only when no students who have previously been enrolled in the DCCC ADN program are requesting and have qualified for re-entry.

Probation and Suspension

Nursing students are subject to the same probation and suspension policies as all other students enrolled in the College (see pages 34-36). Additional criteria for nursing students are listed on page 35.

Since requirements for progression in the nursing program are in addition to the general requirements of the College, a student suspended from the program is not necessarily suspended from the College. Students who are eligible to do so may continue in their supporting courses and apply for readmission to the nursing program at a later time or may elect to change their major.

Criminal Background Check

Effective January 1, 2002, applicants for initial licensure in North Carolina must have a criminal background check.

A criminal background check and drug screen testing are required by the clinical site prior to participation in the clinical component.

If any clinical facility refuses to allow the student to participate in clinical experiences in that clinical agency, the student will not be able to progress in the program.

Associate Degree Nursing
Associate in Applied Science Degree Program

Major Courses		Credit Hours	
NUR 111	Intro to Health Concepts	8	
NUR 112	Health-Illness Concepts	5	
NUR 113	Family Health concepts	5	
NUR 114	Holistic Health Concepts	5	
NUR 211	Health Care Concepts	5	
NUR 212	Health System Concepts	5	
NUR 213	Complex Health Concepts	10	
OR			
NUR 221	LPN to ADN Nursing I	9	9
AND			
NUR 223	LPN to ADN Nursing II	9	
Supporting Courses			
BIO 165	Anatomy & Physiology I	4	
BIO 166	Anatomy & Physiology II	4	
COM 110	Introduction to Communication	3	3
OR			
COM 120	Interpersonal Communication	3	
OR			
COM 231	Public Speaking	3	
ENG 111	Expository Writing	3	
ENG 112	Argument-Based Research	3	3
OR			
ENG 113	Literature-Based Research	3	
OR			
ENG 114	Professional Research & Reporting	3	
PSY 150	General Psychology	3	
PSY 241	Developmental Psychology	3	
-- --	Elective (Humanities) ¥	3	
A45100	Total Semester Hours Credit	69 or 72	

¥ From Humanities List, page 145

NOTE: Special legal requirements exist which may limit the ability of an individual to obtain clinical experience, employment, or licensure in this field. Prospective students should obtain additional information from a College counselor or program faculty member prior to seeking admission.

Associate Degree Nursing
Associate in Applied Science Degree Program
Paramedic to ADN Option

Major Courses		Credit Hours	
NUR 111	Intro to Health Concepts	8	
NUR 113	Family Health concepts	5	
NUR 114	Holistic Health Concepts	5	
NUR 211	Health Care Concepts	5	
NUR 212	Health System Concepts	5	
NUR 213	Complex Health Concepts	10	
Upon successful completion of courses in this option, students will receive credit for NUR 112 Health-Illness Concepts (5 credit hours).			
Supporting Courses			
BIO 165	Anatomy & Physiology I	4	
BIO 166	Anatomy & Physiology II	4	
COM 110	Introduction to Communication	3	3
OR			
COM 120	Interpersonal Communication	3	
OR			
COM 231	Public Speaking	3	
ENG 111	Expository Writing	3	
ENG 112	Argument-Based Research	3	3
OR			
ENG 113	Literature-Based Research	3	
OR			
ENG 114	Professional Research & Reporting	3	
PSY 150	General Psychology	3	
PSY 241	Developmental Psychology	3	
-- --	Elective (Humanities) ¥	3	
A45100MP	Total Semester Hours Credit	69	

¥ From Humanities List, page 145

NOTE: Special legal requirements exist which may limit the ability of an individual to obtain clinical experience, employment, or licensure in this field. Prospective students should obtain additional information from a College counselor or program faculty member prior to seeking admission.

Automotive Systems Technology

School of Business, Engineering & Technical Studies

Curriculum Description

The Automotive Systems Technology curriculum prepares individuals for employment as Automotive Service Technicians. It provides an introduction to automotive careers and increases student awareness of the challenges associated with this fast and ever-changing field.

Classroom and lab experiences integrate technical and academic course work. Emphasis is placed on theory, servicing and operation of brakes, electrical/electronic systems, engine performance, steering/suspension, automatic transmission/transaxles, engine repair, climate control, and manual drive trains.

Upon completion of this curriculum, students should be prepared to take the ASE exam and be ready for full-time employment in dealerships and repair shops in the automotive service industry.

Competencies

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

1. Manage the day-to-day responsibility of an entry-level technician by managing time effectively, working effectively and ethically with others, demonstrating dependability, and completing tasks satisfactorily.
2. Maintain the cleanliness and integrity of equipment, tools, and supplies in an auto shop or service vehicle.
3. Demonstrate an understanding of approved safety practices and implement them while working on a vehicle.
4. Communicate effectively with co-workers and customers through written and oral communication.
5. Use reference texts, magazine articles, computer-based information, equipment installation, operating instructions, and other resources to find information about processes.
6. Identify and demonstrate an understanding of the theory of operation for all major systems in a modern automobile.
7. Use critical thinking skills to analyze and diagnose automotive system malfunctions and repair or replace defective components.
8. Diagnose system malfunctions and failures using specialized test equipment.
9. Identify, diagnose, and state proper and safe procedure for repair of hybrid, alternative fuel, and other green technology systems.

Automotive Systems Technology Associate in Applied Science Degree Program

Major Courses			Credit Hours
AUT 110	Intro to Automotive Technology		3
AUT 113	Automotive Servicing I		2
AUT 116	Engine Repair		3
AUT 116A	Engine Repair Lab		1
AUT 141	Suspension & Steering Systems		3
AUT 151	Brake Systems		3
AUT 161	Basic Auto Electricity		5
AUT 163	Advanced Auto Electricity		3
AUT 171	Auto Climate Control		4
AUT 181	Engine Performance I		3
AUT 183	Engine Performance II		4
AUT 212	Auto Shop Management		3
AUT 221	Automatic Transmissions Transaxles		3
AUT 221A	Automatic Transmissions Transaxles Lab		1
AUT 231	Man. Transmissions/Axles/Drivetrains		3
AUT 231A	Man. Transmissions/Axles/Drivetrains Lab		1
AUT 281	Advanced Engine Performance		3
AUT 283	Advanced Auto Electronics		3
AUT 285	Intro to Alternative Fuels		3
Supporting Courses			
ENG 111	Expository Writing		3
ENG 114	Professional Research & Reporting		3
MAT 115	Mathematical Models		3
PSY 150	General Psychology		3
-- --	Elective (Humanities course)¥		3
A60160	Total Semester Hours Credit		69

¥ From Humanities List, page 145

Automotive Systems Technology Diploma Program

Major Courses		Credit Hours	
AUT 110	Intro to Automotive Technology		3
AUT 116	Engine Repair		3
AUT 116A	Engine Repair Lab		1
AUT 141	Suspension & Steering Systems		3
AUT 151	Brake Systems		3
AUT 161	Basic Auto Electricity		5
AUT 171	Auto Climate Control		4
AUT 181	Engine Performance I		3
AUT 183	Engine Performance II		4
AUT 212	Auto Shop Management		3
Supporting Courses			
ENG 102	Applied Communications II	3	3
OR			
ENG 111	Expository Writing		3
MAT 101	Applied Math I	3	3
OR			
MAT 115	Mathematical Models		3
D60160	Total Semester Hours Credit		38

Automotive Systems Technology Certificate Program Emphasis in Engine Performance Systems

Major Courses		Credit Hours	
AUT 110	Intro to Automotive Technology		3
AUT 116	Engine Repair		3
AUT 116A	Engine Repair Lab		1
AUT 181	Engine Performance I		3
AUT 183	Engine Performance II		4
C60160N	Total Semester Hours Credit		14

NOTE: Classes are offered if there is sufficient enrollment.

Automotive Systems Technology Certificate Program Emphasis in Automotive Servicing

Major Courses		Credit Hours	
AUT 141	Suspension & Steering Systems		3
AUT 151	Brake Systems		3
AUT 161	Basic Auto Electricity		5
AUT 171	Auto Climate Control		4
C60160A	Total Semester Hours Credit		15

NOTE: Classes are offered if there is sufficient enrollment.

Basic Law Enforcement Training

School of Business, Engineering & Technical Studies

Curriculum Description

Basic Law Enforcement Training (BLET) is designed to give students essential skills required for entry-level employment as law enforcement officers with state, county, or municipal governments, or with private enterprise.

This program utilizes State-commission-mandated topics and methods of instruction totaling 630 hours. General subjects include, but are not limited to, criminal, juvenile, civil, traffic, and alcoholic beverage laws; investigative, patrol, custody, and court procedures; emergency responses; and ethics and community relations.

Successful graduates receive a curriculum certificate and are qualified to take certification examinations mandated by the North Carolina Criminal Justice Education and Training Standards Commission and/or the North Carolina Sheriffs' Education and Training Standards Commission.

Competencies

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

1. Demonstrate an understanding of criminal, juvenile, civil, traffic, and alcoholic beverage control laws.
2. Demonstrate proficiency in defensive tactics, first responder, law enforcement driving, physical fitness, and firearms techniques.
3. Demonstrate proper criminal investigation and traffic accident investigation procedures.
4. Demonstrate an understanding of effective officer interaction with victims, citizens, and special populations.
5. Demonstrate proper law enforcement patrol techniques.
6. Demonstrate an understanding of accepted custody procedures.
7. Demonstrate an understanding of proper court procedures.

Admission Requirements

The following are admissions criteria for applicants to the Basic Law Enforcement Training (BLET) program. Applicants for admission to the BLET Program must:

1. Have completed and submitted to the Admissions Office a college application for admission.
2. Have completed the College’s assessment process and achieved acceptable scores.
3. Have graduated from high school or have an Adult High School Diploma or have passed the GED with an equivalency certificate which meets the minimum requirements set by the State of North Carolina. Official high school transcript or copy of AHS Diploma/GED Certificate must be on file in the Admissions Office.
4. Meet the minimum standards for employment as established by the N.C. Criminal Justice Education and Training Standards Commission and/or the N.C. Sheriffs’ Education and Training Standards Commission which include:
 - a. be a citizen of the United States;
 - b. be at least 20 years of age (must be 20 years of age as of the first day of class or have prior written authorization from the Director of the Criminal Justice Standards Division if less than 20 years old);
 - c. be of good moral character; and
 - d. be examined and certified by a licensed physician or surgeon to meet the physical requirements necessary to perform the functions of a law enforcement officer.
5. Have not ever committed or been convicted of any of the following:
 - a. a felony;
 - b. a crime for which the punishment could have been imprisonment for more than two years;
 - c. a crime or unlawful act for which the punishment could have been imprisonment for more than six months but less than two years and the crime or unlawful act occurred within the last five years;
 - d. four or more crimes or unlawful acts described in “c” above regardless of the date of occurrence; or
 - e. four or more crimes or unlawful acts for which the punishment could have been imprisonment for less than six months.
6. Be sponsored for Basic Law Enforcement Training by a Law Enforcement Agency. Note: Sponsorship must be retained throughout the BLET program for the student to remain enrolled.
7. Be interviewed by the Director of the BLET Program or the Assistant Dean, Business Engineering, and Technical Studies, or their designee.
8. Have signed and submitted the Statement of Understanding Concerning Acceptance for Basic Law Enforcement Training.
9. Possess a valid North Carolina driver’s license.

**Basic Law Enforcement Training
Certificate Program**

Major Courses		Credit Hours
CJC 100	Basic Law Enforcement Training	<u>19</u>
C55120	Total Semester Hours Credit	19

NOTE: Special legal requirements exist which may limit the ability of an individual to obtain pre-employment experience, employment, or licensure in this field. Prospective students should obtain additional information from a College counselor or program faculty member prior to seeking admission.

Students enrolled in Basic Law Enforcement Training must agree and adhere to supplemental Student Code of Conduct specific to the program.

Students who successfully complete Basic Law Enforcement Training will receive 12 semester hours of credit toward the Associate in Applied Science degree in Criminal Justice. Students will receive credit for the following courses:

CJC 121	Law Enforcement Operations
CJC 131	Criminal Law
CJC 132	Court Procedures and Evidence
CJC 221	Investigative Procedures

Business Administration

School of Business, Engineering & Technical Studies

Curriculum Description

The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with a fundamental knowledge of business functions, processes, and an understanding of business organizations in today's global economy.

Course work includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision-making.

Through these skills, students will have a sound business education base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

Competencies

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

1. Use critical thinking and sound business principles to analyze and solve problems in the functional areas of marketing, finance, and operations.
2. Use, interpret, and explain financial statements. Utilize managerial accounting concepts in making appropriate business decisions.
3. Demonstrate an understanding of economic principles related to resource allocation, supply and demand, monetary and fiscal policy, market structure, and international economics.
4. Demonstrate an understanding of the role of marketing in business and of fundamental marketing concepts, such as target marketing, the marketing concept, global marketing, and the "four P's" of marketing.
5. Demonstrate an understanding of the management functions (planning, organizing, directing, controlling), management theories and practices, and international management.
6. Provide effective written and oral communication in a business environment. Communicate effectively in a business environment through speaking, listening, and writing.

Online, Traditional Programs Offered

The Business Administration Associate Degree program is offered as an online degree program and on-campus program.

Online and on-campus students are supported by the Business and Computer Coaching Center. The Coaching Center, staffed by professionals known as the Coaches, is open during the day, evenings, and on weekends.

Online students are required to visit campus for proctored exams. In addition, some courses may require a limited number of visits to campus to complete hands-on lab assignments. In some classes, students have access to software downloads. These visits may be made to our Business and Computer Coaching Center during the regular hours of operation.

**Business Administration
Associate in Applied Science Degree Program**

Major Courses		Credit Hours	
ACC 120	Principles of Financial Accounting	4	
ACC 121	Principles of Managerial Accounting	4	
ACC 150	Accounting Software Applications	2	
BUS 110	Intro to Business	3	
BUS 115	Business Law I	3	
BUS 121	Business Math	3	
BUS 125	Personal Finance	3	
BUS 137	Principles of Management	3	
BUS 225	Business Finance	3	
BUS 239	Business Applications Seminar	2	
CTS 130	Spreadsheet	3	
ECO 251	Principles of Microeconomics	3	
ECO 252	Principles of Macroeconomics	3	
INT 110	International Business	3	
MKT 120	Principles of Marketing	3	
 Supporting Courses			
CIS 110	Intro to Computers	3 2-3	
OR			
CIS 111	Basic PC Literacy	2	
 ENG 111 Expository Writing			3
 ENG 112 Argument-Based Research			3 3
OR			
ENG 113 Literature-Based Research			3
OR			
ENG 114 Professional Research & Reporting			3
 GEO 111 World Regional Geography			3
MAT 140 Survey of Mathematics			3
- --	Elective (Humanities course)¥	3	
 Choose a minimum of 5 hours from the courses listed below:			5
ACC 140 Payroll Accounting			2
ACC 225 Cost Accounting			3
 ACC 180 Practices in Bookkeeping			3
BUS 153 Human Resource Management			3
 CTS 125 Presentation Graphics			3
 CTS 230 Adv Spreadsheets			3
DBA 110 Database Concepts			3
 A25120 Total Semester Hours Credit			64-66

¥ From Humanities List, page 145

**Business Administration
Diploma Program**

Major Courses		Credit Hours	
ACC 120	Principles of Financial Accounting	4	
BUS 110	Intro to Business	3	
BUS 115	Business Law I	3	
BUS 137	Principles of Management	3	
MKT 120	Principles of Marketing	3	
Select one course from the following:		3	
ECO 151	Survey of Economics	3	
ECO 251	Principles of Microeconomics	3	
ECO 252	Principles of Macroeconomics	3	
 Supporting Courses			
BUS 121 Business Math		3	
 CIS 110 Intro to Computers			3 2-3
OR			
CIS 111 Basic PC Literacy		2	
 ENG 111 Expository Writing			3
 ENG 112 Argument-Based Research			3 3
OR			
ENG 113 Literature-Based Research		3	
OR			
ENG 114 Professional Research & Reporting		3	
 Elective; select 6 hours from the following prefixes: <u>6</u> ACC, BUS, CTS, DBA, ECO, HRM, SPA*, WEB			
 *No more than 3 hours in SPA (Spanish)			
D25120	Total Semester Hours Credit	36-37	

**Business Administration
Certificate Program**

Major Courses		Credit Hours	
BUS 110	Intro to Business	3	
BUS 121	Business Math	3	
BUS 137	Principles of Management	3	
 Supporting Courses			
CIS 110 Intro to Computers		3 2 or 3	
OR			
CIS 111 Basic PC Literacy		2	
 MKT 120 Principles of Marketing			3
 C25120 Total Semester Hours Credit			14-15

Cancer Information Management

School of Health, Wellness & Public Safety

Curriculum Description

The Cancer Information Management curriculum is designed to provide individuals with the knowledge and skills necessary to maintain a cancer data collection system that is consistent with medical, administrative, ethical, legal, and accreditation requirements.

Students will analyze health records according to standards set by various agencies, compile, maintain, monitor, and report cancer data for research, quality management, facility planning and marketing, abstract and code clinical data, and obtain survival data through yearly follow-up.

Graduates may be eligible to take the national certifying examination given by the National Cancer Registrars Association to become a Certified Tumor Registrar (CTR). Employment opportunities include health care facilities, data organizations, and government agencies.

Accreditation

The Cancer Information Management education program in Cancer Registry Management at Davidson County Community College is accredited by the National Cancer Registrars Association, 1340 Braddock Place, Suite 203, Alexandria, VA 22314.

Competencies

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

1. Display professionalism by projecting a positive attitude, working as a team member, showing initiative and responsibility, and displaying sensitivity to cultural diversity.
2. Compile, maintain, monitor, and report cancer data for research, quality management, facility planning, and marketing.
3. Integrate legal and ethical principles into job responsibilities.
4. Recognize, analyze, and solve problems related to cancer information procedures.
5. Demonstrate the academic knowledge and technical skills for the entry-level cancer registrar.
6. Perform statistical analysis related to descriptive and analytic epidemiology and cancer surveillance.
7. Analyze health records according to standards set by various local, state, and federal organizations and agencies.
8. Use current technologies to access and process information.
9. Demonstrate effective written and oral communication skills with consumers and coworkers.

Performance Standards

In addition to DCCC requirements and course objectives, there are professional standards that encompass communication, motor skills, sensory and cognitive ability and professional conduct that are essential for the competent study and practice of cancer information management. These performance standards are published in the application for admission to health programs and the student handbook and/or are available from program faculty.

Admission Requirements

Students must be admitted to the Cancer Information Management program before enrolling in courses with a CIM prefix. Qualified applicants are admitted to the program based on the date of completion of admission requirements until the program is filled.

Applicants for admission in the Cancer Information Management program must have:

1. Completed and submitted an Application for Admission and an "Intent to Enroll" for Allied Health programs.
2. Graduated from high school or have an Adult High School Diploma or have passed the GED with an equivalency certification which meets minimum requirements set by the State of North Carolina. Official high school transcript and copy of AHS diploma/GED certificate and official college transcripts, where applicable, must be on file in the Admissions Office.
3. Completed the College's assessment process and achieved acceptable scores or be exempted from placement, or satisfactorily completed all needed preparatory courses by the end of spring semester prior to acceptance.
4. Basic computer keyboarding skills prior to enrollment as described in the Application for Admission to Allied Health Programs.
5. Achieved grades of "C" or higher in any required course in the curriculum taken prior to entry into the Cancer Information Management program.

Progression Requirements

A student must meet all prerequisite and corequisite CIM course requirements with a grade of "C" or better in order to progress in the program.

Criminal Background Check

A criminal background check and drug screen testing are required by the clinical site prior to participation in the clinical component.

If any clinical facility refuses to allow the student to participate in clinical experiences in that clinical agency, the student will not be able to progress in the program.

Cancer Information Management Associate in Applied Science Degree Program

Major Courses	Credit Hours
CIM 110 Registry Organization & Management	3
CIM 125 Cancer Disease Management	4
CIM 150 Oncology Coding & Staging Systems	4
CIM 211 Abstracting Principles & Practice I	3
CIM 212 Abstracting Principles & Practice II	3
CIM 225 Cancer Patient Follow-up	2
CIM 250 Cancer Statistics & Epidemiology	3
CIM 275 Professional Directed Practice	4

Supporting Courses

BIO 165 Anatomy & Physiology I	4
BIO 166 Anatomy & Physiology II	4
BIO 271 Pathophysiology	3
CIS 111 Basic PC Literacy	2
ENG 111 Expository Writing	3
ENG 114 Professional Research & Reporting	3
HIT 110 Health Information Orientation	2
HIT 218 Management	3
HIT 226 Principles of Disease	3
MAT 140 Survey of Mathematics	3
MED 121 Medical Terminology I	3
MED 122 Medical Terminology II	3
PSY 150 General Psychology	3
-- -- Elective (Humanities) †	<u>3</u>
A45130 Total Semester Hours Credit	68

† From Humanities List, page 145

Community Spanish Interpreter

School of Arts, Sciences & Education

Curriculum Description

The Community Spanish Interpreter curriculum prepares individuals to work as entry-level bilingual professionals who will provide communication access in interview and interactive settings. In addition, this curriculum provides educational training for working professionals who want to acquire Spanish language skills.

Course work includes the acquisition of Spanish: grammar, structure, and socio-linguistic processes associated with interpretation between Spanish and English; the structure and character of the Hispanic community; and acquisition of communication skills.

Graduates should qualify for entry-level jobs as para-professional bilingual employees in educational systems or a variety of community settings. Individuals may choose from part-time, full-time, or self-employment/free-lance positions, or apply language skills to other human service related areas.

Competencies

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

1. Demonstrate effective written and oral communication skills with clients and with appropriate individuals in a variety of settings.
2. Use critical thinking to recognize and analyze situations and to help individuals find resources related to Hispanic-Latino speakers.
3. Understand and use Spanish and English to facilitate communication between those needing services and those in the community who supply services.
4. Use technology, where appropriate, in the administrative functions of a community interpreter.
5. Display professionalism by projecting a positive and understanding attitude, working as an advocate for the Hispanic-Latino community, and showing initiative and responsibility.
6. Work with the Hispanic-Latino community and with a variety of agencies that offer services in the community in a legal and ethical manner.

Community Spanish Interpreter Associate in Applied Science Degree Program

Major Courses		Credit Hours
COE 111	Co-op Work Experience	1
COE 115	Work Experience Seminar I	1
SPA 120	Spanish for the Workplace	3
SPA 141	Culture & Civilization	3
SPA 161	Cultural Immersion	3
SPA 211	Intermediate Spanish I	3
SPA 212	Intermediate Spanish II	3
SPA 215	Spanish Phonetics/Structure	3
SPA 221	Spanish Conversation	3
SPA 231	Reading & Composition	3
SPA 281	Spanish Lab III	1
SPA 282	Spanish Lab IV	1
SPI 111	Cultural & Ethical Issues	3
SPI 113	Intro to Spanish Interpreter	3
SPI 114	Analytical Skills Spanish Interpreter	3
SPI 213	Review of Grammar	3
SPI 214	Intro to Translation	3
SPI 245	Community Interpreting I	3
SPI 246	Community Interpreting II	3
Supporting Courses		
ENG 111	Expository Writing	3
ENG 114	Professional Research & Reporting	3
MAT 140	Survey of Mathematics	3
PSY 150	General Psychology	3
-- --	Elective	4
-- --	Elective (Humanities) ¥	3
A55370	Total Semester Hours Credit	64

¥ From Humanities List, page 145

Computer Information Technology

School of Business, Engineering & Technical Studies

Curriculum Description

The Computer Information Technology curriculum is designed to prepare graduates for employment with organizations that use computers to process, manage, and communicate information. This is a flexible curriculum that can be customized to meet community information systems needs.

Course work will develop a student's ability to communicate complex technical issues related to computer hardware, software, and networks in a manner that computer users can understand. Courses cover computer operations and terminology, operating systems, database networking, security, and technical support.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to manage information. Graduates should be prepared to sit for industry-recognized certification exams.

Competencies

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

1. Provide effective written/oral presentations to an appropriate audience regarding information technology related issues, recommendations, etc.
2. Use critical thinking skills to analyze procedures and provide information technology solutions. Apply mathematical principles within computer information technology.
3. Read, analyze, interpret, and explain technical manuals, documents, and other technology-related resources.
4. Explore other cultures as related to information technology.
5. Demonstrate and recognize the skills required to build and foster professional relationships in the computer information technology field.

Online, Traditional Programs Offered

The Computer Information Technology Associate Degree program is offered both as an online degree program and on-campus program.

Online and on-campus students are supported by the Business and Computer Coaching Center. The Coaching Center, staffed by a full-time Information Technology professional known as the Computer Coach, is open during the day, evenings, and on weekends.

On-line students are required to visit campus for proctored exams. In addition, some courses may require a limited number of visits to campus to complete hands-on lab assignments. In some classes, students have access to software downloads. These visits may be made to our Business and Computer Coaching Center during regular hours of operation.

**Computer Information Technology
Associate in Applied Science Degree Program**

Major Courses		Credit Hours
CIS 110	Intro to Computers	3
CIS 115	Intro to Programming & Logic	3
CTS 120	Hardware/Software Support	3
CTS 125	Presentation Graphics	3
CTS 130	Spreadsheet	3
CTS 230	Adv Spreadsheet	3
CTS 285	Systems Analysis & Design	3
CTS 289	System Support Project	3
DBA 110	Database Concepts	3
DBA 115	Database Applications	3
NET 125	Networking Basics	3 3
OR		
NET 110	Networking Concepts	3
NOS 110	Operating Systems Concepts	3
NOS 130	Windows Single User	3
NOS 230	Windows Admin I	3
SEC 110	Security Concepts	3
WEB 110	Internet/Web Fundamentals	3
Supporting Courses		
BUS 110	Intro to Business	3
ENG 111	Expository Writing	3
ENG 112	Argument-Based Research	3 3
OR		
ENG 114	Professional Research & Reporting	3
MAT 140	Survey of Mathematics	3
-- --	Elective (Humanities course)¥	3
-- --	Elective (Social/Behavioral Science)†	3
A25260	Total Semester Hours Credit	66

¥ From Humanities List, page 145

† From Social/Behavioral Science List, page 145

**Computer Information Technology
Diploma Program**

Major Courses		Credit Hours
CIS 110	Intro to Computers	3
CIS 115	Intro to Programming & Logic	3
CTS 120	Hardware/Software Support	3
CTS 125	Presentation Graphics	3
CTS 130	Spreadsheet	3
DBA 110	Database Concepts	3
NET 125	Networking Basics	3 3
OR		
NET 110	Networking Concepts	3
NOS 110	Operating Systems Concepts	3
SEC 110	Security Concepts	3
WEB 110	Internet/Web Fundamentals	3
Supporting Courses		
BUS 110	Intro to Business	3
ENG 111	Expository Writing	3
MAT 140	Survey of Mathematics	3
D25260	Total Semester Hours Credit	39

**Computer Information Technology
Certificate Program**

Major Courses		Credit Hours
CIS 110	Intro to Computers	3
CTS 125	Presentation Graphics	3
CTS 130	Spreadsheet	3
DBA 110	Database Concepts	3
NOS 110	Operating Systems Concepts	3
WEB 110	Internet/Web Fundamentals	3
C25260	Total Semester Hours Credit	18

**Computer Information Technology
Certificate Program**
Emphasis in Applications Specialist

Major Courses		Credit Hours
CIS 110	Intro to Computers	3
CTS 125	Presentation Graphics	3
CTS 130	Spreadsheet	3
CTS 230	Adv Spreadsheet	3
DBA 110	Database Concepts	3
DBA 115	Database Applications	3
C25260D	Total Semester Hours Credit	18

**Computer Information Technology
Certificate Program**
Emphasis in PC Technician

Major Courses		Credit Hours
CIS 110	Intro to Computers	3
CTS 120	Hardware/Software Support	3
NET 125	Networking Basics	3 3
OR		
NET 110	Networking Concepts	3
NOS 110	Operating Systems Concepts	3
NOS 130	Windows Single User	3
C25260PC	Total Semester Hours Credit	15

Computer Programming

School of Business, Engineering & Technical Studies

Curriculum Description

The Computer Programming curriculum prepares individuals for employment as computer programmers and related positions through study and applications in computer concepts, logic, programming procedures, languages, generators, operating systems, networking, data management, and business operations.

Students will solve business computer problems through programming techniques and procedures, using appropriate languages and software. The primary emphasis of the curriculum is hands-on training in programming and related computer areas that provide the ability to adapt as systems evolve.

Graduates should qualify for employment in business, industry, and government organizations as programmers, programmer trainees, programmer/analysts, computer operators, systems technicians, or database specialists.

Competencies

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

1. Provide an effective written/oral presentation to an appropriate audience regarding computer programming related issues, recommendations, etc.
2. Use critical thinking skills to analyze procedures and provide computer programming solutions.
3. Apply mathematical principles within computer programming.
4. Read, analyze, interpret, and explain computer programming manuals, documents, and other computer programming-related resources.
5. Maintain and cultivate effective and ethical business/professional relationships in the pursuit of computer programming objectives. Provide computer programming solutions through the use of teamwork, integrity, persistence, and good time management.

Computer Coaching Center

Students are supported by the Computer Coaching Center. The Coaching Center, staffed by a full-time Information Technology professional known as the Computer Coach, is open during the day, evenings, and on weekends.

Computer Programming Associate in Applied Science Degree Program

Major Courses		Credit Hours
CIS 110	Intro to Computers	3
CIS 115	Intro to Programming & Logic	3
CSC 139	Visual Basic Programming	3
CSC 151	JAVA Programming	3
CSC 239	Adv Visual Basic	3
CSC 251	Adv JAVA Programming	3
CSC 289	Programming Capstone Project	3
CTS 285	Systems Analysis & Design	3
DBA 110	Database Concepts	3
DBA 115	Database Applications	3
NET 125	Networking Basics	3 3
OR		
NET 110	Networking Concepts	3
NOS 110	Operating Systems Concepts	3
NOS 120	Linux/UNIX Single User	3
SEC 110	Security Concepts	3
WEB 140	Web Development Tools	3
WEB 250	Database Driven Websites	3
Supporting Courses		
BUS 110	Intro to Business	3
ENG 111	Expository Writing	3
ENG 112	Argument-Based Research	3 3
OR		
ENG 114	Professional Research & Reporting	3
MAT 140	Survey of Mathematics	3
-- --	Elective (Humanities)¥	3
-- --	Elective (Social/Behavioral Science)†	3
A25130	Total Semester Hours Credit	66

¥ From Humanities List, page 145

† From Social/Behavioral Science List, page 145

Computer Programming Diploma Program

Major Courses		Credit Hours
CIS 110	Intro to Computers	3
CIS 115	Intro to Programming & Logic	3
CSC 139	Visual BASIC Programming	3
CSC 151	JAVA Programming	3
CSC 239	Adv Visual BASIC	3
CSC 251	Adv JAVA Programming	3
DBA 110	Database Concepts	3
DBA 115	Database Applications	3

NET 125	Networking Basics	3 3
OR		
NET 110	Networking Concepts	3

WEB 140	Web Development Tools	3
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Supporting Courses

ENG 111	Expository Writing	3
MAT 140	Survey of Mathematics	3
D25130	Total Semester Hours Credit	36

Computer Programming Certificate Program

Major Courses		Credit Hours
CIS 110	Intro to Computers	3
CIS 115	Intro to Programming & Logic	3
CSC 139	Visual BASIC Programming	3
CSC 151	JAVA Programming	3
DBA 110	Database Concepts	3
C25130C	Total Semester Hours Credit	15

Computer Programming Certificate Program Emphasis in JAVA Programming

Major Courses		Credit Hours
CIS 110	Intro to Computers	3
CIS 115	Intro to Programming & Logic	3
CSC 151	JAVA Programming	3
CSC 251	Advanced JAVA Programming	3
C25130J	Total Semester Hours Credit	12

Computer Programming Certificate Program Emphasis in Visual Basic Programming

Major Courses		Credit Hours
CIS 110	Intro to Computers	3
CIS 115	Intro to Programming & Logic	3
CSC 139	Visual Basic Programming	3
CSC 239	Advanced Visual Basic Programming	3
C25130V	Total Semester Hours Credit	12

Cosmetology

School of Health, Wellness & Public Safety

Curriculum Description

The Cosmetology curriculum is designed to provide competency-based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the cosmetology industry. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

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

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

Competencies

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

1. Advise men and women on the make-up and care of hair, skin, and hands including the nails.
2. Demonstrate the proper practices of manicures, shampoos, permanent waves, facials, massages, scalp treatments, haircuts and styles, and wig services.
3. Practice cosmetology art within the ethical and legal framework of the profession.
4. Demonstrate the ability to read and follow necessary material instructions relating to the practice of cosmetology.
5. Communicate effectively with clients and business associates in written and oral forms.
6. Utilize math concepts when identifying and applying color.
7. Manage the day-to-day responsibilities of an entry-level cosmetologist by managing time effectively, working effectively with diverse populations, demonstrating dependability, and completing tasks satisfactorily.

Admission Requirements

The following are admissions criteria for applicants to the Cosmetology program, including Esthetics Technology and Manicuring/Nail Technology.

Applicants for admission to the Cosmetology program must have:

1. Completed the College's assessment process and achieved acceptable scores.

Cosmetology Diploma

Major Courses		Credit Hours
COS 111	Cosmetology Concepts I	4
COS 112	Salon I	8
COS 113	Cosmetology Concepts II	4
COS 114	Salon II	8
COS 115	Cosmetology Concepts III	4
COS 116	Salon III	4
OR		
COS 117	Cosmetology Concepts IV	2 2
COS 223	Contemp Hair Coloring	2
COS 118	Salon IV	7
COS 250	Computerized Salon Opc	1
Supporting Courses		
ENG 102	Applied Communications II	3
PSY 118	Interpersonal Psychology	3
D55140	Total Semester Hours Credit	48

Cosmetology Evening Diploma

Major Courses		Credit Hours
COS 111A	Cosmetology Concepts I	2
COS 111B	Cosmetology Concepts I	2
COS 112A	Salon I	4
COS 112B	Salon I	4
COS 113A	Cosmetology Concepts II	2
COS 113B	Cosmetology Concepts II	2
COS 114A	Salon II	4
COS 114B	Salon II	4
COS 115A	Cosmetology Concepts III	2
COS 115B	Cosmetology Concepts III	2
COS 116A	Salon III	2
COS 116B	Salon III	2
OR		
COS 117A	Cosmetology Concepts IV	1 2
COS 117B	Cosmetology Concepts IV	1
COS 223	Contemp Hair Coloring	2
COS 118A	Salon IV	4
COS 118B	Salon IV	3
COS 250	Computerized Salon Opc	1
Supporting Courses		
ENG 102	Applied Communications II	3
PSY 118	Interpersonal Psychology	3
D55140	Total Semester Hours Credit	48

**Cosmetology
Certificate Program**

Major Courses		Credit Hours
COS 111	Cosmetology Concepts I	4
COS 112	Salon I	8
COS 113	Cosmetology Concepts II	4
COS 114	Salon II	8
COS 115	Cosmetology Concepts III	4
COS 116	Salon III	4
Supporting Courses		
COS 250	Computerized Salon Opc	1
C55140	Total Semester Hours Credit	33

Cosmetology

Esthetics Technology
School of Health, Wellness & Public Safety

Curriculum Description

The Esthetics Technology curriculum provides competency-based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the art of skin care. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

Course work includes instruction in all phases of professional Esthetics Technology, business/human relations, product knowledge, and other related topics.

An essential element in the success of the College's Esthetics program is the opportunity for students to complete their clinical practice in a simulated salon that serves as a learning laboratory. Through supervised hands-on interactions with clients, students practice and demonstrate mastery of competencies needed for successful employment in the field. Former students have rated this real-life experience as critical in the mastery of professional skills and clinical procedures as well as awareness about the role of the Esthetician in the work environment.

Graduates should be prepared to take the North Carolina Cosmetology State Board Licensing Exam and upon passing be licensed and qualify for employment in beauty and cosmetic/skin care salons, as a platform artist, and in related businesses.

The daytime Esthetics program accepts new students every Fall. The evening Esthetics program accepts new students in odd calendar years in the Fall.

Competencies

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

1. Demonstrate proficiency in skin analysis giving basic, European, and advanced facials using high frequency current, galvanic current, suction machines, infra-red lamp, and exfoliating brushes.
2. Practice esthetics within the ethical and legal framework of the profession.
3. Demonstrate correct application of make-up.
4. Communicate effectively with clients and co-workers using written or oral methods.
5. Access and use a variety of resources to remain current in the esthetics field.
6. Manage the day-to-day responsibilities of an entry-level esthetician by managing time effectively, working effectively with diverse populations, demonstrating dependability, and completing tasks satisfactorily.
7. Perform corrective make-up by demonstrating hair removal through tweezing and waxing.

Cosmetology
Esthetics Technology
Certificate Program

Major Courses		Credit Hours
COS 119	Esthetics Concepts I	2
COS 120	Esthetics Salon I	6
COS 125	Esthetics Concepts II	2
COS 126	Esthetics Salon II	6
C55230	Total Semester Hours Credit	16

Criminal Justice

School of Business, Engineering & Technical Studies

Curriculum Description

The Criminal Justice Technology curriculum is designed to provide knowledge of criminal justice systems and operations. Study will focus on local, state, and federal law enforcement, judicial processes, corrections, and security services. The criminal justice system's role within society will be explored.

Emphasis is on criminal justice systems, criminology, juvenile justice, criminal and constitutional law, investigative principles, ethics, and community relations. Additional study may include issues and concepts of government, 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, loss prevention specialist, wildlife officer, and alcohol enforcement officer.

Competencies

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

- Trace the history of law enforcement and corrections to analyze and solve contemporary problems in these professions.
- Communicate effectively in oral and written formats.
- Perform effectively with others in the investigation of criminal cases and the processing of these cases through the criminal justice system.
- Use critical thinking to determine staffing allocations, manage criminal investigations, and apply constitutional principles.
- Access, read, and analyze empirical data in the field of criminal justice.
- Demonstrate the technological skills necessary to function at an entry-level position in law enforcement or corrections.
- Demonstrate the time management skills, persistence, and integrity essential for appropriate interaction with the community, other officers, and criminal justice agencies.
- Access law enforcement, correctional information, and data from computers, printed materials, and human resources.
- Write investigative reports, internal memoranda, performance evaluations, and standard forms associated with the law enforcement and correctional professions.

- Use critical thinking skills to analyze violations of criminal law for the purposes of selecting charges, developing search warrants, and avoiding civil liability.

Criminal Justice Technology Associate in Applied Science Degree Program

Major Courses			Credit Hours
CIS	111	Basic PC Literacy	2
CJC	111	Intro to Criminal Justice	3
CJC	112	Criminology	3
CJC	113	Juvenile Justice	3
CJC	121	Law Enforcement Operations	3
CJC	131	Criminal Law	3
CJC	132	Court Procedure & Evidence	3
CJC	141	Corrections	3
CJC	160	Terrorism: Underlying Issues	3
CJC	212	Ethics & Community Relations	3
CJC	214	Victimology	3
CJC	221	Investigative Principles	4
CJC	222	Criminalistics	3
CJC	231	Constitutional Law	3
CJC	232	Civil Liability	3

Select 3 hours from the following elective courses:			3
CJC	114	Investigative Photography	2
CJC	120	Interview/Interrogation	2
CJC	213	Substance Abuse	3
CJC	215	Organization & Administration	3
CJC	223	Organized Crime	3
CJC	250	Forensic Biology I	3

Supporting Courses

COM	120	Interpersonal Communication	3
ENG	111	Expository Writing	3
ENG	114	Professional Research & Reporting	3
MAT	140	Survey of Mathematics	3
--	--	Elective (Humanities)¥	3
--	--	Elective (Social/Behavioral Science)†	3

A55180	Total Semester Hours Credit	66
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¥ From Humanities List, page 145

† From Social/Behavioral Science List, page 145

NOTE: Special legal requirements exist which may limit the ability of an individual to obtain pre-employment experience, employment, or licensure in this field. Prospective students should obtain additional information from a College counselor or program faculty member prior to seeking admission.

**Criminal Justice Technology
Certificate Program**
Emphasis in Corrections

Major Courses	Credit Hours
CJC 111 Intro to Criminal Justice	3
CJC 131 Criminal Law	3
CJC 132 Court Procedure & Evidence	3
CJC 141 Corrections	3
C55180C Total Semester Hours Credit	12

**Criminal Justice Technology
Certificate Program**
Emphasis in Investigative Principles

Major Courses	Credit Hours
CJC 121 Law Enforcement Operations	3
CJC 131 Criminal Law	3
CJC 132 Court Procedure & Evidence	3
CJC 221 Investigative Principles	4
CJC 222 Criminalistics	3
C55180N Total Semester Hours Credit	16

Early Childhood Associate
School of Arts, Sciences & Education

Curriculum Description

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

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

The degree program meets standards set by the National Association for the Education of Young Children (NAEYC).

Competencies

Upon successful completion of this program, the graduate should possess the knowledge, skills, and attitudes to:

1. Justify child development and learning.
2. Identify opportunities for family and community relationships.
3. Observe, document, and assess children to support early childhood learning.
4. Analyze developmentally appropriate strategies and apply these to connect children and families.
5. Apply content knowledge in constructing an effective early childhood curriculum.
6. Show professional behavior in a variety of settings.

Admission Requirements

Applicants for admission to the Early Childhood Associate program must submit to the Admissions Office a College application and complete the College's assessment process. Special legal requirements exist which may limit the ability of an individual to obtain clinical experience and/or employment in this field. These requirements may include, but are not limited to, a medical exam, TB test and/or criminal record check. Prospective students should obtain information from a College counselor or program faculty member prior to seeking admission.

**Early Childhood Associate
Associate in Applied Science Degree Program**

Major Courses	Credit Hours
EDU 119 Early Childhood Education*	4
EDU 131 Child, Family & Community	3
EDU 144 Child Development I	3
EDU 145 Child Development II	3
EDU 146 Child Guidance	3
EDU 151 Creative Activities	3
EDU 153 Health, Safety, & Nutrition	3
EDU 221 Children With Exceptionalities	3
EDU 251 Exploration Activities	3
EDU 259 Curriculum Planning	3
EDU 271 Educational Technology	3
EDU 280 Language & Literacy Experiences	3
EDU 284 Early Childhood Capstone Prac I	4

Elective options; any EDU course not listed above or: 8

BIO 111 General Biology 4

CHM 131 Introduction to Chemistry 3

AND

CHM 131A Introduction to Chemistry Lab 1

MAT 151 Statistics I 3

AND

MAT 151A Statistics I Lab 1

PED 117 Weight Training I 1

PED 121 Walk, Run, Jog 1

PHY 110 Conceptual Physics 3

AND

PHY 110A Conceptual Physics Lab 1

SOC 210 Intro to Sociology 3

SOC 213 Sociology of the Family 3

SPA 111 Elementary Spanish I 3

Supporting Courses

ENG 111 Expository Writing 3

ENG 114 Professional Research & Reporting 3

COM 120 Interpersonal Communication 3

PSY 150 General Psychology 3

MAT 140 Survey of Mathematics 3

-- -- Elective (Humanities)¥ 3

A55220 Total Semester Hours Credit 67

¥ From Humanities List, page 145

*Students who complete EDU 119 with a grade of C *or higher may qualify for the North Carolina Early Childhood Credential.

**Early Childhood Associate
Diploma Program**

Major Courses	Credit Hours
EDU 119 Early Childhood Education*	4
EDU 131 Child, Family & Community	3
EDU 144 Child Development I	3
EDU 145 Child Development II	3
EDU 146 Child Guidance	3
EDU 151 Creative Activities	3
EDU 153 Health, Safety, & Nutrition	3
EDU 221 Children With Exceptionalities	3
EDU 259 Curriculum Planning	3

Supporting Courses

ENG 111 Expository Writing 3

COM 120 Interpersonal Communication 3

PSY 150 General Psychology 3

D55220 Total Semester Hours Credit 37

*Students who complete EDU 119 with a grade of C *or higher may qualify for the North Carolina Early Childhood Credential.

**Early Childhood Associate
Certificate Program**

Emphasis in Administration Assistant

Major Courses	Credit Hours
EDU 144 Child Development I	3
EDU 145 Child Development II	3
EDU 146 Child Guidance	3
EDU 153 Health, Safety, & Nutrition	3
EDU 261 Early Childhood Administration I	3
EDU 262 Early Childhood Administration II	3
C55220A Total Semester Hours Credit	18

**Early Childhood Associate
Certificate Program**

Emphasis in School Age Assistant

Major Courses	Credit Hours
EDU 144 Child Development I	3
EDU 145 Child Development II	3
EDU 146 Child Guidance	3
EDU 153 Health, Safety & Nutrition	3
EDU 221 Children With Exceptionalities	3
EDU 235 School Age Development & Program	2
C55220S Total Semester Hours Credit	17

**Early Childhood Associate
Certificate Program**
Emphasis in Early Childhood Teaching Assistant

Major Courses		Credit Hours
EDU 119	Early Childhood Education*	4
EDU 131	Child, Family & Community	3
EDU 144	Child Development I	3
EDU 145	Child Development II	3
EDU 146	Child Guidance	3
C55220T	Total Semester Hours Credit	16

*Students who complete EDU 119 with a grade of C *or higher may qualify for the North Carolina Early Childhood Credential.

Electronics Engineering Technology

School of Business, Engineering & Technical Studies

Curriculum Description

The Electronics Engineering Technology curriculum prepares individuals to become technicians who design, build, install, test, troubleshoot, repair, and modify developmental and production electronic components, equipment, and systems such as industrial/computer controls, manufacturing systems, communication systems, and power electronic systems.

A broad-based core of courses, including basic electricity, solid-state fundamentals, digital concepts, and microprocessors, ensures the student will develop the skills necessary to perform entry-level tasks. Emphasis is placed on developing the student's ability to analyze and troubleshoot electronic systems.

Graduates should qualify for employment as engineering assistants or electronic technicians with job titles such as electronics engineering technician, field service technician, maintenance technician, electronic tester, electronic systems integrator, bench technician, and production control technician.

Competencies

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

1. Demonstrate the personal and interpersonal skills needed to perform successfully as an entry-level electronic technician.
2. Use basic test equipment and measuring instruments, including power supplies, multimeters, function generators, oscilloscopes, and logic analyzers.
3. Use basic theorems of DC and AC network analysis to design, analyze, and troubleshoot electronic systems.
4. Demonstrate understanding and use of basic electronic components, including semiconductor devices, operational amplifiers, and linear integrated circuits in power supplies, amplifiers, and control circuits.
5. Design, build, and analyze combinational and sequential logic circuits.
6. Program and interface a microcontroller to perform control operations in C and assembly language.
7. Incorporate RAM and EPROM memory, input and output ports, and specialized interfacing components into a microprocessor system.
8. Configure and program a programmable logic controller (PLC) to operate automated equipment.

9. Design, implement, and troubleshoot pneumatic and/or hydraulic systems.
10. Demonstrate understanding of electric machines and their operating parameters.
11. Access and utilize technical information sources such as data, books, the Internet, and other people.
12. Capture, organize, and effectively document laboratory experiences in oral, written, and graphical form.

Electronics Engineering Technology Associate in Applied Science Degree Program

Major Courses		Credit Hours
CSC 133	C Programming	3
EGR 285	Design Project	2
ELC 128	Intro to PLC	3
ELC 131	DC/AC Circuit Analysis	5
ELN 131	Electronic Devices	4
ELN 132	Linear IC Applications	4
ELN 133	Digital Electronics	4
ELN 232	Intro to Microprocessors	4

Wireless Communication Emphasis

CET 161	Procedural Programming	3
ELN 233	Microprocessor Systems	4
ELN 234	Communication Systems	4
ELN 264	Adv Communications	5

Automation Emphasis

ELC 125	Diagrams & Schematics	2
ELC 135	Electrical Machines I	3
ELC 228	PLC Applications	4
ELN 231	Industrial Controls	3
HYD 110	Hydraulics & Pneumatics	3
PCI 264	Process Control with PLCs	4

Supporting Courses

ENG 111	Expository Writing	3
ENG 114	Professional Research & Reporting	3
MAT 121	Algebra/Trigonometry I	3
MAT 122	Algebra/Trigonometry II	3
PHY 131	Physics-Mechanics	4
-- --	Elective (Humanities)¥	3
-- --	Elective (Social/Behavioral Science)†	3

A40200 Total Semester Hours Credit 68-70

¥ From Humanities List, page 145

† From Social/Behavioral Science List, page 145

NOTE: It is strongly recommended that students take the wireless communication option as well as PHY 151, MAT 175 and MAT 175A and MAT 271 in lieu of the typical math/science courses in the curriculum if they desire to pursue the BSET from North Carolina A&T State University or the University of North Carolina at Charlotte.

Electronics Engineering Technology Diploma Program — Automation Emphasis

Major Courses		Credit Hours
ELC 125	Diagrams & Schematics	2
ELC 128	Intro to PLC	3
ELC 131	DC/AC Circuit Analysis	5
ELC 228	PLC Applications	4
ELN 131	Electronic Devices	4
ELN 133	Digital Electronics	4
ELN 232	Intro to Microprocessors	4
HYD 110	Hydraulics & Pneumatics	3

Supporting Courses

ENG 111	Expository Writing	3
MAT 121	Algebra/Trigonometry I	3
PHY 131	Physics-Mechanics	4

D40200A Total Semester Hours Credit 39

Electronics Engineering Technology Certificate Program Emphasis in Automation Devices

Major Courses		Credit Hours
ELC 125	Diagrams & Schematics	2
ELC 135	Electrical Machines I	3
ELC 131	DC/AC Circuit Analysis	5
ELN 231	Industrial Controls	3
HYD 110	Hydraulics & Pneumatics	3

C40200A Total Semester Hours Credit 16

Electronics Engineering Technology Certificate Program Emphasis in Mechatronics

Major Courses		Credit Hours
ELC 125	Diagrams & Schematics	2
ELC 128	Intro to PLC	3
ELC 228	PLC Applications	4
HYD 110	Hydraulics & Pneumatics	3

C40200T Total Semester Hours Credit 12

Electronics Engineering Technology
Certificate Program
 Emphasis in General Technician

Major Courses		Credit Hours
ELC 131	DC/AC Circuit Analysis	5
ELN 131	Electronic Devices	4
ELN 133	Digital Electronics	<u>4</u>
C40200G	Total Semester Hours Credit	13

Electronics Engineering Technology
Certificate Program
 Emphasis in Microcontroller Technician

Major Courses		Credit Hours
CET 161	Procedural Programming	3
CSC 133	C Programming	3
ELN 133	Digital Electronics	4
ELN 232	Intro to Microprocessors	4
ELN 233	Microprocessor Systems	<u>4</u>
C40200M	Total Semester Hours Credit	18

Emergency Medical Science
School of Health, Wellness & Public Safety

Curriculum Description

The Emergency Medical Science curriculum is designed to prepare graduates to enter the workforce as paramedics. Additionally, the program can provide an Associate degree for individuals desiring an opportunity for career enhancement.

The course of study provides the student an opportunity to acquire basic and advanced life support knowledge and skills by utilizing classroom instruction, practical laboratory sessions, hospital clinical experience, and field internships with emergency medical service agencies.

Students progressing through the program may be eligible to apply for both state and national certification exams. Employment opportunities include ambulance services, fire and rescue agencies, air medical services, specialty areas of hospitals, industry, educational institutions, and government agencies.

Competencies

Upon successful completion of this program, the student should possess the knowledge, fundamental skills, and attitudes to:

1. Perform rapid systematic patient assessment and determine appropriate treatment regimen.
2. Render care at the basic and advanced life support level using technology and sophisticated medical equipment.
3. Follow personal protective and infection control procedures.
4. Perform scene assessment and utilize external resources to manage the scene appropriately.
5. Coordinate rescue efforts, gain access, and extricate accident victims.
6. Use effective oral and written communication skills.
7. Use critical thinking skills to make appropriate decisions.
8. Practice in a safe, legal, and ethical manner within a culturally diverse environment.
9. Engage in personal and professional development.
10. Demonstrate basic management skills appropriate for entry level EMS employment.

Policies Regarding EMS Admission With Advanced Standing

The general admission requirements of the College and of the EMS program apply to persons seeking admission into the EMS program with advanced standing. Those applying for advanced standing must have previously completed an Emergency Medical Technician-Basic, EMT-Intermediate, or EMT-Paramedic educational program and hold National Registry registration, or a credential from the North Carolina Medical Care Commission. Credit may be granted for the following courses, dependent on the level and combination of credentials:

EMS 110, EMS 150, EMS 120, EMS 121, EMS 130, EMS 131, EMS 210, EMS 220, EMS 221, EMS 230, EMS 231, EMS 240, EMS 241, EMS 250, EMS 260, EMS 270, EMS 285.

Students will be awarded a grade of "T" and credit hours for the courses are awarded. No quality points are awarded and the grade is not included in the grade point average.

Transfer Credit for EMS Courses

The decision regarding transfer credit for EMS courses is made by the Assistant Dean, Health, Wellness, and Public Safety, in consultation with members of the Emergency Medical Science faculty.

Challenge Examinations for EMS Courses

State credentialed EMTs, EMT-Intermediates, or Paramedics who do not hold National Registry registration or a North Carolina credential may challenge EMS courses appropriate for their certification level. Specific information regarding challenge examinations for these courses will be provided to applicants upon request. (See page 27 for the general requirements for requesting Credit by Examination.)

Probation and Suspension

EMS students are subject to the same probation and suspension policies as all other students enrolled in the College (see pages 34-36). Additional criteria for EMS students are listed on page 35.

Since requirements for progression in the EMS program are in addition to the general requirements of the College, a student suspended from the program is not necessarily suspended from the College.

Emergency Medical Science Associate in Applied Science Degree Program

Major Courses		Credit Hours
EMS 110	EMT-Basic	7
EMS 120	Intermediate Interventions	3
EMS 121	EMS Clinical Practicum I	2
EMS 130	Pharmacology I for EMS	2
EMS 131	Adv Airway Management	2
EMS 140	Rescue Scene Management	2
EMS 150	Emerg Vehicles & EMS Communications	2
EMS 210	Adv Patient Assessment	2
EMS 220	Cardiology	4
EMS 221	EMS Clinical Practicum II	3
EMS 230	Pharmacology II for EMS	2
EMS 231	EMS Clinical Practicum III	3
EMS 240	Special Needs Patients	2
EMS 241	EMS Clinical Practicum IV	3
EMS 250	Adv Medical Emergencies	3
EMS 260	Adv Trauma Emergencies	2
EMS 270	Life Span Emergencies	3
EMS 285	EMS Capstone	2
Supporting Courses		
BIO 163	Basic Anatomy & Physiology	5
OR		
BIO 165	Anatomy & Physiology I	4
AND		
BIO 166	Anatomy & Physiology II	4
ENG 111	Expository Writing	3
ENG 114	Professional Research & Reporting	3
MAT 140	Survey of Mathematics	3
-- --	Elective (Humanities)¥	3
-- --	Elective (Social/Behavioral Science)†	3
A45340	Total Semester Hours Credit	69-72

¥ From Humanities List, page 145

† From Social/Behavioral Science List, page 145

NOTE: Special legal requirements exist which may limit the ability of an individual to obtain clinical experience, employment, or certification in this field. Prospective students should obtain additional information from a College counselor or program faculty member prior to seeking admission.

Emergency Medical Science

Admission with Advanced Standing

Emergency Medical Science students may apply for Admission with Advanced Standing and receive credit through testing. Students who hold registration from the National Registry of EMTs, a credential from the North Carolina Medical Care Commission, may be granted credit for the following courses, dependent on the level and combination of credentials: EMS 110, EMS 120, EMS 121, EMS 130, EMS 131, EMS 150, EMS 210, EMS 220, EMS 221, EMS 231, EMS 240, EMS 241, EMS 250, EMS 260, EMS 270, EMS 285.

Paramedics satisfying the requirements for Advanced Standing will be admitted to the EMS Bridging program. Students admitted to the EMS Bridging program must complete at least 18 hours of the required courses in the EMS program at Davidson County Community College.

Emergency Medical Science Bridging Program

Major Courses		Credit Hours
EMS 140	Rescue Scene Management	2
EMS 235	EMS Management	2
EMS 280	EMS Bridging Course	3
Supporting Courses		
BIO 163	Basic Anatomy & Physiology	5
OR		
BIO 165	Anatomy & Physiology I	4
AND		
BIO 166	Anatomy & Physiology II	4
ENG 111	Expository Writing	3
ENG 114	Professional Research & Reporting	3
MAT 140	Survey of Mathematics	3
-- --	Elective (Humanities)¥	3
-- --	Elective (Social/Behavioral Science)†	3
A45340B	Total Semester Hours Credit	27-30

¥ From Humanities List, page 145

† From Social/Behavioral Science List, page 145

Emergency Medical Science Certificate Program

Emphasis in EMT - Intermediate

EMS 110	EMT-Basic	7
EMS 120	Intermediate Interventions	3
EMS 121	EMS Clinical Practicum I	2
EMS 130	Pharmacology I for EMS	2
EMS 131	Adv Airway Management	2
C45340I	Total Semester Hours Credit	16

NOTE: Students must hold state or national credential as an EMT-Basic.

Entrepreneurship

School of Business, Engineering & Technical Studies

Curriculum Description

The Entrepreneurship curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth as self-employed business owners.

Course work includes developing a student's ability to make informed decisions as future business owners. Courses include entrepreneurial concepts learned in innovation and creativity, business funding, and marketing. Additional course work includes computers and economics.

Through these skills, students will have a sound education base in entrepreneurship for lifelong learning. Graduates are prepared to be self-employed and open their own businesses.

Entrepreneurship Diploma Program

Major Courses		Credit Hours
ACC 120	Prin of Financial Accounting	4
BUS 110	Intro to Business	3
BUS 280	REAL Small Business	4
CIS 110	Introduction to Computers	3
ETR 210	Introduction to Entrepreneurship	3
ETR 220	Innovation & Creativity	3
ETR 230	Entrepreneurship Marketing	3
ETR 240	Funding for Entrepreneurship	3
Supporting Courses		
COM 120	Interpersonal Communication	3
ECO 151	Survey of Economics	3 3
OR		
ECO 251	Principles of Microeconomics	3
OR		
ECO 252	Principles of Macroeconomics	3
ENG 111	Expository Writing	3
-- --	Elective (Humanities)¥	3
D25490	Total Semester Hours Credit	38

¥ From Humanities List, page 145

Fire Protection Technology

School of Health, Wellness & Public Safety

Curriculum Description

The Fire Protection Technology curriculum is designed to provide individuals with technical and professional knowledge to make decisions regarding fire protection for both public and private sectors. It also provides a sound foundation for continuous higher learning in fire protection, administration, and management.

Course work includes classroom and laboratory exercises to introduce the student to various aspects of fire protection. Students will learn technical and administrative skills such as hydraulics, hazardous materials, arson investigation, fire protection safety, fire suppression management, law, and codes.

Graduates should qualify for employment or advancement in government agencies, industrial firms, insurance rating organizations, educational organizations, and municipal fire departments. Employed persons should have opportunities for skilled and supervisory-level positions within their current organizations.

Competencies

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

1. Use critical thinking skills to make appropriate and ethical decisions.
2. Communicate effectively through speaking, listening, and writing.
3. Provide services in a safe, legal, and ethical manner within a culturally diverse environment.
4. Demonstrate the technical skills necessary to function as an entry level supervisor within an emergency setting.
5. Engage in personal and professional development.
6. Provide public safety services in emergency environments.
7. Practice safety techniques during all performance tasks.
8. Perform rapid systematic assessments during emergency and daily activities.
9. Assess and utilize internal and external resources to manage the scene effectively.
10. Work effectively and professionally with others in team settings.

Fire Protection Technology Associate in Applied Science Degree Program

Major Courses		Credit Hours
FIP 120	Intro to Fire Protection	3
FIP 124	Fire Prevention & Public Education	3
FIP 128	Detection & Investigation	3
FIP 132	Building Construction	3
FIP 136	Inspections & Codes	3
FIP 144	Sprinklers & Auto Alarms	3
FIP 148	Fixed & Portable Extinguishing Sys	3
FIP 152	Fire Protection Law	3
FIP 160	Fire Protection/Electricity	2
FIP 160A	Fire Protection/Electricity Lab	1
FIP 164	OSHA Standards	3
FIP 220	Fire Fighting Strategies	3
FIP 221	Adv Firefighting Strategies	3
FIP 230	Chemistry of Hazardous Materials I	5
FIP 232	Hydraulics & Water Distribution	3
FIP 236	Emergency Management	3
FIP 240	Fire Service Supervision	3
FIP 260	Fire Protection Planning	3
FIP 276	Managing Fire Services	3

Supporting Courses

CIS 110	Introduction to Computers	3
COM 120	Interpersonal Communication	3
ENG 111	Expository Writing	3
MAT 140	Survey of Mathematics	3
-- --	Elective (Humanities)¥	3
-- --	Elective (Social/Behavioral Science)†	3

A55240 Total Semester Hours Credit 74

¥ From Humanities List, page 145

† From Social/Behavioral Science List, page 145

NOTE: Special legal requirements exist which may limit the ability of an individual to obtain pre-employment experience, employment, or certification in this field. Prospective students should obtain additional information from a College counselor or program faculty member prior to seeking admission.

Fire Protection Technology Certificate Program Emphasis in Operations

Major Courses		Credit Hours
FIP 120	Intro to Fire Protection	3
FIP 144	Sprinklers & Auto Alarms	3
FIP 232	Hydraulics & Water Distribution	3
ENG 111	Expository Writing	3
MAT 140	Survey of Mathematics	3
C552400	Total Semester Hours Credit	15

Fire Protection Technology
Certificate Program
 Emphasis in Command

Major Courses		Credit Hours
FIP 132	Building Construction	3
FIP 148	Fixed & Portable Extinguishing Sys	3
FIP 220	Fire Fighting Strategies	3
FIP 221	Adv Fire Fighting Strategies	3
COM 120	Interpersonal Communications	3
C55240C	Total Semester Hours Credit	15

Fire Protection Technology
Certificate Program
 Emphasis in Supervision

Major Courses		Credit Hours
FIP 124	Fire Prevention & Public Education	3
FIP 152	Fire Protection Law	3
FIP 164	OSHA Standards	3
FIP 240	Fire Service Supervision	3
ENG 111	Expository Writing	3
MAT 140	Survey of Mathematics	3
C55240V	Total Semester Hours Credit	18

Fire Protection Technology
Certificate Program
 Emphasis in Management

Major Courses		Credit Hours
FIP 136	Inspections & Codes	3
FIP 236	Emergency Management	3
FIP 260	Fire Protection Planning	3
FIP 276	Managing Fire Services	3
ENG 111	Expository Writing	3
COM 120	Interpersonal Communications	3
C55240M	Total Semester Hours Credit	18

**General Occupational
 Technology**

School of Arts, Sciences & Education

Curriculum Description

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

The curriculum content will be individualized for students according to their occupational interests and needs. A program of study for each student will be selected from associate degree-level courses offered by the College.

Graduates will become more effective workers, better qualified for advancements within their field of employment, and become qualified for a wide range of entry-level employment opportunities.

Competencies

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

1. Speak and listen effectively.
2. Communicate effectively in writing.
3. Use critical thinking to analyze and solve problems.
4. Demonstrate the ability to read information on charts, graphs, and from maps, manuals, stories, etc.
5. Use basic mathematics and science in the process of problem solving.
6. Use computers to access and process information.
7. Possess the necessary academic knowledge and technical skills for entry into employment and/or further study.
8. Deal effectively and appropriately with others.
9. Operate equipment and use instruments/tools appropriate to the specialty area.

Students already employed are encouraged to work closely with their employers in designing their emphasis of study.

General Occupational Technology Associate in Applied Science Degree Program

Major Courses		Credit Hours
ACA 115	Success & Study Skills	1 1
OR		
ACA 120	Career Assessment	1
(Required of all students not meeting College assessment scores.)		
COM 120	Interpersonal Communication	3
ENG 111	Expository Writing	3
ENG 113	Literature-Based Research	3 3
OR		
ENG 114	Professional Research & Reporting	3
MAT 140	Survey of Mathematics	3
-- --	Elective (Humanities)¥	3
-- --	Elective (Social/Behavioral Science)†	3

Major Courses 49

When a student decides to seek a General Occupational Technology (GOT) degree, Advisement Center staff will assist the student to develop a proposed plan for the GOT program of study. The proposed GOT program of study must contain a combination of major courses from curricula offered by the College, must be designed to provide specific job knowledge and skills, and must include a minimum of 49 semester hours credit. Work experience, including cooperative education and internships, may be included up to a maximum of 8 semester hours.

The proposed GOT program of study must be submitted to the appropriate academic division for approval prior to completion of no more than 24 semester hours of credit. In the semester prior to the semester of planned graduation, the program of study must be approved by the Vice President, Academic Programs and Services. If a student who has been or will be awarded another associate degree from the College seeks a GOT degree, the GOT program of study must contain a minimum of 15 unique credit hours beyond the alternate degree.

Computer elective must be selected from the following:
CIS 110, CTS 125, CTS 130, or WEB 110

A55280	Total Semester Hours Credit	68
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¥ From Humanities List, page 145

† From Social/Behavioral Science List, page 145

Healthcare Interpreting

School of Health, Wellness & Public Safety

Curriculum Description

The Healthcare Interpreting curriculum prepares individuals proficient in English and a target language to work in a healthcare environment as entry-level bilingual professionals, providing communication access to care and services to those whose language of preference is other than English.

Course work includes an overview of the American healthcare system, roles and responsibilities of the healthcare interpreter, ethical issues, basic human anatomy and physiology, and medical terminology. Students will acquire skills associated with interpretation between English and a target language.

Graduates should qualify for entry-level jobs as professional bilingual interpreters in a variety of healthcare settings. The healthcare settings may include hospitals, physician offices, clinics, health departments or apply language skills to other human service related areas.

Competencies

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

1. Demonstrate effective, professional written and oral communication skills with clients and with appropriate individuals in a variety of healthcare settings.
2. Use critical thinking to recognize and analyze situations and to provide communication access to care and services to those whose language of preference is other than English.
3. Use technology and other resources in the administrative functions of healthcare interpreting.
4. Display professionalism by projecting a positive and understanding attitude, working as an advocate for the non-English speaking client, and showing initiative and responsibility.
5. Work with the non-English speaking client and with healthcare agencies in a legal and ethical manner.

Criminal Background Check

A criminal background check and drug screen testing are required by the clinical site prior to participation in the clinical component.

If any clinical facility refuses to allow the student to participate in clinical experiences in that clinical agency, the student will not be able to progress in the program.

Healthcare Interpreting Associate in Applied Science Degree Program

Major Courses			Credit Hours
HCI	110	Intro to Healthcare Interpreting	3
HCI	114	Analytical Skills for Interpreters	3 3
OR			
SPI	114	Analytical Skills for Spanish Interp	3
HCI	115	Healthcare in the U.S.	1
HCI	120	Medical Communication	4
HCI	130	Strategies for Medical Interpreting	3
HCI	210	HCI Clinical Practicum I	3
HCI	213	Review of Grammar	3 3
OR			
SPI	213	Review of Grammar	3
HCI	215	Informatics for Interpreters	3
HCI	220	HCI Clinical Practicum II	3
HCI	225	Cultural Health Habits	4
HCI	230	HCI Professional Issues	3
HSC	140	Transcultural Healthcare	2
Supporting Courses			
BIO	163	Basic Anatomy & Physiology	5
CIS	110	Introduction to Computers	3
COM	120	Interpersonal Communication	3
ENG	111	Expository Writing	3
MED	114	Professional Interactions in Health Care	1
MED	118	Medical Law & Ethics	2
MED	120	Survey of Medical Terminology	2
PSY	150	General Psychology	3
PSY	237	Social Psychology	3
SOC	225	Social Diversity	3
--	--	Elective (Humanities)¥	<u>3</u>
A45430	Total Semester Hours Credit		66

¥ From Humanities List, page 145

NOTE: Special legal requirements exist which may limit the ability of an individual to obtain clinical experience, employment, or certification in this field. Prospective students should obtain additional information from a College counselor or program faculty member prior to seeking admission.

Health Information Technology

School of Health, Wellness & Public Safety

Curriculum Description

The Health Information Technology curriculum prepares individuals with the knowledge and skills to process, analyze, abstract, compile, maintain, manage, and report health information.

Students will supervise departmental functions; classify, code and index diagnoses and procedures; coordinate information for cost control, quality management, statistics, marketing, and planning; monitor governmental and non-governmental standards; facilitate research; and design system controls to monitor patient information security.

Graduates of this program may be eligible to write the national certification examination to become a Registered Health Information Technician (RHIT). Employment opportunities include hospitals, rehabilitation facilities, nursing homes, health insurance organizations, out-patient clinics, physicians' offices, hospice, and mental health facilities.

Accreditation

The Health Information Technology program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

Competencies

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

1. Demonstrate effective, professional written and oral communication skills with consumers and co-workers.
2. Use and apply critical thinking skills and basic health information management principles to recognize, analyze, and solve problems.
3. Perform and interpret math calculations related to descriptive healthcare statistics.
4. Use current technology to access and process health information.
5. Demonstrate knowledge and skills necessary for entry level health information competencies.
6. Practice in a legal, ethical, and professional manner by demonstrating responsibility, initiative, positive attitudes toward those of diverse backgrounds, integrity, time management skills, and the ability to work in teams in a healthcare setting.

Performance Standards

In addition to DCCC requirements and course objectives, there are professional standards that encompass communication, motor skills, sensory and cognitive ability and professional conduct that are essential for the competent study and practice of health information technology. These performance standards are published in the application for admission to health programs and the *General Catalog/Student Handbook* and/or are available from program faculty.

Admission Requirements

Qualified applicants are admitted to the program based on selective ranking criteria.

Applicants for admission to the Health Information Technology program must have:

1. Completed and submitted an Application for Admission and an "Intent to Enroll" for Allied Health Programs.
2. Graduated from high school or have an Adult High School Diploma or have passed the GED with an equivalency certification which meets minimum requirements set by the State of North Carolina. Official high school transcript and copy of AHS Diploma/GED Certificate and official college transcripts, where applicable, must be on file in the Admissions Office.
3. Completed the College's assessment process and achieved acceptable scores, or been exempted from placement or satisfactorily completed all needed preparatory courses by the end of spring semester prior to acceptance.
4. Basic computer keyboarding skills prior to enrollment as described in the Application for Admission to Allied Health Programs.
5. Achieved grades of "C" or higher in any required courses in curriculum taken prior to acceptance into the Health Information Technology program.

It is recommended that students complete high school biology or the equivalent prior to program entry. Courses in computer science, chemistry, health occupations, and typing will be helpful to the students.

Transfer Credit for Health Information Technology Courses

The decision regarding transfer credit for health information courses is made by the Director of the program in consultation with members of the faculty and the Assistant Dean. Syllabi for courses for which credit is requested will be required.

Progression Requirements

A grade of "C" or better is required in all HIT, MED, BIO, and ENG prefix courses.

Criminal Background Check

A criminal background check and drug testing are required by the clinical site prior to participation in the clinical component.

If any clinical facility refuses to allow the student to participate in clinical experiences in that clinical agency, the student will not be able to progress in the program.

Health Information Technology Associate in Applied Science Degree Program

Major Courses			Credit Hours
HIT	110	Fundamentals of HIM	3
HIT	112	Health Law & Ethics	3
HIT	114	Health Data Systems/Standards	3
HIT	124	Professional Practice Exp. II	1
HIT	210	Health Care Statistics	3
HIT	211	ICD Coding	4
HIT	214	CPT/Other Coding Systems	2
HIT	215	Reimbursement Methodology	2
HIT	216	Quality Management	2
HIT	218	Management Principles in HIT	3
HIT	220	Health Informatics & EHRs	2
HIT	222	Professional Practice Exp. III	2
HIT	224	Professional Practice Exp. IV	2
HIT	226	Principles of Disease	3
HIT	280	Professional Issues	2
Supporting Courses			
BIO	165	Anatomy & Physiology I	4
BIO	166	Anatomy & Physiology II	4
BIO	271	Pathophysiology	3
CIS	111	Basic PC Literacy	2
ENG	111	Expository Writing	3
ENG	114	Professional Writing & Reporting	3
MAT	140	Survey of Mathematics	3
MED	121	Medical Terminology I	3
MED	122	Medical Terminology II	3
PSY	150	General Psychology	3
--	--	Elective (Humanities)¥	3
A45360	Total Semester Hours Credit		71

¥ From Humanities List, page 145

Heavy Equipment & Transportation Technology

School of Business, Engineering & Technical Studies

Curriculum Description

The Heavy Equipment & Transportation Technology curriculum is designed to prepare individuals with the knowledge and skills needed to service, troubleshoot, and repair medium and heavy duty vehicles.

The course work includes the purpose, construction features, and principles of operation of medium and heavy duty vehicles.

Graduates of the curriculum should qualify for entry-level employment opportunities in a dealership, fleet shop, or independent garage as a technician. Graduates that have met the work experience requirement should also be prepared to take the ASE certification exam.

Competencies

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

1. Manage the day-to-day responsibility of an entry-level technician by managing time effectively, working effectively and ethically with others, demonstrating dependability, and completing tasks satisfactorily.
2. Maintain the cleanliness and integrity of equipment, tools, and supplies in an auto shop or service vehicle.
3. Demonstrate an understanding of approved safety practices and implement them while working on a vehicle.
4. Communicate effectively with co-workers and customers through written and oral communication.
5. Use reference texts, magazine articles, computer-based information, equipment installation, operating instructions, and other resources to find information about processes.
6. Identify and demonstrate an understanding of the theory of operation for all major systems in a modern automobile.
7. Use critical thinking skills to analyze and diagnose automotive system malfunctions and repair or replace defective components.
8. Diagnose system malfunctions and failures using specialized test equipment.
9. Identify, diagnose, and state proper and safe procedure for repair of hybrid, alternative fuel, and other green technology systems.

Heavy Equipment & Transportation Technology (Diesel Mechanics) Associate in Applied Science Degree Program

Major Courses			Credit Hours
ALT 110	Biofuels		3
AUT 285	Intro to Alternative Fuels		3
HET 110	Diesel Engines		6
HET 112	Diesel Electrical Systems		5
HET 114	Power Trains		5
HET 115	Electronic Engines		3
HET 116	Air Cond/Diesel Equipment		2
HET 116A	Air Cond/Diesel Equipment Lab		1
HET 118	Mechanical Orientation		2
HET 119	Mechanical Transmissions		3
HET 125	Preventive Maintenance		2
HET 126	Preventive Maintenance Lab		1
HET 230	Air Brakes		2
HRT 231	Med/Heavy Duty Brake Systems		2
HET 232	Med/Heavy Duty Brake Lab		1
HET 233	Suspension & Steering		4
HYD 112	Hydraulics		2
HYD 210	Advanced Hydraulics		2
WLD 112	Basic Welding Processes		2

Supporting Courses

CIS 110	Introduction to Computers		3
ENG 111	Expository Writing		3
ENG 114	Professional Research & Reporting		3
MAT 115	Mathematical Modeling		3
PSY 150	General Psychology		3
-- --	Elective (Humanities)¥		3
A60240	Total Semester Hours Credit		69

¥ From Humanities List, page 145

Heavy Equipment & Transportation Technology (Diesel Mechanics) Diploma Program

Major Courses			Credit Hours
HET 110	Diesel Engines		6
HET 112	Diesel Electrical Systems		5
HET 116	Air Cond/Diesel Equip		2
HET 116A	Air Cond/Diesel Equipment Lab		1
HET 118	Mechanical Orientation		2
HET 125	Preventive Maintenance		2
HET 126	Preventive Maintenance Lab		1
HET 230	Air Brakes		2
HET 233	Suspension & Steering		4
HYD 112	Hydraulics		2
WLD 112	Basic Welding Processes		2

Supporting Courses

CIS 110	Introduction to Computers	3
ENG 111	Expository Writing	3
PSY 150	General Psychology	3
D60240	Total Semester Hours Credit	38

Heavy Equipment & Transportation Technology (Diesel Mechanics)**Certificate Program**

Emphasis in Diesel Auxiliary Systems

Major Courses		Credit Hours
AUT 285	Intro to Alternative Fuels	3
HET 114	Power Trains	5
HET 119	Mechanical Transmissions	3
HYD 210	Advanced Hydraulics	2
C6024DA	Total Semester Hours Credit	13

Heavy Equipment & Transportation Technology (Diesel Mechanics)**Certificate Program**

Emphasis in Diesel Chassis

Major Courses		Credit Hours
HET 112	Diesel Electrical Systems	5
HET 118	Mechanical Orientation	2
HET 233	Suspension & Steering	4
HYD 112	Hydraulics	2
WLD 112	Basic Welding Processes	2
C6024DC	Total Semester Hours Credit	15

Heavy Equipment & Transportation Technology (Diesel Mechanics)**Certificate Program**

Emphasis in Diesel Servicing

Major Courses		Credit Hours
HET 110	Diesel Engines	6
HET 116	Air Cond/Diesel Equipment	2
HET 116A	Air Cond/Diesel Equipment Lab	1
HET 125	Preventive Maintenance	2
HET 126	Preventive Maintenance Lab	1
HET 230	Air Brakes	2
C6024DS	Total Semester Hours Credit	14

Histotechnology*School of Health, Wellness & Public Safety***Curriculum Description**

The Histotechnology curriculum provides individuals with the knowledge and skills necessary to prepare tissue specimens for microscopic examination using various stains and dyes to identify tissue and cell structures.

Course work emphasizes scientific concepts related to laboratory testing, quality assurance, histology, microscopy, and other related topics.

Graduates may be eligible to take the national examination given by the Board of Certification of the American Society for Clinical Pathology. Employment opportunities include pathology laboratories in hospitals and clinics and medical or research laboratories.

Accreditation

The Histotechnology program is accredited by the National Accrediting Agency for Clinical Laboratory Science (NAACLS), 5600 N. River Road, Suite 720, Rosemont, IL 60018-5199, 773.714.8880.

Competencies

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

1. Perform laboratory procedures safely.
2. Integrate legal and ethical principles into job responsibilities.
3. Recognize, analyze, and solve problems related to laboratory procedures.
4. Demonstrate the academic knowledge and technical skills for entry-level histologic technicians.
5. Perform mathematical calculations related to generating laboratory results.
6. Read and understand laboratory manuals and related technical materials.
7. Use current technologies to access and process information.
8. Demonstrate effective written and oral communication skills with consumers and coworkers.
9. Display professionalism by projecting a positive attitude, working as a team member, showing initiative and responsibility, and displaying sensitivity to cultural diversity.

Performance Standards

In addition to DCCC requirements and course objectives, there are professional standards that encompass communication, motor skills, sensory and cognitive ability and professional conduct that are essential for the competent study and practice of histotechnology. These performance standards are published in the application for admission to health programs and the *General Catalog/Student Handbook* and/or are available from program faculty.

Admission Requirements

Applicants for admission in the Histotechnology program must have:

1. Completed and submitted an Application for Admission and an "Intent to Enroll" for Allied Health programs.
2. Graduated from high school or have an Adult High School Diploma or have passed the GED with an equivalency certification which meets minimum requirements set by the State of North Carolina. Official high school transcript and copy of AHS diploma/GED certificate and official college transcripts, where applicable, must be on file in the Admissions Office.
3. Completed the College's assessment process and achieved acceptable scores or been exempted from placement, or satisfactorily completed all needed preparatory courses by the end of spring semester prior to acceptance.
4. Signed and submitted the Statement of Understanding Concerning Acceptance for Clinical Training.
5. Physical and emotional health status compatible with the ability to provide safe care to clients and to obtain acceptance for clinical training.
6. Achieved grades of "C" or higher in any required course in the curriculum taken prior to entry into the Histotechnology program.

Criminal Background Check

A criminal background check and drug screen testing are required by the clinical site prior to participation in the clinical component.

If any clinical facility refuses to allow the student to participate in clinical experiences in that clinical agency, the student will not be able to progress in the program.

Histotechnology Associate in Applied Science Degree Program

Major Courses		Credit Hours
HTO 110	Intro to Histotechnology	3
HTO 120	Histology	5
HTO 130	Histotechniques	5
HTO 140	Histochemistry	5
HTO 210	Histopathology	4
HTO 220	Histotechnology Clinical	8
HTO 230	Professional Issues	3
Supporting Courses		
BIO 163	Basic Anatomy & Physiology	5
BIO 271	Pathophysiology	3
BIO 275	Microbiology	4
CHM 130	General, Organic & Biochemistry	3
CHM 130A	General Organic & Biochemistry Lab	1
COM 120	Interpersonal Communication	3
ENG 111	Expository Writing	3
ENG 114	Professional Research & Reporting	3
MAT 140	Survey of Mathematics	3
PSY 150	General Psychology	3
-- --	Elective (Humanities course)¥	<u>3</u>
A45370	Total Semester Hours Credit	67

¥ From Humanities List, page 145

NOTE: Special legal requirements exist which may limit the ability of an individual to obtain clinical experience, employment, or certification in this field. Prospective students should obtain additional information from a College counselor or program faculty member prior to seeking admission.

Human Resources Management

School of Business, Engineering & Technical Studies

Curriculum Description

Human Resources Management is a concentration under the curriculum title of Business Administration. The curriculum is designed to meet the demands of business and service agencies. The objective is the development of generalists and specialists in the administration, training, and management of human resources.

Course work includes studies in management, interviewing, placement, needs assessment, planning, compensation and benefits, and training techniques. Also included are topics such as people skills, learning approaches, skills building, and development of instructional and training materials.

Graduates from this program will have a sound business educational base for lifelong learning. Students will be prepared for employment opportunities in personnel, training, and other human resources development areas.

Competencies

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

1. Use critical thinking and sound business principles to analyze and solve problems in the functional areas of recruitment, selection, training, and development of employees, compensation and benefits, employment law, and regulations.
2. Provide effective written and oral communication in a business environment. Communicate effectively in a business environment through speaking, listening, and writing.
3. Demonstrate the ability to work efficiently and effectively with others in a team environment.
4. Demonstrate an understanding of the development and presentation of employee training programs.
5. Demonstrate the ability to develop appropriate job descriptions, and screen and interview prospective employees successfully and legally.
6. Demonstrate an understanding of laws and regulations in regards to employment and employee compensation and benefits.

Human Resources Management Associate in Applied Science Degree Program

Major Courses			Credit Hours
ACC 120	Principles of Financial Accounting		4
ACC 140	Payroll Accounting		2
BUS 110	Intro to Business		3
BUS 115	Business Law I		3
BUS 125	Personal Finance		3
BUS 137	Principles of Management		3
BUS 153	Human Resource Management		3
BUS 217	Employment Laws & Regulations		3
BUS 234	Training & Development		3
BUS 256	Recruitment, Selection, & Personnel Planning		3
BUS 258	Compensation & Benefits		3
BUS 259	HRM Applications		3
INT 110	International Business		3
MKT 120	Principles of Marketing		3
Economics elective; select one:			3
ECO 151	Survey of Economics		3
ECO 251	Principles of Microeconomics		3
ECO 252	Principles of Macroeconomics		3
Supporting Courses			
CIS 110	Intro to Computers		3 2-3
OR			
CIS 111	Basic PC Literacy		2
ENG 111	Expository Writing		3
ENG 112	Argument-Based Research		3 3
OR			
ENG 114	Professional Research & Reporting		3
MAT 140	Survey of Mathematics		3
SPA 120	Spanish for the Workplace		3
-- --	Elective (Humanities)¥		3
-- --	Elective (Social/Behavioral Science)†		<u>3</u>
A2512C	Total Semester Hours Credit		65-66

¥ From Humanities List, page 145

† From Social/Behavioral Science List, page 145

Human Resources Management Diploma Program

Major Courses		Credit Hours
ACC 120	Principles of Financial Accounting	4
BUS 115	Business Law I	3
BUS 137	Principles of Management	3
BUS 217	Employment Laws & Regulations	3
BUS 234	Training & Development	3
BUS 256	Recruitment, Selection, & Personnel Planning	3
BUS 258	Compensation & Benefits	3
INT 110	International Business	3
MKT 120	Principles of Marketing	3
Economics elective; select one:		3
ECO 151	Survey of Economics	3
ECO 251	Principles of Microeconomics	3
ECO 252	Principles of Macroeconomics	3
Supporting Courses		
CIS 110	Intro to Computers	3 2-3
OR		
CIS 111	Basic PC Literacy	2
ENG 111	Expository Writing	3
ENG 112	Argument-Based Research	3 3
OR		
ENG 114	Professional Research & Reporting	3
D2512C	Total Semester Hours Credit	39-40

Human Resources Management Certificate Program

Major Courses		Credit Hours
BUS 153	Human Resource Management	3
BUS 217	Employment Law & Regulations	3
BUS 234	Training & Development	3
BUS 256	Recruitment, Selection & Personnel Planning	3
INT 110	International Business	3
Supporting Courses		
CIS 110	Intro to Computers	3 2-3
OR		
CIS 111	Basic PC Literacy	2
C2512C	Total Semester Hours Credit	17-18

Human Services Technology

School of Health, Wellness & Public Safety

Curriculum Description

The Human Services Technology program provides quality learning opportunities to prepare individuals for entry-level positions in institutions and agencies which provide social, community, and educational services. Along with core courses, students take courses which prepare them for specialization in specific human services areas.

Students will take courses from a variety of disciplines. Emphasis in core courses is placed on development of relevant knowledge, skills, and attitudes in human services. Fieldwork experience will provide opportunities for application of knowledge and skills learned in the classroom.

Graduates should qualify for positions in mental health, child care, family services, social services, rehabilitation, correction, and educational agencies. Graduates choosing to continue their education may select from a variety of transfer programs at senior public and private institutions.

Competencies

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

1. Demonstrate a fundamental understanding of human nature and development from a biological, psychological, and sociological perspective.
2. Demonstrate a broad-based understanding of human behavior and social relationships.
3. Apply knowledge of culture and society to social institutions and problem solving, while paying attention to cross-cultural differences.
4. Employ scientific methods to analyze information, which can be useful for understanding and addressing individual problems.
5. Demonstrate critical reasoning and problem solving, communication skills, and ethical decision making as tools for working and living.
6. Demonstrate the skills necessary for entry into a career and/or transfer to a four-year college or university.

Human Services Technology

Associate in Applied Science Degree Program

Major Courses		Credit Hours
HSE 110	Intro to Human Services	3
HSE 112	Group Processes I	2
HSE 123	Interviewing Techniques	3
HSE 125	Counseling	3
HSE 210	Human Services Issues	2
HSE 225	Crisis Intervention	3
HSE 227	Children & Adolescents in Crisis	3
HSE 242	Family Systems	3
PSY 150	General Psychology	3
SAB 110	Substance Abuse Overview	3
Supporting Courses		
CIS 110	Introduction to Computers	3
ENG 111	Expository Writing	3
ENG 112	Argument-Based Research	3 3
OR		
ENG 114	Professional Research & Reporting	3
HSE 160	HSE Clinical Supervis I	1
HSE 163	HSE Clinical Exp I	3
MAT 140	Survey of Mathematics	3
PSY 241	Developmental Psychology	3
PSY 255	Intro to Exceptionality	3
PSY 265	Behavioral Modification	3
PSY 281	Abnormal Psychology	3
SOC 210	Intro to Sociology	3
SOC 213	Sociology of the Family	3
SOC 232	Social Context of Aging	3
Elective; one from the following courses: HSE 127, HSE 220, PSY 141, PSY 259		6
--	--	3
Elective (Humanities)¥		3
A45380	Total Semester Hours Credit	65

¥ From Humanities List, page 145

Industrial Systems Technology

School of Business, Engineering & Technical Studies

Curriculum Description

The Industrial Systems Technology curriculum is designed to prepare or upgrade individuals to safely service, maintain, repair, or install equipment. Instruction includes theory and skill training needed for inspecting, testing, troubleshooting, and diagnosing industrial systems.

Students will learn multi-craft technical skills in blueprint reading, mechanical systems maintenance, electricity, hydraulics/pneumatics, welding, machining or fabrication, and includes various diagnostics and repair procedures. Practical application in these industrial systems will be emphasized, and additional advanced course work may be offered.

Upon completion of this curriculum, graduates should be able to individually, or with a team, safely install, inspect, diagnose, repair, and maintain industrial process and support equipment. Students will also be encouraged to develop their skills as lifelong learners.

Competencies

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

1. Communicate effectively with fellow workers, contract service personnel, and employer through written and/or oral communications.
2. Use reference text, machine manuals, Internet, and peers to access information in solving problems in a timely manner.
3. Interpret schematics for electrical wiring and welding and calculate needed requirements and materials.
4. Use basic mathematical skills to solve problems encountered in repairs.
5. Maintain the cleanliness and integrity of equipment, tools, and supplies in a technical service facility and/or service vehicle.
6. Manage responsibilities of an entry-level technician by managing time effectively, working effectively with diverse populations, demonstrating dependability, and completing tasks satisfactorily.
7. Install, modify, troubleshoot, and repair basic electrical systems.
8. Use, measure, and interpret electrical and electronic parameters.
9. Draw and interpret schematic wiring, ladder logic, and mechanical diagrams used in industrial applications.
10. Demonstrate the critical thinking skills necessary for safe handling of refrigerants.

Industrial Systems Technology
Associate in Applied Science Degree Program

Major Courses	Credit Hours
AHR 112 Heating Technology	4
AHR 113 Control Cooling	4
BPR 135 Schematics & Diagrams	2
ELC 111 Intro to Electricity	3
HYD 110 Hydraulics & Pneumatics	3
ISC 112 Industrial Safety	2
MEC 111 Machine Processes I	3
MNT 110 Intro to Maintenance Procedures	2
WLD 112 Basic Welding Processes	2
Other Major Hours	
AHR 160 Refrigerant Certification	1
ELC 113 Basic Wiring I	4
ELC 115 Industrial Wiring	4
ELC 117 Motors & Controls	4
ELC 215 Electrical Maintenance	3
MEC 112 Machine Processes II	3
MEC 165 Fabrication Techniques	2
MNT 240 Industrial Equipment Troubleshooting	2
MNT 263 Electro-Pneumatic Components	4

Supporting Courses

ENG 111 Expository Writing	3
ENG 114 Research and Reporting	3
MAT 115 Mathematical Models	3
-- -- Elective (Humanities)¥	3
-- -- Elective (Social/Behavioral Science)†	3
A50240 Total Semester Hours Credit	67

¥ From Humanities List, page 145

† From Social/Behavioral Science List, page 145

Industrial Systems Technology
Diploma Program

Major Courses	Credit Hours
AHR 112 Heating Technology	4
AHR 160 Refrigerant Certification	1
BPR 135 Schematics & Diagrams	2
ELC 111 Intro to Electricity	3
ELC 115 Industrial Wiring	4
HYD 110 Hydraulics & Pneumatics	3
ISC 112 Industrial Safety	2
MEC 111 Machine Processes I	3
MNT 110 Intro to Maintenance Procedures	2
MNT 240 Industrial Equipment Troubleshooting	2
MNT 263 Electro-Pneumatic Components	4
WLD 112 Basic Welding Processes	2
Supporting Courses	
ENG 102 Applied Communications II	3
MAT 101 Applied Mathematics I	3
D50240 Total Semester Hours Credit	37

Industrial Systems Technology
Certificate Program

Emphasis in Air Conditioning & Heating

Major Courses	Credit Hours
AHR 112 Heating Technology	4
AHR 113 Control Cooling	4
AHR 160 Refrigerant Certification	1
ELC 111 Intro to Electricity	3
C50240A Total Semester Hours Credit	12

Industrial Systems Technology
Certificate Program

Emphasis in Electromechanical Systems

Major Courses	Credit Hours
BPR 135 Schematics & Diagrams	2
ELC 111 Intro to Electricity	3
HYD 110 Hydraulics & Pneumatics	3
MEC 111 Machine Processes I	3
MNT 110 Intro to Maintenance Procedures	2
MNT 263 Electro-Pneumatic Components	4
WLD 112 Basic Welding Processes	2
C50240E Total Semester Hours Credit	19

Infant/Toddler Care

School of Arts, Sciences & Education

Curriculum Description

The Infant/Toddler Care curriculum prepares individuals to work with children from infancy to three years of age in diverse learning environments. Students will combine learned theories, competency-based knowledge, and practice in actual settings with young children under the supervision of qualified teachers.

Course work includes infant/toddler growth and development; physical/nutritional needs of infants and toddlers; safety issues in the care of infants and toddlers; care and guidance; communication skills with parents and children; design and implementation of appropriate curriculum; and other related topics.

Graduates should be prepared to plan and implement developmentally appropriate infant/toddler programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Early Head Start programs, and other infant/toddler programs.

Competencies

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

1. Describe the sequence of typical development from conception through two years of age.
2. Recognize the indicators of atypical development in infants, toddlers, and two-year-olds.
3. Demonstrate the ability to engage in appropriate interactions with infants, toddlers, and two-year-olds.
4. Recognize developmentally appropriate environments for infants, toddlers, and twos.
5. Recognize the characteristics and skills of an effective teacher of infants, toddlers, and twos.
6. Discuss the elements of quality in a program for children under three.

Early Childhood Associate

Certificate Program

Emphasis in Infant/Toddler Care

Major Courses		Credit Hours
EDU 119	Early Childhood Education	4
EDU 131	Child, Family & Community	3
EDU 144	Child Development I	3
EDU 153	Health, Safety, & Nutrition	3
EDU 234	Infants, Toddlers, & Twos	3
C55290C	Total Semester Hours Credit	16

Information Systems Security

School of Business, Engineering & Technical Studies

Pending Spring 2011 Approval

Curriculum Description

Information Systems Security covers a broad expanse of technology concepts. This curriculum provides individuals with the skills required to implement effective and comprehensive information security controls.

Course work includes networking technologies, operating systems administration, information policy, intrusion detection, security administration, and industry best practices to protect data communications.

Graduates should be prepared for employment as security administrators. Additionally, they will acquire the skills that allow them to pursue security certifications.

Competencies

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

1. Provide effective written/oral presentations to an appropriate audience regarding information system securities related issues, recommendations, etc.
2. Use critical thinking skills to analyze procedures and provide information system securities solutions. Apply mathematical principles within system securities.
3. Read, analyze, interpret, and explain technical manuals, documents, and other technology-related resources.
4. Explore other cultures as related to information technology.
5. Demonstrate and recognize the skills required to build and foster professional relationships in the information system securities field.

Information Systems Security Associate in Applied Science Degree Program

Major Courses		Credit Hours
CIS 110	Introduction to Computers	3
CIS 115	Intro to Programming & Logic	3
DBA 110	Database Concepts	3
NET 125	Networking Basics	3
NET 126	Routing Basics	3
NET 225	Routing & Switching I	3
NET 226	Routing & Switching II	3
NOS 110	Operating System Concepts	3
NOS 120	Linux/UNIX Single User	3
NOS 130	Windows Single User	3
NOS 220	Linux/UNIX Admin I	3
SEC 110	Security Concepts	3
SEC 150	Secure Communications	3
SEC 160	Secure Admin I	3

ACADEMICS

SEC 210	Intrusion Detection	3
SEC 220	Defense-In-Depth	3
SEC 289	Security Capstone Project	3

Supporting Courses

BUS 110	Introduction to Business	3
ENG 111	Expository Writing	3
ENG 114	Professional Research & Reporting	3
GEO 111	World Regional Geography	3
MAT 140	Survey of Mathematics	3
-- --	Elective (Humanities)¥	<u>3</u>

A25270	Total Semester Hours Credit	69
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¥ From Humanities List, page 145

**Information Systems Security
Diploma Program**

Major Courses **Credit Hours**

CIS 110	Introduction to Computers	3
NET 125	Networking Basics	3
NET 126	Routing Basics	3
NET 225	Routing & Switching I	3
NET 226	Routing & Switching II	3
NOS 110	Operating System Concepts	3
SEC 110	Security Concepts	3
SEC 150	Secure Communications	3
SEC 160	Secure Admin I	3
SEC 210	Intrusion Detection	3
SEC 220	Defense-In-Depth	3

Supporting Courses

ENG 111	Expository Writing	3
MAT 140	Survey of Mathematics	<u>3</u>

A25270D	Total Semester Hours Credit	39
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**Information Systems Security
Certificate Program
Emphasis in Intrusion Detection**

Major Courses **Credit Hours**

CIS 110	Introduction to Computers	3
NET 110	Networking Concepts	3
OR		
NET 125	Networking Basics	3
SEC 110	Security Concepts	3
SEC 160	Secure Admin I	3
SEC 210	Intrusion Detection	<u>3</u>

A25270C	Total Semester Hours Credit	15
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Lateral Entry for Teachers

School of Arts, Sciences & Education

Curriculum Description

The Lateral Entry curriculum provides a course of study leading to the development of the general pedagogy competencies needed to become certified to teach by the North Carolina Department of Public Instruction.

Course work includes human growth and development, learning theory, instructional technology, school policies and procedures, home school, and community collaborations and classroom organization and management to enhance learning. Courses offered by partnering senior institutions include instructional methods, literacy, and diversity.

Graduates should meet the general pedagogy competencies within the first three years of teaching, including a minimum of six semester hours per school year. Additional requirements, such as pre-service training and passing of the PRAXIS II, are required for licensure.

The College works collaboratively with the Davidson County, Davie County, Lexington City, and Thomasville City school systems in offering courses for lateral entry teachers. Department of Public Instruction personnel at the Regional Alternative Licensing Centers, in collaboration with the employer, establish specific requirements for each lateral entry teacher to qualify for permanent licensure. Lateral entry courses may be taken by licensed teachers seeking to enhance learning outcomes and teaching strategies.

**Lateral Entry for Teachers
Certificate Program**

Major Courses **Credit Hours**

EDU 131	Child, Family, & Community	3
EDU 163	Classroom Mgt & Instruction	3
EDU 243	Learning Theory	3
EDU 245	Policies & Procedures	3
EDU 271	Educational Technology	3
PSY 241	Developmental Psychology	3

The following required subject hours must be completed through a partnering senior institution.

EDU/CUI***	Meeting Special Learning Needs, Exceptionalities, & Diversity	3
EDU/CUI***	Literacy/Reading Methods	3
EDU/CUI***	Applied Mathematics I	<u>3</u>
C55430	Total Semester Hours Credit	27

Logistics Management

School of Business, Engineering & Technical Studies

This program is pending State Board approval.

Curriculum Description

Logistics Management is a concentration under the curriculum title of Business Administration. This curriculum prepares students for careers in transportation and warehousing through the study of the principles of organization and management in logistics.

Course work includes the international and domestic movement of goods from the raw materials source(s) through production and ultimately to the consumer. Courses in transportation, warehousing, inventory control, material handling, computerization, and federal transportation and OSHA regulations are emphasized.

Graduates should qualify for employment in logistics-related jobs such as material handling foreman, transportation supervisor, traffic manager, warehouse manager, and inventory control manager.

Competencies

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

1. Demonstrate the influence of supply and demand theories in various business situations.
2. Demonstrate the ability to analyze the marketing mix for a given product.
3. Demonstrate the ability to understand and apply law and ethics to various business situations.
4. Apply contemporary supply chain management theories to various business situations.

Logistics Management Associate in Applied Science Degree Program

Major Courses			Credit Hours
ACC	120	Principles of Financial Accounting	4
ACC	121	Principles of Managerial Accounting	4
BUS	110	Intro to Business	3
BUS	115	Business Law I	3
BUS	137	Principles of Management	3
OR			
ECO	151	Survey of Economics	3 3
OR			
ECO	251	Principles of Microeconomics	3
OR			
ECO	252	Principles of Macroeconomics	3
INT	110	International Business	3
LOG	110	Intro to Logistics	3
LOG	120	Global Logistics	3
LOG	125	Transportation Logistics	3
LOG	210	Fleet Management	3
LOG	211	Distribution Management	3
LOG	220	Logistics Management	3
LOG	230	Transportation Management	3
MKT	120	Principles of Marketing	3
Supporting Courses			
CIS	110	Intro to Computers	3
DBA	110	Database Concepts	3
ENG	111	Expository Writing	3
ENG	114	Professional Research & Reporting	3
GEO	111	World Regional Geography	3
MAT	140	Survey of Mathematics	3
--	--	Elective (Humanities)¥	3
A2512E		Total Semester Hours Credit	68

¥ From Humanities List, page 145

† From Social/Behavioral Science List, page 145

Logistics Management Diploma Program

Major Courses		Credit Hours
ACC 120	Principles of Financial Accounting	4
BUS 110	Intro to Business	3
BUS 115	Business Law I	3
BUS 137	Principles of Management	3
ECO 151	Survey of Economics	3 3
OR		
ECO 251	Principles of Microeconomics	3
OR		
ECO 252	Principles of Macroeconomics	3
LOG 110	Intro to Logistics	3
LOG 120	Global Logistics	3
LOG 125	Transportation Logistics	3
LOG 210	Fleet Management	3
LOG 211	Distribution Management	3
LOG 230	Transportation Management	3
MKT 120	Principles of Marketing	3
Supporting Courses		
CIS 110	Intro to Computers	3
DBA 110	Database Concepts	3
ENG 111	Expository Writing	3
ENG 114	Professional Research & Reporting	3
D2512E	Total Semester Hours Credit	49

Logistics Management Certificate Program

Major Courses		Credit Hours
CIS 110	Introduction to Computers	3
DBA 110	Database Concepts	3
LOG 110	Intro to Logistics	3
LOG 125	Transportation Logistics	3
LOG 210	Fleet Management	3
LOG 211	Distribution Management	3
C2512E	Total Semester Hours Credit	18

Manufacturing Technology

School of Business, Engineering & Technical Studies

Curriculum Description

The Manufacturing Technology curriculum provides an introduction to the principles and practices of manufacturing in today's global marketplace. The student will be exposed to valuable high-tech concepts applicable in a variety of industries such as plastics, metals, furniture, textiles, and electronics.

Students will gain real-world knowledge in manufacturing management practices, manufacturing materials and processes, research and development, and quality assurance. Course work will include machining processes, CAD/CAM, CNC principles, and other computerized production techniques.

Graduates should qualify for employment as a manufacturing technician, quality assurance technician, CAD/CAM technician, team leader, or research and development technician. The student will be able to advance in the workplace and develop with new technologies.

Competencies - CAD/CAM Operations

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

1. Understand and demonstrate the common principles and practices in advanced manufacturing settings.
2. Interpret information to create and manage technical drawings.
3. Use CAD workstations to create and manage two- and three-dimensional models and renderings.
4. Link CAD documents to other applications and documents including CNC machining systems.
5. Locate and apply reference information about manufacturing materials.
6. Use solid modeling software to create and simulate part manufacture and testing before production.

Competencies - Machining Operations

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

1. Understand and demonstrate the common principles and practices in advanced manufacturing settings.
2. Interpret information and blueprints for part manufacturing, job routing, and cost estimation.
3. Use applied mathematical skills to solve functional problems related to machining.
4. Use critical thinking to apply machining skills to produce finished parts meeting quality requirements as described in blueprints.

5. Locate and interpret reference information about manufacturing materials and machining equipment.
6. Set up and operate basic machining equipment and CNC machining centers.
7. Maintain safety, cleanliness, and integrity of machining equipment.
8. Perform basic preventive maintenance and apply basic lean concepts.

Manufacturing Technology
Associate in Applied Science Degree Program
CAD/CAM Operations Track

Major Courses		Credit Hours
DFT 111	Technical Drafting I	4
DFT 111A	Technical Drafting I Lab	1
DFT 112	Technical Drafting II	4
DFT 112A	Technical Drafting II Lab	1
DFT 121	Introduction to Geometric Dimensioning & Tolerance	2
DFT 151	Computer Aided Drafting I	3
DFT 152	Computer Aided Drafting II	3
DFT 153	Computer Aided Drafting III	3
DFT 154	Introduction to Solid Modeling	3
DFT 251	Customizing CAD Software	3
DFT 254	Intermediate Solid Modeling/Rendering	3
ISC 112	Industrial Safety	2
ISC 128	Industrial Leadership	2
ISC 132	Manufacturing Quality Control	3
MEC 110	Introduction to CAD/CAM	2
MEC 145	Manufacturing Materials I	3
MEC 172	Introduction to Metallurgy	3
MEC 231	Computer Aided Manufacturing I	3
MEC 232	Computer Aided Manufacturing II	3
Supporting Courses		
ENG 111	Expository Writing	3
ENG 114	Professional Research & Reporting	3
MAT 120	Geometry & Trigonometry	3
-- --	Elective (Humanities)¥	3
-- --	Elective (Social/Behavioral Science)†	3
A50320	Total Semester Hours Credit	66

¥ From Humanities List, page 145

† From Social/Behavioral Science List, page 145

Manufacturing Technology
Associate in Applied Science Degree Program
Machining Operations Track

Major Courses		Credit Hours
BPR 111	Blueprint Reading	2
BPR 121	Blueprint Reading Mechanical	2
ISC 112	Industrial Safety	2
ISC 112	Industrial Safety	2
ISC 113	Industrial Specifications	1
ISC 132	Manufacturing Quality Control	3
MAC 111	Machining Technology I	6
MAC 112	Machining Technology II	6
MAC 113	Machining Technology III	6
MAC 114	Introduction to Metrology	2
MAC 121	Introduction to CNC	2
MAC 122	CNC Turning	2
MAC 124	CNC Milling	2
MAC 151	Machining Calculations	2
MAC 152	Advanced Machining Calculations	2
MAC 222	Advanced CNC Turning	2
MAC 224	Advanced CNC Milling	2
MEC 145	Manufacturing Materials I	3
MEC 172	Introduction to Metallurgy	3
Supporting Courses		
ENG 111	Expository Writing	3
ENG 114	Professional Research & Reporting	3
MAT 120	Geometry & Trigonometry	3
-- --	Elective (Humanities)¥	3
-- --	Elective (Social/Behavioral Science)†	3
A50320	Total Semester Hours Credit	65

¥ From Humanities List, page 145

† From Social/Behavioral Science List, page 145

**Manufacturing Technology
Diploma Program
CAD/CAM Operations Track**

Major Courses	Credit Hours
DFT 111 Technical Drafting I	4
DFT 111A Technical Drafting I Lab	1
DFT 112 Technical Drafting II	4
DFT 112A Technical Drafting II Lab	1
DFT 121 Introduction to Geometric Dimensioning & Tolerance	2
DFT 151 Computer Aided Drafting I	3
DFT 152 Computer Aided Drafting II	3
ISC 112 Industrial Safety	2
ISC 128 Industrial Leadership	2
ISC 132 Manufacturing Quality Control	3
MEC 110 Introduction to CAD/CAM	2
MEC 145 Manufacturing Materials I	3
Supporting Courses	
ENG 102 Applied Communications II	3
MAT 120 Geometry & Trigonometry	3
D50320 Total Semester Hours Credit	36

**Manufacturing Technology
Diploma Program
Machining Operations Track**

Major Courses	Credit Hours
BPR 111 Blueprint Reading	2
BPR 121 Blueprint Reading Mechanical	2
ISC 112 Industrial Safety	2
ISC 132 Manufacturing Quality Control	3
MAC 111 Machining Technology I	6
MAC 112 Machining Technology II	6
MAC 114 Introduction to Metrology	2
MAC 151 Machining Calculations	2
MAC 152 Advanced Machining Calculations	2
MEC 145 Manufacturing Materials I	3
MEC 172 Introduction to Metallurgy	3
Supporting Courses	
ENG 102 Applied Communications II	3
MAT 120 Geometry & Trigonometry	3
D50320 Total Semester Hours Credit	39

**Manufacturing Technology
Certificate Program
Emphasis in CAD/CAM Operations**

Major Courses	Credit Hours
DFT 111 Technical Drafting I	4
DFT 111A Technical Drafting I Lab	1
DFT 121 Introduction to Geometric Dimensioning & Tolerance	2
DFT 151 Computer Aided Drafting I	3
MEC 110 Introduction to CAD/CAM	2
MEC 231 Computer Aided Manufacturing I	3
C50320 Total Semester Hours Credit	15

**Manufacturing Technology
Certificate Program
Emphasis in Intermediate CAD/CAM Operations**

Major Courses	Credit Hours
DFT 112 Technical Drafting II	4
DFT 112A Technical Drafting II Lab	1
DFT 152 Computer Aided Drafting II	3
DFT 251 Customizing CAD Software	3
MEC 232 Computer Aided Manufacturing II	3
C50320 Total Semester Hours Credit	14

**Manufacturing Technology
Certificate Program
Emphasis in Machining Operations**

Major Courses	Credit Hours
BPR 111 Blueprint Reading	2
MAC 114 Introduction to Metrology	2
MAC 121 Introduction to CNC	2
MAC 122 CNC Turning	2
MAC 151 Machining Calculations	2
MAC 124 CNC Milling	2
C50320 Total Semester Hours Credit	12

**Manufacturing Technology
Certificate Program
Emphasis in Advanced CNC Operations**

Major Courses	Credit Hours
BPR 121 Blueprint Reading: Mechanical	2
MAC 152 Advanced Machining Calculations	2
MAC 222 Advanced CNC Turning	2
MAC 224 Advanced CNC Milling	2
MEC 172 Introduction to Metallurgy	3
ISC 132 Manufacturing Quality Control	3
C50320 Total Semester Hours Credit	14

Medical Assisting

School of Health, Wellness & Public Safety

Curriculum Description

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

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

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 physicians' offices, health maintenance organizations, health departments, and hospitals.

Accreditation

The Davidson County Community College Diploma Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org), upon the recommendation of the Medical Assisting Education Review Board (MAERB). The address for the commission is: Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756; telephone: 727.210.2350.

Competencies

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

1. Demonstrate effective written and oral communication skills with consumers and coworkers in the role of medical assistant.
2. Use critical thinking to recognize, analyze, and solve problems related to administrative, clinical, and laboratory procedures.
3. Understand and use policies and manuals related to administrative, clinical, and laboratory procedures.
4. Perform mathematic calculations related to generating laboratory results and preparing and administering medications.
5. Use current technologies in the implementation of administrative, clinical, and laboratory procedures.
6. Demonstrate competency in the knowledge and skills required for entry level medical assisting practice.

7. Display professionalism by projecting a positive attitude, working as a team member, showing initiative and responsibility, and displaying sensitivity to cultural diversity.
8. Practice in a legal and ethical manner.

Performance Standards

In addition to DCCC requirements and course objectives, there are professional standards that encompass communication, motor skills, sensory and cognitive ability and professional conduct that are essential for the competent study and practice of medical assisting. These performance standards are published in the application for admission to health programs and the *General Catalog/Student Handbook* and/or available from program faculty.

Admission Requirements

Qualified applicants are admitted to the program based on selective ranking criteria. Applicants for admission to the Medical Assisting program must have:

1. Completed and submitted an Application for Admission and an "Intent to Enroll" for Allied Health programs.
2. Graduated from high school or have an Adult High School diploma or have passed the GED with an equivalency certificate which meets the minimum requirements set by the State of North Carolina. Official high school transcript and copy of AHS Diploma/GED Certificate and official college transcripts, where applicable, must be on file in the Admissions Office.
3. Completed the College's assessment process and achieved acceptable scores or been exempted from placement, or satisfactorily completed all needed preparatory courses by the end of spring semester prior to acceptance.
4. Signed and submitted the Statement of Understanding Concerning Acceptance for Clinical Training.
5. Physical and emotional health status compatible with the ability to provide safe care to clients and to obtain acceptance for clinical training.
6. Achieved grades of "C" or higher in any required courses in curriculum taken prior to entry into the Medical Assisting program.
7. Basic computer knowledge and keyboarding skills prior to enrollment as described in the Application for Admission to Allied Health Programs.

Progression Requirements

A student must meet all prerequisite and corequisite MED course requirements with a grade of "C" or better in order to progress in the program.

Criminal Background Check

A criminal background check and drug screen testing are required by the clinical site prior to participation in the clinical component.

If any clinical facility refuses to allow the student to participate in clinical experiences in that clinical agency, the student will not be able to progress in the program.

**Medical Assisting
Associate in Applied Science Degree Program**

Major Courses		Credit Hours
MED 110	Orientation to Medical Assisting	1
MED 118	Medical Law & 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
MED 232	Medical Insurance Coding	2
MED 140	Examining Room Procedures I	5
MED 150	Laboratory Procedures I	5
MED 240	Examining Room Procedures II	5
MED 260	MED Clinical Practicum	5
MED 262	Clinical Perspectives	1
MED 270	Symptomatology	3
MED 272	Drug Therapy	3
Supporting Courses		
BIO 163	Basic Anatomy & Physiology	5
BUS 137	Principles of Management	3
COM 120	Interpersonal Communication	3
ENG 111	Expository Writing	3
ENG 114	Professional Research & Reporting	3
MAT 140	Survey of Mathematics	3
PSY 150	General Psychology	3
-- --	Elective (Humanities)¥	3
A45400	Total Semester Hours Credit	68

¥ From Humanities List, page 145

NOTE: Special legal requirements exist which may limit the ability of an individual to obtain clinical experience, employment, or certification in the Medical Assisting field. Prospective students should obtain additional information from a College counselor or program faculty member prior to seeking admission.

**Medical Assisting
Diploma Program**

Major Courses		Credit Hours
MED 110	Orientation to Medical Assisting	1
MED 118	Medical Law & 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
MED 140	Examining Room Procedures I	5
MED 150	Laboratory Procedures I	5
MED 260	MED Clinical Practicum	5
MED 262	Clinical Perspectives	1
MED 272	Drug Therapy	3
Supporting Courses		
BIO 163	Basic Anatomy & Physiology	5
COM 120	Interpersonal Communication	3
ENG 111	Expository Writing	3
D45400	Total Semester Hours Credit	43

**Medical Assisting
Certificate Program
Emphasis in Medical Office Procedures**

Major Courses		Credit Hours
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
MED 232	Medical Insurance Coding	2
Supporting Courses		
BIO 163	Basic Anatomy & Physiology	5
C45400	Total Semester Hours Credit	17

Medical Laboratory Technology

School of Health, Wellness & Public Safety

Curriculum Description

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

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

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

Accreditation

The Medical Laboratory Technology program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Road, Suite 720, Rosemont, IL 60018-5119, 773.714.8880.

Competencies

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

1. Demonstrate effective written and oral communication skills with consumers and coworkers.
2. Recognize, analyze, and solve problems related to clinical lab procedures.
3. Read and understand medical laboratory manuals and related technical materials.
4. Perform mathematical calculations related to generating laboratory results.
5. Use current technologies to access and process information.
6. Demonstrate the academic knowledge and technical skills for entry level medical laboratory practice.
7. Display professionalism by projecting a positive attitude, working as a team member, showing initiative and responsibility, and displaying sensitivity to cultural diversity.

Performance Standards

In addition to DCCC requirements and course objectives, there are professional standards that encompass communication, motor skills, sensory and cognitive ability and professional conduct that are essential for the competent study and practice of medical laboratory technology. These performance standards are published in the application for admission to health programs and the *General Catalog/Student Handbook* and/or available from program faculty.

Admission Requirements

Qualified applicants are admitted based on selective ranking criteria. Applicants for admissions to the MLT program must have:

1. Completed and submitted an Application for Admission and an "Intent to Enroll" for Allied Health programs.
2. Graduated from high school or have an Adult High School Diploma or have passed the GED with an equivalency certificate which meets the minimum requirements set by the State of North Carolina. Official high school transcript and copy of AHS Diploma/GED Certificate and official college transcripts, where applicable, must be on file in the Admissions Office.
3. Completed the College's assessment process and achieved acceptable scores or been exempted from placement, or satisfactorily completed all needed preparatory courses by the end of spring semester prior to acceptance.
4. Signed and submitted the Statement of Understanding Concerning Acceptance for Clinical Training.
5. Physical and emotional health status compatible with the ability to provide safe care to clients and to obtain acceptance for clinical training.
6. Achieved grades of "C" or higher in any required courses in curriculum taken prior to entry into the Medical Laboratory Technology program.

Progression Requirements

A student must meet all prerequisite and corequisite MLT course requirements with a grade of "C" or better in order to progress in the program.

Criminal Background Check

A criminal background check and drug screen testing are required by the clinical site prior to participation in the clinical component.

If any clinical facility refuses to allow the student to participate in clinical experiences in that clinical agency, the student will not be able to progress in the program.

Medical Laboratory Technology
Associate in Applied Science Degree Program

Major Courses			Credit Hours
MLT 110	Intro to Medical Laboratory Tech		3
MLT 111	Urinalysis & Body Fluids		2
MLT 120	Hematology/Hemostasis		4
MLT 125	Immunohematology I		5
MLT 130	Clinical Chemistry		4
MLT 140	Intro to Microbiology		3
MLT 215	Professional Issues		1
MLT 216	Professional Issues		1
MLT 220	Hematology/Hemostasis II		3
MLT 240	Special Clinical Microbiology		3
MLT 251	MLT Practicum I		1
MLT 267	MLT Practicum II		8
MLT 275	MLT Practicum III		5
Supporting Courses			
BIO 163	Basic Anatomy & Physiology		5
OR			
BIO 165	Anatomy & Physiology I		4
AND			
BIO 166	Anatomy & Physiology II		4
CHM 130	General, Organic & Biochemistry		3
CHM 130A	General, Organic & Biochemistry Lab		1
COM 120	Interpersonal Communication		3
ENG 111	Expository Writing		3
MAT 140	Survey of Mathematics		3
PSY 150	General Psychology		3
-- --	Elective (Humanities)¥		3
A45420	Total Semester Hours Credit		67

¥ From Humanities List, page 145

NOTE: Special legal requirements exist which may limit the ability of an individual to obtain clinical experience, employment, or certification in the Medical Laboratory Technology field. Prospective students should obtain additional information from a College counselor or program faculty member prior to seeking admission.

Motorcycle Mechanics

School of Business, Engineering & Technical Studies

Curriculum Description

The Motorcycle Mechanics curriculum provides training which develops the knowledge and skills needed to inspect, diagnose, repair, and/or adjust motorcycles, all-terrain vehicles, and personal watercraft.

The course work includes the operating principles involved in modern motorcycles which will be presented in class assignments, discussion, demonstration, and shop practice.

Graduates of the curriculum should qualify for entry-level employment opportunities with motorcycle dealers or independent repair shops. Some graduates may become self-employed after they acquire some experience.

Competencies

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

1. Diagnose problems and locate failures within the electrical system, engine, power train, suspension, or frame.
2. Dismantle engines, adjust, repair or replace mechanical and electrical system parts, such as carburetors and generators.
3. Repair and adjust motorcycle subassemblies such as forks, transmissions, brakes, and drive chains, according to specification.
4. Disassemble subassembly units and examine condition, movement, or alignment of parts visually or using gauges.
5. Listen to engines, examine vehicle frames, and confer with customers to determine nature and extent of malfunction or damage.
6. Connect test panels to engines and measure generator output, ignition timing, and other engine performance indicators.
7. Maintain the cleanliness and integrity of the equipment, tools, and supplies in a motorcycle mechanics shop.
8. Communicate effectively with customers and service managers through written and oral communication.
9. Use reference texts, magazine articles, computer-based information, equipment installation, operating instructions, and other resources to find additional information about the processes.

Motorcycle Mechanics Diploma Program

Major Courses		Credit Hours
MCM 101	Introduction to Motorcycle Mechanics	7
MCM 102	Motorcycle Engines	5
MCM 103	Motorcycle Electrical Systems	6
MCM 104	Motorcycle Fuel Systems	5
MCM 105	Motorcycle Chassis	3
MCM 106	Troubleshooting	4
Supporting Courses		
ENG 102	Applied Communications II	3
MAT 101	Applied Mathematics I	3
D60260	Total Semester Hours Credit	36

Motorsports Management

School of Business, Engineering & Technical Studies

Curriculum Description

The Motorsports Management Technology curriculum is designed to provide students with the knowledge and skills necessary to perform mid-management level functions in motorsports related companies.

Course work includes instruction in general studies, motorsports fundamentals, principles of management, computer applications, accounting, business mathematics, marketing, advertising and sales promotion, and human relations.

Graduates should qualify for employment/advancement in jobs related to management of motorsports teams/events/activities, as well as production and distribution of motorsports products and services.

Motorsports Management Technology Associate in Applied Science Degree Program

This program is offered in collaboration with
Rowan-Cabarrus Community College.

Major Courses		Credit Hours
BUS 137	Principles of Management	3
MSM 110	Intro to Motorsports Management	3
MSM 112	Engine/Drivetrain Fundamentals	2
MSM 210	Motorsports Marketing	3
MSM 212	Chassis/Handling Fundamentals	3
MSM 214	Fabrication Fundamentals	2
MSM 216	Organization Mobility	2
MSM 218	Safety/Environment	2
Select 1 Mathematics/Natural Sciences course from the following:		3-4
BIO 140	Environmental Biology	3
MAT 140	Survey of Mathematics	3
MAT 121	Algebra/Trigonometry I	3
MAT 161	College Algebra	3
MAT 175	Precalculus	4
PHY 110	Conceptual Physics	3

Supporting Courses

ACA 115	Success & Study Skills	1
ACC 120	Principles of Financial Accounting	4
BUS 121	Business Mathematics	3
BUS 253	Leadership & Management Skills	3
BUS 280	Real Small Business	
CIS 110	Intro to Computers	3
CTS 130	Spreadsheet	3
COM 231	Public Speaking	3
ENG 111	Expository Writing	3
ENG 114	Professional Research & Reporting	3
-- --	Elective (Humanities)¥	3
-- --	Elective (Social/Behavioral Science)†	3

Select 9 semester hours from the following courses:

BUS 115	Business Law I	3
BUS 153	Human Resource Management	3
BUS 260	Business Communication	3
COE 110	World of Work	1
COE 111	Co-op Work Experience I	1
COE 112	Co-op Work Experience I	2
COE 121	Co-op Work Experience II	1
MKT 220	Advertising & Sales Promotion	3
PHY 151	College Physics I	4
WLD 112	Basic Welding	2

A60270 Total Semester Hours Credit 68-69

¥ From Humanities List, page 145

† From Social/Behavioral Science List, page 145

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Networking Technology

School of Business, Engineering & Technical Studies

Curriculum Description

The Networking Technology curriculum prepares individuals for employment supporting network infrastructure environments. Students will learn how to use technologies to provide reliable transmission and delivery of data, voice, image, and video communications in business, industry, and education.

Course work includes design, installation, configuration, and management of network infrastructure technologies and network operating systems. Emphasis is placed on implementation and management of network software and the implementation and management of hardware such as switches and routers.

Graduates may find employment in entry-level jobs as local area network managers, network operators, network analysts, and network technicians. Graduates may also be qualified to take certification examinations for various network industry certifications, depending on their local program.

Competencies

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

1. Provide effective written/oral presentation to an appropriate audience regarding networking-related issues, recommendations, etc.
2. Use critical thinking skills to analyze procedures and provide networking solutions. Apply mathematical principles within networking.
3. Read, analyze, interpret, and explain networking manuals, documents, and other networking-related resources.
4. Explore other cultures as related to network technology.
5. Demonstrate and recognize the skills required to build and foster professional relationships in the networking technology field.

Computer Coaching Center

Students are supported by the Computer Coaching Center. The Coaching Center, staffed by a full-time Information Technology professional known as the Computer Coach, is open during the day, evenings, and on weekends.

Networking Technology
Associate in Applied Science Degree Program

Major Courses		Credit Hours
CIS 110	Intro to Computers	3
CIS 115	Intro to Programming & Logic	3
CTS 120	Hardware/Software Support	3
DBA 110	Database Concepts	3
NET 125	Networking Basics	3
NET 126	Routing Basics	3
NET 225	Routing & Switching I	3
NET 226	Routing & Switching II	3
NET 289	Networking Project	3
NOS 110	Operating Systems Concepts	3
NOS 120	Linux/UNIX Single User	3
NOS 130	Windows Single User	3
NOS 220	Linux/UNIX Admin I	3
NOS 230	Windows Admin I	3
SEC 110	Security Concepts	3
SEC 150	Secure Communications	3

Supporting Courses

BUS 110	Intro to Business	3
ENG 111	Expository Writing	3
ENG 114	Professional Research & Reporting	3
MAT 140	Survey of Mathematics	3
-- --	Elective (Humanities) ¥	3
-- --	Elective (Social/Behavioral Science)†	3
A25340	Total Semester Hours Credit	66

¥ From Humanities List, page 145

† From Social/Behavioral Science List, page 145

Networking Technology
Diploma Program

Major Courses		Credit Hours
CIS 110	Intro to Computers	3
NET 125	Networking Basics	3
NET 126	Routing Basics	3
NET 225	Routing & Switching I	3
NET 226	Routing & Switching II	3
NOS 110	Operating Systems Concepts	3
NOS 120	Linux/UNIX Single User	3
NOS 130	Windows Single User	3
NOS 220	Linux/UNIX Admin I	3
NOS 230	Windows Admin I	3

Supporting Courses

ENG 111	Expository Writing	3
MAT 140	Survey of Mathematics	3
D25340	Total Semester Hours Credit	36

Networking Technology
Certificate Program
Emphasis in Cisco Routing & Switching

Major Courses		Credit Hours
CIS 110	Intro to Computers	3
NET 125	Networking Basics	3
NET 126	Routing Basics	3
NET 225	Routing & Switching I	3
NET 226	Routing & Switching II	3
C25340C	Total Semester Hours Credit	15

Paralegal Technology

School of Business, Engineering & Technical Studies

Curriculum Description

The Paralegal Technology curriculum prepares individuals to work under the supervision of attorneys by performing routine legal tasks and assisting with substantive legal work. A paralegal/legal assistant may not practice law, give legal advice, or represent clients in a court of law.

Course work includes substantive and procedural legal knowledge in the areas of civil litigation, legal research and writing, real estate, family law, wills, estates, trusts, and commercial law. Required courses also include subjects such as English, mathematics, and computer utilization.

Graduates are trained to assist attorneys in probate work, investigations, public records search, drafting and filing legal documents, research, and office management. Employment opportunities are available in private law firms, governmental agencies, banks, insurance agencies, and other business organizations.

Competencies

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

1. Communicate effectively by listening, speaking, and writing.
 - a. Write a research memorandum for an attorney's review.
 - b. Draft documents for review and use by an attorney during the pleading, discovery, and trial phases of civil litigation.
 - c. Draft domestic law documents for the review of the attorney.
2. Identify, analyze, research, and evaluate legal issues.
 - a. Use critical thinking to define legal questions, research them, interpret statutory and case law, and properly cite legal authorities.
 - b. Distinguish between proper paralegal functions and the unauthorized practice of law, and identify the legal and ethical restrictions inherent in the practice of law.
 - c. Research and summarize basic North Carolina civil, criminal, domestic, property, business, and estate law concepts.
 - d. Assist an attorney in performing title searches and preparing residential loan closing documents.
 - e. Complete the necessary forms for Chapter 7 bankruptcy under the supervision of an attorney.
3. Work ethically and effectively with diverse populations.
 - a. Perform appropriately in a legal team, which includes attorneys, paralegals, and support personnel.
 - b. Demonstrate integrity, persist, and manage time in a beginning paralegal position with a private law firm, business, or governmental entity.

Paralegal Technology Associate in Applied Science Degree Program

Major Courses		Credit Hours
LEX 110	Intro to Paralegal Study	2
LEX 120	Legal Research & Writing I	3
LEX 121	Legal Research & Writing II	3
LEX 130	Civil Injuries	3
LEX 140	Civil Litigation I	3
LEX 141	Civil Litigation II	3
LEX 150	Commercial Law I	3
LEX 210	Real Property I	3
LEX 211	Real Property II	3
LEX 240	Family Law	3
LEX 250	Wills, Estates, & Trusts	3
LEX 280	Ethics & Professionalism	2
LEX 286	Medical Evidence Analysis	2 2
OR		
LEX 185	Legal Nurse Consulting	2
LEX 288	Elder Law	3
Supporting Courses		
BUS 115	Business Law I	3
CIS 110	Intro to Computers	3
CJC 131	Criminal Law	3
ENG 111	Expository Writing	3
ENG 114	Professional Research & Reporting	3
MAT 140	Survey of Mathematics	3
-- --	Elective (Humanities) ¥	3
-- --	Elective (Social/Behavioral Science) †	3
Other Required Hours		
COE 111	Co-op Work Experience I OR Elective	1
A25380	Total Semester Hours Credit	64

¥ From Humanities List, page 145

† From Social/Behavioral Science List, page 145

Paralegal Technology Real Estate Certificate

Major Courses		Credit Hours
COE 111	Co-op Work Experience I	1
OR		
LEX	Elective	
LEX 150	Commercial Law	3
LEX 210	Real Property I	3
LEX 211	Real Property II	3
LEX 240	Family Law	3 2-3
OR		
LEX 288	Elder Law	2
LEX 250	Wills, Estates, & Trusts	3
LEX 280	Ethics & Professionalism	2
C25380R	Total Semester Hours Credit	17-18

Paralegal Technology Litigation Certificate

Major Courses		Credit Hours
COE 111	Co-op Work Experience I	1
OR		
LEX	Elective	
LEX 120	Legal Research/Writing I	3
LEX 121	Legal Research/Writing II	3
LEX 130	Civil Injuries	3
LEX 140	Civil Litigation I	3
LEX 141	Civil Litigation II	3
LEX 280	Ethics & Professionalism	2
C25380RL	Total Semester Hours Credit	18

Paralegal Technology Legal Nurse Consultant Certificate

Role of the Legal Nurse Consultant

The role of a Legal Nurse Consultant includes: Educating attorneys on healthcare facts and issues of a case or claim; researching healthcare issues and facts; reviewing, summarizing and analyzing medical records and legal documents and correlating them to the allegations; assessing issues of damages and causation; identifying, locating, evaluating expert witnesses; drafting legal documents, i.e., written interrogatories, summarizing depositions; providing support during discovery, depositions, trial or arbitration, mediation; developing case strategies; settlement brochure development, trial notebooks; demonstrative evidence development; exhibit preparation; and witness preparation.

Major Courses		Credit Hours
LEX 120	Legal Research & Writing I	3
LEX 121	Legal Research & Writing II	3
LEX 130	Civil Injuries	3
LEX 140	Civil Litigation I	3
LEX 141	Civil Litigation II	3
LEX 185	Legal Nurse Consulting	2
C25380L	Total Semester Hours Credit:	17

NOTE: Students must hold licensure as a Registered Nurse.

Pharmacy Technology

School of Health, Wellness & Public Safety

Curriculum Description

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

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

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

Competencies

Upon successful completion of this program, the student should be able to perform the following functions under the supervision of a registered pharmacist. These competencies are designed to meet the requirements of the American Society of Health-Systems Pharmacists (ASHP) Standards of Pharmacy Technician Training Programs.

1. Demonstrate the written and oral communication skills required for safe and legal practice in the role of pharmacy technician.
2. Demonstrate the critical thinking skills necessary for safe preparation and distribution of medication.
3. Read and understand policies and other print materials related to safe preparation and distribution of medication.
4. Perform mathematical calculations needed to safely prepare medications and solutions.
5. Use current technologies to prepare, store, inventory, and distribute medications.
6. Demonstrate the academic knowledge and technical skills necessary for safe preparation, storage, and distribution of medications.
7. Deal effectively with others by displaying a positive attitude, working as a team member, showing initiative and responsibility, and displaying sensitivity to cultural diversity.
8. Practice in a legal and ethical manner.

Performance Standards

In addition to DCCC requirements and course objectives, there are professional standards that encompass communication, motor skills, sensory and cognitive ability and professional conduct that are essential for the competent study and practice of pharmacy technology. These performance standards are published in the application for admission to health programs and the *General Catalog/Student Handbook* and/or available from program faculty.

Admission Requirements

Students must be admitted to the Pharmacy Technology program prior to taking Pharmacy (PHM) courses with a laboratory component (PHM 111, PHM 118). Qualified applicants are admitted to the program based on selective ranking criteria.

Applicants for admission to the Pharmacy Technology program must have:

1. Completed and submitted an Application for Admission and an "Intent to Enroll" for Allied Health programs.
2. Graduated from an accredited high school or have an Adult High School Diploma or have passed the GED with an equivalency certificate which meets the minimum requirements set by the State of North Carolina. Official high school transcript and copy of AHS Diploma/GED Certificate and official college transcripts, where applicable, must be on file in the Admissions Office.
3. Completed the College's assessment process and achieved acceptable scores or been exempted from placement, or satisfactorily completed all needed preparatory courses by the end of spring semester prior to acceptance.
4. Signed and submitted the Statement of Understanding Concerning Acceptance for Clinical Training.
5. Physical and emotional health status compatible with the ability to provide safe care to clients and to obtain acceptance for clinical training.
6. Achieved grades of "C" or higher in any required courses in curriculum taken prior to entry into the Pharmacy Technology program.

Readmission Policy

Re-entry into the Pharmacy Technology program is contingent upon space being available in the laboratory component of the program. Qualified applicants re-enter with appropriate placement as determined by the applicant's prior academic record and/or Pharmacy Technology curriculum changes. Readmission to the program is limited to one time.

Probation and Suspension

Pharmacy Technology students are subject to the same probation and suspension policies as all other students enrolled in the College (see pages 34-36). In addition, a student is suspended from the program if the student receives a final grade of "D" or "F" in any required course in the Pharmacy Technology curriculum or receives a final clinical evaluation of "unsatisfactory" in any PHM course. Additional criteria for pharmacy technology students are listed on page 35.

Criminal Background Check

A criminal background check and drug screen testing are required by the clinical site prior to participation in the clinical component.

If any clinical facility refuses to allow the student to participate in clinical experiences in that clinical agency, the student will not be able to progress in the program.

Pharmacy Technology Associate in Applied Science Degree Program

Major Courses		Credit Hours
PHM 110	Intro to Pharmacy	3
PHM 111	Pharmacy Practice I	4
PHM 115	Pharmacy Calculations	3
PHM 118	Sterile Products	4
PHM 120	Pharmacology I	3
PHM 125	Pharmacology II	3
PHM 132	Pharmacy Clinical	2
PHM 134	Pharmacy Clinical	4
PHM 138	Pharmacy Clinical	8
PHM 140	Trends in Pharmacy	2
PHM 150	Hospital Pharmacy	4
PHM 155	Community Pharmacy	3
PHM 160	Pharm Dosage Forms	3
PHM 165	Pharmacy Professional Practice	2
PHM 265	Professional Issues	3
Supporting Courses		
BIO 163	Basic Anatomy & Physiology	5
COM 120	Interpersonal Communication	3
ENG 111	Expository Writing	3
MAT 161	College Algebra	3
PSY 150	General Psychology	3
-- --	Elective (Humanities) ¥	3
A45580	Total Semester Hours Credit	71

¥ From Humanities List, page 145

Pharmacy Technology Diploma Program

Major Courses		Credit Hours
PHM 110	Intro to Pharmacy	3
PHM 111	Pharmacy Practice I	4
PHM 115	Pharmacy Calculations	3
PHM 118	Sterile Products	4
PHM 120	Pharmacology I	3
PHM 125	Pharmacology II	3
PHM 132	Pharmacy Clinical	2
PHM 134	Pharmacy Clinical	4
PHM 140	Trends in Pharmacy	2
PHM 165	Pharmacy Professional Practice	2
Supporting Courses		
COM 120	Interpersonal Communication	3
ENG 111	Expository Writing	3
D45580	Total Semester Hours Credit	36

NOTE: Special legal requirements exist which may limit the ability of an individual to obtain clinical experience, employment, or certification in this field. Prospective students should obtain additional information from a College counselor or program faculty member prior to seeking admission.

Phlebotomy

School of Health, Wellness & Public Safety

Curriculum Description

The Phlebotomy curriculum prepares individuals to obtain blood and other specimens for the purpose of laboratory analysis. Course work includes proper specimen collection and handling, communication skills, and maintaining patient data.

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

Competencies

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

1. Demonstrate effective written and oral communication skills with consumers and coworkers.
2. Recognize, analyze, and solve problems related to phlebotomy procedures.
3. Read and understand medical laboratory manuals and technical materials related to phlebotomy.
4. Perform mathematical calculations relating to blood collection procedures.
5. Use current technologies to access and process information.
6. Demonstrate the academic knowledge and technical skills necessary for entry-level phlebotomy practice.
7. Display professionalism by projecting a positive attitude, working as a team member, showing initiative and responsibility, and displaying sensitivity to cultural diversity.
8. Practice in a legal and ethical manner.

Performance Standards

In addition to DCCC requirements and course objectives, there are professional standards that encompass communication, motor skills, sensory and cognitive ability and professional conduct that are essential for the competent study and practice of phlebotomy. These performance standards are published in the application for admission to health programs and the *General Catalog/Student Handbook* and/or available from program faculty.

Admission Requirements

Students must be admitted to the Phlebotomy program prior to taking PBT 100 or PBT 101

Applicants for admission to the Phlebotomy program must have:

1. Completed and submitted an Application for Admission and an "Intent to Enroll" for Allied Health programs.
2. Graduated from high school or have an Adult High School Diploma or have passed the GED with an equivalency certificate which meets the minimum requirements set by the State of North Carolina. Official high school transcript and copy of AHS Diploma/GED Certificate and official college transcripts, where applicable, must be on file in the Admissions Office.
3. Completed the College's assessment process and achieved acceptable scores or been exempted from placement, or satisfactorily completed all needed preparatory courses prior to acceptance.
4. Physical and emotional health status compatible with the ability to provide safe care to clients and to obtain acceptance for clinical training.
5. Signed and submitted the Statement of Understanding Concerning Acceptance for Clinical Training.

Phlebotomy Certificate Program

Major Courses

		Credit Hours
PBT 100	Phlebotomy Technology	6
PBT 101	Phlebotomy Practicum	3

Supporting Courses

PSY 118	Interpersonal Psychology	3	<u>3</u>
OR			
PSY 150	General Psychology	3	
C45600	Total Semester Hours Credit	12	

NOTE: Special legal requirements exist which may limit the ability of an individual to obtain clinical experience, employment, or certification in this field. Prospective students should obtain additional information from a College counselor or program faculty member prior to seeking admission. If any clinical facility refuses to allow the student to participate in clinical experiences in that clinical agency, the student will not be able to progress in the program.

Practical Nurse Education

School of Health, Wellness & Public Safety

Curriculum Description

The Practical Nurse Education curriculum prepares individuals with knowledge and skills to provide nursing care to children and adults.

Students will participate in assessment, planning, implementing, and evaluating nursing care.

Graduates are eligible to apply to take the National Council Licensure Examination (NCLEX-PN) which is required for practice as a Licensed Practical Nurse. Employment opportunities include hospitals, rehabilitation and long-term care/home health facilities, clinics, and physicians' offices.

Competencies

Upon successful completion of this program, the graduate may be eligible to apply to take the licensure examination required to become a licensed practical nurse and should possess the knowledge, fundamental skills, and attitudes to:

1. Provide evidence-based clinically competent nursing care in a culturally sensitive manner.
2. Use communication and information technology effectively and appropriately.
3. Work in interdisciplinary teams.
4. Contribute to continuous improvement of the health care system.
5. Demonstrate ethical and legal behavior in all professional activities.

Performance Standards

In addition to DCCC requirements and course objectives, there are professional standards that encompass communication, motor skills, sensory and cognitive ability and professional conduct that are essential for the competent study and practice of nursing. These performance standards are published in the application for admission to health programs and the *General Catalog/Student Handbook* and/or are available from program faculty.

Admission Requirements

The following are admissions criteria for applicants to the Practical Nurse Education (PNE) program.

To be eligible for admission to the PNE program applicants must have:

1. Completed and submitted an Application for Admission and an "Intent to Enroll" for the PNE program.

2. Graduated from high school or have an Adult High School Diploma or have passed the GED with an equivalency certification which meets minimum requirements set by the State of North Carolina. Official high school transcript and copy of AHS diploma/GED certificate and official college transcripts, where applicable, must be on file in the Admissions Office.
3. Completed the College's assessment process and achieved acceptable scores or be exempted from placement, or satisfactorily completed all needed preparatory courses by the end of fall semester prior to acceptance.
4. Completed the application process as described in the PNE admission packet.
5. Physical and emotional health status compatible with the ability to provide safe nursing care.
6. Signed and submitted the Statement of Understanding Concerning Acceptance for Clinical Training.
7. Completed an approved Nurse Aide I training course consisting of 70 hours of training which includes 40 hours of clinical instruction and be listed as a NAI.
8. Be currently certified in basic cardiopulmonary resuscitation (CPR) at the time of entry into the program.
9. Grades of "C" or higher in any PNE support course(s) taken prior to entry into the PNE program.

Transfer Credit for Nursing Courses

The decision regarding transfer credit for nursing courses is made by the Director of the program in consultation with members of the nursing faculty. Syllabi for the courses for which credit is requested will be required.

Probation and Suspension

Nursing students are subject to the same probation and suspension policies as all other students enrolled at the College. Additional criteria for nursing students are listed on page 35.

Since requirements for progression in the nursing program are in addition to the general requirements of the College, a student suspended from the program is not necessarily suspended from the College. Students who are eligible to do so may continue in their supporting courses and apply for readmission to the nursing program at a later time or may elect to change their major.

Criminal Background Check

Applicants for initial licensure in North Carolina must have a criminal background check.

The clinical site requires a criminal background check and drug screen testing prior to participation in the clinical component. If any clinical facility refuses to allow the student to participate in the clinical experiences in that clinical agency as a result of those findings, the student will not be able to progress in the program.

**Practical Nurse Education
Diploma Program**

Major Courses			Credit Hours
NUR 101	Practical Nursing I		11
NUR 102	Practical Nursing II		12
NUR 103	Practical Nursing III		10
Supporting Courses			
BIO 163	Basic Anatomy & Physiology		5
ENG 111	Expository Writing		3
PSY 150	General Psychology		3
PSY 241	Developmental Psychology		3
D45660	Total Semester Hours Credit		47

NOTE: Special legal requirements exist which may limit the ability of an individual to obtain clinical experience, employment, or licensure in this field. Prospective students should obtain additional information from a College counselor or program faculty member prior to seeking admission.

Therapeutic Massage

School of Health, Wellness & Public Safety

Curriculum Description

The Therapeutic Massage curriculum prepares graduates to work in direct client care settings to provide manipulation, methodical pressure, friction and kneading of the body for maintaining wellness or treating alterations in wellness throughout the lifespan.

Courses will include content in normal human anatomy and physiology, therapeutic massage, ethical/legal issues, business practices, nutrition, and psychology.

Employment opportunities in North Carolina may be found in hospitals, rehabilitation centers, health departments, home health, medical offices, nursing homes, spas, health and sports clubs, and private practice. Graduates may be eligible to take the National Certification for Therapeutic Massage and Bodywork.

Diploma level courses are offered on a yearly basis. A.A.S. courses are offered on an as-needed basis.

Competencies

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

1. Describe the physiological and emotional benefits of massage therapy.
2. Execute an effective treatment plan based on knowledge of anatomy, physiology, and common pathologies as well as assessment of client information.
3. Perform massage therapy for therapeutic benefit through application of techniques such as effleurage, petrissage, friction, tapotement, and vibration while utilizing the hands, fingers, thumbs, elbows, forearms, and/or feet as appropriate.
4. Develop successful and ethical client-therapist relationships.
5. Demonstrate appreciation for the legal, ethical, and professional parameters essential to the profession of massage therapy.
6. Model oral and written communication skills appropriate for establishing and maintaining therapeutic relationships with clients and interacting with other professionals.
7. Develop employment strategies and/or a business plan that reflect(s) understanding of business practices, legal issues, and federal, state, and local regulations related to the practice of massage therapy.
8. Develop a professional development and personal wellness plan that reflects commitment to lifelong learning and continuous improvement.

Admission Requirements

Qualified applicants are admitted to the program based on selective ranking criteria.

Applicants for admission to the Therapeutic Massage program must have:

1. Completed and submitted an Application for Admission.
2. Graduated from high school or have an Adult High School Diploma or have passed the GED with an equivalency certification which meets minimum requirements set by the State of North Carolina. Official high school transcript and copy of AHS Diploma/GED Certificate and official college transcripts, where applicable, must be on file in the Admissions Office.
3. Completed the College's assessment process and achieved acceptable scores, or have been exempted from placement or satisfactorily completed all needed preparatory courses by the end of spring semester prior to acceptance.
4. Achieved grades of "C" or higher in any required courses in curriculum taken prior to entry into the Therapeutic Massage program.

Progression Requirements

A student must meet all prerequisite and corequisite MTH course requirements with a grade of "C" or better in order to progress in the program.

Criminal Background Check

The North Carolina Board of Massage and Bodywork Therapy may deny a license to practice massage and bodywork therapy if an applicant has a criminal record or there is other evidence that indicates the applicant lacks good moral character.

Therapeutic Massage Associate in Applied Science Degree Program

Major Courses		Credit Hours
MTH 110	Fundamentals of Massage	10
MTH 120	Therapeutic Massage Applications	10
MTH 125	Ethics of Massage	2
MTH 210	Advanced Skills of Massage	8
MTH 220	Outcome-Based Massage	7
Supporting Courses		
BIO 155	Nutrition	3
BIO 163	Basic Anatomy & Physiology	5
BIO 271	Pathophysiology	3
BUS 137	Principles of Management	3 3-4
OR		
BUS 280	REAL Small Business	4
COM 120	Interpersonal Communications	3
ENG 111	Expository Writing	3
MED 120	Survey of Medical Terminology	2
PSY 150	General Psychology	3
-- --	Elective (Humanities course)¥	3
-- --	Elective (Social/Behavioral Science; other than PSY 150)†	<u>3</u>
A45750	Total Semester Hours Credit	68 or 69

¥ From Humanities List, page 145

† From Social/Behavioral Science List, page 145

Therapeutic Massage Diploma

Major Courses		Credit Hours
MTH 110	Fundamentals of Massage	10
MTH 120	Therapeutic Massage Applications	10
MTH 125	Ethics of Massage	2
Supporting Courses		
BIO 163	Basic Anatomy & Physiology	5
BUS 137	Principles of Management	3 3-4
OR		
BUS 280	REAL Small Business	4
ENG 111	Expository Writing	3
MED 120	Survey of Medical Terminology	2
PSY 150	General Psychology	<u>3</u>
D45750	Total Semester Hours Credit	38 or 39

Truck Driver Training

School of Business, Engineering & Technical Studies

Curriculum Description

The Truck Driver Training curriculum prepares individuals to drive tractor trailer rigs. This program teaches proper driving procedures, safe driver responsibility, commercial motor vehicle laws and regulations and the basic principles and practices for operating commercial vehicles.

The course work includes motor vehicle laws and regulations, map reading, vehicle maintenance, safety procedures, daily logs, defensive driving, freight handling, security and fire protection. Highway driving, training range exercises and classroom lectures are used to develop the student's knowledge and skills.

Graduates of the curriculum are qualified to take the Commercial Driver's License Exam and are employable by commercial trucking firms. They may also become owner/operators and work as private contract haulers.

Competencies

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

1. Communicate effectively with co-workers, employers, customers, and enforcement/safety personnel through oral and/or written communication.
2. Read, interpret, diagnose and take appropriate action upon information provided by vehicle's control systems and instruments.
3. Perform pre-trip, en route, and post-trip inspections; accurately document findings and forward to appropriate personnel or offices.
4. Operate a vehicle in safe, efficient, and controlled manner in varying traffic and terrain conditions.
5. Shift all gears of multi-speed, dual-range transmissions in varying speed, terrain, and highway conditions to achieve and maintain fuel and equipment efficiency.
6. Back and dock tractor-trailer units using safe and efficient practices.
7. Couple and uncouple tractor and trailer units using safe and efficient practices.
8. Execute safe driving practices using visual observations; managing and adjusting vehicle speed, distances, and separation in various terrain and highway conditions, identifying potential driving hazards and performing defensive and evasive actions.
9. Plan trips using maps and federal/state regulations, make decisions concerning optimal routes, permits, fuel usage, time, and costs.

10. Manage the day-to-day responsibilities of an entry-level truck driver by managing time effectively, working effectively with others, demonstrating dependability, and completing assignments satisfactorily.

Admission Requirements

The following are admission criteria for applicants to the Truck Driver Training program. Applicants for admission to the program must:

1. Be able to read, write, and speak English at a level that permits the student to benefit from the course.
2. Submit a Davidson County Community College Truck Driver Training application.
3. Be at least 18 years of age.
4. Pass a Department of Transportation physical examination within the last six months. Bring proof of physical to the Admission's Office with an application.
5. Pass a DOT drug test at a lab designated by Davidson County Community College.
6. Obtain a Class A CDL Permit - requires a written test at the Division of Motor Vehicles. Obtain the North Carolina Commercial Driver's Manual study guide at the DMV office.
7. Provide a DMV seven-year driving record no more than three months old. The following four violations will prohibit a person from entering the school if a conviction has been within the last 48 months: driving while impaired; careless and reckless driving; hit and run; refusal to take a chemical test.
8. Upon request of the College for special circumstances, provide results of additional medical, physical, psychological, and/or functional capacity assessments to document the student's ability to participate in instruction and operate training vehicles in a safe manner.

Truck Driver Training Certificate Program Eight-Week Program

Major Courses	Credit Hours
TRP 100 Truck Driver Training	<u>12</u>
C60300 Total Semester Hours Credit	12

Web Technologies

School of Business, Engineering & Technical Studies

Curriculum Description

The Web Technologies curriculum prepares graduates for careers in the information technology arena using computers and distributed computing to disseminate and collect information via the web.

Course work in this program covers the terminology and use of computers, network devices, networks, servers, databases, applications, programming languages, as well as web applications, site development, and design. Studies will provide opportunity for students to learn related industry standards.

Graduates should qualify for career opportunities as designers, administrators, or developers in the areas of web applications, websites, web services, and related areas of distributed computing.

Competencies

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

1. Provide an effective written/oral presentation to an appropriate audience regarding web technologies related issues, recommendations, etc.
2. Use critical thinking skills to analyze procedures and provide web technology solutions.
3. Apply mathematical principles within web technology.
4. Read, analyze, interpret, and explain web technology manuals, documents, and other web technology-related resources.
5. Maintain and cultivate effective and ethical business/professional relationships in the pursuit of web technology objectives. Provide web technology solutions through the use of teamwork, integrity, persistence, and good time management.

Web Technologies Associate in Applied Science Degree Program

Major Courses		Credit Hours
CIS 110	Intro to Computers	3
CIS 115	Intro to Programming & Logic	3
CSC 151	JAVA Programming	3
CSC 251	Adv. JAVA Programming	3
DBA 110	Database Concepts	3
NET 110	Networking Concepts	3 3
OR		
NET 125	Networking Basics	3
NOS 110	Operating Systems Concepts	3
SEC 110	Security Concepts	3
SEC 150	Secure Communications	3
WEB 110	Internet/Web Fundamentals	3
WEB 115	Web Markup & Scripting	3
WEB 120	Intro to Internet Multimedia	3
WEB 140	Web Development Tools	3
WEB 210	Web Design	3
WEB 230	Implementing Web Services	3
WEB 250	Database Driven Websites	3
Supporting Courses		
BUS 110	Intro to Business	3
ENG 111	Expository Writing	3
ENG 112	Argument-Based Research	3 3
OR		
ENG 114	Professional Research & Reporting	3
MAT 140	Survey of Mathematics	3
-- --	Elective (Humanities)¥	3
-- --	Elective (Social/Behavioral Science)†	3
A25290	Total Semester Hours Credit	66

¥ From Humanities List, page 145

† From Social/Behavioral Science List, page 145

Web Technologies Diploma Program

Major Courses		Credit Hours
CIS 110	Intro to Computers	3
DBA 110	Database Concepts	3
NET 110	Networking Concepts	3 3
OR		
NET 125	Networking Basics	3
SEC 110	Security Concepts	3
SEC 150	Secure Communications	3
WEB 110	Internet/Web Fundamentals	3
WEB 115	Web Markup & Scripting	3
WEB 120	Intro to Internet Multimedia	3
WEB 140	Web Development Tools	3
WEB 210	Web Design	3
Supporting Courses		
BUS 110	Intro to Business	3
ENG 111	Expository Writing	3
MAT 140	Survey of Mathematics	3
D25290	Total Semester Hours Credit	39

Web Technologies General Certificate

Major Courses		Credit Hours
CIS 110	Intro to Computers	3
DBA 110	Database Concepts	3
WEB 110	Internet/Web Fundamentals	3
WEB 115	Web Markup & Scripting	3
WEB 120	Intro to Internet Multimedia	3
C25290G	Total Semester Hours Credit	15

Web Technologies Certificate Program Emphasis in Programming

Major Courses		Credit Hours
CIS 110	Intro to Computers	3
CIS 115	Intro to Programming & Logic	3
WEB 110	Internet/Web Fundamentals	3
WEB 115	Web Markup & Scripting	3
WEB 140	Web Development Tools	3
C25290P	Total Semester Hours Credit	15

Welding Technology

Davie Campus

Curriculum Description

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

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

Successful graduates of the Welding Technology curriculum may be employed as entry-level technicians in welding and metalworking industries. Career opportunities also exist in construction, manufacturing, fabrication, sales, quality control, supervision, and welding-related self-employment.

Competencies

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

1. Braze or oxyacetylene weld applicable steels, aluminum, stainless and other metals, and also cut these metals for assembling, using various cutting techniques.
2. Distinguish between ferrous and non-ferrous metals, and select correct types of rods to weld these metals.
3. Weld various metals with arc (SMAW) or inert gas (GMAW, MIG) in all positions (flat, horizontal, vertical, and overhead).
4. Read blueprints, be able to sketch and lay out on paper the size and shape of the product, list the procedural steps necessary to build the product, and follow these directions to fabricate and build the product.

Welding Technology
Certificate Program
 Emphasis in Basic Welding

Major Courses		Credit Hours
WLD 111	Oxy-Fuel Welding	2
WLD 115	SMAW (Stick Plate)	5
WLD 121	GMAW (MIG) FCAW/Plate	4
WLD 131	GTAW (TIG) Plate	<u>4</u>
C50420W	Total Semester Hours Credit	15

Welding Technology
Certificate Program
 Emphasis in Industrial Welding

Major Courses		Credit Hours
ISC 112	Industrial Safety	2
WLD 111	Oxy-Fuel Welding	2
WLD 115	SMAW (Stick Plate)	5
WLD 121	GMAW (MIG) FCAW/Plate	4
WLD 131	GTAW (TIG) Plate	<u>4</u>
C50420A	Total Semester Hours Credit	17

Zoo & Aquarium Science
School of Arts, Sciences & Education

Curriculum Description

The Zoo & Aquarium Science curriculum provides individuals with the skills, knowledge and experiences necessary to provide the day-to-day animal care and husbandry of captive animal collections.

Coursework emphasizes the scientific concepts related to the health care, behavior, and husbandry of reptiles, amphibians, birds and mammals commonly found in zoological parks and nature science centers. Lab and co-operative work experiences are opportunities that allow students to reinforce and apply these concepts under a structured environment with live animal collections.

Graduates of the program are qualified for entry level professional opportunities working with live animal collections in the following settings: aquaria, nature science centers, wild animal parks, wildlife rehabilitation centers, zoological parks, and other conservation organizations.

Competencies

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

1. Display professionalism by projecting a positive attitude, working as a team member, and showing initiative and responsibility.
2. Integrate legal and ethical principles of animal welfare into job responsibilities including but not limited to animal nutrition, animal husbandry, and preventive animal healthcare.
3. Recognize, analyze, and solve problems related to the daily care and animal husbandry the assigned animal collection.
4. Demonstrate academic knowledge and technical skills for entry-level zookeeper positions.
5. Maintain regular animal health, environmental enrichment, and behavioral records of assigned animal collection according to professional standards.
6. Demonstrate effective written and oral communication skills with consumers and with coworkers.
7. Demonstrate effective written presentation and oral communication skills with the general public. Topics include but are not limited to animal welfare (nutrition, healthcare, etc.), basic animal health issues, species, natural history, conservation, and the history and purpose of each animal facility partner.

Admission Requirements

Applicants for admission in the Zoo & Aquarium Science program must have:

1. Completed and submitted an Application for Admission to DCCC.
2. Completed and submitted Zoo & Aquarium Science "Intent to Enroll" form.
3. Graduated from high school or have an Adult High School Diploma or have passed the GED with an equivalency certification which meets minimum requirements set by the State of North Carolina. Official high school transcript and copy of AHS diploma/GED certificate and official college transcripts, where applicable, must be on file in the Admissions Office.
4. Physical health, emotional health, and vaccination requirements successfully met and documented as part of the program application process.
5. Achieved grades of "C" or higher in any required course in the curriculum taken prior to entry into the Zoo & Aquarium Science program.

Performance Standards

In addition to DCCC requirements and course objectives, there are professional standards that encompass communication and motor skills and professional conduct that are essential for the competent study and practice of zoo science. These performance standards are available in the Zoo & Aquarium Science Laboratory and Co-operative Experience Handbook.

Criminal Background Check

A criminal background check and/or drug testing may be required by the co-op animal facility prior to participation in the cooperative education experience.

If any co-op animal facility refuses to allow the student to participate in co-op experiences in that facility, the student may not be able to progress in the program.

Probation and Suspension

Zoo & Aquarium Science students are subject to the same probation and suspension policies as all other students enrolled in the College (see pages 34-36).

Since requirements for progression in the ZAS program are in addition to the general requirements of the College, a student suspended from the program is not necessarily suspended from the College. Students who are eligible to do so may continue their supporting courses and apply for readmission to the program at a later time or may elect to change their major.

Zoo & Aquarium Science Associate in Applied Science Degree Program

Major Courses			Credit Hours
BIO 242	Natural Resources Conservation		3
COE 112	Co-op Experience		2
COE 122	Co-op Experience		2
COE 132	Co-op Experience		2
COE 212	Co-op Experience		2
ZAS 110	Intro to Zoo Keeping		4
ZAS 112	Intro to Zoo Science		1
ZAS 113	Animal Exhibits		1
ZAS 114	Species Survival Plans		1
ZAS 115	Animal Welfare		1
ZAS 130	Intro to Ethology		3
ZAS 131	Applied Animal Psychology		3
ZAS 132	Operant Conditioning		3
ZAS 232	Zoo Invertebrates		3
ZAS 234	Zoo Herpetology		3
ZAS 235	Zoo Ornithology		3
ZAS 236	Zoo Mammalogy		3
Supporting Courses			
BIO 111	General Biology I		4
BIO 112	General Biology II		4
COM 231	Public Speaking		3
ENG 111	Expository Writing		3
MAT 140	Survey of Mathematics		3
PHI 240	Ethics		3
PSY 150	General Psychology		3
-- --	ZAS Electives		<u>3</u>
A20220	Total Semester Hours Credit		67

Humanities Courses for A.A.S. Programs

Title	Credit Hours
ART 111 Art Appreciation	3
ART 114 Art History Survey I	3
ART 115 Art History Survey II	3
DRA 122 Literature of the Theatre	3
DRA 112 Oral Interpretation	3
DRA 211 Theatre History I	3
ENG 231 American Literature I	3
ENG 232 American Literature II	3
ENG 233 Master American Authors	3
ENG 241 British Literature I	3
ENG 243 Master British Authors	3
ENG 242 British Literature II	3
ENG 262 World Literature II	3
ENG 273 African-American Literature*	3
HUM 110 Technology & Society	3
HUM 115 Critical Thinking	3
HUM 120 Cultural Studies	3
HUM 122 Southern Culture	3
HUM 130 Myth in Human Culture	3
HUM 150 American Women Studies	3
HUM 160 Introduction to Film	3
HUM 220 Human Values and Meaning	3
HUM 230 Leadership Development*	3
MUS 110 Music Appreciation	3
MUS 112 Introduction to Jazz	3
MUS 114 Non-Western Music	3
PHI 215 Philosophical Issues	3
PHI 240 Introduction to Ethics	3
REL 110 World Religions	3
REL 211 Introduction to Old Testament	3
REL 212 Introduction to New Testament	3

*Course satisfies the Comprehensive Articulation Agreement pre-major and/or elective course requirement but does not meet the General Education Core Requirement for Humanities transfer.

Social/Behavioral Science Courses for A.A.S. Programs

Title	Credit Hours
ECO 151 Survey of Economics	3
ECO 251 Principles of Microeconomics	3
ECO 252 Principles of Macroeconomics	3
GEO 111 Introduction to Geography	3
HIS 111 World Civilization I	3
HIS 112 World Civilization II	3
HIS 131 American History I	3
HIS 165 Twentieth-Century World*	3
HIS 211 Ancient History*	3
HIS 231 Recent American History*	3
HIS 236 North Carolina History*	3
HIS 260 History of Africa*	3
POL 120 American Government	3
POL 130 State & Local Government*	3
POL 220 International Relations	3
PSY 150 General Psychology	3
PSY 231 Forensic Psychology*	3
PSY 237 Social Psychology	3
PSY 241 Development Psychology	3
PSY 281 Abnormal Psychology	3
SOC 210 Introduction to Sociology	3
SOC 213 Sociology of the Family	3
SOC 220 Social Problems	3
SOC 225 Social Diversity	3
SOC 240 Social Psychology	3
SOC 242 Sociology of Deviance*	3

*Courses satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement but do not meet the General Educational Core Requirement for Social Science transfer.