

Isothermal Community College

www.isothermal.edu

2020 - 2021 College Catalog and Student Handbook



Rutherford Campus

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

Polk Center

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

Rutherfordton Learning Center

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

VOLUME XXXVI

July 2020

This *College Catalog and Student Handbook* is provided for information purposes and is designed only to assist prospective students in planning. It does not establish contractual relationships. Every reasonable effort is made to ensure accuracy at time of publication; however, the College may make corrections to the contents and provisions of the *College Catalog and Student Handbook* at its discretion. The College reserves the right to change course offerings, programs, policies, regulations, or requirements as needed, consistent with applicable laws, in order to fulfill its role and mission or to accommodate circumstances beyond its control. Changes to the *College Catalog and Student Handbook* may be implemented without prior notice or obligation and are effective immediately unless otherwise stated.

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Nondiscrimination Statement

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

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

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

ISOTHERMAL

COMMUNITY COLLEGE



Welcome to Isothermal. We are all facing the challenges of the COVID-19 pandemic and wonder what it means going forward. It has caused many to focus more on the future and the career they want. Whether you are a recent high school graduate or someone wanting to return to school to “skill up” for a better job, Isothermal Community College is here for you.

Our college transfer degrees are readily accepted at public and private four-year colleges and universities. Our dorm rooms are comfortable and safe, because those dorm rooms are your bedrooms at home. Isothermal is affordable and accessible and offers high quality programs leading to associate degrees. With the “Powers Promise,” there is a high likelihood that your tuition will be free and free is hard to beat! With more courses being offered online, Isothermal is proud to be rated as one of the best in the state for online learning.

We have programs in continuing education that lead to high quality, marketable credentials which can improve your life and that of your family. Many of those relate to health and safety, and these are jobs that are in high demand.

The world is changing and we must be ready for the “new normal.” Isothermal is here to help you meet that “Challenge of Change” and provide you the education and training you need to “Stay Near and Go Far”.

We welcome you at ICC and hope you will become an ICC Patriot. We believe in you and your abilities and talents. Make your family proud and enroll at Isothermal now!

Cordially.

A handwritten signature in black ink that reads "Walter Dalton". The signature is written in a cursive, flowing style.

Walter Dalton, *President*

ISOTHERMAL COMMUNITY COLLEGE BOARD OF TRUSTEES AS OF JULY 1, 2019

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Mr. Roger Jolly
Mrs. Amy Jenkins
Mrs. Joan King
Mr. Alan Toney

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Mr. David Moore
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GENERAL INFORMATION

ADMINISTRATIVE OFFICES

OFFICE OF THE PRESIDENT

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

ACADEMIC SERVICES

Applied Sciences and Engineering Technology.....	Joe Looney, Dean
Arts and Sciences.....	Dr. Kathy Ackerman, Dean
Business Sciences.....	Kim Wawzysko, Dean
Foothills Nursing Consortium.....	Dr. Kim Amos, Director
Health and Public Services.....	Ava Yamouti, Dean
Licensed Practical Nurse Program.....	Stephanie Dension, Director
Polk County Early College.....	Rachel Goettert Staton, College Liaison
Rutherford Early College High School.....	Andrew Bradshaw, College Liaison
Career and College Promise.....	Hannah Lowery, Advisor
Career and College Promise.....	Jennifer Bowen, Advisor

STUDENT SERVICES

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

ADVISING AND SUCCESS CENTER

Academic Success and Advising.....	Debbie Puett, Dean
Advising.....	Karen Harris, Coordinator
Accessibility Services.....	Alfreda Lindsey, Counselor
Career Technical Education.....	Nicholas Evitt, Advisor
Pre-Health Sciences and Nursing.....	Tina Porter, Advisor
WNC RIBN Nursing/ Health Transfer Programs Advisor/Student Success Advocate.....	<i>vacant</i> , Advisor
Success Coach.....	Marin Crosby, Coach
Testing and Assessment.....	Michael Clough, Coordinator

WORKFORCE AND COMMUNITY EDUCATION

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

ADMINISTRATIVE AND SUPPORT SERVICES

Business Office.....	Amy Penson, Controller
Campus Enforcement.....	Corporals Jordan Ray and Trey Hooper
Campus Print Shop.....	Susan Straw, Manager
Human Resources and Safety Coordinator.....	Amy Harper, Director
Information Technology.....	Robby Walters, Director
Library.....	Charles Wiggins, Director
Plant Operations and Maintenance.....	Bill Doll, Director
WNCW Director of Radio Operations.....	David Kester, Director

For complete college directory, visit www.isoenthal.edu.

COLLEGE MISSION, VISION, AND VALUES

OUR MISSION

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

VIVID DESCRIPTION

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

VISION STATEMENT

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

GUIDING QUESTION

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

VALUES

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

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

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

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

ACCREDITATION

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

As a requirement for on-going accreditation, member colleges must go through an accreditation reaffirmation process every ten years. This means that college personnel review policies and practices of the College to assure that operations are in compliance with SACSCOC principles.

THE ISOTHERMAL DISTINCTION

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

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

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

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

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

WHAT STUDENTS CAN EXPECT OF ISOTHERMAL

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

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

WHAT ISOTHERMAL EXPECTS OF STUDENTS

In their commitment to learning, students will:

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

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

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

Isothermal Community College tracks student achievement through state performance measures.

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

North Carolina Community College System 2019 Performance Measures for Student Success Summary

The 2019 performance measures for student success reports that the College was above the standard baseline level on all measures and above the state average on four of these measures and of those, the College measured excellent in the state for English credit success, first year progression, and success of its students on college transfer. See Appendix J for a summary of the state-wide report.

ISOTHERMAL HISTORY

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

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

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

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

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

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

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

ACADEMIC CALENDAR 2020-2021

FALL SEMESTER 2020

August 10, 2020	Monday	Convocation - All Faculty and Staff
August 11, 2020	Tuesday	Faculty and Staff Work Day (College open)
August 12, 2020	Wednesday	Faculty work day
August 13-14, 2020	Thursday-Friday	Final Registration - Fall Semester
August 17, 2020	Monday	First Day of Fall Classes, Schedule Adjustments
August 18, 2020	Tuesday	Schedule Adjustments
August 26, 2020	Wednesday	Last Day to Withdraw with 75% Refund (Full term)
September 7, 2020	Monday	Labor Day Holiday (College closed)
October 1, 2020	Thursday	Professional Development Day (College closed to public)
October 2, 2020	Friday	Fall Break- Student and Faculty (No classes; College open)
October 13, 2020	Tuesday	Advising Day (No classes; meet with your advisor)
October 19 - November 20, 2020	Monday-Friday	Spring Registration
October 28, 2020	Wednesday	Grub Day
November 10, 2020	Tuesday	Last Day to Withdraw with "W"
November 25-27, 2020	Wednesday-Friday	Thanksgiving Break Holiday (College closed)
December 3, 2020	Thursday	Learning College Fall Semester Awards Day
December 13, 2020	Sunday	Last Day of Fall Classes
December 14, 2020	Monday	Faculty Checkout
December 23, 2020 - January 1, 2021	Wednesday-Friday	Winter Break (College closed)

SPRING SEMESTER 2021

January 4, 2021	Monday	Faculty and Staff Work Day (College open)
January 5-6 2021	Tuesday-Wednesday	Final Registration - Spring Semester
January 7, 2021	Thursday	First Day of Classes, Schedule Adjustments
January 8, 2021	Friday	Schedule Adjustments
January 18, 2021	Monday	Dr. Martin Luther King, Jr. Holiday (College closed)
January 19, 2021	Tuesday	Last Day to Withdraw with 75% Refund (Full term)
February 19, 2021	Friday	Professional Development Day (College closed to public)
March 17, 2021	Wednesday	Advising Day (No classes; meet with your advisor)
March 22 - April 23, 2021	Monday-Friday	Summer/Fall Registration
March 30, 2021	Tuesday	Sports Day
April 2-5, 2021	Friday-Monday	Spring Holiday (College closed)
April 6-9, 2021	Tuesday-Friday	Spring Break - Students and Faculty (No classes)
April 14, 2021	Wednesday	Last Day to Withdraw with "W"
April 22, 2021	Thursday	Learning College Spring Semester Awards Day
April 30, 2021	Friday	ICC Awards Day
May 10, 2021	Monday	Last Day of Classes
May 11, 2021	Tuesday	Faculty Checkout
May 12-17, 2021	Wednesday-Monday	Students and Faculty Break (No classes)
May 14, 2021	Friday	REaCH Graduation Commencement
May 17, 2021	Monday	Graduation Commencement (Curriculum)
May 18, 2021	Tuesday	Graduation Commencement (Adult High School and Equivalency)

SUMMER SEMESTER 2021 (College closed on Fridays May 21 - August 13)

May 18, 2021	Tuesday	Final Registration - Summer Semester
May 19, 2021	Wednesday	First Day of Classes, Schedule Adjustments
May 25, 2021	Tuesday	Last Day to Withdraw with 75% Refund (Full term)
May 31, 2021	Monday	Memorial Day Holiday (College closed)
June 28- July 29, 2021	Monday-Thursday	Fall Registration
July 5, 2021	Monday	College Closed
July 7, 2021	Wednesday	Last Day to Withdraw with "W"
July 28, 2021	Wednesday	Last Day of Classes
July 29, 2021	Thursday	Faculty Checkout
July 30 - August 13, 2021	Friday-Friday	Summer Break-Students and Faculty (No classes)

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

NEWS STORIES AND ANNOUNCEMENTS

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

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

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

Isothermal Community News (ICN)

Students in the Broadcasting and Production Technology program provide ongoing news, announcements, and information through ICN. Each edition is available by subscribing to Isothermal TV on YouTube.

POLICIES, PROCEDURES, AND PUBLICATIONS

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

PUBLICATIONS

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

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

Notice of Availability of Institutional and Financial Aid Information

Isothermal Community College distributes consumer information to students through a variety of sources including the *College Catalog and Student Handbook* and on the website at <http://www.isothermal.edu/current-students/consumer-information/index.html>. Printed copies are available upon request in Student Services.

College Catalog and Student Handbook

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

Other Publications

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

EDUCATIONAL PROGRAMS

CAREER AND COLLEGE PROMISE FOR HIGH SCHOOL STUDENTS

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

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

Polk County Early College (PCEC)

PCEC is a innovative high school in partnership with Isothermal Community College that serves students from Polk County. Students enroll at PCEC at the beginning of their ninth grade year and continue through their twelfth grade year. While enrolled at PCEC, students take a combination of high school and college courses and may graduate with both their high school diploma and associate degree.

Rutherford Early College High School (REaCH)

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

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

CONTINUING EDUCATION

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

ADMISSION AND REGISTRATION

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

REGISTRATION FEES

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

CONTINUING EDUCATION REFUND POLICY

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

Courses Originating In
Continuing Education Division
Polk Center

Exceptions Made By
Dean of Continuing Education
Polk Center Coordinator

CONTINUING EDUCATION COURSE REPEAT POLICY

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

CONTINUING EDUCATION UNITS

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

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

The CEU is used in three ways, as follows:

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

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

OCCUPATIONAL EXTENSION

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

SELF-ENRICHMENT

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

HUMAN RESOURCE DEVELOPMENT PROGRAM

The Human Resources Development (HRD) programs help unemployed, under employed, and dislocated workers with motivation, attitudinal changes, and pre-job orientation. Students learn how to be better employees through a variety of instructional activities and instruction addresses six core competencies:

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

CAREER READINESS CERTIFICATION

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

COLLEGE AND CAREER READINESS

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

ENGLISH AS A SECOND LANGUAGE

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

NORTH CAROLINA'S HIGH SCHOOL EQUIVALENCY DIPLOMA

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

CUSTOMIZED TRAINING AND DEVELOPMENT

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

CUSTOMIZED TRAINING PROGRAM

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

ELIGIBILITY

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

PROFESSIONAL TRUCK DRIVER TRAINING

In this 384 hour daytime program the student will work with the truck in addition to classroom activities. For more information, visit our website at www.isothermal.edu or call 828-395-1631.

SMALL BUSINESS CENTER

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

CURRICULUM TUITION AND FEES

TUITION PAYMENT AND FEES

Tuition payment deadlines are published on the College's website. For students who register or make schedule adjustments during Final Registration just before classes begin, payment is due the day of registration. Students registering for fall courses during the spring semester or the summer semester prior to July 1 pay tuition after July 1. Students will find a reminder sent to their Isothermal email including important information related to registering for fall in the spring or early summer prior to July.

With exception of students awaiting certification of veterans education benefits, course registration will be canceled for non-payment of tuition. Students taking classes on campus should go to the Business Office, located in the Administration Building, to pay tuition and fees or may pay online through Patriot Port (this includes students who are receiving financial assistance such as Pell, WIA, or TAA). A fee of \$10.00 will be charged for returned checks. For further information, contact the Business Office at 828-395-1298. Isothermal accepts Visa, MasterCard, and Discover.

TUITION REFUNDS

See Appendix C: Refund of Tuition and Fees Policy and Procedures for further information.

TUITION RATES* *Fees are subject to change.*

IN-STATE		OUT-OF-STATE	
HOUR	RATE	HOUR	RATE
1	\$76.00	1	\$268.00
2	\$152.00	2	\$536.00
3	\$228.00	3	\$804.00
4	\$304.00	4	\$1,072.00
5	\$380.00	5	\$1,340.00
6	\$456.00	6	\$1,608.00
7	\$532.00	7	\$1,876.00
8	\$608.00	8	\$2,144.00
9	\$684.00	9	\$2,412.00
10	\$760.00	10	\$2,680.00
11	\$836.00	11	\$2,948.00
12	\$912.00	12	\$3,216.00
13	\$988.00	13	\$3,484.00
14	\$1,064.00	14	\$3,752.00
15	\$1,140.00	15	\$4,020.00
16	\$1,216.00	16	\$4,288.00

* Tuition rates are set forth by the NC General Assembly and are the same at all community colleges in the state. The rates are subject to change effective July 1, 2020.

LAW ENFORCEMENT OFFICERS AND FAMILY OF CORRECTIONAL OFFICERS

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

SENIOR CITIZENS

Any person who is at least 65 years old may audit courses tuition-free as specified in the Senior Citizens Audit section of this document. Local fees may apply.

ACTIVITY FEE*	
CREDIT HOURS	FEE
1-4	\$20.00
5-8	\$25.00
9+	\$30.00
* No fee for summer semester.	

TECHNOLOGY FEE*	
Instructional	\$35
* Technology fees are non-refundable.	
* No fee for summer semester.	

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

OTHER FEES*	
ADN Testing/Uniforms/Add'l Costs	Approx. \$1,340.00*
ADN Immunization Tracking	\$15.00 per year*
AFA Program	Approx. \$482.00
Books/Required Materials	Approx. \$1,000.00 (full-time student for one semester)
Dental Assisting Uniforms/Add'l Costs	\$885.00
Graduation	Approx. \$50.00
OSHA Card	\$8.00
PN Testing/Uniforms	Approx. \$1,150.00*
Returned Check	\$10.00
* PN/ADN fees are non-refundable if student withdraws.	

To access the Department of Education's net price calculator visit <https://collegecost.ed.gov/netpricecenter.aspx>

CURRICULUM PROGRAMS OF STUDY

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

APPLIED SCIENCE & ENGINEERING TECHNOLOGY

<u>Program</u>	<u>Code</u>	<u>Page #</u>
Advertising and Graphic Design	A30100	19
Advertising and Graphic Design	C30100	21
Photography	C3010001	21
Broadcasting and Production Technology	A30120	22
Audio Production	D3012001	24
Video Production	D3012002	25
Basic Audio Production	C3012001	26
Basic Video Production	C3012002	26
Building Construction Technology	A35140	27
Building Construction Technology	D35140	29
Advanced Carpentry	C3514002	30
Basic Air Conditioning	C3514004	30
Basic Carpentry	C3514001	30
Basic Construction	C3514008	31
Basic Plumbing	C3514003	31
Construction Management	C3514011	31
Elementary Carpentry	C3514009	32
General Contractor Licensing Preparation	C3514005	32
Sustainable Building Design	C3514010	32
Computer Engineering Technology	A40160	33
Computer Engineering Technology	D40160	35
Computer Engineering Technology	C40160	36
Computer-Integrated Machining	D50210	37
Advanced Motorsports Machining	C5021004	38
CNC	C5021002	39
Machining	C5021001	39
Motorsports Machining	C5021003	39
Electrical Systems Technology	A35130	40
Electrical Systems Technology	D35130	42
Electrical Wiring	C3513001	43
Industrial Controls	C3513002	43
Electronics Engineering Technology/Electronics Automation	A40200	44
Electronics Engineering Technology/Electric Utility	A40200	46
Electronics and Automation	D40200	48
Electric Utility	D40200	49
Electronics and Automation	C4020001	50
Electric Utility	C4020002	50
Industrial Systems Technology	A50240	51
Industrial Systems Technology	C5024001	53
Pipefitting Technology	C5024002	53
Manufacturing Technology	A50320	54
Manufacturing Technology/Machining	A50320	56
CNC Programming	C5032001	58
Manufacturing	C5032002	58
Mechanical Drafting Technology/Architectural	A50340	59
Mechanical Drafting Technology/Mechanical	A50340	61
Mechanical Drafting Technology	D50340	63
Mechanical Drafting Technology	C50340	64
Mechanical Engineering Technology	A40320	65
Mechanical Engineering Technology/Mechatronics	A40320	67
Mechanical Engineering Technology/Drafting	A40320	68
Mechanical Engineering Technology	D40320	69
Mechanical Engineering Advanced Technology	C4032003	70
Mechanical Engineering Technology	C40320	70
Mechanical Engineering Technology Transition	C4032002	70

Welding Technology	A50420	71
Welding Technology	D50420	73
Basic Welding	C5042001	74
Advanced Welding	C5042002	74
Advanced Welding and Inspection Processes	C5042003	74

ARTS AND SCIENCES

Associate in Arts (A.A.)	A10100	76
Associate in Engineering (A.E.)	A10500	79
Associate in Fine Arts in Music (A.F.A.)	A10700	81
Associate in Science (A.S.)	A10400	83

BUSINESS SCIENCES

Accounting and Finance	A25800	87
Accounting and Finance	D25800	89
Computerized Accounting	C251002	89
General Accounting	C251001	90
Payroll Accounting, A/R, A/P Clerk	C251003	90
Agribusiness Technology/General Business	A15100	91
Agribusiness Technology/Equine	A15100	93
Agribusiness Technology/Landscape Horticulture	A15100	94
Agribusiness Technology	D15100	95
Agriculture Technology	C1510001	96
Equine Science	C1510003	96
Landscape Technology	C1510004	96
Business Administration/General Business	A25120G	97
Business Administration/Hospitality	A25120H	99
Business Administration/Office Management	A25120F	100
Business Administration/Entrepreneurship	A25120E	101
Business Administration	D25120	102
Business Administration	C25120	104
Business Economics	C2512002	104
Hospitality	C2512003	104
Office Management	C2512004	105
Entrepreneurship	C2512009	105
Equine Business	A15270	106
Equine Business	C15270	108
Equine Science	C1527001	108
Equine Breeding	C1527002	108
Information Technology/Business Support	A25590I	109
Information Technology/Computer Program and Development	A25590C	111
Information Technology/Gaming Programming	A25590G	113
Information Technology/Web Administration and Design	A25590W	115
C++ Programming	C25590C1	117
Front End Web Development	C25590W1	117
Game Programming	C25590C4	117
IT Business Support Technology	C25590I	118
Java Programming	C25590C3	118
Networking Technology	C25590N	118
Python Programming	C25590C2	119
Visual Basic Programming	C25590C5	119
Medical Office Administration/Healthcare Administration	A25310H	120
Medical Office Administration/Medical Billing and Coding	A25310M	122
Medical Office Administration/Patient Services Representative	A25310S	124
Medical Office Administration	D25310	125
Healthcare Administration	C25310H	125
Medical Billing and Coding	C25310M	126
Medical Office Administration General	C25310G	126
Patient Services Representative	C25310S	126

HEALTH & PUBLIC SERVICES

Associate Degree Nursing	A45110	127
Associate Degree Nursing (LPN to ADN)	A45110T	129
Associate Degree Nursing (RIBN)	A45110RB	131
Associate in General Education Nursing (AGE-N)	A1030N	133
Basic Law Enforcement Training (BLET)	C55120	136
Cosmetology	A55140	137
Cosmetology	D55140	139
Cosmetology	C55140	140
Cosmetology Instructor	C55160	140
Esthetics Instructor	C55270	141
Esthetics Technology	C55230	141
Manicuring Instructor	C55380	142
Manicuring/Nail Technology	C55400	142
Criminal Justice Technology	A55180	143
Criminal Justice Technology	D55180	145
Criminal Justice Technology	C55180	145
Dental Assisting	D45240	146
Early Childhood Education Career Entry	A55220C	147
Early Childhood Licensure	A55220L	151
Early Childhood Non-Licensure	A55220N	153
Early Childhood	D55220	155
Early Childhood Administration	C55850	156
Early Childhood Education	C55220	156
Early Childhood Preschool	C55860	156
Infant/Toddler Care	C55290	157
School Age Education	A55440	158
Emergency Medical Science Bridge Program	A45340	161
General Occupational Technology Health Transfer	A55280H	162
General Occupational Technology Health Transfer	D55280H	165
General Occupational Technology Health Transfer	C55280H	167
Human Services Technology	A45380	168
Human Services Technology/Animal Assisted Interactions	A4538F	170
Human Services Technology	D45380	172
Human Services Technology/Animal Assisted Interactions	D4538F	173
Human Services Technology	C45380	174
Human Services Technology/Animal Assisted Interactions	C4538F	174
Occupational Education	A55320	175
Occupational Education	D55320	176
Occupational Education	C55320	176
Practical Nursing	D45660	177

GLOBAL DISTINCTION

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

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

For current information on the program, visit www.isothermal.edu/current-students/global-distinction.

HONORS COLLEGE

For more information about the Honors College Program, contact the dean of arts and sciences at kackerman@isothermal.edu.

TECHNICAL STANDARDS STATEMENT

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

ACADEMIC DEVELOPMENT

This college level educational support program is designed to provide access to success for Isothermal Community College students. Support is provided in the form of prerequisite and co-requisite developmental English and math courses, academic related courses (ACA), a Peer 2 Peer Mentorship Program, a Writing Center, and a Tutoring Center.

Students whose placement indicates a need for prerequisite or co-requisite developmental courses may enroll in the following courses. Class formats include self-paced, lecture, web-assisted, and online instruction. In every case, instructors work with students to provide them with a foundation for confident, life-long learning. Courses offered are:

Prerequisite Courses ENG 002 Transition English MAT 003 Transition Math	Co-requisite Courses ENG 011 Writing and Inquiry Support MAT 010 Math Measurement & Literacy Support MAT 021 Algebra/Trigonometry I Support MAT 043 Quantitative Literacy Support MAT 052 Statistical Methods I Support MAT 071 Precalculus Algebra Support
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ACA 115 or ACA 122 is required for all degree-seeking students. The courses should be taken during a student's first or second semester.

ACA 115 Success and Study Skills	ACA 122 College Transfer Success
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The Peer 2 Peer Mentorship Program matches second-year students with first-year students to provide personalized support and connection to campus resources.

HUMANITIES ELECTIVES

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
Electives should be chosen from the following courses:				
ART 111 Art Appreciation	3	3		F, SP, S
ART 114 Art History Survey I	3	3		TBA
ART 115 Art History Survey II	3	3		TBA
ENG 231 American Literature I	3	3	ENG 112, ENG 113, or ENG 114	F, SP
ENG 232 American Literature II	3	3	ENG 112, ENG 113, or ENG 114	F, SP
ENG 241 British Literature I	3	3	ENG 112, ENG 113, or ENG 114	F
ENG 242 British Literature II	3	3	ENG 112, ENG 113, or ENG 114	SP
ENG 262 World Literature II	3	3	ENG 112, ENG 113, or ENG 114	TBA
HUM 110 Technology and Society	3	3		TBA
HUM 115 Critical Thinking	3	3	Satisfactory placement or ENG 002	F, SP, S
HUM 120 Cultural Studies	3	3		TBA
HUM 122 Southern Culture	3	3		TBA
HUM 130 Myth in Human Culture	3	3		TBA
HUM 170 The Holocaust	3	3		TBA
HUM 180 Internet Cultural Explor	3	5		TBA
HUM 230 Leadership Development	3	3	ENG 111	TBA
MUS 110 Music Appreciation	3	3		F, SP, S
MUS 112 Introduction to Jazz	3	3		TBA
MUS 113 American Music	3	3		TBA
PHI 215 Philosophical Issues	3	3	ENG 111	F
PHI 240 Introduction to Ethics	3	3	ENG 111	F, SP
REL 110 World Religions	3	3		F, SP
REL 211 Introduction to Old Testament	3	3		F
REL 212 Introduction to New Testament	3	3		SP

SOCIAL SCIENCE ELECTIVES

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
Electives should be chosen from the following courses:				
ANT 210 General Anthropology	3	3		TBA
ANT 220 Cultural Anthropology	3	3		TBA
ECO 251 Principles of Microeconomics	3	3		F, SP, S
ECO 252 Principles of Macroeconomics	3	3		F, SP, S
GEO 111 World Regional Geography	3	3		F, SP
HIS 111 World Civilization I	3	3		F, SP, S
HIS 112 World Civilization II	3	3		F, SP, S
HIS 131 American History I	3	3		TBA
HIS 132 American History II	3	3		TBA
POL 120 American Government	3	3		TBA
PSY 150 General Psychology	3	3		F, SP, S
PSY 231 Forensic Psychology	3	3	PSY 150	TBA
PSY 237 Social Psychology	3	3	PSY 150 or SOC 210	SP
PSY 241 Developmental Psychology	3	3	PSY 150	F, SP, S
PSY 281 Abnormal Psychology	3	3	PSY 150	SP
SOC 210 Introduction to Sociology	3	3		F, SP, S
SOC 213 Sociology of the Family	3	3		TBA
SOC 220 Social Problems	3	3		F, SP

ADVERTISING AND GRAPHIC DESIGN DEGREE (A30100)

Curriculum Description

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

Program Student Learning Outcomes

Graduates will be able to:

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

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

ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
ACA 115 Success and Study Skills	1	2		F, SP
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
DES 135 Principles & Elements of Design	4	6		F
GRD 141 Graphic Design I	4	6		F
GRD 151 Computer Design Basics	3	5		F
GRD 160 Photography Fundamentals I	3	5		F, SP
GRD 110 Typography I	3	4		F
TOTAL	18			
SPRING SEMESTER				
GRD 121 Drawing Fund. I	2	4		SP
GRD 142 Graphic Design II	4	6	GRD 141	SP
GRD 152 Computer Design Tech I	3	5	GRD 151	SP
GRD 161 Photography Fundamentals II	3	5	GRD 160	F, SP
GRD 281 Design of Advertising	2	4		SP
TOTAL	14			
SUMMER SEMESTER				
Humanities Elective (see page 17)	3	3	Varies	F, SP, S
ENG 111 Writing & Inquiry	3	3	Satisfactory placement or ENG 002. Corequisite may be required.	F, SP, S
GRD 131 Illustration I	2	4	GRD 121	F, SP, S
MAT 110 Math Measurement & Literacy	3	4	Satisfactory placement or MAT 003. Corequisite may be required.	F, SP, S
OR				
MAT 143 Quantitative Literacy	3	4	Satisfactory placement or MAT 003 and ENG 002. Corequisite may be required.	F, SP, S
TOTAL	11			

FALL SEMESTER				
GRD 132 Illustration II	2	4	GRD 131	F, SP, S
GRD 153 Computer Design Tech II	3	5	GRD 152	F
GRD 162 Photography Portfolio	3	3	GRD 161	F, SP
GRD 241 Graphic Design III	4	6	GRD 142	F
ENG 112 Writing/Research in the Disciplines	3	4	ENG 111	F, SP, S
OR				
COM 231 Public Speaking	3	3		F, SP, S
TOTAL	15			
SPRING SEMESTER				
GRD 263 Illustrative Imaging	3	5	GRD 151	SP
GRD 242 Graphic Design IV	4	6	GRD 241	SP
GRD 280 Portfolio Design	4	6	GRD 142	SP
Social Science Elective (see page 18)	3	3	Varies	F, SP, S
Other Required Elective (see list below)	4	Varies	Varies	Varies
TOTAL	18			
OTHER REQUIRED ELECTIVES - Choose 4 credit hours from the following courses				
ART 131 Drawing I	3	6	GRD 151	TBA
ART 132 Drawing II	3	6	ART 131	TBA
ART 140 Basic Painting	2	4		F, SP
BUS 110 Introduction to Business	3	3		F, S
BUS 139 Entrepreneurship I	3	3		F
BUS 230 Small Business Mgmt	3	3		F, SP
CIS 110 Intro to Computers	3	4		F, SP, S
DME 110 Introduction to Digital Media	3	4		SP
DME 140 Intro to Audio/Video Media	3	4	DME 110	SU
GRD 133 Illustration III	2	4	GRD 132	F, SP, S
GRD 167 Photographic Imaging I	3	5		F, SP
GRD 168 Photographic Imaging II	3	5	GRD 167	F, SP
GRD 210 Airbrush I	2	3		TBA
GRD 233 Product Illustration	2	4	GRD 133 & GRD 152	F, SP, S
MKT 120 Principles of Marketing	3	3		F
MKT 220 Advertising and Sales Promotion	3	3		SP
MKT 223 Customer Service	3	3		SP
SPA 111 Elementary Spanish I	3	3		F, SP
WBL 111 Work-Based Learning I	1	10		F, SP, S
WBL 121 Work-Based Learning II	1	10		TBA
WEB 115 Web Markup and Scripting	3	4		SP
WEB 120 Intro to Internet Multimedia	3	4		TBA
WEB 140 Web Development Tools	3	4		SP
WEB 285 Emerging Web Tech	3	4		F, SP
76 TOTAL SEMESTER CREDIT HOURS FOR DEGREE				

ADVERTISING AND GRAPHIC DESIGN CERTIFICATE (C30100)

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

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
DES 135 Principles & Elements of Design	4	6		F
GRD 141 Graphic Design I	4	6		F
GRD 151 Computer Design Basics	3	5		F
GRD 160 Photography Fundamentals I	3	5		F, SP
TOTAL	14			
SPRING SEMESTER				
GRD 121 Drawing Fundamentals I	2	4		SP
TOTAL	2			
16 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE				

PHOTOGRAPHY CERTIFICATE (C3010001)

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

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
GRD 141 Graphic Design I	4	6		F
GRD 151 Computer Design Basics	3	5		F
GRD 160 Photography Fundamentals I	3	5		F, SP
TOTAL	10			
SPRING SEMESTER				
GRD 161 Photography Fundamentals II	3	5	GRD 160	F, SP
TOTAL	3			
FALL SEMESTER				
GRD 162 Photography Portfolio	3	5	GRD 161	F, SP
TOTAL	3			
16 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE				

BROADCASTING AND PRODUCTION TECHNOLOGY DEGREE (A30120)

Curriculum Description

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

Program Student Learning Outcomes

Graduates will be able to:

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

**Advisor contact information: Jay Coomes, 828-395-1575, jcoomes@isothermal.edu
or Carolyn Young, 828-395-1537, cyoung@isothermal.edu**

ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
ACA 115 Success and Study Skills	1	2		F, SP
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
BPT 110 Introduction to Broadcasting	3	3		F
BPT 131 Audio/Radio Production I	4	8		F
BPT 140 Introduction to TV Systems	2	2		F
BPT 231 Video/TV Production I	4	8		F
ENG 111 Writing & Inquiry	3	3	Satisfactory placement or ENG 002. Corequisite may be required.	F, SP, S
Radio/TV Performance Elective (see list below)	2	6	Varies	Varies
TOTAL	19			
SPRING SEMESTER				
BPT 112 Broadcast Writing	4	5		SP
BPT 132 Audio/Radio Production II	4	8	BPT 131	SP
BPT 232 Video/TV Production II	4	8	BPT 231	SP
DME 110 Introduction to Digital Media	3	4		SP
MAT 143 Quantitative Literacy	3	4	Satisfactory placement or MAT 003 and ENG 002. Corequisite may be required.	F, SP, S
OR				
MAT 152 Statistical Methods	4	5	Satisfactory placement or MAT 003 and ENG 002. Corequisite may be required.	F, SP, S
Radio/TV Performance Elective (see list below)	2	6	Varies	Varies
TOTAL	20			

FALL SEMESTER				
BPT 111 Broadcast Law and Ethics	3	3		F
BPT Elective (see list below)	6	Varies	Varies	Varies
ENG 112 Writing/Research in the Discipline OR	3	3	ENG 111	F, SP, S
COM 231 Public Speaking	3	3		F, SP, S
Humanities Elective (see page 17 for list)	3	3	Varies	F, SP, S
Radio/TV Performance Elective (see list below)	2	6	Varies	Varies
TOTAL	17/18			

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

BPT Elective: Select 12 credit hours from the following courses

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

RADIO/TV PERFORMANCE ELECTIVE - Choose 6 credit hours from the following courses

BPT 135 Radio Performance I	2	6		F, SP
BPT 136 Radio Performance II	2	6	BPT 135	F, SP
BPT 137 Radio Performance III	2	6	BPT 136	F, SP
BPT 235 TV Performance I	2	6		F, SP
BPT 236 TV Performance II	2	6	BPT 235	F, SP
BPT 237 TV Performance III	2	6	BPT 236	F, SP

72 TOTAL SEMESTER CREDIT HOURS FOR DEGREE

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

Advisor contact information: Jay Coomes, 828-395-1575, jcoomes@isothermal.edu
or Carolyn Young, 828-395-1537, cyoung@isothermal.edu

ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
BPT 110 Introduction to Broadcasting	3	3		F
BPT 131 Audio/Radio Production I	4	8		F
BPT 135 Radio Performance I	2	6		F, SP
CIS 110 Introduction to Computers	3	4		F, SP, S
TOTAL	12			
SPRING SEMESTER				
BPT 112 Broadcast Writing	4	5		SP
BPT 113 Broadcast Sales	3	3		SP
BPT 121 Broadcast Speech I	3	5		SP
BPT 132 Audio/Radio Production II	4	8	BPT 131	SP
BPT 136 Radio Performance II	2	6	BPT 135	F, SP
TOTAL	16			
FALL SEMESTER				
BPT 111 Broadcast Law and Ethics	3	3		F
BPT 137 Radio Performance III	2	6	BPT 136	F, SP
ENG 111 Writing and Inquiry	3	5	Satisfactory placement or ENG 002. Corequisite may be required.	F, SP, S
Social Science Elective (see page 18 for list)	3	3	Varies	F, SP, S
WBL 111 Work-Based Learning I	1	10		F, SP, S
TOTAL	12			
40 TOTAL SEMESTER CREDIT HOURS FOR DIPLOMA				

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

Advisor contact information: Jay Coomes, 828-395-1575, jcoomes@isothermal.edu
or Carolyn Young, 828-395-1537, cyoung@isothermal.edu

ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
BPT 110 Introduction to Broadcasting	3	3		F
BPT 231 Video/TV Production I	4	8		F
BPT 235 TV Performance I	2	6		F, SP
CIS 110 Introduction to Computers	3	4		F, SP, S
ENG 111 Writing and Inquiry	3	5	Satisfactory placement or ENG 002. Corequisite may be required.	F, SP, S
TOTAL	15			
SPRING SEMESTER				
BPT 112 Broadcast Writing	4	5		SP
BPT 113 Broadcast Sales	3	3		SP
BPT 232 Video/TV Production II	4	8	BPT 231	SP
BPT 236 TV Performance II	2	6	BPT 235	F, SP
TOTAL	13			
FALL SEMESTER				
BPT 111 Broadcast Law and Ethics	3	3		F
BPT 237 TV Performance III	2	6	BPT 236	F, SP
BPT 250 Institutional Video	3	5		F,
Social Science Elective (see page 18 for list)	3	3	Varies	F, SP, S
WBL 111 Work-Based Learning I	1	10		F, SP, S
TOTAL	12			
40 TOTAL SEMESTER CREDIT HOURS FOR DIPLOMA				

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

Advisor contact information: Jay Coomes, 828-395-1575, jcoomes@isothermal.edu

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

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

Advisor contact information: Jay Coomes, 828-395-1575, jcoomes@isothermal.edu

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

BUILDING CONSTRUCTION TECHNOLOGY DEGREE (A35140)

Curriculum Description

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

Program Student Learning Outcomes

Graduates will be able to:

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

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

ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
ACA 115 Success and Study Skills	1	2		F, SP
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
ARC 112 Construction Materials & Method	4	5		F, SP, S
BPR 130 Print Reading-Construction	3	3		F
CAR 111 Carpentry I	8	18		F
OR				
CST 111 Construction I	4	6		F
Other Required Elective (see list below)	3	Varies	Varies	F, SP
TOTAL	19/15			
SPRING SEMESTER				
ARC 131 Building Codes	3	4	ARC 112 or CAR 111	F, SP
CMT 120 Codes and Inspections	3	3		SP
MAT 110 Math Measurement & Literacy	3	4	Satisfactory placement or MAT 003. Corequisite may be required.	F, SP, S
OR				
MAT 121 Algebra/Trigonometry I	3	4	Satisfactory placement or MAT 003. Corequisite may be required.	F
OR				
MAT 143 Quantitative Literacy	3	4	Satisfactory placement or MAT 003 and ENG 002. Corequisite may be required.	F, SP, S
OR				
MAT 152 Statistical Methods I	4	5	Satisfactory placement or MAT 003 and ENG 002. Corequisite may be required.	F, SP, S
OR				
MAT 171 Precalculus Algebra	4	5	Satisfactory placement or MAT 003. Corequisite may be required.	F, SP, S
Other Required Elective (see list below)	10	Varies	Varies	F, SP
TOTAL	19			

SUMMER SEMESTER				
CST 221 Statics & Structures	4	6	ARC 112 or CAR 112 or CST 112 and MAT 110 or MAT 121 or MAT 171	F, SP, S
Other Required Elective (see list below)	8	Varies	Varies	F, SP
SST 140 Green Bldg & Design Concepts	3	3		F, SP, S
TOTAL	15			

FALL SEMESTER				
CST 112 Construction II	4	6	CST 111	F
ENG 111 Writing & Inquiry	3	3	Satisfactory placement or ENG 002. Corequisite may be required.	F, SP, S
Humanities Elective (see page 17 for list)	3	3	Varies	F, SP, S
Other Required Elective (see list below)	6	Varies	Varies	F, SP
TOTAL	16			

SPRING SEMESTER				
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
OR				
COM 231 Public Speaking	3	3		F, SP, S
Other Required Elective (see list below)	5	Varies	Varies	Varies
Social Science Elective (see page 18 for list)	3	3	Varies	F, SP, S
TOTAL	11			

OTHER REQUIRED ELECTIVES - Choose a minimum of 32 credit hours from the following courses

ACC 120 Principles of Financial Accounting	4	5		F, SP, S
AHR 120 HVACR Maintenance	2	4		TBA
AHR 151 HVAC Duct Systems I	2	4		TBA
AHR 210 Residential Building Code	2	3		TBA
AHR 211 Residential System Design	3	4		TBA
ARC 111 Intro to Arch Technology	3	7		SP
ARC 114 Architectural CAD	2	4		SP
CAB 111 Cabinetmaking I	7	13		F, SP
CAR 112 Carpentry II	8	18	CAR 111	S
CAR 113 Carpentry III	6	12	CAR 111	F, SP
CIV 230 Construction Estimating	3	5	ARC 111, CIS 110, CIS 111, or EGR 115	SP
CIV 240 Project Management	3	5		SP
CMT 210 Construction Management	3	3		SP
CMT 212 Total Safety Performance	3	3		SP
CMT 214 Planning and Scheduling	3	3	CMT 210 and BPR 130	SP
CST 113 Construction III	4	6	CST 112	SP
CST 131 OSHA/Safety/Certification	3	4		SP
CST 211 Construction Surveying	3	5	MAT 121 or MAT 171	SP
CST 244 Sustainable Bldg Design	3	5		SP
CST 251 Electrical Wiring Systems	3	4		SP
ECO 251 Principles of Microeconomics	3	3		F, SP, S
ELC 113 Residential Wiring	4	8		F
ELC 114 Commercial Wiring	4	8		SP
MAS 140 Intro to Masonary	2	3		F, SP
PHY 131 Physics-Mechanics	4	5	MAT 121 or MAT 171	F, SP
PLU 111 Intro to Basic Plumbing	2	4		F, SP
PLU 211 Commerical/Ind Plumbing	3	4		F, SP

SST 110 Intro to Sustainability	3	3		F, SP
WOL 110 Basic Construction Skills	3	5		F, SP, S
WLD 112 Basic Welding Processes	2	4		S

80/76 TOTAL SEMESTER CREDIT HOURS FOR DEGREE

BUILDING CONSTRUCTION TECHNOLOGY DIPLOMA (D35140)

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

ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
ACA 115 Success and Study Skills	1	2		F, SP
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
ARC 112 Construction Materials & Method	4	5		F, SP, S
BPR 130 Print Reading-Construction	3	3		F
CAR 111 Carpentry I	8	18		F
OR				
CST 111 Construction 1	4	6		F
AND				
CST 112 Construction II	4	6	CST 111	F
WOL 110 Basic Construction Skills	3	5		F, SP, S
TOTAL	19			
SPRING SEMESTER				
ARC 131 Building Codes	3	4	ARC 112 or CAR 111	F, SP
CMT 120 Codes and Inspections	3	3		SP
CST 131 OSHA/Safety/Certification	3	4		SP
MAT 110 Math Measurement & Literacy	3	4	Satisfactory placement or MAT 003. Corequisite may be required.	F, SP, S
OR				
MAT 121 Algebra/Trigonometry I	3	4	Satisfactory placement or MAT 003. Corequisite may be required.	F
TOTAL	12			
SUMMER SEMESTER				
CST 221 Statics & Structures	4	6	ARC 112 or CAR 112 or CST 112 and MAT 110 or MAT 121 or MAT 171	F, SP, S
ENG 111 Writing & Inquiry	3	3	Satisfactory placement or ENG 002. Corequisite may be required.	F, SP, S
SST 140 Green Bldg & Design Concepts	3	3		F, SP, S
TOTAL	10			

41 TOTAL SEMESTER CREDIT HOURS FOR DIPLOMA

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

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

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
SPRING SEMESTER				
CMT 120 Codes and Inspections	3	3		SP
CST 131 OSHA/Safety/Certification	3	3		SP
TOTAL	6			
SUMMER SEMESTER				
CAR 112 Carpentry II	8	18		S
TOTAL	8			
14 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE				

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

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

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
BPR 130 Print Reading - Construction	3	6		F
TOTAL	3			
SPRING SEMESTER				
AHR 151 HVAC Duct Systems I	2	4		TBA
AHR 210 Residential Building Code	2	3		TBA
AHR 211 Residential System Design	3	4		TBA
CST 131 OSHA/Safety/Certification	3	3		SP
TOTAL	10			
13 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE				

BUILDING CONSTRUCTION TECHNOLOGY/BASIC CARPENTRY CERTIFICATE (C3514001)

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

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

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

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

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
BPR 130 Print Reading - Construction	3	3		F
PLU 111 Introduction to Basic Plumbing	2	4		F, SP
WOL 110 Basic Construction Skills	3	5		F, SP, S
TOTAL	8			
SPRING SEMESTER				
CST 251 Electrical Wiring Systems	3	4		SP
MAS 140 Introduction to Masonry	2	3		F, SP
TOTAL	5			
13 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE				

BUILDING CONSTRUCTION TECHNOLOGY/BASIC PLUMBING CERTIFICATE (C3514003)

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

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
BPR 130 Print Reading - Construction	3	3		F
PLU 111 Introduction to Basic Plumbing	2	4		F, SP
WOL 110 Basic Construction Skills	3	5		F, SP, S
TOTAL	8			
SPRING SEMESTER				
CST 131 OSHA/Safety/Certification	3	3		SP
PLU 211 Commercial/Industrial Plumbing	3	4		F, SP
TOTAL	6			
14 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE				

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

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

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

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

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

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

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

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

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
ARC 112 Construction Materials and Methods	4	5		F, SP, S
BPR 130 Print Reading - Construction	3	3		F
TOTAL	7			
SPRING SEMESTER				
ARC 131 Building Codes	3	4	ARC 112 or CAR 111	F, SP
CST 131 OSHA/Safety/Certification	3	3		SP
TOTAL	6			
13 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE				

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

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

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

COMPUTER ENGINEERING TECHNOLOGY DEGREE (A40160)

Curriculum Description

The Computer Engineering Technology curriculum prepares the students to use basic engineering principles and technical skills for installing, servicing, and maintaining computers, peripherals, networks, and microprocessor and computer controlled equipment. Includes instruction in mathematics, computer electronics and programming, prototype development and testing, systems installation and testing, solid state and microminiature circuitry, peripheral equipment, and report preparation. Graduates should qualify for employment opportunities in electronics technology, computer service, computer networks, server maintenance, programming, and other areas requiring knowledge of electronic and computer systems. Graduates may also qualify for certification in electronics, computers, or networks.

Program Student Learning Outcomes

Graduates will be able to:

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

**Advisor contact information: Steve Hollifield, 828-395-1521, shollifield@isothermal.edu
or Chester Peeler, 828-395-1627, cpeeler@isothermal.edu**

ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
ACA 115 Success and Study Skills	1	2		F, SP
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
CET 111 Computer Upgrade/Repair I	3	5		F
OR				
CTS 120 Hardware/Software Support	3	5		SP
EGR 110 Intro to Engineering Technology	2	3		F, SP, S
ELC 138 DC Circuit Analysis	4	6		F
ELN 133 Digital Electronics	4	6		F
MAT 121 Algebra/Trigonometry I	3	4	Satisfactory placement or MAT 003. Corequisite may be required.	F
OR				
MAT 171 Precalculus Algebra	4	5	Satisfactory placement or MAT 003. Corequisite may be required.	F, SP, S
TOTAL	17/18			
SPRING SEMESTER				
CIS 110 Introduction to Computers	3	4		F, SP, S
ELC 139 AC Circuit Analysis	4	6		SP
ELN 131 Analog Electronics I	4	6	ELC 112 or ELC 138	SP
ELN 232 Introduction to Microprocessors	4	6		SP
MAT 122 Algebra/Trigonometry II	3	4	MAT 121	SP
OR				
MAT 152 Statistical Methods I	4	5	Satisfactory placement or MAT 003 and ENG 002. Corequisite may be required.	F, SP, S
OR				
MAT 172 Precalculus Trigonometry	4	4	MAT 171	F, SP
OR				
MAT 271 Calculus I	4	5	MAT 172	F, SP
TOTAL	18/19			

SUMMER SEMESTER				
CET 161 Procedural Programming	3	5		S
OR				
CSC 134 C++ Programming	3	5		F
OR				
CSC 139 Visual BASIC Programming	3	5		SP
ELN 152 Fabrication Techniques	2	4		S
CET 245 Internet Servers	3	5		TBA
OR				
CET 251 Software Eng Principles	4	6		TBA
OR				
ELN 233 Microprocessor Systems	4	6	ELN 232	S
TOTAL	9			

FALL SEMESTER				
ATR 211 Robot Programming	3	5		F
OR				
ATR 215 Sensors and Transducers	3	5		TBA
OR				
ATR 218 Work Cell Integration	3	5		TBA
ELC 128 Introduction to PLCs	3	5		F
ENG 111 Writing and Inquiry	3	3	Satisfactory placement or ENG 002. Corequisite may be required.	F, SP, S
PHY 131 Physics of Mechanics	4	5	MAT 121 or MAT 171	F, SP
OR				
PHY 151 College Physics I	4	5	MAT 171	TBA
Humanities Elective (see page 17 for list)	3	3	Varies	F, SP, S
TOTAL	16			

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

73 TOTAL SEMESTER CREDIT HOURS FOR DEGREE

COMPUTER ENGINEERING TECHNOLOGY DIPLOMA (D40160)

Advisor contact information: Steve Hollifield, 828-395-1521, shollifield@isothermal.edu
 or Chester Peeler, 828-395-1627, cpeeler@isothermal.edu

ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
ACA 115 Success and Study Skills	1	2		F, SP
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
CET 111 Computer Upgrade/Repair I	3	5		F
OR				
CTS 120 Hardware/Software Support	3	5		SP
MAT 121 Algebra/Trigonometry I	3	4	Satisfactory placement or MAT 003. Corequisite may be required.	F
OR				
MAT 171 Precalculus Algebra	4	5	Satisfactory placement or MAT 003. Corequisite may be required.	F, SP, S
EGR 110 Intro to Engineering Technology	2	3		F, SP, S
ELC 128 Introduction to PLCs	3	5		F
ELC 138 DC Circuit Analysis	4	6		F
ELN 133 Digital Electronics	4	6		F
TOTAL	20/21			
SPRING SEMESTER				
ELC 139 AC Circuit Analysis	4	6		SP
ELN 131 Analog Electronics I	4	6	ELC 112 or ELC 138	SP
ELN 232 Introduction to Microprocessors	4	6		SP
ENG 111 Writing & Inquiry	3	3	Satisfactory placement or ENG 002. Corequisite may be required.	F, SP, S
Social Science Elective (see page 18 for list)	3	3	Varies	F, SP, S
TOTAL	18			
38 TOTAL SEMESTER CREDIT HOURS FOR DIPLOMA				

COMPUTER ENGINEERING TECHNOLOGY CERTIFICATE (C40160)

Advisor contact information: Steve Hollifield, 828-395-1521, shollifield@isothermal.edu
 or Chester Peeler, 828-395-1627, cpeeler@isothermal.edu

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

COMPUTER INTEGRATED MACHINING DIPLOMA (D50210)

Curriculum Description

The Computer-Integrated Machining curriculum prepares students with the analytical, creative and innovative skills necessary to take a production idea from an initial concept through design, development and production, resulting in a finished product.

Coursework may include manual machining, computer applications, engineering design, computer-aided drafting (CAD), computer-aided machining (CAM), blueprint interpretation, advanced computerized numeric control (CNC) equipment, basic and advanced machining operations, precision measurement and high-speed multi-axis machining.

Graduates should qualify for employment as machining technicians in high-tech manufacturing, rapid-prototyping and rapid-manufacturing industries, specialty machine shops, fabrication industries, and high-tech or emerging industries such as aerospace, aviation, medical, and renewable energy, and to sit for machining certification examinations.

Program Student Learning Outcomes

Graduates will be able to:

1. Evaluate a basic blueprint using specified NIMS tolerances and industry standards.
2. Identify work orders and write out or modify as needed correctly, calculate information needed to machine parts to correct specs.
3. Develop a CNC programmed part without the assistance of CAD.
4. Construct input milling by properties, and simulate cutting operation of 3-D surface and solid modeling features by computer-assisted methods
5. Evaluate machining process during cutting operation and adjust initial variable settings to achieve maximum results
6. Create a multiple part mechanism which requires both CNC milling and turning to manufacture a capstone

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

ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
BPR 111 Blueprint Reading	2	3		F, SP
MAC 121 Introduction to CNC	2	2		F, SP
MAC 122 CNC Turning	2	4		F
MAC 124 CNC Milling	2	4		F
MAC 141 Machine Applications I	4	8		F
MAC 141A Machine Applications I Lab	2	6		F
TOTAL	14			
SPRING SEMESTER				
MAC 142 Machine Applications II	4	8	MAC 141	SP
MAC 142A Machine Applications II Lab	2	6	MAC 141A	SP
MAC 151 Machining Calculations	2	3		SP
MAC 222 Advanced CNC Turning	2	4	MAC 122	SP
MAC 224 Advanced CNC Milling	2	4	MAC 124	SP
MEC 110 Introduction to CAD/CAM	2	3		SP
MAT 110 Math Measurement & Literacy	3	4	Satisfactory placement or MAT 003. Corequisite may be required.	F, SP, S
OR				
MAT 121 Algebra/Trigonometry I	3	4	Satisfactory placement or MAT 003. Corequisite may be required.	F
TOTAL	13/14			

SUMMER SEMESTER				
ENG 101 Applied Communications	3	3		F, SP, S
OR				
ENG 111 Writing & Inquiry	3	3	Satisfactory placement or ENG 002. Corequisite may be required.	F, SP, S
MAC 233 Applications to CNC Machining	6	14	MAC 142	S
MEC 231 Computer Aided Manufacturing	3	5		SP, S
Technical Elective (see list below)	5	Varies	Varies	Varies
TOTAL	17			

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

48 TOTAL SEMESTER CREDIT HOURS FOR DIPLOMA

COMPUTER INTEGRATED MACHINING/ADVANCED MOTORSPORTS MACHINING CERTIFICATE (C5021004)

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

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
AUT 211 Automotive Machining	4	8		F
MAC 241 Jigs & Fixtures I	4	8		F
TOTAL	8			
SPRING SEMESTER				
DFT 154 Introduction Solid Modeling	3	5		SP
MAC 234 Advanced Multi-Axis Machining	3	5		SP
MAC 234A Advanced Multi-Axis Machining Lab	1	3		SP
TOTAL	7			

15 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE

COMPUTER INTEGRATED MACHINING/CNC CERTIFICATE (C5021002)

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

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
MAC 121 Introduction to CNC	2	2		F, SP
MAC 122 CNC Turning	2	4		F
MAC 124 CNC Milling	2	4		F
TOTAL	6			
SPRING SEMESTER				
MAC 222 Advanced CNC Turning	2	4	MAC 122	SP
MAC 224 Advanced CNC Milling	2	4	MAC 124	SP
TOTAL	4			
SUMMER SEMESTER				
MAC 233 Applications in CNC Machining	6	18		S
TOTAL	6			
16 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE				

COMPUTER INTEGRATED MACHINING/MACHINING CERTIFICATE (C5021001)

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

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

COMPUTER INTEGRATED MACHINING/MOTORSPORTS MACHINING CERTIFICATE (C5021003)

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

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

ELECTRICAL SYSTEMS TECHNOLOGY DEGREE (A35130)

Curriculum Description

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

Coursework, most of which is hands-on, will include such topics as AC/DC theory, basic wiring practices, programmable logic controllers, industrial motor controls, applications of the National Electric Code, and other subjects as local needs require. Graduates should qualify for a variety of jobs in the electrical field as an on-the-job trainee or apprentice assisting in the layout, installation, and maintenance of electrical systems.

Program Student Learning Outcomes

Graduates will be able to:

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

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

ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
ACA 115 Success and Study Skills	1	2		F, SP
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
MAT 110 Math Measurement & Literacy	3	4	Satisfactory placement or MAT 003. Corequisite may be required.	F, SP, S
OR				
MAT 121 Algebra/Trigonometry I	3	4	Satisfactory placement or MAT 003. Corequisite may be required.	F
OR				
MAT 143 Quantitative Literacy	3	4	Satisfactory placement or MAT 003 and ENG 002. Corequisite may be required.	F, SP, S
OR				
MAT 152 Statistical Methods I	4	5	Satisfactory placement or MAT 003 and ENG 002. Corequisite may be required.	F, SP, S
ELC 112 DC/AC Electricity	5	9		F
ELC 113 Residential Wiring	4	8		F
ELC 118 National Electrical Code	2	3		F
TOTAL	15/16			
SPRING SEMESTER				
CIS 110 Introduction to Computers	3	4		F, SP, S
ELC 114 Commercial Wiring	4	8		SP
ELC 117 Motors & Controls	4	8		SP
ELC 119 NEC Calculations	2	3		SP
ELC 135 Electrical Machines I	3	4		SP
TOTAL	16			

SUMMER SEMESTER				
ELC 115 Industrial Wiring	4	8		S
ELN 231 Industrial Controls	3	5		S
ENG 111 Writing & Inquiry	3	3	Satisfactory placement or ENG 002. Corequisite may be required.	F, SP, S
Technical Elective (see list below)	2	4	Varies	F, SP, S
TOTAL	12			

FALL SEMESTER				
ELC 128 Introduction to PLC	3	5		F
ELN 133 Digital Electronics	4	6		F
OR				
ELC 220 Photovoltaic Sys Tech	3	5		F
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
OR				
COM 231 Public Speaking	3	3		F, SP, S
Humanities Elective (see page 17 for list)	3	3	Varies	F, SP, S
TOTAL	12/13			

SPRING SEMESTER				
ELC 134 Transformer Applications	2	3		SP
OR				
SPA 111 Elementary Spanish	3	3		F, SP
ELC 228 PLC Applications	4	8	ELC 128	SP
Social Science Elective (see page 18 for list)	3	3	Varies	F, SP, S
TOTAL	9/10			

TECHNICAL ELECTIVE - Choose 2 credit hours from the following courses				
AHR 120 HVACR Maintenance	2	4		TBA
AHR 160 Refrigerant Certification	1	1		TBA
ALT 120 Renewable Energy Tech	3	4		TBA
DFT 111 Technical Drafting I	2	4		F
DFT 111A Technical Drafting I Lab	1	3		F
DFT 151 CAD I	3	5		F
ELC 127 Software for Technicians	2	4		SP
ELC 132 Electrical Drawings	2	4		SP
ELC 139 AC Circuit Analysis	4	6		SP
ELC 221 Advanced PV Sys Design	3	5		SP
HYD 110 Hydraulics/Pneumatics I	3	5		SP, S
MNT 222 Industrial SYS Schematics	2	3		F
SST 110 Intro to Sustainability	3	3		F, SP
SST 120 Energy Use Analysis	3	4		SP

64 TOTAL SEMESTER CREDIT HOURS FOR DEGREE

ELECTRICAL SYSTEMS TECHNOLOGY DIPLOMA (D35130)

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

ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
ENG 111 Writing & Inquiry	3	3	Satisfactory placement or ENG 002. Corequisite may be required.	F, SP, S
CIS 110 Introduction to Computers	3	4		F, SP, S
ELC 112 DC/AC Electricity	5	9		F
ELC 113 Residential Wiring	4	8		F
ELC 118 National Electrical Code	2	3		F
MAT 110 Math Measurement & Literacy	3	4	Satisfactory placement or MAT 003. Corequisite may be required.	F, SP, S
TOTAL	20			
SPRING SEMESTER				
ELC 114 Commercial Wiring	4	8		SP
ELC 117 Motors & Controls	4	8		SP
ELC 119 NEC Calculations	2	3		SP
ELC 135 Electrical Machines I	3	4		SP
TOTAL	13			
SUMMER SEMESTER				
ELC 115 Industrial Wiring	4	8		S
ELN 231 Industrial Controls	3	5		S
TOTAL	7			
40 TOTAL SEMESTER CREDIT HOURS FOR DIPLOMA				

ELECTRICAL SYSTEMS TECHNOLOGY/ELECTRICAL WIRING CERTIFICATE (C3513001)

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

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

ELECTRICAL SYSTEMS TECHNOLOGY/INDUSTRIAL CONTROLS CERTIFICATE (C3513002)

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

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

ELECTRONICS ENGINEERING TECHNOLOGY DEGREE (A40200) ELECTRONICS AND AUTOMATION

Curriculum Description

The Electronics Engineering Technology curriculum prepares students to apply basic engineering principles and technical skills to become technicians who design, build, install, test, troubleshoot, repair, and modify developmental and production electronic components, equipment, and systems such as industrial/computer controls, manufacturing systems, communication systems, and power electronic systems. Includes instruction in mathematics, basic electricity, solid-state fundamentals, digital concepts, and microprocessors or programmable logic controllers. Graduates should qualify for employment as electronics engineering technician, field service technician, instrumentation technician, maintenance technician, electronic tester, electronic systems integrator, bench technician, and production control technician.

Program Student Learning Outcomes

Graduates will be able to:

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

**Advisor contact information: Steve Hollifield, 828-395-1521, shollifield@isothermal.edu
or Chester Peeler, 828-395-1627, cpeeler@isothermal.edu**

ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
ACA 115 Success and Study Skills	1	2		F, SP
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
CET 111 Computer Upgrade and Repair	3	5		F
OR				
CTS 120 Hardware/Software Support	3	5		SP
EGR 110 Intro to Engineering Technology	2	3		F, SP, S
ELC 138 DC Circuit Analysis	4	6		F
ELN 133 Digital Electronics	4	6		F
MAT 121 Algebra/Trigonometry I	3	4	Satisfactory placement or MAT 003. Corequisite may be required.	F
OR				
MAT 171 Precalculus Algebra	4	5	Satisfactory placement or MAT 003. Corequisite may be required.	F, SP, S
TOTAL	17/18			
SPRING SEMESTER				
CIS 110 Introduction to Computers	3	4		F, SP, S
ELC 139 AC Circuit Analysis	4	6		SP
ELN 131 Analog Electronics I	4	6	ELC 112 or ELC 138	SP
ELN 232 Introduction to Microprocessors	4	6		SP
MAT 122 Algebra/Trigonometry II	3	4	MAT 121	SP
OR				
MAT 152 Statistical Methods I	4	5	Satisfactory placement or MAT 003 and ENG 002. Corequisite may be required.	F, SP, S
OR				
MAT 172 Precalculus Trigonometry	4	4	MAT 171	F, SP
OR				
MAT 271 Calculus I	4	5	MAT 172	F, SP
TOTAL	18/19			

SUMMER SEMESTER				
CET 161 Procedural Programming	3	5		S
OR				
CSC 134 C++ Programming	3	5		F
OR				
CSC 139 Visual BASIC Programming	3	5		SP
ELC 229 Applications Project	2	4		SP
OR				
ELN 152 Fabrication Techniques	2	4		S
TOTAL	5			

FALL SEMESTER				
ATR 211 Robot Programming	3	5		F
OR				
ATR 215 Sensors and Transducers	3	5		TBA
OR				
ATR 218 Work Cell Integration	3	5		TBA
ELC 128 Introduction to PLC	3	5		F
ENG 111 Writing & Inquiry	3	3	Satisfactory placement or ENG 002. Corequisite may be required.	F, SP, S
PHY 131 Physics of Mechanics	4	5	MAT 121 or MAT 171	F, SP
OR				
PHY 151 College Physics I	4	5	MAT 171	TBA
Humanities Elective (see page 17 for list)	3	3	Varies	F, SP, S
TOTAL	16			

SPRING SEMESTER				
ELC 127 Software for Technicians	2	4		SP
ELC 132 Electrical Drawings	2	4		SP
ELC 228 PLC Applications	4	8	ELC 128	SP
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
OR				
COM 231 Public Speaking	3	3		F, SP, S
PHY 132 Physics of Electricity & Mag	4	5	PHY 131	SP
OR				
PHY 152 College Physics II	4	5	PHY 151	TBA
Social Science Elective (see page 18 for list)	3	3	Varies	F, SP, S
TOTAL	18			

74 TOTAL SEMESTER CREDIT HOURS FOR DEGREE

ELECTRONICS ENGINEERING TECHNOLOGY DEGREE (A40200) ELECTRIC UTILITY TRACK

Advisor contact information: Steve Hollifield, 828-395-1521, shollifield@isothermal.edu

or Chester Peeler, 828-395-1627, cpeeler@isothermal.edu

ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
ACA 115 Success and Study Skills	1	2		F, SP
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
ELC 138 DC Circuit Analysis	4	6		F
ELN 133 Digital Electronics	4	6		F
EUS 110 Intro to Electric Utility Industry	4	6		F
MAT 121 Algebra/Trigonometry I	3	4	Satisfactory placement or MAT 003. Corequisite may be required.	F
OR				
MAT 171 Precalculus Algebra	4	5	Satisfactory placement or MAT 003. Corequisite may be required.	F, SP, S
TOTAL	16/17			
SPRING SEMESTER				
ELC 139 AC Circuit Analysis	4	6		SP
ELN 131 Analog Electronics I	4	6	ELC 112 or ELC 138	SP
ELN 232 Introduction to Microprocessors	4	6		SP
EUS 130 Electric Utility Print Reading	4	5	EUS 110	SP
MAT 122 Algebra/Trigonometry II	3	4	MAT 121	SP
OR				
MAT 152 Statistical Methods I	4	5	Satisfactory placement or MAT 003 and ENG 002. Corequisite may be required.	F, SP, S
OR				
MAT 172 Precalculus Trigonometry	4	5	MAT 171	F, SP
OR				
MAT 271 Calculus I	4	5	MAT 172	F, SP
TOTAL	19/20			
SUMMER SEMESTER				
CET 161 Procedural Programming	3	5		S
OR				
CSC 134 C++ Programming	3	5		F
OR				
CSC 139 Visual BASIC Programming	3	5		SP
ELN 152 Fabrication Techniques	2	4		S
OR				
ELC 229 Applications Project	2	4		SP
TOTAL	5			

FALL SEMESTER				
ELC 128 Introduction to PLC	3	5		F
ELC 231 Electric Power Systems	4	5	ELC 112L or ELC 139L	F
ENG 111 Writing & Inquiry	3	3	Satisfactory placement or ENG 002. Corequisite may be required.	F, SP, S
PHY 131 Physics of Mechanics	4	5	MAT 121 or MAT 171	F, SP
OR				
PHY 151 College Physics I	4	5	MAT 171	TBA
Humanities Elective (see page 17 for list)	3	3	Varies	F, SP, S
TOTAL	17			
SPRING SEMESTER				
ELC 127 Software for Technicians	2	4		SP
ELC 132 Electrical Drawings	2	4		SP
ELC 233 Energy Management	3	4	ELC 231(L)	SP
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
OR				
COM 231 Public Speaking	3	3		F, SP, S
PHY 132 Physics of Electricity & Mag	4	5	PHY 131	SP
OR				
PHY 152 College Physics II	4	5	PHY 151	TBA
Social Science Elective (see page 18 for list)	3	3	Varies	F, SP, S
TOTAL	17			
74 TOTAL SEMESTER CREDIT HOURS FOR DEGREE				

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

Advisor contact information: Steve Hollifield, 828-395-1521, shollifield@isothermal.edu
or Chester Peeler, 828-395-1627, cpeeler@isothermal.edu

ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
ACA 115 Success and Study Skills	1	2		F, SP
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
EGR 110 Intro to Engineering Tech	2	3		F, SP, S
CET 111 Computer Upgrade and Repair	3	5		F
OR				
CTS 120 Hardware/Software Support	3	5		SP
ELC 128 Introduction to PLC	3	5		F
ELC 138 DC Circuit Analysis	4	6		F
ELN 133 Digital Electronics	4	6		F
MAT 121 Algebra/Trigonometry I	3	4	Satisfactory placement or MAT 003. Corequisite may be required.	On Demand
OR				
MAT 171 Precalculus Algebra	4	5	Satisfactory placement or MAT 003. Corequisite may be required.	F, SP
TOTAL	20/22			
SPRING SEMESTER				
ENG 111 Writing & Inquiry	3	3	Satisfactory placement or ENG 002. Corequisite may be required.	F, SP, S
ELC 139 AC Circuit Analysis	4	6		SP
ELN 131 Analog Electronics I	4	6	ELC 112 or ELC 138	SP
ELN 232 Introduction to Microprocessors	4	6		SP
Social Science Elective (see page 18 for list)	3	3	Varies	F, SP, S
TOTAL	18			
38 TOTAL SEMESTER CREDIT HOURS FOR DIPLOMA				

ELECTRONICS ENGINEERING TECHNOLOGY DIPLOMA (D40200) ELECTRIC UTILITY TRACK

Advisor contact information: Steve Hollifield, 828-395-1521, shollifield@isothermal.edu

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ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
ACA 115 Success and Study Skills	1	2		F, SP
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
EUS 110 Intro to Elect Util Ind	4	6		F
ELC 128 Introduction to PLC	3	5		F
ELC 138 DC Circuit Analysis	4	6		F
ELN 133 Digital Electronics	4	6		F
MAT 121 Algebra/Trigonometry I	3	4	Satisfactory placement or MAT 003. Corequisite may be required.	F
OR				
MAT 171 Precalculus Algebra	4	5	Satisfactory placement or MAT 003. Corequisite may be required.	F, SP
TOTAL	19/20			
SPRING SEMESTER				
ENG 111 Writing & Inquiry	3	3	Satisfactory placement or ENG 002. Corequisite may be required.	F, SP, S
ELC 139 AC Circuit Analysis	4	6		SP
ELN 131 Analog Electronics I	4	6	ELC 112 or ELC 138	SP
ELN 232 Introduction to Microprocessors	4	6		SP
EUS 130 Elect Util Print Reading	4	5	EUS 110	SP
Social Science Elective (see list below)	3	3	Varies	F, SP, S
TOTAL	22			
41 TOTAL SEMESTER CREDIT HOURS FOR DIPLOMA				

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

Advisor contact information: Steve Hollifield, 828-395-1521, shollifield@isothermal.edu
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COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
Choose 12 credit hours from the following courses				
ATR 211 Robot Programming	3	5		F
CET 111 Computer Upgrade/Repair I	3	5		F
CET 161 Procedural Programming	3	5		S
EGR 110 Intro to Engineering Technology	2	3		F, SP, S
ELC 127 Software for Technicians	2	4		SP
ELC 128 Introduction to PLCs	3	5		F
ELC 138 DC Circuit Analysis	4	6		F
ELC 139 AC Circuit Analysis	4	6		SP
ELC 228 PLC Applications	4	8	ELC 128	SP
ELC 229 Applications Project	2	4		SP
ELN 131 Analog Electronics I	4	6	ELC 112 or ELC 138	SP
ELN 133 Digital Electronics	4	6		F
ELN 152 Fabrication Techniques	2	4		S
ELN 232 Introduction to Microprocessors	4	6		SP
12 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE				

ELECTRONICS ENGINEERING TECHNOLOGY/ELECTRIC UTILITY CERTIFICATE (C4020002)

Advisor contact information: Steve Hollifield, 828-395-1521, shollifield@isothermal.edu
or Chester Peeler, 828-395-1627, cpeeler@isothermal.edu

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

INDUSTRIAL SYSTEMS TECHNOLOGY DEGREE (A50240)

Curriculum Description

The Industrial Systems Technology curriculum is designed to prepare or upgrade individuals to safely service, maintain, repair, or install equipment. Instruction includes theory and skill training needed for inspecting, testing, troubleshooting, and diagnosing industrial systems. Students will learn multi-craft technical skills in print reading, mechanical systems maintenance, electricity, hydraulics/pneumatics, welding, machining or fabrication, and includes various diagnostic and repair procedures. Practical application in these industrial systems will be emphasized and additional advanced course work may be offered. Upon completion of this curriculum, graduates should be able to individually, or with a team, safely install, inspect, diagnose, repair, and maintain industrial process and support equipment. Students will also be encouraged to develop their skills as life-long learners.

Program Student Learning Outcomes

Graduates will be able to:

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

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

ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
ACA 115 Success and Study Skills	1	2		F, SP
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
BPR 111 Blueprint Reading	2	3		F, SP
MAC 141 Machine Applications I	4	8		F
MAT 110 Math Measurement & Literacy	3	4	Satisfactory placement or MAT 003. Corequisite may be required.	F, SP, S
OR				
MAT 121 Algebra/Trigonometry I	3	4	Satisfactory placement or MAT 003. Corequisite may be required.	F
OR				
MAT 171 Precalculus Algebra	4	5	Satisfactory placement or MAT 003. Corequisite may be required.	F, SP, S
MNT 222 Ind. Sys. Schematics	2	3		F
Technical Elective (see list below)	3	4	Varies	F, SP, S
TOTAL	15/16			
SPRING SEMESTER				
ISC 121 Environmental Health & Safety	3	3		F, SP, S
MAC 142 Machine Applications II	4	8	MAC 141	SP
Other Required Elective (see list below)	6	3	Varies	F, SP, S
TOTAL	13			
SUMMER SEMESTER				
HYD 110 Hydraulics/Pneumatics	3	5		SP, S
MNT 110 Intro. to Maint. Proc.	2	4		S
Other Required Elective (see list below)	6	8	Varies	F, SP, S
WLD 112 Basic Welding Proc.	2	4		S
TOTAL	13			

FALL SEMESTER				
ELC 112 DC/AC Electricity	5	9		F
ELC 128 Introduction to PLC	3	5		F
ENG 111 Writing & Inquiry	3	3	Satisfactory placement or ENG 002. Corequisite may be required.	F, SP, S
Humanities Elective (see page 17 for list)	3	3	Varies	F, SP, S
Other Required Elective (see list below)	3	3	Varies	F, SP, S
TOTAL	17			
SPRING SEMESTER				
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
OR				
COM 231 Public Speaking	3	3		F, SP, S
Other Required Elective (see list below)	10	Varies	Varies	F, SP, S
Social Science Elective (see page 18 for list)	3	3	Varies	F, SP, S
TOTAL	16			
OTHER REQUIRED ELECTIVE - Choose 25 credit hours from the following courses				
AHR 120 HVACR Maintenance	2	4		SP
AHR 130 HVAC Controls	3	4	AHR 111, ELC 111 or ELC 112	SP
AHR 160 Refrigerant Certification	1	1		SP
ATR 211 Residential System Design	3	4		F, SP
CIS 110 Introduction to Computers	3	4		F, SP, S
CMT 120 Codes and Inspections	3	3		SP
CMT 210 Construction Management Fund	3	3		SP
CMT 212 Total Safety Performance	3	3		SP
ELC 115 Industrial Wiring	4	8		S
MAC 141A Machining Appl I Lab	2	6		F
MAC 142A Machining Appl II Lab	2	6		SP
PFT 111 Piping & Valves	4	6		F, SP, S
PLU 111 Introduction to Basic Plumbing	2	4		F, SP
PLU 211 Commercial/Industrial Plumbing	3	4		F, SP
SST 110 Introduction to Sustainability	3	3		F, SP
SST 120 Energy Use Analysis	3	4		SP
SST 140 Green Bldg & Design Concepts	3	3		F, SP, S
WLD 117 Industrial SMAW	3	5		TBA
WOL 110 Basic Construction Skills	3	5		F, SP, S
TECHNICAL ELECTIVE - Choose 3 credit hours from the following courses				
BPR 130 Print Reading: Construction	3	3		F
ELC 111 Introduction to Electricity	3	4		F
ELC 113 Residential Wiring	4	8		F
ELC 114 Commercial Wiring	4	8		SP
ELC 117 Motors and Controls	4	8		SP
ELC 135 Electrical Machines	3	4		SP
ELC 138 DC Circuit Analysis	4	6		F
ELC 139 AC Circuit Analysis	4	6		SP
ELC 220 Photovoltaic System Technology	3	5		F
ISC 132 Manufacturer Quality Control	3	5		F, SP
MAC 233 Appl in CNC Machining	6	14		S

MEC 161 Manufacturing Processes I	3	5		SP
MEC 180 Engineering Materials	3	5		F, SP, S
MEC 231 Computer Aided Manufacturing	3	5		SP, S
WLD 115 SMAW (Stick) Plate	5	11		F, SP
WLD 121 GMAW (Mig) FCAW/Plate	4	8		F, SP
74 TOTAL SEMESTER CREDIT HOURS FOR DEGREE				

INDUSTRIAL SYSTEMS TECHNOLOGY CERTIFICATE (C5024001)

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

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

INDUSTRIAL SYSTEMS TECHNOLOGY/PIPE FITTING CERTIFICATE (C5024002)

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

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

MANUFACTURING TECHNOLOGY DEGREE (A50320)

Curriculum Description

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

Program Student Learning Outcomes

Graduates will be able to:

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

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

ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
ACA 115 Success and Study Skills	1	2		F, SP
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
ELC 138 DC Circuit Analysis	4	6		F
ENG 111 Writing & Inquiry	3	3	Satisfactory placement or ENG 002. Corequisite may be required.	F, SP, S
ISC 132 Manf. Quality Control	3	5		F, SP
MAC 114 Introduction to Metrology	2	2		F, SP
MEC 181 Introduction to CIM	2	2		F, SP
TOTAL	15			
SPRING SEMESTER				
MEC 161 Manf. Process I	3	3		SP
MEC 231 Computer Aided Manufacturing I	3	5		SP, S
MAT 110 Math Measurement & Literacy	3	4	Satisfactory placement or MAT 003. Corequisite may be required.	F, SP, S
OR				
MAT 121 Algebra/Trigonometry I	3	4	Satisfactory placement or MAT 003. Corequisite may be required.	F
OR				
MAT 171 Precalculus Algebra	4	5	Satisfactory placement or MAT 003. Corequisite may be required.	F, SP, S
Other Required Elective (see list below)	6	Varies	Varies	F, SP, S
TOTAL	15/16			
SUMMER SEMESTER				
HYD 110 Hydraulics/Pneumatics	3	5		SP, S
ISC 121 Environmental Health & Safety	3	3		F, SP, S
MEC 232 Computer Aided Manufacturing II	3	5	MEC 231	SP, S
Social Science Elective (see page 18 for list)	3	3	Varies	F, SP, S
WLD 112 Basic Welding Proc.	2	4		S
TOTAL	14			

FALL SEMESTER				
ELC 128 Introduction to PLC	3	5		F
DFT 111 Tech. Drafting I	2	4		F
DFT 111A Tech Drafting Lab	1	3		F
MAC 121 Introduction to CNC	2	2		F, SP
MAC 141 Machining Applications I	4	8		F
MAC 141A Machining Applications I Lab	2	6		F
Other Required Elective (see list below)	2	Varies	Varies	F, SP, S
TOTAL	16			
SPRING SEMESTER				
DFT 112 Tech Drafting II	2	4		SP
DFT 112A Tech Drafting II Lab	1	3		SP
DFT 152 CAD II	3	5		SP
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
OR				
COM 231 Public Speaking	3	3		F, SP, S
Humanities Elective (see page 17 for list)	3	3	Varies	F, SP, S
MEC 180 Engineering Mats	3	5		F, SP, S
TOTAL	15			
OTHER REQUIRED ELECTIVE - Choose 8 credit hours from the following courses				
BPR 121 Blueprint Reading: Mechanical	2	4		SP
CIS 110 Introduction to Computers	3	4		F, SP, S
DFT 121 Intro to GD&T	2	3		S
DFT 151 CAD 1	3	5		F
DFT 154 Introduction Solid Modeling	3	5		SP
DFT 231 Jig and Fixture	2	3		S
EGR 110 Introduction to Engineering	2	3		F, SP, S
MAC 151 Machining Calculations	2	3		SP
MAC 234 Adv Multi-Axis Machining	3	5		SP
MAC 234A Adv Multi-Axis Machining	1	3		SP
MAC 241 Jigs & Fixtures	4	8		F
MEC 110 Intro to CAD/CAM	3	4	MAT 272	TBA
SST 110 Intro to Sustainability	3	3		F, SP
SST 120 Energy Use Analysis	3	4		SP
73 TOTAL SEMESTER CREDIT HOURS FOR DEGREE				

MANUFACTURING TECHNOLOGY DEGREE (A50320) MACHINING TRACK

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

ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
ACA 115 Success and Study Skills	1	2		F, SP
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
BPR 111 Print Reading	2	3		F, SP
MAC 121 Introduction to CNC	2	2		F, SP
MAC 122 CNC Turning	2	4		F
MAC 124 CNC Milling	2	4		F
MAC 141 Machining Applications I	4	8		F
MAC 141A Machining Applications I Lab	2	6		F
TOTAL	15			
SPRING SEMESTER				
MAC 142 Machining Applications II	4	8	MAC 141	SP
MAC 142A Machining Applications II Lab	2	6	MAC 141A	SP
MAC 222 Advanced CNC Turning	2	4	MAC 122	SP
MAC 224 Advanced CNC Milling	2	4	MAC 124	SP
MAT 110 Math Measurement & Literacy	3	4	Satisfactory placement or MAT 003. Corequisite may be required.	F, SP, S
OR				
MAT 121 Algebra/Trigonometry I	3	4	Satisfactory placement or MAT 003. Corequisite may be required.	F
OR				
MAT 171 Precalculus Algebra	4	5	Satisfactory placement or MAT 003. Corequisite may be required.	F, SP, S
TOTAL	13/14			
SUMMER SEMESTER				
HYD 110 Hydraulics/Pneumatics	3	5		SP, S
ISC 121 Environmental Health & Safety	3	3		F, SP, S
MAC 233 Applications in CNC Machining	6	14	MAC 142	S
Other Required Elective (see list below)	3	Varies	Varies	F, SP, S
TOTAL	15			
FALL SEMESTER				
ENG 111 Writing & Inquiry	3	3	Satisfactory placement or ENG 002. Corequisite may be required.	F, SP, S
DFT 111 Tech. Drafting I	2	4		F
DFT 111A Tech Drafting Lab	1	3		F
Humanities Elective (see page 17 for list)	3	3	Varies	F, SP, S
ISC 132 Manf. Quality Control	3	5		F, SP
MAC 114 Introduction to Metrology	2	2		F, SP
Other Required Elective (see list below)	3	Varies	Varies	F, SP, S
TOTAL	17			

SPRING SEMESTER				
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
OR				
COM 231 Public Speaking	3	3		F, SP, S
MEC 161 Manf. Process I	3	5		SP
MEC 180 Engineering Matls	3	5		F, SP, S
Other Required Elective (see list below)	2	Varies	Varies	F, SP, S
Social Science Elective (see page 18 for list)	3	3	Varies	F, SP, S
TOTAL	14			
OTHER REQUIRED ELECTIVE - Choose 8 credit hours from the following courses				
BPR 121 Blueprint Reading: Mechanical	2	4		SP
CIS 110 Introduction to Computers	3	4		F, SP, S
DFT 121 Intro to GD&T	2	3		S
DFT 151 CAD 1	3	5		F
DFT 154 Introduction Solid Modeling	3	5		SP
DFT 231 Jig and Fixture	2	3		S
EGR 110 Introduction to Engineering	2	3		F, SP, S
MAC 151 Machining Calculations	2	3		SP
MAC 234 Adv Multi-Axis Machin	3	5		SP
MAC 234A Adv Multi-Axis Machining	3	5		SP
MAC 241 Jugs & Fixtures	4	8		TBA
MEC 110 INtro to CAD/CAM	2	3		SP
SST 110 Intro to Sustainability	3	3		F, SP
SST 120 Energy Use Analysis	3	4		SP
72 TOTAL SEMESTER CREDIT HOURS FOR DEGREE				

MANUFACTURING TECHNOLOGY DEGREE/CNC PROGRAMMING CERTIFICATE (C5032001)

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

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

15 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE

MANUFACTURING TECHNOLOGY DEGREE/MANUFACTURING CERTIFICATE (C5032002)

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

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

16 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE

MECHANICAL DRAFTING TECHNOLOGY DEGREE (A50340) ARCHITECTURAL TRACK

Curriculum Description

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

Program Student Learning Outcomes

Graduates will be able to:

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

Advisor contact information: Traci M. Whitton, 828-395-4235, twhitton@isothermal.edu

ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
ACA 115 Success and Study Skills	1	2		F, SP
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
BPR 111 Print Reading-Construction	2	3		F
DFT 111 Technical Drafting I	2	4		F
DFT 111A Technical Drafting I Lab	1	3		F
DFT 151 CAD 1	3	5		F
MAT 110 Math Measurement & Literacy	3	4	Satisfactory placement or MAT 003. Corequisite may be required.	F, SP, S
OR				
MAT 121 Algebra/Trigonometry I	3	4	Satisfactory placement or MAT 003. Corequisite may be required.	F
OR				
MAT 171 Precalculus Algebra	4	5	Satisfactory placement or MAT 003. Corequisite may be required.	F, SP, S
Technical Elective (see list below)	3	Varies	Varies	F, SP, S
TOTAL	15/16			
SPRING SEMESTER				
DFT 112 Technical Drafting II	2	4	DFT 111A	SP
DFT 112A Technical Drafting II Lab	1	3	DFT 111	SP
DFT 152 CAD II	3	5	DFT 111	SP
ENG 111 Writing & Inquiry	3	3	Satisfactory placement or ENG 002. Corequisite may be required.	F, SP, S
MEC 161 Manufacturing Processes	3	3		SP
Technical Elective (see list below)	3	Varies	Varies	F, SP, S
TOTAL	15			

SUMMER SEMESTER				
Humanities Elective (see page 17 for list)	3	3	Varies	F, SP, S
Social Science Elective (see page 18 for list)	3	3	Varies	F, SP, S
Other Required Elective (see list below)	2	3	Varies	F, SP, S
TOTAL	8			
FALL SEMESTER				
DFT 153 CAD III	3	5		F
ENG 112 Writing/Research in the Discipline OR	3	3	ENG 111	F, SP, S
COM 231 Public Speaking	3	3		F, SP, S
Technical Elective (see list below)	7	Varies	Varies	F, SP, S
TOTAL	13			
SPRING SEMESTER				
DDF 221 Design Drafting Project	2	4		SP
DFT 154 Introduction Solid Modeling	3	5		SP
MEC 180 Engineering Materials	3	3		F, SP, S
Technical Elective (see list below)	6	Varies	Varies	F, SP, S
TOTAL	14			
OTHER REQUIRED ELECTIVE - Choose 2 credit hours from the following courses				
CIV 125 Civil/Surveying CAD	3	7		F, SP, S
DFT 231 Jig & Fixtures Design	2	3		S
DFT 254 Intermed Solid Model/Render	3	5		S
EGR 110 Intro to Engineering Technology	2	3		F, SP, S
MNT 110 Intro to Maintenance Procedures	2	4		S
SRV 110 Surveying I	4	8		F
SRV 111 Surveying II	4	8	SRV 110	SP
TECHNICAL ELECTIVE - Choose 19 credit hours from the following courses				
ARC 111 Intro to Arch Technology	3	7		F
ARC 114 Architectural CAD	2	4		SP
CST 111 Construction I	4	6		F
CST 112 Construction II	4	6	CST 111	F
SST 110 Intro to Sustainability	3	3		F, SP
SST 140 Green Building & Design	3	3		F, SP, S
65 TOTAL SEMESTER CREDIT HOURS FOR DEGREE				

MECHANICAL DRAFTING TECHNOLOGY DEGREE (A50340) MECHANICAL TRACK

Advisor contact information: Traci M. Whitton, 828-395-4235, twhitton@isothermal.edu

ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
ACA 115 Success and Study Skills	1	2		F, SP
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
BPR 111 Print Reading-Construction	2	3		F
DFT 111 Technical Drafting I	2	4		F
DFT 111A Technical Drafting I Lab	1	3		F
DFT 151 CAD 1	3	5		F
MAT 110 Math Measurement & Literacy	3	4	Satisfactory placement or MAT 003. Corequisite may be required.	F, SP, S
OR				
MAT 121 Algebra/Trigonometry I	3	4	Satisfactory placement or MAT 003. Corequisite may be required.	F
OR				
MAT 171 Precalculus Algebra	4	5	Satisfactory placement or MAT 003. Corequisite may be required.	F, SP, S
MAC 121 Intro to CNC	2	2		F, SP
TOTAL	14/15			
SPRING SEMESTER				
DFT 112 Technical Drafting II	2	4	DFT 111A	SP
DFT 112A Technical Drafting II Lab	1	3	DFT 111	SP
DFT 152 CAD II	3	5	DFT 111	SP
MEC 180 Engineering Materials	3	3		F, SP, S
MEC 231 Comp.-Aided Manufacturing	3	5		SP, S
TOTAL	12			
SUMMER SEMESTER				
DFT 121 Intro to GD&T	2	3		S
HYD 110 Hydraulics/Pneumatics	3	5	Varies	SP, S
ENG 111 Writing & Inquiry	3	3	Satisfactory placement or ENG 002. Corequisite may be required.	F, SP, S
Humanities Elective (see page 17 for list)	3	3	Varies	F, SP, S
Other Required Elective (see list below)	2	3	Varies	F, SP, S
TOTAL	13			
FALL SEMESTER				
DFT 153 CAD III	3	5		F
ISC 132 Mfg. Quality Control	3	5		F, SP
MAC 141 Machining Applications I	4	8		F
MAC 141A Machining Applications I Lab	2	6		F
TOTAL	12			

SPRING SEMESTER				
DDF 221 Design Drafting Project	2	4		SP
DFT 154 Introduction Solid Modeling	3	5		SP
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
OR				
COM 231 Public Speaking	3	3		F, SP, S
MEC 161 Manufacturing Processes	3	3		SP
Social Science Elective (see page 18 for list)	3	3	Varies	F, SP, S
TOTAL	14			
OTHER REQUIRED ELECTIVE - Choose 2 credit hours from the following courses				
CIV 125 Civil/Surveying CAD	3	7		F, SP, S
DFT 231 Jig & Fixtures Design	2	3		S
DFT 254 Intermed Solid Model/Render	3	5		S
EGR 110 Intro to Engineering Technology	2	3		F, SP, S
MNT 110 Intro to Maintenance Procedures	2	4		S
SRV 110 Surveying I	4	8		F
SRV 111 Surveying II	4	8	SRV 110	SP
65 TOTAL SEMESTER CREDIT HOURS FOR DEGREE				

MECHANICAL DRAFTING TECHNOLOGY DIPLOMA (D50340)

Advisor contact information: Traci M. Whitton, 828-395-4235, twhitton@isothermal.edu

ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
ARC 111 Intro to Arch Technology	3	7		F
OR				
MEC 231 Computer Aided Manufacturing I	3	4		SP, S
DFT 111 Technical Drafting I	2	4		F
DFT 111A Technical Drafting I Lab	1	3		F
DFT 151 CAD 1	3	5		F
ENG 111 Writing & Inquiry	3	3	Satisfactory placement or ENG 002. Corequisite may be required.	F, SP, S
MAT 110 Math Measurement & Literacy	3	4	Satisfactory placement or MAT 003. Corequisite may be required.	F, SP, S
OR				
MAT 121 Algebra/Trigonometry I	3	4	Satisfactory placement or MAT 003. Corequisite may be required.	F
TOTAL	15			
SPRING SEMESTER				
ARC 114 Architectural CAD	2	4		SP
OR				
MAC 121 Intro to CNC	2	2		F, SP
DFT 112 Technical Drafting II	2	4	DFT 111A	SP
DFT 112A Technical Drafting II Lab	1	3	DFT 111	SP
DFT 152 CAD II	3	5	DFT 111	SP
DFT 154 Introduction Solid Modeling	3	5		SP
MEC 161 Manufacturing Processes I	3	3		SP
TOTAL	14			
FALL SEMESTER				
DFT 153 CAD III	3	5		F
MEC 180 Engineering Materials	3	3		F, SP, S
Technical Elective (see list below)	2	3	Varies	F, SP, S
TOTAL	8			
TECHNICAL ELECTIVE - Choose 2 credit hours from the following courses				
DFT 231 Jig & Fixtures Design	2	3		S
EGR 110 Intro to Engineering Technology	2	3		F, SP, S
MNT 110 Intro to Maintenance Procedures	2	4		S
37 TOTAL SEMESTER CREDIT HOURS FOR DIPLOMA				

MECHANICAL DRAFTING TECHNOLOGY CERTIFICATE (C50340)

Advisor contact information: Traci M. Whitton, 828-395-4235, twhitton@isothermal.edu

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

MECHANICAL ENGINEERING TECHNOLOGY DEGREE (A40320)

Curriculum Description

The Mechanical Engineering Technology curriculum prepares students to use basic engineering principles and technical skills to design, develop, test, and troubleshoot projects involving mechanical systems. Includes instruction in principles of mechanics, applications to specific engineering systems, design testing procedures, prototype and operational testing and inspection procedures, manufacturing system-testing procedures, test equipment operation and maintenance, computer applications, critical thinking, planning and problem solving, and oral and written communications. Graduates of the curriculum will find employment opportunities in the manufacturing or service sectors of engineering technology. Engineering technicians may obtain professional certification by application to organizations such as ASQC, SME, and NICET.

Program Student Learning Outcomes

Graduates will be able to:

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

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

ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
ACA 115 Success and Study Skills	1	2		F, SP
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
EGR 110 Intro to Engineering	2	3		F, SP, S
ISC 132 Manf. Quality Control	3	5		F, SP
MAC 114 Intro to Metrology	2	2		F, SP
MAT 121 Algebra/Trigonometry I	3	4	Satisfactory placement or MAT 003. Corequisite may be required.	F
OR				
MAT 171 Precalculus Algebra	4	5	Satisfactory placement or MAT 003. Corequisite may be required.	F, SP, S
MEC 181 Intro to CIM	2	2		F, SP, S
TOTAL	15/16			
SPRING SEMESTER				
CIS 110 Introduction to Computers	3	4		F, SP, S
MAT 122 Algebra/Trigonometry II	3	4	MAT 121	SP
OR				
MAT 152 Statistical Methods I	4	5	Satisfactory placement or MAT 003 and ENG 002. Corequisite may be required.	F, SP, S
OR				
MAT 172 Precalculus Trigonometry	4	4	MAT 171	F, SP
MEC 161 Manf. Process I	3	3		SP
MEC 231 Comp. Aided Manufacturing I	3	5		SP, S
Social Science Elective (see page 18 for list)	3	3	Varies	F, SP, S
TOTAL	15/16			

SUMMER SEMESTER				
Humanities Elective (see page 17 for list)	3	3	Varies	F, SP, S
HYD 110 Hydraulics/Pneumatics	3	5	Varies	SP, S
ISC 121 Environ. Health & Safety	3	3		F, SP, S
MEC 232 Com. Aided Manufacturing II	3	5	MEC 231	SP, S
TOTAL	12			
FALL SEMESTER				
DFT 151 CAD 1	3	5		F
ENG 111 Writing & Inquiry	3	3	Satisfactory placement or ENG 002. Corequisite may be required.	F, SP, S
MAC 121 Intro to Computer Numerical Controls	2	2		F, SP
MAC 141 Machining Applications I	4	8		F
MEC 180 Engineering Materials	3	5		F, SP, S
TOTAL	15			
SPRING SEMESTER				
DFT 154 Introduction Solid Modeling	3	5		SP
EGR 250 Statics and Strengths of Materials	5	7	MAT 121 or MAT 171	F, SP, S
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
OR				
COM 231 Public Speaking	3	3		F, SP, S
PHY 131 Physics Mechanics	4	5	MAT 121 or MAT 171	F, SP
OR				
PHY 151 College Physics I	4	5	MAT 171	TBA
TOTAL	15			
SUMMER SEMESTER				
MEC 270 Machine Design	4	6		S
MEC 271 Machine Design Project	1	3	Co-req MEC 270	S
TOTAL	5			
75 TOTAL SEMESTER CREDIT HOURS FOR DEGREE				

MECHANICAL ENGINEERING TECHNOLOGY DEGREE (A40320) MECHATRONICS TRACK

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

ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
ACA 115 Success and Study Skills	1	2		F, SP
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
EGR 110 Introduction to Engineering	2	3		F, SP, S
ELN 133 Digital Electronics	4	6		F
ISC 132 Manf. Quality Control	3	5		F, SP
MAC 141 Machining Applications	4	8		F
TOTAL	14			
SPRING SEMESTER				
CIS 110 Introduction to Computers	3	4		F, SP, S
ENG 111 Writing & Inquiry	3	3	Satisfactory placement or ENG 002. Corequisite may be required.	F, SP, S
ISC 121 Environ. Health & Safety	3	3		F, SP, S
MAT 121 Algebra/Trigonometry I	3	4	Satisfactory placement or MAT 003. Corequisite may be required.	F
OR				
MAT 171 Precalculus Algebra	4	5	Satisfactory placement or MAT 003. Corequisite may be required.	F, SP, S
MEC 161 Manf. Process I	3	3		SP
TOTAL	15/16			
SUMMER SEMESTER				
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
OR				
COM 231 Public Speaking	3	3		F, SP, S
Humanities Elective (see page 17 for list)	3	3	Varies	F, SP, S
HYD 110 Hydraulics/Pneumatics	3	5	Varies	SP, S
Social Science Elective (see page 18 for list)	3	3	Varies	F, SP, S
TOTAL	12			
FALL SEMESTER				
ATR 211 Robot Programming	3	5		F
ELC 128 Intro to PLC	3	5		F
ELC 138 DC Circuit Analysis	4	6		F
DFT 151 CAD I	3	5		F
PHY 131 Physics Mechanics	4	5	MAT 121 or MAT 171	F, SP
OR				
PHY 151 College Physics I	4	5	MAT 171	TBA
TOTAL	17			
SPRING SEMESTER				
DFT 154 Introduction Solid Modeling	3	5		SP
EGR 250 Statics and Strengths of Materials	5	7	MAT 121 or MAT 171	F, SP, S
EGR 285 Design Project	2	4		TBA
MEC 180 Engineering Materials	3	5		F, SP, S
PHY 132 Physics Elec/Magnet.	4	5	PHY 131	SP
TOTAL	17			
75 TOTAL SEMESTER CREDIT HOURS FOR DEGREE				

MECHANICAL ENGINEERING TECHNOLOGY DEGREE (A40320) DRAFTING TRACK

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

ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
ACA 115 Success and Study Skills	1	2		F, SP
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
DFT 111 Technical Drafting I	2	4		F
DFT 111A Technical Drafting I Lab	1	3		F
DFT 151 CAD 1	3	5		F
ISC 132 Manf. Quality Control	3	5		F, SP
MAC 121 Intro to CNC	2	2		F, SP
MAT 121 Algebra/Trigonometry I	3	4	Satisfactory placement or MAT 003. Corequisite may be required.	F
OR				
MAT 171 Precalculus Algebra	4	5	Satisfactory placement or MAT 003. Corequisite may be required.	F, SP, S
TOTAL	15/16			
SPRING SEMESTER				
CIS 110 Introduction to Computers	3	4		F, SP, S
DFT 112 Technical Drafting II	2	4	DFT 111A	SP
DFT 112A Technical Drafting II Lab	1	3	DFT 111	SP
DFT 152 CAD II	3	5	DFT 111	SP
MEC 161 Manf. Process I	3	3		SP
MEC 231 Comp.-Aided Manufacturing	3	5		SP, S
TOTAL	15			
SUMMER SEMESTER				
DFT 121 Intro to GD&T	2	3		S
Humanities Elective (see page 17 for list)	3	3	Varies	F, SP, S
HYD 110 Hydraulics/Pneumatics	3	5	Varies	SP, S
ISC 121 Environmental Health & Safety	3	3		F, SP, S
TOTAL	11			
FALL SEMESTER				
DDF 211 Design Process I	4	7		F
ENG 111 Writing & Inquiry	3	3	Satisfactory placement or ENG 002. Corequisite may be required.	F, SP, S
MAC 141 Machining Applications	4	8		F
PHY 131 Physics Mechanics	4	5	MAT 121 or MAT 171	F, SP
OR				
PHY 151 College Physics I	4	5	MAT 171	TBA
Social Science Elective (see page 18 for list)	3	3	Varies	F, SP, S
TOTAL	18			

SPRING SEMESTER				
DDF 221 Design Drafting Proj.	2	4		SP
DFT 154 Introduction Solid Modeling	3	5		SP
EGR 250 Statics and Strengths of Materials	5	7	MAT 121 or MAT 171	F, SP, S
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
OR				
COM 231 Public Speaking	3	3		F, SP, S
MEC 180 Engineering Materials	3	5		F, SP, S
TOTAL	16			
75 TOTAL SEMESTER CREDIT HOURS FOR DEGREE				

MECHANICAL ENGINEERING TECHNOLOGY DIPLOMA (D40320)

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

ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
ACA 115 Success and Study Skills	1	2		F, SP
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
EGR 110 Introduction to Engineering	2	3		F, SP, S
ISC 132 Manf. Quality Control	3	5		F, SP
MAC 141 Machine Applications I	4	8		F
MAT 121 Algebra/Trigonometry I	3	4	Satisfactory placement or MAT 003. Corequisite may be required.	F
TOTAL	13			
SPRING SEMESTER				
CIS 110 Introduction to Computers	3	4		F, SP, S
DFT 151 CAD 1	3	5		F
DFT 154 Introduction Solid Modeling	3	5		SP
ENG 111 Writing & Inquiry	3	3	Satisfactory placement or ENG 002. Corequisite may be required.	F, SP, S
MEC 161 Manf. Process I	3	3		SP
MEC 180 Engineering Materials	3	5		F, SP, S
TOTAL	18			
SUMMER SEMESTER				
HYD 110 Hydraulics/Pneumatics	3	5		SP, S
ISC 121 Environ. Health & Safety	3	3		F, SP, S
TOTAL	6			
37 TOTAL SEMESTER CREDIT HOURS FOR DIPLOMA				

MECHANICAL ENGINEERING ADVANCED TECHNOLOGY CERTIFICATE (C4032003)

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

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

MECHANICAL ENGINEERING TECHNOLOGY CERTIFICATE (C40320)

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

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

MECHANICAL ENGINEERING TECHNOLOGY TRANSITION CERTIFICATE (C4032002)

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

ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
DFT 151 CAD 1	3	5		F
EGR 250 Statics and Strengths of Materials	5	7	MAT 121 or MAT 171	F, SP, S
TOTAL	8			
SPRING SEMESTER				
DFT 152 CAD II	3	5	DFT 111	SP
MAT 121 Algebra/Trigonometry I	3	4	Satisfactory placement or MAT 003. Corequisite may be required.	F
OR				
MAT 171 Precalculus Algebra	4	5	Satisfactory placement or MAT 003. Corequisite may be required.	F, SP, S
MEC 180 Engineering Materials	3	5		F, SP, S
TOTAL	9/10			
17 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE				

WELDING TECHNOLOGY DEGREE (A50420)

Curriculum Description

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

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

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

Program Student Learning Outcomes

Graduates will be able to:

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

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

ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
ACA 115 Success and Study Skills	1	2		F, SP
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
BPR 111 Blueprint Reading	2	3		F, SP
WLD 110 Cutting Processes (1st 8 week)	2	4		F, SP
WLD 115 SMAW (Stick) Plate (1st 8 weeks)	5	11		F, SP
WLD 116 SMAW (Stick) Plate/Pipe (2nd 8 weeks)	4	10	WLD 115	F, SP
WOL 110 Basic Construction Skills (2nd 8 weeks)	3	5		F, SP, S
TOTAL	17			
SPRING SEMESTER				
ENG 111 Writing & Inquiry	3	3	Satisfactory placement or ENG 002. Corequisite may be required.	F, SP, S
MAT 110 Math Measurement & Literacy	3	4	Satisfactory placement or MAT 003. Corequisite may be required.	F, SP, S
OR				
MAT 121 Algebra/Trigonometry I	3	4	Satisfactory placement or MAT 003. Corequisite may be required.	F
OR				
MAT 171 Precalculus Algebra	4	5	Satisfactory placement or MAT 003. Corequisite may be required.	F, SP, S

WLD 121 GMAW (Mig) Plate (1st 8 weeks)	4	8		F, SP
WLD 122 GMAW (Mig) Plate/Pipe (2nd 8 weeks)	3	7	WLD 121	F, SP
WLD 131 GTAW (Tig) Plate (2nd 8 weeks)	4	8		F, SP
WLD 141 Symbols and Specs (1st 8 weeks)	3	4		F, SP
WLD 143 Welding Metallurgy (1st 8 weeks)	2	3		F, SP
TOTAL	22/23			

FALL SEMESTER				
CIS 110 Introduction to Computers	3	4		F, SP, S
ENG 112 Writing/Research in the Discipline OR	3	3	ENG 111	F, SP, S
COM 231 Public Speaking	3	3		F, SP, S
Humanities Elective (see page 17 for list)	3	3	Varies	F, SP, S
WLD 132 GTAW (Tig) Plate/Pipe	3	7	WLD 131	F, SP
WLD 215 GMAW (Stick) Pipe	4	10	WLD 115 or WLD 116	F, SP
WLD 261 Certification Practices	2	4	WLD 115, WLD 121, and WLD 131	F, SP
TOTAL	18			

SPRING SEMESTER				
Social Science Elective (see page 18 for list)	3	3	Varies	F, SP, S
WLD 151 Fabrication I	4	8	WLD 110 and WLD 115	SP, S
WLD 231 GTAW (Tig) Pipe	3	7	WLD 131	F, SP
WLD 262 Inspection & Testing	3	4		F, SP
TOTAL	13			

70/71 TOTAL SEMESTER CREDIT HOURS FOR DEGREE

WELDING TECHNOLOGY DIPLOMA (D50420)

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

ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
BPR 111 Blueprint Reading	2	3		F, SP
WLD 110 Cutting Processes	2	4		F, SP
WLD 115 SMAW (Stick) Plate	5	11		F, SP
WLD 121 GMAW (Mig) Plate	4	8		F, SP
WLD 131 GTAW (Tig) Plate	4	8		F, SP
WLD 141 Symbols and Specifications	3	4		F, SP
TOTAL	20			
SPRING SEMESTER				
WLD 116 SMAW (Stick) Plate/Pipe	4	10	WLD 115	F, SP
WLD 122 GMAW (Mig) Plate/Pipe	3	7	WLD 121	F, SP
WLD 132 GTAW (Tig) Plate/Pipe	3	7	WLD 131	F, SP
WLD 143 Welding Metallurgy	2	3		F, SP
WOL 110 Basic Construction Skills	3	5		F, SP, S
TOTAL	15			
FALL SEMESTER				
ENG 111 Writing & Inquiry	3	3	Satisfactory placement or ENG 002. Corequisite may be required.	F, SP, S
MAT 110 Math Measurement & Literacy	3	4	Satisfactory placement or MAT 003. Corequisite may be required.	F, SP, S
OR				
MAT 121 Algebra/Trigonometry I	3	4	Satisfactory placement or MAT 003. Corequisite may be required.	F
WLD 215 GMAW (Stick) Pipe	4	10	WLD 115 or WLD 116	F, SP
WLD 261 Certification Practices	2	4	WLD 115, WLD 121, and WLD 131	F, SP
TOTAL	12			
47 TOTAL SEMESTER CREDIT HOURS FOR DIPLOMA				

WELDING TECHNOLOGY/BASIC WELDING CERTIFICATE (C5042001)

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

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

16 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE

WELDING TECHNOLOGY/ADVANCED WELDING CERTIFICATE (C5042002)

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

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

16 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE

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

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

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

16 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE

ARTS AND SCIENCES PROGRAM

Objectives:

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

Graduation Requirements:

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

Transferability of courses:

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

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

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

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

For more information about the transferability of the A.E. and the A.F.A., contact the program advisors.

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

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

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

Program Student Learning Outcomes

Graduates will be able to:

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

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

ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
ACA 122 College Transfer Success	1	2		F, SP, S
CIS 110 Introduction to Computers	3	4		F, SP, S
ENG 111 Writing & Inquiry	3	3	Satisfactory placement or ENG 002. Corequisite may be required.	F, SP, S
MAT 143 Quantitative Literacy	3	4	Satisfactory placement or MAT 003 and ENG 002. Corequisite may be required.	F, SP, S
OR				
MAT 152 Statistical Methods I	4	5	Satisfactory placement or MAT 003 and ENG 002. Corequisite may be required.	F, SP, S
OR				
MAT 171 Precalculus Algebra	4	5	Satisfactory placement or MAT 003. Corequisite may be required.	F, SP, S
UGETC Social Science (see list below)	3	3	Varies	F, SP, S
TOTAL	13/14			
SPRING SEMESTER				
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
General Education (see list below)	3/4	3/5	Varies	F, SP, S
General Education (see list below)	3/4	3/5	Varies	F, SP, S
UGETC Humanities/Fine Arts (see list below)	3	3	Varies	F, SP, S
UGETC Social Science (see list below)	3	3	Varies	F, SP, S
TOTAL	15/17			
FALL SEMESTER				
General Education (see list below)	3/4	3/5	Varies	F, SP, S
General Education (see list below)	3/4	3/5	Varies	F, SP, S
UGETC Humanities/Fine Arts (see list below)	3	3	Varies	F, SP, S
UGETC Natural Science (see list below)	3/4	3/5	Varies	F, SP, S
UGETC Social Science (see list below)	3	3	Varies	F, SP, S
TOTAL	15/18			

SPRING SEMESTER				
Pre Major Elective (see list below)	Varies	Varies	Varies	F, SP, S
Pre Major Elective (see list below)	Varies	Varies	Varies	F, SP, S
Pre Major Elective (see list below)	Varies	Varies	Varies	F, SP, S
Pre Major Elective (see list below)	Varies	Varies	Varies	F, SP, S
TOTAL	11/17			

LIST OF TRANSFERRABLE COURSES

UGETC HUMANITIES/FINE ARTS - Choose from at least two subjects:

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

UGETC SOCIAL SCIENCE - Choose from at least two subjects:

Economics: ECO 251, 252	3	3	Varies	Varies
History: HIS 111, 112, 131, 132	3	3	Varies	F, SP, S
POL 120 American Government	3	3		TBA
PSY 150 General Psychology	3	3		F, SP, S
SOC 210 Introduction to Sociology	3	3		F, SP, S

UGETC NATURAL SCIENCES - Choose 4 credit hours from the following courses:

Astronomy: AST 111/111A, or 151/151A	3/1	3/2	Varies	Varies
Biology: BIO 110, BIO 111	4	6		F, SP, S
CHM 151 General Chemistry I	4	6		F, SP, S
Physics: PHY 110/110A	3/1	3/2		TBA

GENERAL EDUCATION ELECTIVES - Choose 14 credit hours from the following courses:

Anthropology: ANT 210, 220	3	3		On Demand
Art: ART 111, 114, 115	3	3	Varies	Varies
Astronomy: AST 111/111A, 151/151A, 152/152A	3/1	3/2	Varies	Varies
Biology: BIO 110, 111, 112, 140/140A	4	6	Varies	Varies
Chemistry: CHM 131/131A, 132, 151, 152	4	6	Varies	Varies
CIS 115 Intro to Programming & Logic	3	4	Satisfactory placement or MAT 003	F
COM 231 Public Speaking	3	3		F, SP, S
Economics: ECO 251, 252	3	3	Varies	Varies
English: ENG 231, 232, 241, 242, 262	3	3	Varies	Varies
GEO 111 World Regional Geography	3	3		F, SP
History: HIS 111, 112, 131, 132	3	3	Varies	F, SP, S
Humanities: HUM 110, 115, 120, 122, 130	3	3	Varies	Varies
Mathematics: MAT 143, 152, 171, 172, 263, 271, 272, 273	3/4	4/5	Varies	Varies
Music: MUS 110, 112, 113	3	3		Varies
Philosophy: PHI 215, 240	3	3	Varies	Varies
Physics: PHY 110/110A, 151, 151, 251, 252	3/1	3/2	Varies	Varies
POL 120 American Government	3	3		TBA
Psychology: PSY 150, 237, 241, 281	3	3	Varies	Varies
Religion: REL 110, 211, 212			Varies	
Sociology: SOC 210, 213, 220	3	3	Varies	Varies
Spanish: SPA 111, 112, 211, 212	3	3	Varies	Varies

PRE MAJOR ELECTIVES - Choose 11 credit hours from the following courses:

Accounting: ACC 120, 121	4	5	Varies	Varies
Anthropology: ANT 210, 220	3	3		TBA
Art: ART 111, 114, 115, 118, 121, 131, 132, 140, 240, 241	3	3	Varies	Varies
ASL 111 American Sign Language	3	3		TBA
Astronomy: AST 111/111A, 151/151A, 152/152A	3/1	3/2	Varies	Varies
Biology: BIO 111, 112, 140/140A, 155, 163, 168, 169, 175, 275	4	6	Varies	Varies
Business: BUS 110, 115, 137	3	3		Varies
Chemistry: CHM 131/131A, 132, 151, 152, 251, 252	4	6	Varies	Varies
CIS 115 Intro to Programming & Logic	3	4	Satisfactory placement or MAT 003	F
Criminal Justice: CJC 111, 121, 141	3	3		F, SP, S
Communications: COM 231, 251	3	3		Varies
Computer Science: CSC 134, 139	3	5		Varies
CTS 115 Information Systems	3	3		SP
DFT 170 Engineering Graphics	3	4		SP
Economics: ECO 251, 252	3	3	Varies	Varies
Education: EDU 144, 145, 216, 221	3	3		Varies
EGR 150 Introduction to Engineering	2	3		F
English: ENG 231, 232, 241, 242, 262	3	3	Varies	Varies
GEO 111 World Regional Geography	3	3		F, SP
Health: HEA 110, 112, 120	2/3	3		Varies
History: HIS 111, 112, 131, 132	3	3	Varies	F, SP, S
Humanities: HUM 110, 115, 120, 122, 130, 170, 180, 230	3	3	Varies	Varies
Mathematics: MAT 143, 152, 171, 172, 263, 271, 272, 273, 280, 285	3/4	4/5	Varies	Varies
Music: MUS 110, 112, 113, 121, 122, 125, 126, 131, 132, 141, 142, 151, 152, 221, 222, 225, 226, 231, 232	3	3	Varies	Varies
Philosophy: PHI 215, 240	3	3	Varies	Varies
Physical Education: PED 110, 113, 117, 120, 130, 137, 152, 153, 155, 219	1/2	2/3	Varies	Varies
Physics: PHY 110/110A, 151, 152, 251, 252	3/1	3/2	Varies	Varies
POL 120 American Government	3	3		TBA
Psychology: PSY 150, 231, 237, 241, 281	3	3	Varies	Varies
Religion: REL 110, 111, 211, 212	3	3	Varies	Varies
Sociology: SOC 210, 213, 220	3	3	Varies	Varies
Spanish: SPA 111, 112, 181, 182, 211, 212, 281, 282	3	3	Varies	Varies

60 TOTAL SEMESTER CREDIT HOURS FOR DEGREE

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

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

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

The Associate in Engineering (AE) degree shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of courses. Within the degree, the institution shall include opportunities for the achievement of competence in reading, writing, oral communications, fundamental mathematical skills, and basic computer use.

The degree plan includes required general education and prerequisite courses that are acceptable to all state funded Bachelor of Engineering programs. Students who follow the degree progression plan will meet the entrance requirements at all of the North Carolina public Bachelor of Science Engineering programs. Associate in Engineering graduates may then apply to any of these programs without taking additional and sometimes duplicative courses. Admission to Engineering programs is highly competitive and admission is not guaranteed.

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

Program Student Learning Outcomes

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

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

**Advisor contact information: Assigned through the Advising & Success Center call 828-395-1436
or Dale Gaddis, 828-395-1500, dgaddis@isothermal.edu**

ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
ACA 122 College Transfer Success	1	2		F, SP, S
CHM 151 General Chemistry I	4	6		F, SP, S
EGR 150 Introduction to Engineering	2	3		F
ENG 111 Writing & Inquiry	3	3	Satisfactory placement or ENG 002. Corequisite may be required.	F, SP, S
MAT 271 Calculus I	4	5	Satisfactory placement scores or MAT 172	F, SP
TOTAL	14			
SPRING SEMESTER				
ECO 251 Principles of Microeconomics	3	3		F, SP, S
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
PHY 251 General Physics I	4	6	MAT 271	SP
Pre Major Elective (see list below, rec: DFT 170)	3	3	Varies	F, SP, S
MAT 272 Calculus II	4	5	MAT 271	SP
TOTAL	17			
FALL SEMESTER				
Humanities Elective (see list below)	3	3	Varies	F, SP, S
Pre Major Elective (see list below, rec: MAT 285)	3	3	Varies	F, SP, S
PHY 252 General Physics II	4	6	MAT 272 and PHY 251	F
MAT 273 Calculus III	4	5	MAT 272	F
TOTAL	14			

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

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

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

Program Student Learning Outcomes

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

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

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

ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
ACA 122 College Transfer Success	1	2		F, SP, S
CIS 110 Introduction to Computers	3	4		F, SP, S
ENG 111 Writing & Inquiry	3	3	Satisfactory placement or ENG 002. Corequisite may be required.	F, SP, S
MUS 121 Music Theory	3	3		F
MUS 125 Aural Skills I	1	2		F
MUS 131 Chorus I	1	2	Appropriate vocal proficiency	F, SP
OR				
MUS 141 Ensemble I	1	2	Audition	F, SP
MUS 151P Class Music I (Piano)	1	2		F
MUS 161 Applied Music I	2	2	Audition	F, SP
TOTAL	15			
SPRING SEMESTER				
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
Ensemble Elective (see list below)	1	2		F, SP
MAT 143 Quantitative Literacy	3	4	Satisfactory placement or MAT 003 and ENG 002. Corequisite may be required.	F, SP, S
OR				
MAT 171 Precalculus Algebra	4	5	Satisfactory placement or MAT 003. Corequisite may be required.	F, SP, S
MUS 122 Music Theory II	3	3	MUS 121	SP
MUS 126 Aural Skills II	1	2	MUS 125	SP
MUS 132 Chorus II	1	2	MUS 131	F, SP
OR				
MUS 142 Ensemble II	1	2	MUS 141	F, SP
MUS 152P Class Music II (Piano)	1	2	MUS 151V	SP
MUS 162 Applied Music II	2	2	MUS 161	F, SP
TOTAL	15/16			

FALL SEMESTER				
ECO 252 Principles of Macroeconomics	3	3		F, SP, S
HIS 111 World Civilization I	3	3		F, SP, S
OR				
HIS 112 World Civilization II	3	3		F, SP, S
MUS 221 Music Theory III	3	3	MUS 122	F
MUS 225 Aural Skills III	1	2	MUS 126	F
MUS 231 Chorus III	1	2	MUS 132	TBA
OR				
MUS 241 Ensemble III	1	2	MUS 142	TBA
MUS 261 Applied Music III	2	3	MUS 162	F, SP
Natural Science (see list below)	4	5/6	Varies	F, SP
TOTAL	17			
SPRING SEMESTER				
Ensemble Elective (see list below)	1	2		F, SP
Humanities Elective (see page 17 for list)	3	3	Varies	F, SP, S
MUS 110 Music Appreciation	3	3		F, SP, S
OR				
MUS 112 Introduction to Jazz	3	3		TBA
OR				
SPA 111 Elementary Spanish I	3	3		F, SP
AND				
SPA 181 Spanish Lab I	1	2		F, SP
MUS 222 Music Theory IV	3	3	MUS 221	F, SP
MUS 226 Aural Skills IV	1	2	MUS 225	F, SP
MUS 232 Chorus IV	1	2	MUS 231	TBA
OR				
MUS 242 Ensemble IV	1	2	MUS 241	TBA
MUS 262 Applied Music IV	2	3	MUS 261	F, SP
TOTAL	14/15			
ENSEMBLE ELECTIVE - Choose 6 credit hours from the following courses:				
MUS 131 Chorus I	1	2	Appropriate vocal proficiency	F, SP
MUS 132 Chorus II	1	2	MUS 131	F, SP
MUS 141 Ensemble I	1	2	Audition	F, SP
MUS 142 Ensemble II	1	2	MUS 141	F, SP
NATURAL SCIENCES - Choose 1 group of 4 credit hours from the following courses:				
AST 111 Descriptive Astronomy	3	3		TBA
AND				
AST 111A Descriptive Astronomy Lab	1	2		TBA
AST 151 General Astronomy I	3	3		TBA
AND				
AST 151A General Astronomy I Lab	1	2		TBA
BIO 110 Principles of Biology	4	6		Varies
BIO 111 General Biology I	4	6		F, SP, S
CHM 151 General Chemistry I	4	6		F, SP, S
PHY 110 Conceptual Physics	3	3		TBA
AND				
PHY 110A Conceptual Physics Lab	1	2		TBA
61 TOTAL SEMESTER CREDIT HOURS FOR DEGREE				

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

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

Program Student Learning Outcomes

Graduates will be able to:

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

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

ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
ACA 122 College Transfer Success	1	2		F, SP, S
CIS 110 Introduction to Computers	3	3		F, SP, S
ENG 111 Writing & Inquiry	3	3	Satisfactory placement or ENG 002. Corequisite may be required.	F, SP, S
UGETC Mathematics (see list below)	4	5	Varies	F, SP, S
UGETC Natural Science (see list below)	3/4	3/5	Varies	F, SP, S
TOTAL	14/15			
SPRING SEMESTER				
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
UGETC Humanities/Fine Arts (see list below)	3	3	Varies	F, SP, S
UGETC Mathematics (see list below)	4	5	Varies	F, SP, S
UGETC Natural Science (see list below)	3/4	3/5	Varies	F, SP, S
UGETC Social Science (see list below)	3	3	Varies	F, SP, S
TOTAL	16/17			
FALL SEMESTER				
General Education (see list below)	3/4	3/5	Varies	F, SP, S
General Education (see list below)	3/4	3/5	Varies	F, SP, S
General Education (see list below)	3/4	3/5	Varies	F, SP, S
UGETC Humanities/Fine Arts (see list below)	3	3	Varies	F, SP, S
UGETC Social Science (see list below)	3	3	Varies	F, SP, S
TOTAL	15/18			
SPRING SEMESTER				
UGETC (see list below)	2/3		Varies	F, SP, S
UGETC (see list below)	9/11		Varies	F, SP, S
OR				
General Education (see list below)			Varies	F, SP, S
OR				
Pre Major Elective (see list below)			Varies	F, SP, S
TOTAL	11/14			

LIST OF TRANSFERRABLE COURSES**UGETC HUMANITIES/FINE ARTS - Choose 6 credit hours from at least two subjects**

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

UGETC SOCIAL SCIENCE - Choose 6 credit hours from at least two subjects

Economics: ECO 251, 252	3	3	Varies	Varies
History: HIS 111, 112, 131, 132	3	3	Varies	F, SP, S
POL 120 American Government	3	3		TBA
PSY 150 General Psychology	3	3		F, SP, S
SOC 210 Introduction to Sociology	3	3		F, SP, S

UGETC MATHEMATICS - Choose 8 credit hours from the following courses

MAT 171 Precalculus Algebra	4	5	Satisfactory placement or MAT 003. Corequisite may be required.	F, SP, S
MAT 172 Precalculus Trigonometry	4	5	Satisfactory placement scores or MAT 171	F, SP
MAT 263 Brief Calculus	4	5	Satisfactory placement scores or MAT 171	TBA
MAT 271 Calculus I	4	5	Satisfactory placement scores or MAT 172	F, SP
MAT 272 Calculus II	4	5	MAT 271	SP

UGETC NATURAL SCIENCES - Choose 1 group from the following courses

Astronomy: AST 151/151A	3/1	3/2		TBA
AND				
Physics: PHY 110/110A	3/1	3/2		TBA
Astronomy: AST 151/151A	3/1	3/2		TBA
AND				
BIO 110 Principles of Biology	4	6		Varies
BIO 110 Principles of Biology	4	6		Varies
AND				
Physics: PHY 110/110A	3/1	3/2		TBA
BIO 111 General Biology I	4	6		F, SP, S
AND				
BIO 112 General Biology II	4	6	BIO 111	F, SP
CHM 151 General Chemistry I	4	6		F, SP, S
AND				
CHM 152 General Chemistry II	4	6	CHM 151	SP
PHY 151 College Physics I	4	5	MAT 171	TBA
AND				
PHY 152 College Physics	4	5	PHY 151	TBA
PHY 251 General Physics I	4	6	MAT 271	SP
AND				
PHY 252 General Physics II	4	6	MAT 272 and PHY 251	F

GENERAL EDUCATION ELECTIVES - Choose 11 credit hours from the following courses

Anthropology: ANT 210, 220	3	3		TBA
Art: ART 111, 114, 115	3	3	Varies	Varies
Astronomy: AST 111/111A, 151/151A, 152/152A	3/1	3/2	Varies	Varies

GENERAL EDUCATION ELECTIVES continued				
Biology: BIO 110, 111, 112, 140/140A	4	6	Varies	Varies
Chemistry: CHM 131/131A, 132, 151, 152	4	6	Varies	Varies
CIS 115 Intro to Prog & Logic	3	5	Satisfactory placement or MAT 003. Corequisite may be required.	F
COM 231 Public Speaking	3	3		F, SP, S
Economics: ECO 251, 252	3	3	Varies	Varies
English: ENG 231, 232, 241, 242, 262	3	3	Varies	Varies
GEO 111 World Regional Geography	3	3		F, SP
History: HIS 111, 112, 131, 132	3	3	Varies	F, SP, S
Humanities: HUM 110, 115, 120, 122, 130	3	3	Varies	Varies
Mathematics: MAT 143, 152, 171, 172, 263, 271, 272, 273	3/4	4/5	Varies	Varies
Music: MUS 110, 112, 113	3	3		Varies
Philosophy: PHI 215, 240	3	3	Varies	Varies
Physics: PHY 110/110A, 151, 152, 251, 252	3/1	3/2	Varies	Varies
POL 120 American Government	3	3		TBA
Psychology: PSY 150, 237, 241, 281	3	3	Varies	Varies
Religion: REL 110, 211, 212	3	3	Varies	
Sociology: SOC 210, 213, 220	3	3	Varies	Varies
Spanish: SPA 111, 112, 211, 212	3	3	Varies	Varies
PRE MAJOR ELECTIVES - Choose from the following courses				
Accounting: ACC 120, 121	3/4	4/5	Varies	Varies
Anthropology: ANT 210, 220	3	3		TBA
Art: ART 111, 114, 115, 118, 121, 131, 132, 140, 240, 241	3	3		TBA
ASL 111 American Sign Language	3	3		TBA
Astronomy: AST 111/111A, 151/151A, 152/152A	3/1	3/2	Varies	Varies
Biology: BIO 111, 112, 140/140A, 155, 163, 168, 169, 175, 275	4	6	Varies	Varies
Business: BUS 110, 115, 137	3	3		Varies
Chemistry: CHM 131/131A, 132, 151, 152, 251, 252	4	6	Varies	Varies
CIS 115 Intro to Prog & Logic	3	5	Satisfactory placement or MAT 003. Corequisite may be required.	F
Criminal Justice: CJC 111, 121, 141	3	3		F, SP, S
Communications: COM 231, 251	3	3		TBA
Computer Science: CSC 134, 139	3	5		Varies
CTS 115 Information Systems	3	3		SP
DFT 170 Engineering Graphics	3	4		SP
Economics: ECO 251, 252	3	3	Varies	Varies
Education: EDU 144, 145, 216, 221	3	3		Varies
EGR 150 Intro to Engineering	2	3		F
English: ENG 231, 232, 241, 242, 262	3	3	Varies	Varies
GEO 111 World Regional Geography	3	3		F, SP
Health: HEA 110, 112, 120	2/3	3		Varies
History: HIS 111, 112, 131, 132	3	3	Varies	F, SP, S
Humanities: HUM 110, 115, 120, 122, 170, 180, 230	3	3	Varies	TBA
Mathematics: MAT 143, 152, 171, 172, 263, 271, 272, 280, 285	3/4	4/5	Varies	TBA

Music: MUS 110, 112, 113, 121, 122, 125, 126, 131, 132, 141, 142, 151, 152, 221, 222, 225, 226, 231, 232	3	3	Varies	Varies
Physical Education: PED 110, 113, 117, 120, 130, 137, 152, 153, 155, 219	1/2	2/3	Varies	Varies
Philosophy: PHI 215, 240	3	3	ENG 111	Varies
Physics: PHY 110, 110A, 152, 151, 251, 252	3/1/4	3/2/5	Varies	Vaires
POL 120 American Government	3	3		TBA
Psychology: PSY 150, 231, 237, 241, 281	3	3	Varies	Varies
Religion: REL 110, 111, 211, 212	3	3		Varies
Sociology: SOC 210, 213, 220	3	3	Varies	Varies
Spanish: SPA 111, 112, 211, 212, 181, 182, 281, 282	3	3	Varies	Varies
60 TOTAL SEMESTER CREDIT HOURS FOR DEGREE				

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

ACCOUNTING AND FINANCE DEGREE (A25800)

Curriculum Description

The Accounting curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting profession. Using the “language of business,” accountants assemble and analyze, process, and communicate essential information about financial operations. In addition to course work in accounting principles, theories, and practice, students will study business law, finance, management, and economics. Related skills are developed through the study of communications, computer applications, financial analysis, critical thinking skills, and ethics.

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

Program Student Learning Outcomes

Graduates will be able to:

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

**Advisor contact information: Rick Childress, 828-395-1641, rchildress@isothermal.edu
or Marisa Sudano, 828-395-1670, msudano@isothermal.edu**

ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
ACA 115 Success and Study Skills	1	2		F, SP
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
ACC 120 Principles of Financial Accounting	4	5		F, SP, S
BUS 110 Introduction to Business	3	3		F, S
BUS 125 Personal Finance	3	3		F, S
CIS 110 Introduction to Computers	3	4		F, SP, S
TOTAL	14			
SPRING SEMESTER				
ACC 121 Principles of Managerial Accounting	4	5	ACC 120	F, SP
ACC 122 Financial Accounting II	3	3	ACC 120	SP
ACC 150 Accounting Software Applications	2	2	ACC120	SP
CTS 130 Spreadsheet	3	4		SP, S
ENG 111 Writing & Inquiry	3	3	Satisfactory placement or ENG 002. Corequisite may be required.	F, SP, S

MAT 110 Math Measurement & Literacy	3	4	Satisfactory placement or MAT 003. Corequisite may be required.	F, SP, S
OR				
MAT 143 Quantitative Literacy	3	4	Satisfactory placement or MAT 003 and ENG 002. Corequisite may be required.	F, SP, S
OR				
MAT 152 Statistical Methods	4	5	Satisfactory placement or MAT 003 and ENG 002. Corequisite may be required.	F, SP, S
TOTAL	18/19			

FALL SEMESTER

ACC 140 Payroll Accounting	2	4	ACC 120	F
ACC 129 Individual Income Tax	3	3		F
ACC 220 Intermediate Accounting	4	5	ACC 120	F
BUS 115 Business Law	3	3		F
ECO 252 Principles of Macroeconomics	3	3		F, SP, S
Other Required Elective (see list below)	3	3	Varies	Varies
TOTAL	18			

SPRING SEMESTER

ACC 180 Practices In Bookkeeping	3	3	ACC 120	SP
BUS 270 Professional Development	3	3	Last Semester	SP
ECO 251 Principles of Microeconomics	3	3		F, SP, S
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
OR				
COM 231 Public Speaking	3	3		F, SP, S
Humanities Elective (see page 17 for list)	3	3	Varies	F, SP, S
TOTAL	15			

OTHER REQUIRED ELECTIVES - Choose 6 credit hours from the following courses

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

65 TOTAL SEMESTER CREDIT HOURS FOR DEGREE

ACCOUNTING AND FINANCE DIPLOMA (D25800)

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ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
ACA 115 Success and Study Skills	1	2		F, SP
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
ACC 120 Principles of Financial Accounting	4	5		F, SP, S
BUS 115 Business Law	3	3		F
CIS 110 Introduction to Computers	3	4		F, SP, S
ENG 111 Writing & Inquiry	3	3	Satisfactory placement or ENG 002. Corequisite may be required.	F, SP, S
TOTAL	14			
SPRING SEMESTER				
ACC 121 Principles of Managerial Accounting	4	5	ACC 120	F, SP
ACC 122 Financial Accounting II	3	3	ACC 120	SP
ACC 150 Accounting Software Applications	2	2	ACC120	SP
ACC 180 Practices In Bookkeeping	3	3	ACC 120	SP
CTS 130 Spreadsheet	3	4		SP, S
ECO 251 Principles of Microeconomics	3	3		F, SP, S
TOTAL	18			
FALL SEMESTER				
ACC 129 Individual Income Tax	3	3		F
ACC 140 Payroll Accounting	2	4	ACC 120	F
ACC 220 Intermediate Accounting	4	5	ACC 120	F
ECO 252 Principles of Macroeconomics	3	3		F, SP, S
TOTAL	12			
44 TOTAL SEMESTER CREDIT HOURS FOR DIPLOMA				

ACCOUNTING AND FINANCE/COMPUTERIZED ACCOUNTING CERTIFICATE (C258002)

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

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

ACCOUNTING AND FINANCE/BOOKKEEPING CERTIFICATE (C258004)

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

ACCOUNTING AND FINANCE/PAYROLL CERTIFICATE (C258005)

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

AGRIBUSINESS TECHNOLOGY PROGRAMS OF STUDY

Curriculum Description

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

Program Student Learning Outcomes

Graduates will be able to:

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

AGRIBUSINESS TECHNOLOGY DEGREE (A15100) GENERAL BUSINESS TRACK

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

ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
ACA 115 Success and Study Skills	1	2		F, SP
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
AGR 139 Introduction to Sustainable Agriculture	3	3		F, S
AGR 170 Soil Science	3	4		F
ANS 110 Animal Science	3	3		F, S
BIO 111 General Biology I	4	6		F, SP, S
ENG 111 Writing & Inquiry	3	3	Satisfactory placement or ENG 002. Corequisite may be required.	F, SP, S
TOTAL	17			
SPRING SEMESTER				
ACC 120 Principles of Financial Accounting	4	5		F, SP, S
AGR 111 Basic Farm Maintenance	2	4		SP
AGR 140 Agriculture Chemicals	3	4		SP
CIS 110 Introduction to Computers	3	4		F, SP, S
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
OR				
COM 231 Public Speaking	3	3		F, SP, S
TOTAL	15			
FALL SEMESTER				
AGR 210 Agriculture Accounting	3	3		F
AGR 213 Ag Law & Finance	3	3		F
BUS 110 Introduction to Business	3	3		F, S
BUS 125 Personal Finance	3	3		F, S
ECO 252 Principles of Macroeconomics	3	3		F, SP, S
HOR 150 Introduction to Horticulture	2	2		F
MKT 120 Principles of Marketing	3	3		F
TOTAL	20			

SPRING SEMESTER

AGR 110 Agriculture Economics	3	3		SP
AGR 212 Farm Business Management	3	3		SP
AGR 214 Agriculture Marketing	3	3		SP
AGR 261 Agronomy	3	3		SP
Humanities Elective (see page 17 for list)	3	3	Varies	F, SP, S
WBL 111 Work-Based Learning	1	10		F, SP, S
TOTAL	16			

68 TOTAL SEMESTER CREDIT HOURS FOR DEGREE

AGRIBUSINESS TECHNOLOGY DEGREE (A15100) EQUINE TRACK

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

ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
ACA 115 Success and Study Skills	1	2		F, SP
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
AGR 139 Introduction to Sustainable Agriculture	3	3		F, SP, S
AGR 170 Soil Science	3	4		F
ANS 110 Animal Science	3	3		F, S
CIS 110 Introduction to Computers	3	4		F, SP, S
ENG 111 Writing & Inquiry	3	3	Satisfactory placement or ENG 002. Corequisite may be required.	F, SP, S
HOR 150 Introduction to Horticulture	2	2		F
TOTAL	18			
SPRING SEMESTER				
AGR 111 Basic Farm Maintenance	2	4		SP
AGR 140 Agriculture Chemicals	3	4		SP
ANS 180 Equine Production	4	5		SP
BIO 111 General Biology I	4	6		F, SP, S
Humanities Elective (see page 17 for list)	3	3	Varies	F, SP, S
TOTAL	16			
FALL SEMESTER				
AGR 210 Agriculture Accounting	3	3		F
AGR 213 Ag Law & Finance	3	3		F
ANS 116 Intro to the Equine Ind	3	3		F, S
BUS 125 Personal Finance	3	3		F, S
ECO 252 Principles of Macroeconomics	3	3		F, SP, S
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
OR				
COM 231 Public Speaking	3	3		F, SP, S
TOTAL	18			
SPRING SEMESTER				
AGR 110 Agriculture Economics	3	3		SP
AGR 212 Farm Business Management	3	3		SP
AGR 214 Agriculture Marketing	3	3		SP
AGR 261 Agronomy	3	3		SP
ANS 115 Animal Feeds and Nutrition	3	4		SP
WBL 111 Work-Based Learning I	1	10		F, SP, S
TOTAL	16			
68 TOTAL SEMESTER CREDIT HOURS FOR DEGREE				

AGRIBUSINESS TECHNOLOGY DEGREE (A15100) LANDSCAPE HORTICULTURE TRACK

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ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
ACA 115 Success and Study Skills	1	2		F, SP
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
AGR 139 Introduction to Sustainable Agriculture	3	3		F, SP, S
AGR 170 Soil Science	3	4		F
ANS 110 Animal Science	3	3		F, S
CIS 110 Introduction to Computers	3	4		F, SP, S
ENG 111 Writing & Inquiry	3	3	Satisfactory placement or ENG 002. Corequisite may be required.	F, SP, S
HOR 150 Introduction to Horticulture	2	2		F
TOTAL	18			
SPRING SEMESTER				
AGR 111 Basic Farm Maintenance	2	4		SP
AGR 140 Agriculture Chemicals	3	4		SP
BIO 111 General Biology I	4	6		F, SP, S
HOR 134 Greenhouse Operations	3	2		SP
Humanities Elective (see page 17 for list)	3	3	Varies	F, SP, S
TOTAL	15			
FALL SEMESTER				
AGR 210 Agriculture Accounting	3	3		F
AGR 213 Ag Law & Finance	3	3		F
BUS 125 Personal Finance	3	3		F, S
ECO 252 Principles of Macroeconomics	3	3		F, SP, S
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
OR				
COM 231 Public Speaking	3	3		F, SP, S
HOR 112 Landscape Design	3	5		F
TOTAL	18			
SPRING SEMESTER				
AGR 110 Agriculture Economics	3	3		SP
AGR 212 Farm Business Management	3	3		SP
AGR 214 Agriculture Marketing	3	3		SP
AGR 261 Agronomy	3	3		SP
AGR 262 Weed ID & Control	3	2		SP
WBL 111 Work-Based Learning I	1	10		F, SP, S
TOTAL	16			
67 TOTAL SEMESTER CREDIT HOURS FOR DEGREE				

AGRIBUSINESS TECHNOLOGY DIPLOMA (D15100)

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

ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
ACA 115 Success and Study Skills	1	2		F, SP
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
AGR 139 Introduction to Sustainable Agriculture	3	3		F, SP, S
AGR 170 Soil Science	3	4		F
BIO 111 General Biology I	4	6		F, SP, S
BUS 110 Introduction to Business	3	3		F, S
ENG 111 Writing & Inquiry	3	3	Satisfactory placement or ENG 002. Corequisite may be required.	F, SP, S
HOR 150 Introduction to Horticulture	2	2		F
TOTAL	19			
SPRING SEMESTER				
AGR 111 Basic Farm Maintenance	2	4		SP
AGR 140 Agriculture Chemicals	3	4		SP
AGR 212 Farm Business Management	3	3		SP
AGR 214 Agriculture Marketing	3	3		SP
CIS 110 Introduction to Computers	3	4		F, SP, S
ECO 252 Principles of Macroeconomics	3	3		F, SP, S
TOTAL	17			
SUMMER SEMESTER				
ANS 110 Animal Science	3	3		F, S
BUS 125 Personal Finance	3	3		F, S
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
OR				
COM 231 Public Speaking	3	3		F, SP, S
TOTAL	9			
45 TOTAL SEMESTER CREDIT HOURS FOR DIPLOMA				

AGRIBUSINESS/AGRICULTURE TECHNOLOGY CERTIFICATE (C1510001)

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

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

AGRIBUSINESS/EQUINE SCIENCE CERTIFICATE (C1510003)

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

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
ANS 110 Animal Science	3	3		F, S
ANS 116 Introduction to Equine Industry	3	3		F, S
TOTAL	6			
SPRING SEMESTER				
ANS 115 Animal Feeds & Nutrition	3	4		SP
ANS 180 Equine Production	4	5		SP
TOTAL	7			
13 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE				

AGRIBUSINESS/LANDSCAPE TECHNOLOGY CERTIFICATE (C1510004)

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

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
AGR 170 Soil Science	3	4		F
HOR 112 Landscape Design	3	5		F
TOTAL	6			
SPRING SEMESTER				
AGR 262 Weed ID & Control	3	2		SP
HOR 134 Greenhouse Operations	3	2		SP
TOTAL	6			
12 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE				

BUSINESS ADMINISTRATION PROGRAMS OF STUDY

Curriculum Description

The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with a fundamental knowledge of business functions, processes, and an understanding of business organizations in today's global economy. Course work includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision making. Through these skills, students will have a sound business education base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry. As a result of comprehensive articulation agreements with several universities, graduates may elect to transfer and pursue a bachelor's degree.

Program Student Learning Outcomes

Graduates will be able to:

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

BUSINESS ADMINISTRATION/GENERAL BUSINESS DEGREE (A25120G)

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rhaney@isothermal.edu or Marisa Sudano, 828-395-1426, msudano@isothermal.edu**

ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
ACA 115 Success and Study Skills	1	2		F, SP
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
BUS 110 Introduction to Business	3	3		F, S
BUS 115 Business Law I	3	3		F
BUS 153 Human Resource Management	3	3		F
CIS 110 Introduction to Computers	3	4		F, SP, S
Other Required Elective (see list below)	3	3	Varies	F, SP, S
TOTAL	16			
SPRING SEMESTER				
BUS 137 Principles of Management	3	3		SP
CTS 130 Spreadsheet	3	4		SP, S
ECO 251 Principles of Microeconomics	3	3		F, SP, S
ENG 111 Writing & Inquiry	3	3	Satisfactory placement or ENG 002. Corequisite may be required.	F, SP, S
MAT 110 Math Measurement & Literacy	3	4	Satisfactory placement or MAT 003. Corequisite may be required.	F, SP, S
OR				
MAT 143 Quantitative Literacy	3	4	Satisfactory placement or MAT 003 and ENG 002. Corequisite may be required.	F, SP, S
OR				
MAT 152 Statistical Methods	4	5	Satisfactory placement or MAT 003 and ENG 002. Corequisite may be required.	F, SP, S
Other Required Elective (see list below)	3	3	Varies	F, SP, S
TOTAL	18/19			

FALL SEMESTER				
ACC 120 Principles of Financial Accounting	4	5		F, SP, S
BUS 125 Personal Finance	3	3		F, S
BUS 253 Leadership and Management Skills	3	3		F
ECO 252 Principles of Macroeconomics	3	3		F, SP, S
MKT 120 Principles of Marketing	3	3		F
TOTAL	16			
SPRING SEMESTER				
ACC 121 Principles of Managerial Accounting	4	5	ACC 120	F, SP
BUS 260 Business Communication	3	3	ENG 110 or ENG 111	SP
BUS 270 Professional Development	3	3	Last Semester	SP
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
OR				
COM 231 Public Speaking	3	3		F, SP, S
Humanities Elective (see page 17 for list)	3	3	Varies	F, SP, S
Other Required Elective (see list below)	2	2	Varies	F, SP, S
TOTAL	18			
OTHER REQUIRED ELECTIVES - Choose 8 credit hours from the following courses				
ACC 129 Individual Income Taxes	3	4		F
ACC 140 Payroll Accounting	2	4	ACC 120	F
ACC 150 Accounting Software Applications	2	4	ACC120	SP
ACC 180 Practices In Bookkeeping	3	3	ACC 120	SP
ACC 220 Intermediate Accounting I	4	5	ACC 120	F
BUS 139 Entrepreneurship I	3	3		F
BUS 230 Small Business Management	3	3		SP
CIS 115 Intro to Programming & Logic	3	5	Satisfactory placement or MAT 003	F
CTI 110 Web, Prgm, Database Foundation	3	4		SP
CTS 115 Information Sys Business Concepts	3	3		SP
ETR 220 Innovation and Creativity	3	3		F
HRM 110 Introduction to Hospitality	3	3		F
HRM 140 Legal Issues Hospitality	3	3		F
HRM 150 Training for Hospitality	3	3		SP
MKT 223 Customer Service	3	3		SP
OST 134 Text Entry & Formatting	3	4		F
OST 164 Office Editing	3	3		F
OST 181 Office Procedures	3	4	Last Semester	SP
OST 184 Records Management	3	4		SP
WBL 111 Work-Based Learning	1	1		F, SP
WEB 210 Web Design	3	4		F
68 TOTAL SEMESTER CREDIT HOURS FOR DEGREE				

BUSINESS ADMINISTRATION/HOSPITALITY DEGREE (A25120H)

Advisor contact information: Rick Childress, 828-395-1641, rchildress@isothermal.edu or Melissa Johnson, 828-395-1524, johnsonm@isothermal.edu or Rebecca Haney, 828-395-1305, rhaney@isothermal.edu or Marisa Sudano, 828-395-1426, msudano@isothermal.edu

ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
ACA 115 Success and Study Skills OR	1	2		F, SP
ACA 122 College Transfer Success	1	2		F, SP, S
BUS 110 Introduction to Business	3	3		F, S
BUS 115 Business Law I	3	3		F
BUS 153 Human Resource Management	3	3		F
CIS 110 Introduction to Computers	3	4		F, SP, S
HRM 110 Introduction to Hospitality	3	3		F
TOTAL	16			
SPRING SEMESTER				
ACC 120 Principles of Financial Accounting	4	5		F, SP, S
BUS 137 Principles of Management	3	3		SP
ECO 251 Principles of Microeconomics	3	3		F, SP, S
ENG 111 Writing & Inquiry	3	3	Satisfactory placement or ENG 002. Corequisite may be required.	F, SP, S
MAT 110 Math Measurement & Literacy OR	3	4	Satisfactory placement or MAT 003. Corequisite may be required.	F, SP, S
MAT 143 Quantitative Literacy OR	3	4	Satisfactory placement or MAT 003 and ENG 002. Corequisite may be required.	F, SP, S
MAT 152 Statistical Methods	4	5	Satisfactory placement or MAT 003 and ENG 002. Corequisite may be required.	F, SP, S
MKT 223 Customer Service	3	3		SP
TOTAL	19/20			
FALL SEMESTER				
BUS 125 Personal Finance	3	3		F, S
BUS 253 Leadership and Management Skills	3	3		F
ECO 252 Principles of Macroeconomics	3	3		F, SP, S
HRM 140 Legal Issues Hospitality	3	3		F
MKT 120 Principles of Marketing	3	3		F
TOTAL	15			
SPRING SEMESTER				
BUS 260 Business Communication	3	3	ENG 110 or ENG 111	SP
BUS 270 Professional Development	3	3	Last Semester	SP
CTS 130 Spreadsheet	3	4		SP, S
ENG 112 Writing/Research in the Discipline OR	3	3	ENG 111	F, SP, S
COM 231 Public Speaking	3	3		F, SP, S
HRM 150 Training for Hospitality	3	3		SP
Humanities Elective (see page 17 for list)	3	3	Varies	F, SP, S
TOTAL	18			
68/69 TOTAL SEMESTER CREDIT HOURS FOR DEGREE				

BUSINESS ADMINISTRATION/OFFICE MANAGEMENT DEGREE (A25120F)

Advisor contact information: Rick Childress, 828-395-1641, rchildress@isothermal.edu or Melissa Johnson, 828-395-1524, johnsonm@isothermal.edu or Rebecca Haney, 828-395-1305, rhaney@isothermal.edu or Marisa Sudano, 828-395-1426, msudano@isothermal.edu

ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
ACA 115 Success and Study Skills	1	2		F, SP
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
BUS 110 Introduction to Business	3	3		F, S
BUS 115 Business Law I	3	3		F
BUS 153 Human Resource Management	3	3		F
CIS 110 Introduction to Computers	3	4		F, SP, S
OST 134 Text Entry and Formatting	3	4		F
TOTAL	16			
SPRING SEMESTER				
ACC 120 Principles of Financial Accounting	4	5		F, SP, S
BUS 137 Principles of Management	3	3		SP
CTS 130 Spreadsheet	3	4		SP, S
ENG 111 Writing & Inquiry	3	3	Satisfactory placement or ENG 002. Corequisite may be required.	F, SP, S
MAT 110 Math Measurement & Literacy	3	4	Satisfactory placement or MAT 003. Corequisite may be required.	F, SP, S
OR				
MAT 143 Quantitative Literacy	3	4	Satisfactory placement or MAT 003 and ENG 002. Corequisite may be required.	F, SP, S
OR				
MAT 152 Statistical Methods	4	5	Satisfactory placement or MAT 003 and ENG 002. Corequisite may be required.	F, SP, S
OST 184 Records Management	3	3		SP
TOTAL	19/20			
FALL SEMESTER				
BUS 125 Personal Finance	3	3		F, S
BUS 253 Leadership and Management Skills	3	3		F
ECO 252 Principles of Macroeconomics	3	3		F, SP, S
MKT 120 Principles of Marketing	3	3		F
OST 164 Office Editing	3	4		F
TOTAL	15			
SPRING SEMESTER				
BUS 260 Business Communication	3	3	ENG 110 or ENG 111	SP
BUS 270 Professional Development	3	3	Last Semester	SP
ECO 251 Principles of Microeconomics	3	3		F, SP, S
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
OR				
COM 231 Public Speaking	3	3		F, SP, S
Humanities Elective (see page 17 for list)	3	3	Varies	F, SP, S
OST 181 Office Procedures	3	4	Last Semester	SP
TOTAL	18			
68/69 TOTAL SEMESTER CREDIT HOURS FOR DEGREE				

BUSINESS ADMINISTRATION/ENTREPRENEURSHIP DEGREE (A25120E)

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

ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
ACA 115 Success and Study Skills	1	2		F, SP, S
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
BUS 110 Introduction to Business	3	3		F, S
BUS 115 Business Law I	3	3		F
BUS 139 Entrepreneurship I	3	3		F
BUS 153 Human Resource Management	3	3		F
CIS 110 Introduction to Computers	3	4		F, SP, S
TOTAL	16			
SPRING SEMESTER				
BUS 137 Principles of Management	3	3		SP
CTS 120 Hardware/Software Support	3	5		TBA
OR				
MKT 223 Customer Service	3	3		SP
ENG 111 Writing & Inquiry	3	3	Satisfactory placement or ENG 002. Corequisite may be required.	F, SP, S
Humanities Elective (see page 17 for list)	3	3	Varies	F, SP, S
MAT 110 Math Measurement & Literacy	3	4	Satisfactory placement or MAT 003. Corequisite may be required.	F, SP, S
OR				
MAT 143 Quantitative Literacy	3	4	Satisfactory placement or MAT 003 and ENG 002. Corequisite may be required.	F, SP, S
OR				
MAT 152 Statistical Methods	4	5	Satisfactory placement or MAT 003 and ENG 002. Corequisite may be required.	F, SP, S
TOTAL	15/16			
FALL SEMESTER				
ACC 120 Principles of Financial Accounting	4	5		F, SP, S
BUS 125 Personal Finance	3	3		F, S
BUS 253 Leadership and Management Skills	3	3		F
ECO 252 Principles of Macroeconomics	3	3		F, SP
ETR 220 Innovation and Creativity	3	3		F
MKT 120 Principles of Marketing	3	3		F
TOTAL	19			
SPRING SEMESTER				
ACC 121 Principles of Managerial Accounting	4	5	ACC 120	F, SP
BUS 230 Small Business Management	3	3		SP
BUS 260 Business Communication	3	3	ENG 110 or ENG 111	SP
BUS 270 Professional Development	3	3	Last Semester	SP
ECO 251 Principles of Microeconomics	3	3		F, SP, S
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
OR				
COM 231 Public Speaking	3	3		F, SP, S
TOTAL	19			
67 TOTAL SEMESTER CREDIT HOURS FOR DEGREE				

BUSINESS ADMINISTRATION DIPLOMA (D25120)

Advisor contact information: Rick Childress, 828-395-1641, rchildress@isothermal.edu or
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ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
ACA 115 Success and Study Skills	1	2		F, SP
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
BUS 110 Introduction to Business	3	3		F, S
BUS 115 Business Law I	3	3		F
Other Required Elective (see list below)	3	3		Varies
Other Required Elective (see list below)	3	3		Varies
MKT 120 Principles of Marketing	3	3		F
TOTAL	16			
SPRING SEMESTER				
ACC 120 Principles of Financial Accounting	4	5		F, SP, S
BUS 137 Principles of Management	3	3		SP
CIS 110 Introduction to Computers	3	4		F, SP, S
ECO 251 Principles of Microeconomics	3	3		F, SP, S
ENG 111 Writing & Inquiry	3	3	Satisfactory placement or ENG 002. Corequisite may be required.	F, SP, S
TOTAL	16			
SUMMER SEMESTER				
General Education Elective	3	3	Varies	Varies
Other Required Elective (see list below)	3	3		Varies
TOTAL	6/7			
GENERAL EDUCATION ELECTIVE - Choose 3 credit hours from the following courses				
ART 111 Art Appreciation	3	3		F, SP, S
ART 114 Art History Survey I	3	3		TBA
ART 115 Art History Survey II	3	3		TBA
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
COM 231 Public Speaking	3	3		F, SP, S
ECO 252 Principles of Macroeconomics	3	3		F, SP, S
ENG 231 American Literature I	3	3	ENG 112, ENG 113, or ENG 114	F, SP
ENG 232 American Literature II	3	3	ENG 112, ENG 113, or ENG 114	F, SP
ENG 241 British Literature I	3	3	ENG 112, ENG 113, or ENG 114	F
ENG 242 British Literature II	3	3	ENG 112, ENG 113, or ENG 114	SP
ENG 262 World Literature II	3	3	ENG 112, ENG 113, or ENG 114	TBA
HUM 110 Technology and Society	3	3		TBA
HUM 115 Critical Thinking	3	3	Satisfactory placement or ENG 002	F, SP, S
HUM 120 Cultural Studies	3	3		TBA
HUM 122 Southern Culture	3	3		TBA
HUM 130 Myth in Human Culture	3	3		TBA
HUM 170 The Holocaust	3	3		TBA

MAT 110 Math Measurement & Literacy	3	4	Satisfactory placement or MAT 003. Corequisite may be required.	F, SP, S
MAT 143 Quantitative Literacy	3	4	Satisfactory placement or MAT 003 and ENG 002. Corequisite may be required.	F, SP, S
MAT 152 Statistical Methods	4	5	Satisfactory placement or MAT 003 and ENG 002. Corequisite may be required.	F, SP, S
MUS 110 Music Appreciation	3	3		F, SP, S
MUS 112 Introduction to Jazz	3	3		TBA
MUS 113 American Music	3	3		TBA
MUS 114 Non-Western Music	3	3		TBA
PHI 215 Philosophical Issues	3	3	ENG 111	F
PHI 240 Introduction to Ethics	3	3	ENG 111	F, SP
REL 110 World Religions	3	3		F, SP
REL 111 Eastern Religions	3	3		TBA
REL 211 Introduction to Old Testament	3	3		F
REL 212 Introduction to New Testament	3	3		SP
OTHER REQUIRED ELECTIVE - Choose 9 credit hours from the following courses				
BUS 125 Personal Finance	3	3		F, S
BUS 153 Human Resource Management	3	3		F
BUS 253 Leadership and Management Skills	3	3		F
CTS 130 Spreadsheet	3	4		SP, S
38/39 TOTAL SEMESTER CREDIT HOURS FOR DIPLOMA				

BUSINESS ADMINISTRATION CERTIFICATE (C25120)

Advisor contact information: Rick Childress, 828-395-1641, rchildress@isothermal.edu or
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 or Marisa Sudano, 828-395-1426, msudano@isothermal.edu

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
BUS 110 Introduction to Business	3	3		F, S
BUS 115 Business Law I	3	3		F
CIS 110 Introduction to Computers	3	4		F, SP, S
TOTAL	9			
SPRING SEMESTER				
BUS 137 Principles of Management	3	3		SP
TOTAL	3			
12 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE				

BUSINESS ADMINISTRATION/BUSINESS ECONOMICS CERTIFICATE (C2512002)

Advisor contact information: Rick Childress, 828-395-1641, rchildress@isothermal.edu or
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 or Marisa Sudano, 828-395-1426, msudano@isothermal.edu

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

BUSINESS ADMINISTRATION/HOSPITALITY CERTIFICATE (C2512003)

Advisor contact information: Rick Childress, 828-395-1641, rchildress@isothermal.edu or
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 or Marisa Sudano, 828-395-1426, msudano@isothermal.edu

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
HRM 110 Introduction to Hospitality	3	3		F
HRM 140 Legal Issues Hospitality	3	3		F
TOTAL	6			
SPRING SEMESTER				
HRM 150 Training for Hospitality	3	3		SP
MKT 223 Customer Service	3	3		SP
TOTAL	6			
12 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE				

BUSINESS ADMINISTRATION/OFFICE MANAGEMENT CERTIFICATE (C2512008)

Advisor contact information: Rick Childress, 828-395-1641, rchildress@isothermal.edu or
 Melissa Johnson, 828-395-1524, johnsonm@isothermal.edu or Rebecca Haney, 828-395-1305, rhaney@isothermal.edu
 or Marisa Sudano, 828-395-1426, msudano@isothermal.edu

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
BUS 153 Human Resource Management	3	3		F
OST 134 Text Entry and Formatting	3	4		F
TOTAL	6			
SPRING SEMESTER				
OST 181 Office Procedures	3	4	Last Semester	SP
OST 184 Records Management	3	3		SP
TOTAL	6			
12 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE				

BUSINESS ADMINISTRATION/ENTREPRENEURSHIP CERTIFICATE (C2512009)

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

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

EQUINE BUSINESS DEGREE (A15270)

Curriculum Description

This curriculum is designed to prepare students for positions within the horse industry. The curriculum is management oriented, preparing graduates for the widest range of available equine jobs; areas of specialization may be pursued during the internship. Course work includes farm management, breeding, nutrition, selection/judging, and health. Training, teaching, and riding are also included. Students are assigned a horse and practice day-to-day management at an equine facility. Graduates should qualify for jobs with many different types of equine operations: grooms to assistant managers; private to recreational and racing barns; breed to discipline-oriented farms.

Program Student Learning Outcomes

Graduates will be able to:

1. Explain equine behavior and physical makeup.
2. Explain common illness/injury and the proper treatment for each.
3. Identify the essential vitamins and minerals and their roles in equine development and nutrition.
4. Identify a business and write a business plan.
5. Describe careers in the equine industry.

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

ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
ACA 115 Success and Study Skills	1	2		F, SP
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
ANS 116 Introduction to the Equine Industry	3	3		F, S
BIO 111 General Biology I	4	6		F, SP, S
EQU 111 Horse Science I	5	9		F
Other Required Elective (see list below)	6	Varies	Varies	F, SP, S
TOTAL	19			
SPRING SEMESTER				
ENG 111 Writing & Inquiry	3	3	Satisfactory placement or ENG 002. Corequisite may be required.	F, SP, S
EQU 112 Horse Science II	5	9		SP
EQU 125 Equine Behavior	3	3		SP
EQU 150 Equine Nutrition	2	2		SP
TOTAL	13			
SUMMER SEMESTER				
EQU 120 Horsemanship I	3	6	EQU 111	F, S
TOTAL	3			
FALL SEMESTER				
COM 231 Public Speaking	3	3		F, SP, S
OR				
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
ECO 251 Principles of Microeconomics	3	3		F, SP, S
Humanities Elective (see page 17 for list)	3	3	Varies	F, SP, S
MKT 120 Principles of Marketing	3	3		F
Other Required Elective (see list below)	5	Varies	Varies	F, SP, S
TOTAL	17			

SPRING SEMESTER				
AGR 212 Farm Business Management	3	3		SP
OR				
BUS 230 Small Business Management	3	3		SP
ANS 180 Equine Production	4	5		SP
BUS 137 Principles of Management	3	3		SP
EQU 211 Horse Farm Management I	6	9		SP, S
EQU 270 Equine Business Law	1	1		SP, S
Other Required Elective (see list below)	4	3	Varies	F, SP, S
TOTAL	21			

OTHER REQUIRED ELECTIVES - Choose 15 credit hours from the following courses:				
AGR 210 Agriculture Accounting	3	3		SP
AGR 214 Agriculture Marketing	3	3		SP
AGR 261 Agronomy	3	2		SP
CIS 110 Intro to Computers	3	4		F, SP, S
EQU 110 Intro to Therapeutic Horsemanship	2	2		F
EQU 115 Principles of Therapeutic Horsemanship	3	3		F
EQU 130 Equine Anatomy & Phys	3	3		S
EQU 140 Equine Evaluation	2	2	EQU 130	S
EQU 210 Training the Therapeutic Horse	2	4		F
EQU 215 Therapeutic Horse-Teaching	2	4		F, S

72 TOTAL SEMESTER CREDIT HOURS FOR DEGREE

EQUINE BUSINESS CERTIFICATE (C15270)

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

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
EQU 111 Horse Science I	5	9		F
AGR 212 Agriculture Accounting	3	3		F
TOTAL	8			
SPRING SEMESTER				
EQU 112 Horse Science II	5	9		SP
EQU 270 Equine Business Law	1	1		SP, S
TOTAL	6			
14 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE				

EQUINE BUSINESS/EQUINE SCIENCE CERTIFICATE (C1527001)

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

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
EQU 111 Horse Science I	5	9		F
TOTAL	5			
SPRING SEMESTER				
ANS 180 Equine Production	4	5		SP
EQU 125 Equine Behavior	3	3		SP
EQU 150 Equine Nutrition	2	2		SP
TOTAL	10			
15 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE				

EQUINE BUSINESS/EQUINE BREEDING CERTIFICATE (C1527002)

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

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
EQU 111 Horse Science I	5	9		F
TOTAL	5			
SPRING SEMESTER				
ANS 180 Equine Production	4	5		SP
EQU 112 Horse Science II	5	9		SP
EQU 150 Equine Nutrition	2	2		SP
TOTAL	11			
16 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE				

INFORMATION TECHNOLOGY PROGRAMS OF STUDY

Curriculum Description

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

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

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

Program Student Learning Outcomes

Graduates will be able to:

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

INFORMATION TECHNOLOGY DEGREE (A25590I) BUSINESS SUPPORT TRACK

Advisor contact information: Dana Anderson, 828-395-1523, danderson@isothermal.edu

ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
ACA 115 Success and Study Skills	1	2		F, SP
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
BUS 110 Introduction to Business	3	3		F, S
CIS 110 Introduction to Computers	3	4		F, SP, S
CIS 115 Intro to Programming & Logic	3	5	Satisfactory placement or MAT 003	F
CTI 120 Network & Sec Foundation	3	4		F
Humanities Elective (see page 17 for list)	3	3	Varies	F, SP, S
TOTAL	16			
SPRING SEMESTER				
CTI 110 Web, PGM, & Database Foundation	3	3		SP
CTS 115 Information Sys Business Concepts	3	3		SP
CTS 130 Spreadsheet	3	4		SP, S
MAT 110 Math Measurement & Literacy	3	4	Satisfactory placement or MAT 003. Corequisite may be required.	F, SP, S
OR				
MAT 143 Quantitative Literacy	3	4	Satisfactory placement or MAT 003 and ENG 002. Corequisite may be required.	F, SP, S
OR				
MAT 152 Statistical Methods I	4	5	Satisfactory placement or MAT 003 and ENG 002. Corequisite may be required.	F, SP, S
Other Required Elective (see list below)	3	3	Varies	F, SP, S
WEB 115 Web Markup and Scripting	3	4		SP
TOTAL	18			

FALL SEMESTER				
BUS 115 Business Law I	3	3		F
ECO 251 Principles of Microeconomics	3	3		F, SP, S
OR				
ECO 252 Principles of Macroeconomics	3	3		F, SP, S
ENG 111 Writing & Inquiry	3	3	Satisfactory placement or ENG 002. Corequisite may be required.	F, SP, S
Other Required Elective (see list below)	6	Varies	Varies	F, SP, S
TOTAL	15			
SPRING SEMESTER				
BUS 137 Principles of Management	3	3		SP
COM 231 Public Speaking	3	3		F, SP, S
OR				
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
CTS 240 Project Management	3	4		SP
Other Required Elective (see list below)	3	3	Varies	F, SP, S
WEB 140 Web Development Tools	3	4		SP
TOTAL	15			
OTHER REQUIRED ELECTIVES - Choose 12 credit hours from the following courses:				
CSC 121 Python Programming (8 week)	3	5		F
CSC 134 Intro C++ Programming	3	5		F
CSC 139 Visual BASIC Programming	3	5		SP
CSC 151 JAVA Programming (8 week)	3	5		SP
CSC 221 Adv Python Programming (8 week)	3	4	CSC 121	F
CSC 234 Adv C++ Programming	3	5	CSC 134	SP
CSC 239 Advanced Visual BASIC Prog	3	5	CSC 139	F
CSC 251 Adv JAVA Programming (8 week)	3	5	CSC 151	SP
DBA 110 Database Concepts	3	5		S
NET 125 Networking Basics	3	5		F
NET 126 Routing Basics	3	5		SP
SGD 111 Introduction to SGD	3	5		S
SGD 113 SGD Programming	3	5		S
WEB 182 PHP Programming	3	4		F
WEB 210 Web Design	3	4		F
WEB 250 Database Driven Websites	3	4		SP
67 TOTAL SEMESTER CREDIT HOURS FOR DEGREE				

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

Advisor contact information: Dana Anderson, 828-395-1523, danderson@isothermal.edu

ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
ACA 115 Success and Study Skills	1	2		F, SP
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
CIS 110 Introduction to Computers	3	4		F, SP, S
CIS 115 Intro to Programming & Logic	3	5	Satisfactory placement or MAT 003	F
CTI 120 Network & Sec Foundation	3	4		F
Other Required Elective (see list below)	6	Varies	Varies	F, SP, S
TOTAL	16			
SPRING SEMESTER				
CSC 139 Visual BASIC Programming	3	5		SP
CTI 110 Web, PGM, & Database Foundation	3	4		SP
CTS 115 Information Sys Business Concepts	3	3		SP
MAT 110 Math Measurement & Literacy	3	4	Satisfactory placement or MAT 003. Corequisite may be required.	F, SP, S
OR				
MAT 143 Quantitative Literacy	3	4	Satisfactory placement or MAT 003 and ENG 002. Corequisite may be required.	F, SP, S
OR				
MAT 152 Statistical Methods I	4	5	Satisfactory placement or MAT 003 and ENG 002. Corequisite may be required.	F, SP, S
Other Required Elective (see list below)	3	Varies	Varies	F, SP, S
WEB 115 Web Markup and Scripting	3	4		SP
TOTAL	18			
FALL SEMESTER				
CSC 134 Intro C++ Programming	3	5		F
CSC 239 Advanced Visual BASIC Prog	3	5	CSC 139	F
ENG 111 Writing & Inquiry	3	3	Satisfactory placement or ENG 002. Corequisite may be required.	F, SP, S
Humanities Elective (see page 17 for list)	3	3	Varies	F, SP, S
Other Required Elective (see list below)	3	Varies	Varies	F, SP, S
WEB 182 PHP Programming	3	4		F
TOTAL	18			
SPRING SEMESTER				
COM 231 Public Speaking	3	3		F, SP, S
OR				
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
CSC 234 Adv C++ Programming	3	5	CSC 134	SP
CTS 240 Project Management	3	4		SP

ECO 251 Principles of Microeconomics	3	3		F, SP, S
OR				
ECO 252 Principles of Macroeconomics	3	3		F, SP, S
WEB 250 Database Driven Websites	3	4		SP
TOTAL	15			

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

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

67 TOTAL SEMESTER CREDIT HOURS FOR DEGREE

**INFORMATION TECHNOLOGY DEGREE (A25590G)
GAMING PROGRAMMING TRACK**

Advisor contact information: Dana Anderson, 828-395-1523, danderson@isothermal.edu

ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
ACA 115 Success and Study Skills	1	2		F, SP
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
CIS 110 Introduction to Computers	3	4		F, SP, S
CIS 115 Intro to Programming & Logic	3	5	Satisfactory placement or MAT 003	F
Other Required Elective (see list below)	6	6		F
TOTAL	13			
SPRING SEMESTER				
CSC 139 Visual BASIC Programming	3	5		SP
CSC 151 JAVA Programming (8 week)	3	5		SP
CSC 251 Adv JAVA Programming (8 week)	3	5	CSC 151	SP
CTI 110 Web, PGM, & Database Foundation	3	4		SP
CTS 115 Information Sys Business Concepts	3	3		SP
MAT 110 Math Measurement & Literacy	3	4	Satisfactory placement or MAT 003. Corequisite may be required.	F, SP, S
OR				
MAT 143 Quantitative Literacy	3	4	Satisfactory placement or MAT 003 and ENG 002. Corequisite may be required.	F, SP, S
OR				
MAT 152 Statistical Methods I	4	5	Satisfactory placement or MAT 003 and ENG 002. Corequisite may be required.	F, SP, S
TOTAL	18/19			
FALL SEMESTER				
CSC 134 Intro C++ Programming	3	5		F
CSC 239 Advanced Visual BASIC Prog	3	5	CSC 139	F
CTI 120 Network & Sec Foundation	3	4		F
ENG 111 Writing & Inquiry	3	3	Satisfactory placement or ENG 002. Corequisite may be required.	F, SP, S
Other Required Elective (see list below)	3	3		F
TOTAL	15			
SPRING SEMESTER				
COM 231 Public Speaking	3	3		F, SP, S
OR				
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
CTS 240 Project Management	3	4		SP
ECO 251 Principles of Microeconomics	3	3		F, SP, S
OR				
ECO 252 Principles of Macroeconomics	3	3		F, SP, S
Humanities Elective (see page 17 for list)	3	3	Varies	F, SP, S
Other Required Elective (see list below)	3	3		F
TOTAL	15			

SUMMER SEMESTER

SGD 111 Introduction to SGD	3	3		S
SGD 113 SGD Programming	3	3		S
TOTAL	6			

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

CSC 121 Python Programming (8 week)	3	5		F
CSC 221 Adv Python Programming (8 week)	3	4	CSC 121	F
CSC 234 Advanced C++ Programming	3	5	CSC 134	SP
CTS 130 Spreadsheet	3	4		SP, S
NET 125 Networking Basics	3	5		F
NET 126 Routing Basics	3	5		SP
WEB 115 Web Markup and Scripting	3	4		SP
WEB 140 Web Development Tools	3	4		SP
WEB 182 PHP Programming	3	4		F
WEB 210 Web Design	3	4		F
WEB 250 Database Driven Websites	3	4		SP

67 TOTAL SEMESTER CREDIT HOURS FOR DEGREE

INFORMATION TECHNOLOGY DEGREE (A25590W) WEB ADMINISTRATION AND DESIGN TRACK

Advisor contact information: Dana Anderson, 828-395-1523, danderson@isothermal.edu

ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
ACA 115 Success and Study Skills	1	2		F, SP
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
CIS 110 Introduction to Computers	3	4		F, SP, S
CIS 115 Intro to Programming & Logic	3	5	Satisfactory placement or MAT 003	F
CTI 120 Network & Sec Foundation	3	4		F
Other Required Elective (see list below)	6	3	Varies	F, SP, S
TOTAL	16			
SPRING SEMESTER				
CSC 139 Visual BASIC Programming	3	5		SP
CTI 110 Web, PGM, & Database Foundation	3	4		SP
CTS 115 Information Sys Business Concepts	3	3		SP
MAT 110 Math Measurement & Literacy	3	4	Satisfactory placement or MAT 003. Corequisite may be required.	F, SP, S
OR				
MAT 143 Quantitative Literacy	3	4	Satisfactory placement or MAT 003 and ENG 002. Corequisite may be required.	F, SP, S
OR				
MAT 152 Statistical Methods I	4	5	Satisfactory placement or MAT 003 and ENG 002. Corequisite may be required.	F, SP, S
WEB 115 Web Markup and Scripting	3	4		SP
WEB 140 Web Development Tools	3	4		SP
TOTAL	18/19			
FALL SEMESTER				
CSC 239 Advanced Visual BASIC Prog	3	5	CSC 139	F
ENG 111 Writing & Inquiry	3	3	Satisfactory placement or ENG 002. Corequisite may be required.	F, SP, S
Humanities Elective (see page 17 for list)	3	3	Varies	F, SP, S
Other Required Elective (see list below)	3	3	Varies	F, SP, S
WEB 182 PHP Programming	3	4		F
WEB 210 Web Design	3	4		F
TOTAL	18			

SPRING SEMESTER

COM 231 Public Speaking	3	3		F, SP, S
OR				
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
CTS 240 Project Management	3	4		SP
ECO 251 Principles of Microeconomics	3	3		F, SP, S
OR				
ECO 252 Principles of Macroeconomics	3	3		F, SP, S
Other Required Elective (see list below)	3	3	Varies	F, SP, S
WEB 250 Database Driven Websites	3	4		SP
TOTAL	16			

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

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

67 TOTAL SEMESTER CREDIT HOURS FOR DEGREE

INFORMATION TECHNOLOGY/C++ PROGRAMMING CERTIFICATE (C25590C1)

Advisor contact information: Dana Anderson, 828-395-1523, danderson@isothermal.edu

ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
CIS 115 Intro to Programming & Logic	3	5	Satisfactory placement or MAT 003	F
CSC 134 Intro C++ Programming	3	5		F
TOTAL	6			
SPRING SEMESTER				
CSC 234 Advanced C++ Programming	3	4	CSC 134	SP
CTS 240 Project Management	3	4		SP
TOTAL	6			
12 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE				

INFORMATION TECHNOLOGY/FRONT END WEB DEVELOPMENT CERTIFICATE (C25590W1)

Advisor contact information: Dana Anderson, 828-395-1523, danderson@isothermal.edu

ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
CIS 115 Intro to Programming & Logic	3	5	Satisfactory placement or MAT 003	F
TOTAL	3			
SPRING SEMESTER				
CTS 240 Project Management	3	4		SP
WEB 115 Web Markup and Scripting	3	4		SP
WEB 140 Web Development Tools	3	4		SP
TOTAL	9			
12 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE				

INFORMATION TECHNOLOGY/GAME PROGRAMMING CERTIFICATE (C25590C4)

Advisor contact information: Dana Anderson, 828-395-1523, danderson@isothermal.edu

ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
CIS 115 Intro to Programming & Logic	3	5	Satisfactory placement or MAT 003	F
TOTAL	3			
SPRING SEMESTER				
CTS 240 Project Management	3	4		SP
TOTAL	3			
SUMMER SEMESTER				
SGD 111 Introduction to SGD	3	5		S
SGD 113 SGD Programming	3	5		S
TOTAL	6			
12 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE				

INFORMATION TECHNOLOGY/IT BUSINESS SUPPORT TECHNOLOGY CERTIFICATE (C25590I)

Advisor contact information: Dana Anderson, 828-395-1523, danderson@isothermal.edu

ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
BUS 110 Introduction to Business	3	3		F, S
CIS 115 Intro to Programming & Logic	3	5	Satisfactory placement or MAT 003	F
TOTAL	3			
SPRING SEMESTER				
CTS 115 Information Sys Business Concepts	3	3		SP
CTS 240 Project Management	3	4		SP
TOTAL	3			
SUMMER SEMESTER				
SGD 111 Introduction to SGD	3	5		S
SGD 113 SGD Programming	3	5		S
TOTAL	6			
12 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE				

INFORMATION TECHNOLOGY/JAVA PROGRAMMING CERTIFICATE (C25590C3)

Advisor contact information: Dana Anderson, 828-395-1523, danderson@isothermal.edu

ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
CIS 115 Intro to Programming & Logic	3	5	Satisfactory placement or MAT 003	F
TOTAL	3			
SPRING SEMESTER				
CSC 151 JAVA Programming (8 week)	3	5		SP
CSC 251 Adv JAVA Programming (8 week)	3	5	CSC 151	SP
CTS 240 Project Management	3	4		SP
TOTAL	9			
12 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE				

INFORMATION TECHNOLOGY/NETWORKING TECHNOLOGY CERTIFICATE (C25590N)

Advisor contact information: Dana Anderson, 828-395-1523, danderson@isothermal.edu

ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
CTI 120 Network & Sec Foundation	3	4		F
NET 125 Networking Basics	3	5		F
TOTAL	6			
SPRING SEMESTER				
CTS 240 Project Management	3	4		SP
NET 126 Routing Basics	3	5		SP
TOTAL	6			
12 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE				

INFORMATION TECHNOLOGY/PYTHON PROGRAMMING CERTIFICATE (C25590C2)

Advisor contact information: Dana Anderson, 828-395-1523, danderson@isothermal.edu

ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
CIS 115 Intro to Programming & Logic	3	5	Satisfactory placement or MAT 003	F
CSC 121 Python Programming (8 week)	3	5		F
CSC 221 Adv Python Programming (8 week)	3	6	CSC 121	F
TOTAL	9			
SPRING SEMESTER				
CTS 240 Project Management	3	4		SP
TOTAL	3			
12 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE				

INFORMATION TECHNOLOGY/VISUAL BASIC PROGRAMMING CERTIFICATE (C25590C5)

Advisor contact information: Dana Anderson, 828-395-1523, danderson@isothermal.edu

ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
CIS 115 Intro to Programming & Logic	3	5	Satisfactory placement or MAT 003	F
TOTAL	3			
SPRING SEMESTER				
CSC 139 Visual BASIC Programming	3	5		SP
CTS 240 Project Management	3	4		SP
TOTAL	6			
FALL SEMESTER				
CSC 239 Advanced Visual BASIC Prog	3	5	CSC 139	F
TOTAL	3			
12 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE				

MEDICAL OFFICE ADMINISTRATION PROGRAMS OF STUDY

Curriculum Description

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

Program Student Learning Outcomes

Graduates will be able to:

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

MEDICAL OFFICE ADMINISTRATION/HEALTHCARE ADMINISTRATION DEGREE (A25310H)

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

ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
ACA 115 Success and Study Skills	1	2		F, SP
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
CIS 110 Introduction to Computers	3	4		F, SP, S
HMT 110 Intro to Healthcare Management	3	3		F
MED 121 Medical Terminology I (1st 8 weeks)	3	3		F, SP, S
MED 122 Medical Terminology II (2nd 8 weeks)	3	3	MED 121	F, SP
OST 148 Med Ins & Billing	3	3		F
TOTAL	16			
SPRING SEMESTER				
CTS 130 Spreadsheet	3	3		SP, S
ENG 111 Writing & Inquiry	3	3	Satisfactory placement or ENG 002. Corequisite may be required.	F, SP, S
HMT 211 Long Term Care Admin	3	3		SP
OST 149 Medical Legal Issues	3	3		SP
OST 184 Records Management	3	4		SP
OST 243 Medical Office Simulation	3	4	OST 148	SP
TOTAL	18			

FALL SEMESTER				
BIO 163 Basic Anatomy & Physiology	5	6		F
OR				
MAT 110 Math Measurement & Literacy	3	4	Satisfactory placement or MAT 003. Corequisite may be required.	F, SP, S
BUS 153 Human Resource Management	3	3		F
COM 231 Public Speaking	3	3		F, SP, S
OR				
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
ECO 252 Principles of Macroeconomics	3	3		F, SP, S
OST 134 Text Entry & Formatting	3	4		F
OST 164 Office Editing	3	3		F
TOTAL	18/20			
SPRING SEMESTER				
BUS 270 Professional Development	3	3	Last Semester	SP
HMT 212 Mgmt of Healthcare Org	3	3		SP
Humanities Elective (see page 17 for list)	3	3	Varies	F, SP, S
OST 181 Office Procedures	3	4	Last Semester	SP
Other Required Elective (see list below)	3	3	Varies	F, SP, S
TOTAL	15			
OTHER REQUIRED ELECTIVES - Choose 3 credit hours from the following courses:				
ACC 120 Principles of Financial Accounting	4	5		F, SP, S
BUS 110 Introduction to Business	3	3		F, S
BUS 125 Personal Finance	3	3		F, S
BUS 260 Business Communication	3	3	ENG 110 or ENG 111	SP
WBL 110 World of Work	1	1		F, SP
67 TOTAL SEMESTER CREDIT HOURS FOR DEGREE				

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

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

ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
ACA 115 Success and Study Skills	1	2		F, SP
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
CIS 110 Introduction to Computers	3	4		F, SP, S
MED 121 Medical Terminology I (1st 8 weeks)	3	3		F, SP, S
MED 122 Medical Terminology II (2nd 8 weeks)	3	3	MED 121	F, SP
OST 134 Text Entry & Formatting	3	4		F
OST 148 Med Ins & Billing	3	3		F
TOTAL	1			
SPRING SEMESTER				
CTS 130 Spreadsheet	3	3		SP, S
ENG 111 Writing & Inquiry	3	3	Satisfactory placement or ENG 002. Corequisite may be required.	F, SP, S
Humanities Elective (see page 17 for list)	3	3	Varies	F, SP, S
OST 149 Medical Legal Issues	3	3		SP
OST 184 Records Management	3	4		SP
OST 243 Medical Office Simulation	3	4	OST 148	SP
TOTAL	18			
FALL SEMESTER				
BIO 163 Basic Anatomy & Physiology	5	6		F
OR				
MAT 110 Math Measurement & Literacy	3	4	Satisfactory placement or MAT 003. Corequisite may be required.	F, SP, S
COM 231 Public Speaking	3	3		F, SP, S
OR				
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
ECO 252 Principles of Macroeconomics	3	3		F, SP, S
OST 164 Office Editing	3	3		F
OST 248 Diagnosis Coding	3	4	MED 121	F
Other Required Elective (see list below)	3	3	Varies	F, SP, S
TOTAL	18/20			
SPRING SEMESTER				
BUS 270 Professional Development	3	3	Last Semester	SP
OST 181 Office Procedures	3	4	Last Semester	SP
OST 247 Procedure Coding	3	4	MED 121	SP
OST 249 Med Coding Certification Prep	3	5	OST 247 and OST 248	SP
OST 264 Medical Auditing	3	3	OST 247 and OST 248	SP
TOTAL	15			

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

ACC 120 Principles of Financial Accounting	4	5		F, SP, S
BUS 110 Introduction to Business	3	3		F, S
BUS 125 Personal Finance	3	3		F, S
BUS 153 Human Resource Management	3	3		F
BUS 260 Business Communication	3	3	ENG 110 or ENG 111	SP
WBL 110 World of Work	1	1		F, SP

67 TOTAL SEMESTER CREDIT HOURS FOR DEGREE

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

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

ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
ACA 115 Success and Study Skills	1	2		F, SP
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
CIS 110 Introduction to Computers	3	4		F, SP, S
MED 121 Medical Terminology I (1st 8 weeks)	3	3		F, SP, S
MED 122 Medical Terminology II (2nd 8 weeks)	3	3	MED 121	F, SP
OST 134 Text Entry & Formatting	3	4		F
OST 148 Med Ins & Billing	3	3		F
TOTAL	16			
SPRING SEMESTER				
CTS 130 Spreadsheet	3	4		SP, S
ECO 252 Principles of Macroeconomics	3	3		F, SP, S
ENG 111 Writing & Inquiry	3	3	Satisfactory placement or ENG 002. Corequisite may be required.	F, SP, S
MKT 223 Customer Service	3	3		SP
OST 149 Medical Legal Issues	3	3		SP
OST 243 Medical Office Simulation	3	4	OST 148	SP
TOTAL	18			
FALL SEMESTER				
BIO 163 Basic Anatomy & Physiology	5	6		F
OR				
MAT 110 Math Measurement & Literacy	3	4	Satisfactory placement or MAT 003. Corequisite may be required.	F, SP, S
BUS 110 Introduction to Business	3	3		F, S
BUS 125 Personal Finance	3	3		F, S
COM 231 Public Speaking	3	3		F, SP, S
OR				
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
OST 164 Office Editing	3	3		F
Other Required Elective (see list below)	3	3	Varies	F, SP, S
TOTAL	18/20			
SPRING SEMESTER				
BUS 260 Business Communication	3	3	ENG 110 or ENG 111	SP
BUS 270 Professional Development	3	3	Last Semester	SP
Humanities Elective (see page 17 for list)	3	3	Varies	F, SP, S
OST 181 Office Procedures	3	4	Last Semester	SP
OST 184 Records Management	3	4		SP
TOTAL	15			

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

ACC 120 Principles of Financial Accounting	4	5		F, SP, S
BUS 153 Human Resource Management	3	3		F
WBL 110 World of Work	1	1		F, SP

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

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
ACA 115 Success and Study Skills	1	2		F, SP
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
CIS 110 Introduction to Computers	3	4		F, SP, S
ENG 111 Writing & Inquiry	3	3	Satisfactory placement or ENG 002. Corequisite may be required.	F, SP, S
MED 121 Medical Terminology I (1st 8 weeks)	3	3		F, SP, S
MED 122 Medical Terminology II (2nd 8 weeks)	3	3	MED 121	F, SP
OST 148 Med Ins & Billing	3	3		F
OST 164 Office Editing	3	3		F
TOTAL	19			

SPRING SEMESTER				
BUS 260 Business Communication	3	3	ENG 110 or ENG 111	SP
BUS 270 Professional Development	3	3	Last Semester	SP
ECO 252 Principles of Macroeconomics	3	3		F, SP, S
OST 134 Text Entry & Formatting	3	4		F, SP, S
OST 149 Medical Legal Issues	3	3		SP
OST 243 Medical Office Simulation	3	4	OST 148	SP
TOTAL	18			

37 TOTAL SEMESTER CREDIT HOURS FOR DIPLOMA**MEDICAL OFFICE ADMINISTRATION/HEALTHCARE ADMINISTRATION CERTIFICATE (C25310H)****Advisor contact information: Tiffany Cooper, 828-395-1638, tcooper@isothermal.edu**

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

18 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE

**MEDICAL OFFICE ADMINISTRATION/MEDICAL BILLING AND CODING CERTIFICATE
(C25310M)**

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

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

MEDICAL OFFICE ADMINISTRATION/GENERAL CERTIFICATE (C25310G)

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

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

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

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

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
MED 121 Medical Terminology I (1st 8 weeks)	3	3		F, SP, S
MED 122 Medical Terminology II (2nd 8 weeks)	3	3	MED 121	F, SP
TOTAL	6			
SPRING SEMESTER				
BUS 270 Professional Development	3	3	Last Semester	SP
MKT 223 Customer Service	3	3		SP
TOTAL	6			
12 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE				

ASSOCIATE DEGREE NURSING DEGREE (A45110)

Curriculum Description

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

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

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

Program Student Learning Outcomes

Graduates will be able to:

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

**Advisor contact information: Dr. Kim Amos, 828-395-1741, kamos@isothermal.edu
or Tina Porter, 828-395-1621, tporter@isothermal.edu**

ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
ACA 122 College Transfer Success	1	2		F, SP, S
BIO 168 Anatomy and Physiology I	4	6		F, SP, S
NUR 111 Introduction to Health Concepts	8	16		F
PSY 150 General Psychology	3	3		F, SP, S
TOTAL	16			
SPRING SEMESTER				
BIO 169 Anatomy and Physiology II	4	6	BIO 168	F, SP, S
NUR 112 Health Illness Concepts (1st 8 weeks)	5	9	NUR 111	SP
NUR 211 Health Care Concepts (2nd 8 weeks)	5	9	NUR 111	SP
TOTAL	14			
SUMMER SEMESTER				
ENG 111 Writing & Inquiry	3	3	Satisfactory placement or ENG 002. Corequisite may be required.	F, SP, S
NUR 114 Holistic Health Concepts	5	9	NUR 111	S
PSY 241 Developmental Psychology	3	3	PSY 150	F, SP, S
TOTAL	11			
FALL SEMESTER				
BIO 175 General Microbiology	3	4	BIO 110, BIO 111, BIO 163, BIO 165, or BIO 168	TBA
OR				
BIO 275 Microbiology	4	6	BIO 110, BIO 111, BIO 112, BIO 163, BIO 165, or BIO 168	F, SP, S
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
NUR 113 Family Health Concepts	5	9	NUR 111 and PSY 241	F
NUR 212 Health Systems Concepts	5	9	NUR 114 and PSY 241	F
TOTAL	16/17			

SPRING SEMESTER

Humanities Elective (see list below)	3	3	Varies	F, SP, S
NUR 213 Complex Health Concepts	10	22	NUR 111, NUR, 112, NUR 113, NUR 114, NUR 211 and NUR 212	SP
TOTAL	13			

HUMANITIES ELECTIVE - Choose 3 credit hours from the following courses

ART 111 Art Appreciation	3	3		F, SP, S
HUM 115 Critical Thinking	3	3	Satisfactory placement or ENG 002	F, SP, S
MUS 110 Music Appreciation	3	3		F, SP, S
PHI 215 Philosophical Issues	3	3	ENG 111	F
PHI 240 Introduction to Ethics	3	3	ENG 111	F, SP
REL 110 World Religions	3	3		F, SP
REL 211 Introduction to Old Testament	3	3		F
REL 212 Introduction to New Testament	3	3		SP

70/71 TOTAL SEMESTER CREDIT HOURS FOR DEGREE

All NUR courses must be completed with a grade of C or better to progress in the program and meet graduation requirements.

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

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

ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

DMA:

DRE:

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
ACA 122 College Transfer Success	1	2		F, SP, S
BIO 168 Anatomy and Physiology I	4	6		F, SP, S
NUR 111 Introduction to Health Concepts	8	16		F
PSY 150 General Psychology	3	3		F, SP, S
TOTAL	16			
SPRING SEMESTER				
BIO 169 Anatomy and Physiology	4	6	BIO 168	F, SP, S
NUR 112 Health Illness Concepts (1st 8 weeks)	5	9	NUR 111	SP
NUR 211 Health Care Concepts (2nd 8 weeks)	5	9	NUR 111	SP
TOTAL	14			
LPN-to-ADN students enter second semester. LPNs who have completed a NC Community College System (NCCCS) concept-based Practical Nursing program will receive credit for NUR 111, NUR 112, and NUR 211. LPNs who have completed a traditional, non-concept based Practical Nursing program will receive credit for NUR 111 and NUR 112 and will be required to take NUR 211 in addition to NUR 214 in second semester.				
*NUR 214 Nursing Transition Concepts	4	6	LPN License	SP, S
SUMMER SEMESTER				
ENG 111 Writing & Inquiry	3	3	Satisfactory placement or ENG 002	F, SP, S
NUR 114 Holistic Health Concepts	5	9	NUR 111	S
PSY 241 Developmental Psychology	3	3	PSY 150	F, SP, S
TOTAL	11			
FALL SEMESTER				
BIO 175 General Microbiology	3	4	BIO 110, BIO 111, BIO 163, BIO 165, or BIO 168	TBA
OR				
BIO 275 Microbiology	4	6	BIO 110, BIO 111, BIO 112, BIO 163, BIO 165, or BIO 168	F, SP, S
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
NUR 113 Family Health Concepts	5	9	NUR 111 and PSY 241	F
NUR 212 Health Systems Concepts	5	9	NUR 114 and PSY 241	F
TOTAL	16/17			
SPRING SEMESTER				
Humanities Elective (see list below)	3	3	Varies	F, SP, S
NUR 213 Complex Health Concepts	10	22	NUR 111, NUR, 112, NUR 113, NUR 114, NUR 211 and NUR 212	SP
TOTAL	13			

HUMANITIES ELECTIVE - Choose 3 credit hours from the following courses				
ART 111 Art Appreciation	3	3		F, SP, S
HUM 115 Critical Thinking	3	3	Satisfactory placement or ENG 002	F, SP, S
MUS 110 Music Appreciation	3	3		F, SP, S
PHI 215 Philosophical Issues	3	3	ENG 111	F
PHI 240 Introduction to Ethics	3	3	ENG 111	F, SP
REL 110 World Religions	3	3		F, SP
REL 211 Introduction to Old Testament	3	3		F
REL 212 Introduction to New Testament	3	3		SP

74-75 TOTAL SEMESTER CREDIT HOURS FOR DEGREE

All NUR courses must be passed with a grade of C or better to progress in the program and meet graduation requirements.

ASSOCIATE DEGREE NURSING DEGREE (RIBN) (A45110RB)

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

ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

DMA:

DRE:

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
ACA 122 College Transfer Success	1	2		F, SP, S
BIO 168 Anatomy and Physiology I	4	6		F, SP, S
NUR 111 Introduction to Health Concepts	8	16		F
PSY 150 General Psychology	3	3		F, SP, S
TOTAL	16			
SPRING SEMESTER				
BIO 169 Anatomy and Physiology	4	6	BIO 168	F, SP, S
CHM 132 Organic and Biochemistry	4	6	CHM 131 & 131A or CHM 151	SP
NUR 112 Health Illness Concepts (1st 8 weeks)	5	9	NUR 111	SP
NUR 211 Health Care Concepts (2nd 8 weeks)	5	9	NUR 111	SP
TOTAL	18			
SUMMER SEMESTER				
ENG 111 Writing & Inquiry	3	3	Satisfactory placement or ENG 002	F, SP, S
NUR 114 Holistic Health Concepts	5	9	NUR 111	S
PSY 241 Developmental Psychology	3	3	PSY 150	F, SP, S
TOTAL	11			
FALL SEMESTER				
BIO 175 General Microbiology	3	4	BIO 110, BIO 111, BIO 163, BIO 165, or BIO 168	TBA
OR				
BIO 275 Microbiology	4	6	BIO 110, BIO 111, BIO 112, BIO 163, BIO 165, or BIO 168	F, SP, S
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
NUR 113 Family Health Concepts	5	9	NUR 111 and PSY 241	F
NUR 212 Health Systems Concepts	5	9	NUR 114 and PSY 241	F
TOTAL	16/17			
SPRING SEMESTER				
Humanities Elective (see list below)	3	3	Varies	F, SP, S
NUR 213 Complex Health Concepts	10	22	NUR 111, NUR, 112, NUR 113, NUR 114, NUR 211 and NUR 212	SP
TOTAL	13			

HUMANITIES ELECTIVE - Choose 3 credit hours from the following courses

ART 111 Art Appreciation	3	3		F, SP, S
HUM 115 Critical Thinking	3	3	Satisfactory placement or ENG 002	F, SP, S
MUS 110 Music Appreciation	3	3		F, SP, S
PHI 215 Philosophical Issues	3	3	ENG 111	F
PHI 240 Introduction to Ethics	3	3	ENG 111	F, SP
REL 110 World Religions	3	3		F, SP
REL 211 Introduction to Old Testament	3	3		F
REL 212 Introduction to New Testament	3	3		SP

74-75 TOTAL SEMESTER CREDIT HOURS FOR DEGREE

All NUR courses must be passed with a grade of C or better to progress in the program and meet graduation requirements.

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

Curriculum Description

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

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

Program Student Learning Outcomes

Graduates will be able to:

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

Advisor contact information: Tina Porter, 828-395-1621, tporter@isothermal.edu

ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
ACA 122 College Transfer Success	1	2		F, SP, S
BIO 168 Anatomy and Physiology I	4	6		F, SP, S
CHM 131 Introduction to Chemistry	3	3		F, SP, S
AND				
CHM 131A Introduction to Chemistry Lab	1	3		F, SP, S
OR				
CHM 151 General Chemistry I	4	6		F, SP, S
ENG 111 Writing & Inquiry	3	3	Satisfactory placement or ENG 002. Corequisite may be required.	F, SP, S
PSY 150 General Psychology	3	3		F, SP, S
TOTAL	15			
SPRING SEMESTER				
BIO 169 Anatomy and Physiology II	4	6	BIO 168	F, SP, S
ENG 112 Writing/Research in the Disciplines	3	3	ENG 111	F, SP, S
Humanities Elective (see list below)	3	3	Varies	F, SP, S
PSY 241 Developmental Psychology	3	3	PSY 150	F, SP, S
SOC 210 Introduction to Sociology	3	3		F, SP, S
TOTAL	16			

FALL SEMESTER				
BIO 275 Microbiology	4	6	BIO 110, BIO 111, BIO 112, BIO 163, BIO 165 or BIO 168	F, SP, S
ENG 231 American Literature I OR	3	3	ENG 112, ENG 113 or ENG 114	F, SP
ENG 232 American Literature II	3	3	ENG 112, ENG 113 or ENG 114	F, SP
HIS 111 World Civilization I OR	3	3		F, SP, S
HIS 112 World Civilization II OR	3	3		F, SP, S
HIS 131 American History I OR	3	3		TBA
HIS 132 American History II	3	3		TBA
MAT 143 Quantitative Literacy OR	3	4	Satisfactory placement or MAT 003 and ENG 002. Corequisite may be required.	F, SP, S
MAT 171 Precalculus Algebra	4	5	Satisfactory placement or MAT 003. Corequisite may be required.	F, SP, S
TOTAL	13/14			
SPRING SEMESTER				
Humanities Elective (see list below)	3	3	Varies	F, SP, S
MAT 152 Statistical Methods I	4	5	Satisfactory placement or MAT 003 and ENG 002. Corequisite may be required.	F, SP, S
SOC 220 Social Problems	3	3		F, SP
Social Behavioral / Elective	3	3	Varies	F, SP, S
Social Behavioral / Elective	3	3	Varies	F, SP, S
TOTAL	16			
HUMANITIES ELECTIVE - Choose 6 credit hours from the following courses				
ART 111 Art Appreciation	3	3		F, SP, S
HUM 115 Critical Thinking	3	3	Satisfactory placement or ENG 002	F, SP, S
MUS 110 Music Appreciation	3	3		F, SP, S
PHI 215 Philosophical Issues	3	3	ENG 111	F
PHI 240 Introduction to Ethics	3	3	ENG 111	F, SP

SOCIAL BEHAVIORAL / ELECTIVES - Choose 6 credit hours from the following courses:

ART 111 Art Appreciation	3	3		F, SP, S
CHM 132 Organic and Biochemistry	4	6	CHM 131 and CHM 131A or CHM 151	SP
COM 231 Public Speaking	3	3		F, SP, S
ECO 251 Principles of Microeconomics	3	3		F, SP, S
ECO 252 Principles of Macroeconomics	3	3		F, SP, S
ENG 231 American Literature I	3	3	ENG 112, ENG 113, or ENG 114	F, SP
ENG 232 American Literature II	3	3	ENG 112, ENG 113, or ENG 114	F, SP
ENG 241 British Literature I	3	3	ENG 112, ENG 113, or ENG 114	F
ENG 242 British Literature II	3	3	ENG 112, ENG 113, or ENG 114	SP
HEA 110 Personal Health/Wellness	3	3		F, SP, S
HIS 111 World Civilization I	3	3		F, SP, S
HIS 112 World Civilization II	3	3		F, SP, S
HIS 131 American History I	3	3		TBA
HIS 132 American History II	3	3		TBA
HUM 115 Critical Thinking	3	3	Satisfactory placement or ENG 002	F, SP, S
MAT 172 Precalculus Trigonometry	4	4	MAT 171	F, SP
MUS 110 Music Appreciation	3	3		F, SP, S
PHI 215 Philosophical Issues	3	3	ENG 111	F
PHI 240 Introduction to Ethics	3	3	ENG 111	F, SP
POL 120 American Government	3	3		F, SP
REL 211 Introduction to Old Testament	3	3		F
REL 212 Introduction to New Testament	3	3		SP

60/61 TOTAL SEMESTER CREDIT HOURS FOR DEGREE

All NUR courses must be passed with a grade of C or better to progress in the program and meet graduation requirements.

BASIC LAW ENFORCEMENT BLET CERTIFICATE (C55120)

Curriculum Description

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

Program Student Learning Outcomes

Graduates will be able to:

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

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

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
SPRING/SUMMER SEMESTER				
CJC 110 Basic Law Enforcement BLET	20	40		F, SP
TOTAL	20			
20 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE				
The course must be passed with a D or better to meet graduation requirements.				

COSMETOLOGY DEGREE (A55140)

Curriculum Description

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

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

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

Program Student Learning Outcomes

Graduates will be able to:

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

Advisor contact information: Connie Toney, 828-395-1439, ctoney@isothermal.edu

ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
ACA 115 Success and Study Skills	1	2		F, SP
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
COS 111 Cosmetology Concepts I	4	4		F, SP
COS 112 Salon I	8	24		F, SP
ENG 111 Writing & Inquiry	3	3	Satisfactory placement or ENG 002. Corequisite may be required.	F, SP, S
TOTAL	16			
SPRING SEMESTER				
COS 113 Cosmetology Concepts II	4	4	COS 111 and COS 112	F, SP
COS 114 Salon II	8	24	COS 111 and COS 112	F, SP
BIO 110 Principles of Biology	4	6		TBA
OR				
BIO 111 General Biology I	4	6		F, SP, S
OR				
BIO 168 Anatomy and Physiology I	4	6		
OR				
MAT 110 Math Measurement & Literacy	3	4	Satisfactory placement or MAT 003. Corequisite may be required.	F, SP, S
TOTAL	17-18			
SUMMER SEMESTER				
COS 115 Cosmetology III	4	4	COS 111 and COS 112	F, SP, S
COS 116 Salon III	4	12	COS 111 and COS 112	F, SP, S
Humanities Elective (see page 17 for list)	3	3	Varies	F, SP, S
TOTAL	11			

FALL SEMESTER				
COS 117 Cosmetology Concepts IV	2	2	COS 111 and COS 112	F, SP
COS 118 Salon IV	7	21	COS 111 and COS 112	F, SP
COS 119 Esthetics Concepts I	2	2		F, SP, S
COS 120 Esthetics Salon I	6	18		F, SP
OR				
COS 121 Manicure/Nail Technology I	6	10		F, SP, S
TOTAL	17			
SPRING SEMESTER				
COS 125 Esthetics Concepts II	2	4		F, SP
OR				
COS 223 Contemp Hair Coloring	2	2	COS 111 and COS 112	F, SP
COS 126 Esthetics Salon II	6	10		F, SP
OR				
COS 222 Manicure/Nail Technology II	6	10	COS 121	F, SP, S
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
OR				
COM 231 Public Speaking	3	3		F, SP, S
Social Science Elective (see page 18 for list)	3	3	Varies	F, SP, S
TOTAL	14			
75/76 TOTAL SEMESTER CREDIT HOURS FOR DEGREE				
All COS courses must be completed with a grade of C or better. Students must have a 2.0 G.P.A or higher to meet graduation requirements.				

COSMETOLOGY DIPLOMA (D55140)

Advisor contact information: Connie Toney, 828-395-1439, ctoney@isothermal.edu

ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
COS 111 Cosmetology Concepts I	4	4		F, SP
COS 112 Salon I	8	12		F, SP
ENG 111 Writing & Inquiry	3	3	Satisfactory placement or ENG 002. Corequisite may be required.	F, SP, S
BIO 110 Principles of Biology OR	4	6		TBA
BIO 111 General Biology I OR	4	6		F, SP, S
BIO 168 Anatomy and Physiology I OR	4	6		
MAT 110 Math Measurement & Literacy	3	4	Satisfactory placement or MAT 003. Corequisite may be required.	F, SP, S
TOTAL	18/19			
SPRING SEMESTER				
COS 113 Cosmetology Concepts II	4	4	COS 111 and COS 112	F, SP
COS 114 Salon II	8	24	COS 111 and COS 112	F, SP
TOTAL	12			
SUMMER SEMESTER				
COS 115 Cosmetology III	4	4	COS 111 and COS 112	F, SP, S
COS 116 Salon III	4	12	COS 111 and COS 112	F, SP, S
TOTAL	8			
FALL SEMESTER				
COS 117 Cosmetology Concepts IV	2	2	COS 111 and COS 112	F, SP
COS 118 Salon IV	7	21	COS 111 and COS 112	F, SP
TOTAL	9			

47/48 TOTAL SEMESTER CREDIT HOURS FOR DIPLOMA

All COS courses must be completed with a grade of C or better. Students must have a 2.0 G.P.A or higher to meet graduation requirements.

COSMETOLOGY CERTIFICATE (C55140)

Advisor contact information: Connie Toney, 828-395-1439, ctoney@isothermal.edu

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
COS 111 Cosmetology Concepts I	4	4		F, SP
COS 112 Salon I	8	12		F, SP
TOTAL	12			
SPRING SEMESTER				
COS 113 Cosmetology Concepts II	4	4	COS 111 and COS 112	F, SP
COS 114 Salon II	8	24	COS 111 and COS 112	F, SP
TOTAL	12			
SUMMER SEMESTER				
COS 115 Cosmetology III	4	4	COS 111 and COS 112	F, SP, S
COS 116 Salon III	4	12	COS 111 and COS 112	F, SP, S
COS 119 Esthetics Concepts I	2	2		F, SP, S
TOTAL	10			

34 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE

All COS courses must be completed with a grade of C or better. Students must have a 2.0 G.P.A or higher to meet graduation requirements.

COSMETOLOGY INSTRUCTOR CERTIFICATE (C55160)

Curriculum Description

The Cosmetology Instructor curriculum provides a course of study for learning the skills needed to teach the theory and practice of cosmetology as required by the North Carolina Board of Cosmetic Arts. Course work includes requirements for becoming an instructor, introduction to teaching theory, methods and aids, practice teaching, and development of evaluation instruments. Graduates of the program may be employed as cosmetology instructors in public or private education and business.

Program Student Learning Outcomes

Graduates will be able to:

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

Advisor contact information: Connie Toney, 828-395-1439, ctoney@isothermal.edu

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
COS 271 Instructor Concepts I	5	5		F, SP, S
COS 272 Instructor Practicum I	7	21		F, SP, S
TOTAL	12			
SPRING SEMESTER				
COS 273 Instructor Concepts II	5	5	COS 271 and COS 272	F, SP
COS 274 Instructor Practicum II	7	21	COS 271 and COS 272	F, SP
TOTAL	12			

24 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE

All COS courses must be completed with a grade of C or better. Students must have a 2.0 G.P.A or higher to meet graduation requirements.

ESTHETICS INSTRUCTOR CERTIFICATE (C55270)

Curriculum Description

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

Program Student Learning Outcomes

Graduates will be able to:

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

Advisor contact information: Connie Toney, 828-395-1439, ctoney@isothermal.edu

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
COS 253 Esthetics Instructor Concepts I	11	21		F, SP
TOTAL	11			
SPRING SEMESTER				
COS 254 Esthetics Instructor Concepts II	11	21		F, SP
TOTAL	11			
22 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE All COS courses must be completed with a grade of C or better. Students must have a 2.0 G.P.A or higher to meet graduation requirements.				

ESTHETICS TECHNOLOGY CERTIFICATE (C55230)

Curriculum Description

The Esthetics Technology curriculum provides competency-based knowledge, scientific/artistic principles and hands-on fundamentals associated with the art of skin care. The curriculum provides a simulated salon environment which enables students to develop manipulative skills. Course work includes instruction in all phases of professional Esthetics Technology, business/human relations, product knowledge, and other related topics. Graduates should be prepared to take the North Carolina Cosmetology State Board Licensing Exam and upon passing be licensed and qualify for employment in beauty and cosmetic/skin care salons, as a platform artist, and in related businesses.

Program Student Learning Outcomes

Graduates will be able to:

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

Advisor contact information: Connie Toney, 828-395-1439, ctoney@isothermal.edu

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
COS 119 Esthetics Concepts I	2	2		F, SP, S
COS 120 Esthetics Salon I	6	18		F, SP
TOTAL	8			
SPRING SEMESTER				
COS 125 Esthetics Concepts II	2	2	COS 119 and COS 120	F, SP
COS 126 Esthetics Salon II	6	18		F, SP
TOTAL	8			
16 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE All COS courses must be completed with a grade of C or better. Students must have a 2.0 G.P.A or higher to meet graduation requirements.				

MANICURING INSTRUCTOR CERTIFICATE (C55380)

Curriculum Description

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

Program Student Learning Outcomes

Graduates will be able to:

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

Advisor contact information: Connie Toney, 828-395-1439, ctoney@isothermal.edu

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL/SPRING/SUMMER SEMESTER				
COS 251 Manicure Instructor Concepts	8	8		F, SP, S
COS 252 Manicure Instructor Practicum	5	15		F, SP, S
TOTAL	13			

13 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE

All COS courses must be completed with a grade of C or better. Students must have a 2.0 G.P.A or higher to meet graduation requirements.

MANICURING/NAIL TECHNOLOGY CERTIFICATE (C55400)

Curriculum Description:

The Manicuring/Nail Technology curriculum provides competency-based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the nail technology industry. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

Course work includes instruction in all phases of professional nail technology, business/computer principles, product knowledge, and other related topics.

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

Program Student Learning Outcomes

Graduates will be able to:

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

Advisor contact information: Connie Toney, 828-395-1439, ctoney@isothermal.edu

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL/SPRING/SUMMER SEMESTER				
COS 121 Manicure/Nail Technology I	6	10		F, SP, S
COS 222 Manicure/Nail Technology II	6	10	COS 121	F, SP, S
TOTAL	12			

12 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE

All COS courses must be completed with a grade of C or better. Students must have a 2.0 G.P.A or higher to meet graduation requirements.

CRIMINAL JUSTICE TECHNOLOGY DEGREE (A55180)

Curriculum Description

The Criminal Justice Technology curriculum is designed to provide knowledge of criminal justice systems and operations. Study will focus on local, state, and federal law enforcement, judicial processes, corrections, and security services. The criminal justice system's role within society will be explored. Emphasis is on criminal justice systems, criminology, juvenile justice, criminal and constitutional law, investigative principles, ethics, and community relations. Additional study may include issues and concepts of government, counseling, communications, computers, and technology. Employment opportunities exist in a variety of local, state, and federal law enforcement, corrections, and security fields. Examples include police officer, deputy sheriff, county detention officer, state trooper, intensive probation/parole surveillance officer, correctional officer, and loss prevention specialist.

Program Student Learning Outcomes

Graduates will be able to:

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

Advisor contact information: Thomas Tarker, 828-395-1448, ttarker@isothermal.edu

ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

Students who successfully complete the CJC 110 Basic Law Enforcement Training (BLET) course may be given credit for CJC 120, CJC 121, CJC 131, CJC 221, and CJC 225 in the Criminal Justice Technology curriculum.

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
ACA 115 Success and Study Skills	1	2		F, SP
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
CJC 111 Introduction to Criminal Justice	3	3		F, SP, S
CJC 113 Juvenile Justice	3	3		F, SP
ENG 111 Writing & Inquiry	3	3	Satisfactory placement or ENG 002. Corequisite may be required.	F, SP, S
BIO 111 General Biology I	4	6		F, SP, S
OR				
MAT 143 Quantitative Literacy	3	4	Satisfactory placement or MAT 003 and ENG 002. Corequisite may be required.	F, SP, S
OR				
MAT 152 Statistical Methods I	4	5	Satisfactory placement or MAT 003 and ENG 002. Corequisite may be required.	F, SP, S
OR				
MAT 171 Precalculus Algebra	4	5	Satisfactory placement or MAT 003. Corequisite may be required.	F, SP, S
Other Required Elective (see list below)	3	3	Varies	F, SP, S
TOTAL	16/17			

SPRING SEMESTER				
CJC 112 Criminology	3	3		F, SP
CJC 131 Criminal Law	3	3		F, SP
CJC 212 Ethics and Community Relations	3	3		F, SP
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
POL 120 American Government	3	3		TBA
OR				
SOC 210 Introduction to Sociology	3	3		F, SP, S
PSY 150 General Psychology	3	3		F, SP, S
TOTAL	18			

FALL SEMESTER				
CIS 110 Introduction to Computers	3	4		F, SP, S
CJC 120 Interviews/Interrogations	2	3		F, SP
CJC 121 Law Enforcement Operations	3	3		F, SP
CJC 221 Investigations Principles	4	5		F, SP
CJC 231 Constitutional Law	3	3		F, SP
Humanities Elective (see page 17 for list)	3	3	Varies	F, SP, S
TOTAL	19			

SPRING SEMESTER				
CJC 122 Community Policing	3	3		F, SP
CJC 132 Court Procedures	3	3		F, SP, S
CJC 141 Corrections	3	3		F, SP, S
CJC 225 Crisis Intervention	3	3		F, SP
CJC 232 Civil Liability	3	3		F, SP
CJC 255 Issues in Criminal Justice App	3	3	CJC 111, CJC 221 and CJC 231	F, SP
TOTAL	18			

OTHER REQUIRED ELECTIVES - Choose 3 credit hours from the following courses				
CJC 151 Intro to Loss Prevention	3	3		F, SP
CJC 222 Criminalistics	3	3		F, SP
CJC 223 Organized Crime	3	3		F, SP

70/71 TOTAL SEMESTER CREDIT HOURS FOR DEGREE

CRIMINAL JUSTICE TECHNOLOGY DIPLOMA (D55180)

Advisor contact information: Thomas Tarker, 828-395-1448, ttarker@isothermal.edu

ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
ACA 115 Success and Study Skills	1	2		F, SP
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
CJC 111 Introduction to Criminal Justice	3	3		F, SP, S
CJC 112 Criminology	3	3		F, SP
CJC 113 Juvenile Justice	3	3		F, SP
CJC 121 Law Enforcement Operations	3	3		F, SP
CJC 131 Criminal Law	3	3		F, SP
TOTAL	16			
SPRING SEMESTER				
CJC 132 Court Procedures	3	3		F, SP, S
CJC 141 Corrections	3	3		F, SP, S
CJC 212 Ethics and Community Relations	3	3		F, SP
CJC 231 Constitutional Law	3	3		F, SP
CJC 232 Civil Liability	3	3		F, SP
POL 120 American Government	3	3		TBA
OR				
SOC 210 Introduction to Sociology	3	3		F, SP, S
TOTAL	18			
SUMMER SEMESTER				
CIS 110 Introduction to Computers	3	4		F, SP, S
ENG 111 Writing & Inquiry	3	3	Satisfactory placement or ENG 002. Corequisite may be required.	F, SP, S
Other Required Elective (see list below)	3	3	Varies	F, SP, S
PSY 150 General Psychology	3	3		F, SP, S
TOTAL	12			
OTHER REQUIRED ELECTIVES - Choose 3 credit hours from the following courses				
CJC 151 Intro to Loss Prevention	3	3		F, SP
CJC 222 Criminalistics	3	3		F, SP
CJC 223 Organized Crime	3	3		F, SP
46 TOTAL SEMESTER CREDIT HOURS FOR DIPLOMA				

CRIMINAL JUSTICE TECHNOLOGY CERTIFICATE (C55180)

Advisor contact information: Thomas Tarker, 828-395-1448, ttarker@isothermal.edu

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

DENTAL ASSISTING DIPLOMA (D45240)

Curriculum Description

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

Program Student Learning Outcomes

Graduates will be able to:

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

**Advisor contact information: Stacey Jenkins, 828-395-4440, sjenkins@isothermal.edu
or Tina Porter, 828-395-1621, tporter@isothermal.edu**

ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
DEN 100 Basic Orofacial Anatomy	2	2		F
DEN 101 Preclinical Procedures	7	10		F
DEN 103 Dental Sciences	2	2		F
DEN 111 Infection/Hazard Control	2	2		F
DEN 112 Dental Radiography	3	5		F
TOTAL	16			
SPRING SEMESTER				
DEN 102 Dental Materials	4	6		SP
DEN 104 Dental Health Education	3	4		SP
DEN 105 Practice Management	2	2		SP
DEN 106 Clinical Practice I	6	14	DEN 101	SP
TOTAL	15			
SUMMER SEMESTER				
BIO 110 Principles of Biology	4	6		TBA
COM 231 Public Speaking	3	3		F, SP, S
DEN 107 Clinical Practice II	5	13	DEN 106	S
ENG 111 Writing & Inquiry	3	3	Satisfactory placement or ENG 002. Corequisite may be required.	F, SP, S
TOTAL	15			

46 TOTAL SEMESTER CREDIT HOURS FOR DIPLOMA

All DEN and BIO courses must be completed with a grade of C or better to progress in the program and meet graduation requirements.

EARLY CHILDHOOD EDUCATION DEGREE PROGRAMS OF STUDY

Curriculum Description

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

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

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Head Start Programs, and school-age programs.

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

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

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

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

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

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

EARLY CHILDHOOD EDUCATION CAREER ENTRY (A55220C)

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

ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
ACA 115 Success and Study Skills	1	2		F, SP
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
EDU 119 Intro to Early Childhood Education	4	4		F, SP
EDU 131 Child, Family & Community	3	3		F
EDU 144 Child Development I	3	3		F, SP
EDU 151 Creative Activities	3	3		F
ENG 111 Writing & Inquiry	3	3	Satisfactory placement or ENG 002. Corequisite may be required.	F, SP, S
TOTAL	17			

SPRING SEMESTER				
EDU 145 Child Development II	3	3		F, SP
EDU 146 Child Guidance	3	3		SP
EDU 153 Health, Safety, & Nutrition	3	3		SP
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
OR				
COM 231 Public Speaking	3	3		F, SP, S
TOTAL	12			
SUMMER SEMESTER				
Mathematics/Natural Science Elective (see list below)	3/4	4/6	Varies	F, SP, S
Humanities Elective (see page 17 for list)	3	3	Varies	F, SP, S
TOTAL	6/7			
FALL SEMESTER				
EDU 184 Early Childhood Intro Practicum	2	4	EDU 119	F, SP
EDU 234 Infants, Toddlers, & Twos	3	3	EDU 119	F
EDU 280 Language and Literacy Experience	3	3		F
Other Required Elective (see list below)	2/4	3	Varies	F, SP, S
Other Required Elective (see list below)	2/4	3	Varies	F, SP, S
PSY 150 General Psychology	3	3		F, SP, S
TOTAL	15/19			
SPRING SEMESTER				
EDU 221 Children with Exceptional	3	3	EDU 144 and EDU 145 or PSY 244 and PSY 245	SP
EDU 284 Early Childhood Capstone Pract	4	10	EDU 119, EDU 146, EDU 151, EDU 184, EDU 144 or PSY 244 and EDU 145 or PSY 245	F, SP
Other Required Elective (see list below)	2/4	3	Varies	F, SP, S
Other Required Elective (see list below)	2/4	3	Varies	F, SP, S
TOTAL	11/15			
MATHEMATICS/NATURAL SCIENCES - Choose 1 group from the following courses				
AST 111 Descriptive Astronomy	3	3		TBA
AND				
AST 111A Descriptive Astronomy Lab	1	2		TBA
AST 151 General Astronomy I	3	3		TBA
AND				
AST 151A General Astronomy I Lab	1	2		TBA
BIO 111 General Biology I	4	6		F, SP, S
CHM 131 Introduction to Chemistry	3	3		F, SP, S
AND				
CHM 131A Introduction to Chemistry Lab				F, SP, S
CHM 151 General Chemistry I	4	6		F, SP, S
MAT 110 Math Measurement & Literacy	3	4	Satisfactory placement or MAT 003. Corequisite may be required.	F, SP, S
MAT 143 Quantitative Literacy	3	4	Satisfactory placement or MAT 003 and ENG 002. Corequisite may be required.	F, SP, S
MAT 152 Statistical Methods I	4	5	Satisfactory placement or MAT 003 and ENG 002. Corequisite may be required.	F, SP, S
MAT 171 Precalculus Algebra	4	5	Satisfactory placement or MAT 003. Corequisite may be required.	F, SP, S

PHY 110 conceptual Physics	3	3		TBA
PHY 151 College Physics I	4	5	MAT 171	TBA
OTHER REQUIRED ELECTIVE - Choose from the following courses				
ART 111 Art Appreciation	3	3		F, SP, S
ART 114 Art History Survey I	3	3		F, SP, S
ART 115 Art History Survey II	3	3		F, SP, S
AST 151 General Astronomy I	3	3		TBA
AND				
AST 151A General Astronomy I Lab	1	2		TBA
BIO 111 General Biology I	4	6		F, SP, S
BIO 168 Anatomy and Physiology I	4	6		F, SP, S
BIO 169 Anatomy and Physiology II	4	6	BIO 168	F, SP, S
BUS 137 Principles of Management	3	3		SP
CHM 131 Introduction to Chemistry	3	3		F, SP, S
AND				
CHM 131A Introduction to Chemistry Lab				F, SP, S
CHM 151 General Chemistry I	4	6		F, SP, S
CIS 110 Introduction to Computers	3	4		F, SP, S
COM 231 Public Speaking	3	3		F, SP, S
ECO 251 Principles of Microeconomics	3	3		F, SP, S
ECO 252 Principles of Macroeconomics	3	3		F, SP, S
EDU 161 Intro to Exceptional Children	3	3		F, SP
EDU 163 Classroom Management	3	3		F, SP, S
EDU 177 Instructional Methods	3	4		F, SP, S
EDU 185 Cognitive and Language Activity	3	3		F
EDU 214 Early Child Interm Pract	4	10	EDU 119, EDU 144 and EDU 146 or EDU 119, PSY 244 and EDU 146	
EDU 216 Foundations of Education	3	3		F
EDU 243 Learning Theory	3	3		F
EDU 250 Teacher Licensure Prep	3	3	ENG 111 and MAT 143, MAT 152, or MAT 171	SP
EDU 252 Math & Sci Activities	3	3		
EDU 254 Music and Movement for Children	2	3		F, SP
EDU 259 Curriculum Planning	3	3	EDU 119	
EDU 261 Early Childhood Administration I	3	3	Coreq. EDU 119	F, SP, S
EDU 262 Early Childhood Administration II	3	3	EDU 261	F, SP, S
EDU 271 Educational Technology	3	4		F, SP, S
EDU 289 Advanced Issues/School Age	2	2		F, SP
ENG 231 American Literature I	3	3	ENG 112, ENG 113, or ENG 114	F, SP
ENG 232 American Literature II	3	3	ENG 112, ENG 113, or ENG 114	F, SP
HIS 111 World Civilization I	3	3		F, SP, S
HIS 112 World Civilization II	3	3		F, SP, S
HIS 131 American History I	3	3		TBA
HIS 132 American History II	3	3		TBA
MUS 110 Music Appreciation	3	3		F, SP, S
MUS 112 Introduction to Jazz	3	3		TBA
PHI 215 Philosophical Issues	3	3	ENG 111	F

PHI 240 Introduction to Ethics	3	3	ENG 111	F, SP
REL 211 Introduction to Old Testament	3	3		F
REL 212 Introduction to New Testament	3	3		SP
SOC 210 Introduction to Sociology	3	3		F, SP, S
SOC 220 Social Problems	3	3		F, SP
SPA 111 Elementary Spanish I	3	3		F, SP
AND				
SPA 181 Spanish Lab	1	2		F, SP
65 TOTAL SEMESTER CREDIT HOURS FOR DEGREE				

EARLY CHILDHOOD LICENSURE (A55220L)

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

ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
ACA 115 Success and Study Skills	1	2		F, SP
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
EDU 119 Intro to Early Childhood Education	4	4		F, SP
EDU 131 Child, Family & Community	3	3		F
EDU 144 Child Development I	3	3		F, SP
EDU 151 Creative Activities	3	3		F
ENG 111 Writing & Inquiry	3	3	Satisfactory placement or ENG 002. Corequisite may be required.	F, SP, S
TOTAL	17			
SPRING SEMESTER				
EDU 145 Child Development II	3	3		F, SP
EDU 146 Child Guidance	3	3		SP
EDU 153 Health, Safety, & Nutrition	3	3		SP
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
PSY 150 General Psychology	3	3		F, SP, S
TOTAL	15			
SUMMER SEMESTER				
COM 231 Public Speaking	3	3		F, SP, S
Humanities Elective (see list below)	3	3	Varies	F, SP, S
MAT 143 Quantitative Literacy	3	4	Satisfactory placement or MAT 003 and ENG 002. Corequisite may be required.	F, SP, S
TOTAL	9			
FALL SEMESTER				
EDU 184 Early Childhood Intro Practicum	2	4	EDU 119	F, SP
EDU 216 Foundations of Education	3	3		F
EDU 234 Infants, Toddlers, & Twos	3	3	EDU 119	F
EDU 280 Language and Literacy Experience	3	3		F
BIO 111 General Biology I	4	6		F, SP, S
TOTAL	15			
SPRING SEMESTER				
EDU 221 Children with Exceptional	3	3	EDU 144 and EDU 145 or PSY 244 and PSY 245	SP
EDU 250 Teacher Licensure Prep	3	3	ENG 111 and MAT 143, MAT 152, or MAT 171	SP
EDU 284 Early Childhood Capstone Pract	4	10	EDU 119, EDU 146, EDU 151, EDU 184, EDU 144 or PSY 244 and EDU 145 or PSY 245	F, SP
Natural Science Elective (see list below)	4	5/6	Varies	F, SP, S
Social Science Elective (see list below)	3	3	Varies	F, SP, S
TOTAL	17			

HUMANITIES ELECTIVE -Choose 3 credit hours from the following courses

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

NATURAL SCIENCES - Choose 4 credit hours from the following courses

AST 111 Descriptive Astronomy	3	3		TBA
AND				
AST 111A Descriptive Astronomy Lab	1	2		TBA
OR				
CHM 151 General Chemistry I	4	6		F, SP, S

SOCIAL SCIENCE ELECTIVE - Choose 3 credits hours from the following courses

ECO 251 Principles of Microeconomics	3	3		F, SP, S
ECO 252 Principles of Macroeconomics	3	3		F, SP, S
HIS 111 World Civilization I	3	3		F, SP, S
HIS 131 American History I	3	3		TBA
HIS 132 American History II	3	3		TBA
SOC 210 Introduction to Sociology	3	3		F, SP, S

73 TOTAL SEMESTER CREDIT HOURS FOR DEGREE

EARLY CHILDHOOD NON-LICENSURE (A55220N)

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

ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
ACA 115 Success and Study Skills	1	2		F, SP
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
EDU 119 Intro to Early Childhood Education	4	4		F, SP
EDU 131 Child, Family, & Community	3	3		F
EDU 144 Child Development I	3	3		F, SP
EDU 151 Creative Activities	3	3		F
ENG 111 Writing & Inquiry	3	3	Satisfactory placement or ENG 002. Corequisite may be required.	F, SP, S
TOTAL	17			
SPRING SEMESTER				
EDU 145 Child Development II	3	3		F, SP
EDU 146 Child Guidance	3	3		SP
EDU 153 Health, Safety, & Nutrition	3	3		SP
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
PSY 150 General Psychology	3	3		F, SP, S
TOTAL	15			
SUMMER SEMESTER				
COM 231 Public Speaking	3	3		F, SP, S
Humanities Elective (see list below)	3	3	Varies	F, SP, S
MAT 143 Quantitative Literacy	3	4	Satisfactory placement or MAT 003 and ENG 002. Corequisite may be required.	F, SP, S
TOTAL	9			
FALL SEMESTER				
EDU 184 Early Childhood Intro Practicum	2	4	EDU 119	F, SP
EDU 234 Infants, Toddlers, & Twos	3	3	EDU 119	F
EDU 261 Childcare Admin I	3	3	Coreq. EDU 119	F, SP, S
EDU 280 Language and Literacy Experience	3	3		F
BIO 111 General Biology I	4	6		F, SP, S
TOTAL	15			
SPRING SEMESTER				
EDU 221 Children with Exceptional	3	3	EDU 144 and EDU 145 or PSY 244 and PSY 245	SP
EDU 262 Childcare Admin II	3	3	EDU 261	F, SP, S
EDU 284 Early Childhood Capstone Pract	4	10	EDU 119, EDU 146, EDU 151, EDU 184, EDU 144 or PSY 244 and EDU 145 or PSY 245	F, SP
Natural Science Elective (see list below)	4	5/6	Varies	F, SP, S
Social Science Elective (see list below)	3	3	Varies	F, SP, S
TOTAL	17			

HUMANITIES ELECTIVE - Choose 3 credits from the following courses

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

NATURAL SCIENCES - Choose 4 credits from the following courses

AST 111 Descriptive Astronomy	3	3		TBA
AND				
AST 111A Descriptive Astronomy Lab	1	2		TBA
OR				
CHM 151 General Chemistry I	4	6		F, SP, S

SOCIAL SCIENCE ELECTIVE - Choose 3 credits from the following courses

ECO 251 Principles of Microeconomics	3	3		F, SP, S
ECO 252 Principles of Macroeconomics	3	3		F, SP, S
HIS 111 World Civilization I	3	3		F, SP, S
HIS 131 American History I	3	3		TBA
HIS 132 American History II	3	3		TBA
SOC 210 Introduction to Sociology	3	3		F, SP, S

73 TOTAL SEMESTER CREDIT HOURS FOR DEGREE

EARLY CHILDHOOD EDUCATION DIPLOMA (D55220)

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

ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
ACA 115 Success and Study Skills	1	2		F, SP
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
EDU 119 Intro to Early Childhood Education	4	4		F, SP
EDU 131 Child, Family, & Community	3	3		F
EDU 144 Child Development I	3	3		F, SP
EDU 151 Creative Activities	3	3		F
ENG 111 Writing & Inquiry	3	3	Satisfactory placement or ENG 002. Corequisite may be required.	F, SP, S
TOTAL	17			
SPRING SEMESTER				
EDU 145 Child Development II	3	3		F, SP
EDU 146 Child Guidance	3	3		SP
EDU 153 Health, Safety, & Nutrition	3	3		SP
EDU 184 Early Childhood Intro Practicum	2	4	EDU 119	F, SP
PSY 150 General Psychology	3	3		F, SP, S
TOTAL	20			
FALL SEMESTER				
EDU 234 Infants, Toddlers, & Twos	3	3	EDU 119	F
TOTAL	3			
SPRING SEMESTER				
EDU 221 Children with Exceptional	3	3	EDU 144 and EDU 145 or PSY 244 and PSY 245	SP
TOTAL	3			
37 TOTAL SEMESTER CREDIT HOURS FOR DIPLOMA				

EARLY CHILDHOOD ADMINISTRATION CERTIFICATE (C55850)

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

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

EARLY CHILDHOOD EDUCATION CERTIFICATE (C55220)

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

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

EARLY CHILDHOOD PRESCHOOL CERTIFICATE (C55860)

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

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
EDU 119 Intro to Early Childhood Education	4	4		F, SP
EDU 131 Child, Family and Community	3	3		F
TOTAL	7			
OTHER REQUIRED ELECTIVES - Choose from the following courses:				
EDU 145 Child Development II	3	3		F, SP
OR				
PSY 245 Child Development II	3	3		TBA
EDU 146 Child Guidance	3	3		SP
EDU 153 Health, Safety and Nutrition	3	3		SP
TOTAL	9			
16 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE				

INFANT/TODDLER CARE CERTIFICATE (C55290)

Curriculum Description

The curriculum prepares individuals to work with children from infancy to three years of age in diverse learning environments. Students will combine learned theories, competency-based knowledge, and practice in actual settings with infants and toddlers.

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

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

Program Student Learning Outcomes

Graduates will be able to:

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

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

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
EDU 119 Intro to Early Childhood Education	4	4		F, SP
EDU 131 Child, Family, & Community	3	3		F
EDU 144 Child Development I	3	3		F, SP
TOTAL	10			
SPRING SEMESTER				
EDU 153 Health, Safety, & Nutrition	3	3		SP
EDU 234 Infants, Toddler, and Twos	3	3	EDU 119	F, SP
TOTAL	6			
16 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE				

SCHOOL-AGE EDUCATION DEGREE (A55440)

Curriculum Description

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

Program Student Learning Outcomes

Graduates will be able to:

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

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

ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
ACA 115 Success and Study Skills	1	2		F, SP
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
EDU 119 Intro to Early Childhood Education	4	4		F, SP
EDU 131 Child, Family and Community	3	3		F
EDU 144 Child Development I	3	3		F, SP
EDU 151 Creative Activities	3	3		F
TOTAL	14			
SPRING SEMESTER				
EDU 145 Child Development II	3	3		F, SP
EDU 146 Child Guidance	3	3		SP
EDU 184 Early Childhood Intro Practicum	2	4	EDU 119	F, SP
EDU 289 Advance Issues/School Age	2	2		F, SP
Other Required Elective (see list below)	3/4	3/6	Varies	F, SP, S
TOTAL	13/14			
SUMMER SEMESTER				
ENG 111 Writing & Inquiry	3	3	Satisfactory placement or ENG 002. Corequisite may be required.	F, SP, S
MAT/SCI Elective	3/4	4/6	Varies	F, SP, S
Other Required Elective (see list below)	3/4	3/6	Varies	F, SP, S
Other Required Elective (see list below)	3/4	3/6	Varies	F, SP, S
TOTAL	12/13			

FALL SEMESTER				
EDU 163 Classroom Management	3	3		F, SP, S
EDU 216 Foundation of Education	3	3		F
EDU 271 Educational Technology	3	4		F, SP
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
OR				
COM 231 Public Speaking	3	3		F, SP, S
TOTAL	12			

SPRING SEMESTER				
EDU 221 Children with Exceptional	3	3	EDU 144 and EDU 145 or PSY 244 and PSY 245	F, SP
EDU 285 Internship Experience - School Age	4	10	EDU 144 or PSY 244, EDU 145 or PSY 245, EDU 118 OR EDU 216 AND EDU 163	F, SP
Humanities Elective (see page 17 for list)	3	3	Varies	F, SP, S
Social Science Elective (see page 18 for list)	3	3	Varies	F, SP, S
TOTAL	13			

MAT/SCI ELECTIVE - Choose 1 group of 4 credit hours from the following courses

AST 111 Descriptive Astronomy	3	3		TBA
AND				
AST 111A Descriptive Astronomy Lab	1	2		TBA
AST 151 General Astronomy I	3	3		TBA
AND				
AST 151A General Astronomy I Lab	1	2		TBA
CHM 131 Introduction to Chemistry	3	3		F, SP, S
AND				
CHM 131A Introduction to Chemistry Lab				F, SP, S
CHM 151 General Chemistry I	4	6		F, SP, S
MAT 110 Math Measurement & Literacy	3	4	Satisfactory placement or MAT 003. Corequisite may be required.	F, SP, S
MAT 143 Quantitative Literacy	3	4	Satisfactory placement or MAT 003 and ENG 002. Corequisite may be required.	F, SP, S
MAT 152 Statistical Methods I	4	5	Satisfactory placement or MAT 003 and ENG 002. Corequisite may be required.	F, SP, S
MAT 171 Precalculus Algebra	4	5	Satisfactory placement or MAT 003. Corequisite may be required.	F, SP, S
PHY 151 College Physics I	4	5	MAT 171	TBA

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

ART 111 Art Appreciation	3	3		F, SP, S
ART 114 Art History Survey I	3	3		F, SP, S
ART 115 Art History Survey II	3	3		F, SP, S
AST 111 Descriptive Astronomy	3	3		TBA
AND				
AST 111A Descriptive Astronomy Lab	1	2		TBA
AST 151 General Astronomy I	3	3		TBA
AND				
AST 151A General Astronomy I Lab	1	2		TBA
BIO 111 General Biology I	4	6		F, SP, S
BIO 168 Anatomy and Physiology I	4	6		F, SP, S

BIO 169 Anatomy and Physiology II	4	6	BIO 168	F, SP, S
BUS 137 Principles of Management	3	3		SP
CHM 131 Introduction to Chemistry	3	3		F, SP, S
AND				
CHM 131A Introduction to Chemistry Lab				F, SP, S
CHM 151 General Chemistry I	4	6		F, SP, S
CIS 110 Intro to Computers	3	4		F, SP, S
COM 231 Public Speaking	3	3		F, SP, S
ECO 251 Principles of Microeconomics	3	3		F, SP, S
ECO 252 Principles of Macroeconomics	3	3		F, SP, S
EDU 153 Health, Safety, & Nutrition	3	3		SP
EDU 161 Intro to Exceptional Children	3	3		F, SP
EDU 177 Instructional Methods	3	4		F, SP, S
EDU 185 Cognitive and Language Activity	3	3		F
EDU 214 Early Child Intern Pract	4	10	EDU 119, EDU 144 and EDU 146 or EDU 119, PSY 244 and EDU 146	
EDU 234 Infants, Toddlers, & Twos	3	3	EDU 119	F
EDU 243 Learning Theory	3	3		F
EDU 250 Teacher Licensure Prep	3	3		SP
EDU 252 Math & Sci Activities	3	3		
EDU 254 Music and Movement for Children	2	3		F, SP
EDU 259 Curriculum Planning	3	3	EDU 119	
EDU 261 Early Childhood Administration I	3	3		F, SP, S
EDU 262 Early Childhood Administration II	3	3	EDU 261	F, SP, S
EDU 280 Language and Literacy Experience	3	3		F
EDU 281 Instructional Strategies: Read & Write	3	4		F, SP, S
ENG 231 American Literature I	3	3	ENG 112, ENG 113, or ENG 114	F, SP
ENG 232 American Literature II	3	3	ENG 112, ENG 113, or ENG 114	F, SP
HIS 111 World Civilization I	3	3		F, SP, S
HIS 112 World Civilization II	3	3		F, SP, S
HIS 131 American History I	3	3		TBA
HIS 132 American History II	3	3		TBA
MUS 110 Music Appreciation	3	3		F, SP, S
MUS 112 Introduction to Jazz	3	3		TBA
MUS 113 American Music	3	3		TBA
PHI 215 Philosophical Issues	3	3	ENG 111	F
PHI 240 Introduction to Ethics	3	3	ENG 111	F, SP
REL 211 Introduction to Old Testament	3	3		F
REL 212 Introduction to New Testament	3	3		SP
SOC 210 Introduction to Sociology	3	3		F, SP, S
SOC 220 Social Problems	3	3		F, SP
SPA 111 Elementary Spanish I	3	3		F, SP
AND				
SPA 181 Spanish Lab	1	2		F, SP

65 TOTAL SEMESTER CREDIT HOURS FOR DEGREE

EMERGENCY MEDICAL SCIENCE DEGREE BRIDGE PROGRAM (A45340)

Curriculum Description

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

Program Student Learning Outcomes

Graduates will be able to:

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

Advisor contact information: Ava Yamouti, 828-395-1435, ayamouti@isothermal.edu

ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
SPRING SEMESTER				
ACA 115 Success and Study Skills	1	2		F, SP
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
BIO 168 Anatomy and Physiology I	4	6		F, SP, S
ENG 111 Writing & Inquiry	3	3	Satisfactory placement or ENG 002. Corequisite may be required.	F, SP, S
EMS 125 EMS Instructor Methodology	3	4		SP
EMS 280 EMS Bridge Course	3	4		SP
TOTAL	14			
FALL SEMESTER				
BIO 169 Anatomy and Physiology II	4	6	BIO 168	F, SP, S
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
Humanities Elective (see page 17 for list)	3	3	Varies	F, SP, S
MAT 143 Quantitative Literacy	3	4	Satisfactory placement or MAT 003 and ENG 002. Corequisite may be required.	F, SP, S
PSY 150 General Psychology	3	3		F, SP, S
OR				
SOC 210 Introduction to Sociology	3	3		F, SP, S
TOTAL	16			

75 TOTAL SEMESTER CREDIT HOURS FOR DEGREE

Applicants must possess an active and valid North Carolina EMT-Paramedic or National Registry EMT-Paramedic credential to be accepted into the program. In addition, the student must possess a current basic cardiac life support certification, current advanced cardiac life support certification, current basic trauma life support certification and current pediatric advanced life support certification. By holding an active NC EMT-Paramedic or National Registry EMT-Paramedic credential, students are eligible to receive non-course credit for EMS 110, EMS 122, EMS 130, EMS 131, EMS 160, EMS 220, EMS 221, EMS 231, EMS 240, EMS 241, EMS 250, EMS 260, EMS 270, and EMS 285. This non-course credit will not be awarded until all other course requirements for the EMS Bridge Program have been met.

GENERAL OCCUPATIONAL TECHNOLOGY HEALTH TRANSFER DEGREE (A55280H)

Curriculum Description

The General Occupational Technology curriculum provides individuals with an opportunity to upgrade their skills and to earn an associate degree by taking courses suited for their occupational interests and/or needs. The curriculum content will be individualized for students according to their occupational interests and needs. A program of study for each student will be selected from associate degree-level courses offered by the College. Graduates will become more effective workers, better qualified for advancements within their field of employment, and become qualified for a wide range of entry-level employment opportunities.

Program Student Learning Outcomes

Graduates will be able to:

1. Communicate effectively through writing, reading, speaking, and listening through the demonstration of information literacy
2. Analyze problems and make logical conclusions
3. Demonstrate positive interpersonal skills through cooperative learning and group interaction
4. Demonstrate quantitative competencies
5. State an academic goal related to the student's chosen track in health sciences

Advisor contact information: Tina Porter, 828-395-1621, tporter@isothermal.edu

ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
ACA 115 Success and Study Skills	1	2		F, SP
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
BIO 168 Anatomy and Physiology I	4	6		F, SP, S
CIS 110 Introduction to Computers	3	4		F, SP, S
ENG 111 Writing & Inquiry	3	3	Satisfactory placement or ENG 002. Corequisite may be required.	F, SP, S
PSY 150 General Psychology	3	3		F, SP, S
TOTAL	15			
SPRING SEMESTER				
BIO 169 Anatomy and Physiology II	4	6	BIO 168	F, SP, S
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
OR				
COM 231 Public Speaking	3	3		F, SP, S
MAT 121 Algebra/Trigonometry	3	4	Satisfactory placement or MAT 003. Corequisite may be required.	F
OR				
MAT 143 Quantitative Literacy	3	4	Satisfactory placement or MAT 003 and ENG 002. Corequisite may be required.	F, SP, S
OR				
MAT 152 Statistical Methods I	4	5	Satisfactory placement or MAT 003 and ENG 002. Corequisite may be required.	F, SP, S
OR				
MAT 171 Precalculus Algebra	4	5	Satisfactory placement or MAT 003. Corequisite may be required.	F, SP, S
Other Required Electives (see list below)	3	3	Varies	F, SP, S
PSY 241 Developmental Psychology	3	3	PSY 150	F, SP, S
TOTAL	16/17			
FALL SEMESTER				
Humanities Elective (see list below)	3	3	Varies	F, SP, S
Other Required Electives (see list below)	17	3	Varies	F, SP, S
TOTAL	20			

SPRING SEMESTER				
Other Required Electives (see list below)	16	3	Varies	F, SP, S
TOTAL	16			
HUMANITIES ELECTIVE - Choose 3 credit hours from the following courses				
ART 111 Art Appreciation	3	3		F, SP, S
ART 115 Art History Survey II	3	3		F, SP, S
HUM 115 Critical Thinking	3	3	Satisfactory placement or ENG 002	F, SP, S
HUM 120 Cultural Studies	3	3		TBA
HUM 122 Southern Culture	3	3		TBA
HUM 130 Myth in Human Culture	3	3		TBA
HUM 170 The Holocaust	3	3		TBA
MUS 110 Music Appreciation	3	3		F, SP, S
MUS 112 Introduction to Jazz	3	3		TBA
MUS 113 American Music	3	3		TBA
PHI 215 Philosophical Issues	3	3	ENG 111	F
PHI 240 Introduction to Ethics	3	3	ENG 111	F, SP
REL 110 World Religions	3	3		F, SP
REL 211 Introduction to Old Testament	3	3		F
REL 212 Introduction to New Testament	3	3		SP
OTHER REQUIRED ELECTIVES - Choose 34 credit hours from the following courses:				
BIO 110 Principles of Biology	4	6		TBA
BIO 111 General Biology I	4	6		F, SP, S
BIO 155 Nutrition	3	3		F, SP, S
BIO 163 Basic Anatomy and Physiology	5	6		F
BIO 175 General Microbiology	3	4	BIO 110, BIO 111, BIO 163, BIO 165, or BIO 168	TBA
BIO 275 Microbiology	4	6	BIO 110, BIO 111, BIO 112, BIO 163, BIO 165, or BIO 168	F, SP, S
BUS 137 Principles of Management	3	3		SP
CHM 131 Introduction to Chemistry	3	3		F, SP, S
AND				
CHM 131A Introduction to Chemistry Lab				F, SP, S
CHM 132 Organic and Biochemistry	4	6	CHM 131 and CHM 131A or CHM 151	SP
CHM 151 General Chemistry I	4	6		F, SP, S
CHM 152 General Chemistry II	4	6	CHM 151	SP
COM 231 Public Speaking	3	3		F, SP, S
HEA 110 Personal Health/Wellness	3	3		F, SP, S
HEA 112 First Aide and CPR	2	3		TBA
HEA 120 Community Health	3	3		TBA
HUM 110 Technology and Society	3	3		TBA
HUM 115 Critical Thinking	3	3	Satisfactory placement or ENG 002	F, SP, S
HUM 120 Cultural Studies	3	3		TBA
HUM 122 Southern Culture	3	3		TBA
HUM 130 Myth in Human Culture	3	3		TBA
HUM 170 The Holocaust	3	3		TBA
ISC 121 Environmental Health & Safety	3	3		F, SP, S

MAT 152 Statistical Methods I	4	5	Satisfactory placement or MAT 003 and ENG 002. Corequisite may be required.	F, SP, S
MED 121 Medical Terminology I	3	3		F, SP, S
MED 122 Medical Terminology II	3	3	MED 121	F, SP
OST 148 Med Ins & Billing	3	3		F
OST 149 Medical Legal Issues	3	3		SP
PSY 281 Abnormal Psychology	3	3	PSY 150	SP
SOC 210 Introduction to Sociology	3	3		F, SP, S
SOC 213 Sociology of the Family	3	3		TBA
SOC 220 Social Problems	3	3		F, SP
SPA 111 Elementary Spanish I	3	3		F, SP
AND				
SPA 181 Spanish Lab	1	2		F, SP
SPA 112 Elementary Spanish I	3	3	SPA 111	F, SP
AND				
SPA 182 Spanish Lab	1	2	SPA 181	F, SP

64 TOTAL SEMESTER CREDIT HOURS FOR DEGREE

GENERAL OCCUPATIONAL TECHNOLOGY HEALTH TRANSFER DIPLOMA (D55280H)

Advisor contact information: Tina Porter, 828-395-1621, tporter@isothermal.edu

ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
ACA 115 Success and Study Skills	1	2		F, SP
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
BIO 168 Anatomy and Physiology I	4	6		F, SP, S
CIS 110 Introduction to Computers	3	4		F, SP, S
ENG 111 Writing & Inquiry	3	3	Satisfactory placement or ENG 002. Corequisite may be required.	F, SP, S
Other Required Electives (see list below)	3	3	Varies	F, SP, S
PSY 150 General Psychology	3	3		F, SP, S
TOTAL	17			
SPRING SEMESTER				
BIO 169 Anatomy and Physiology II	4	6	BIO 168	F, SP, S
Other Required Electives (see list below)	6	3	Varies	F, SP, S
PSY 241 Developmental Psychology	3	3	PSY 150	F, SP, S
TOTAL	13			
SUMMER SEMESTER				
Other Required Electives (see list below)	6	3	Varies	F, SP, S
TOTAL	6			
OTHER REQUIRED ELECTIVES - Choose 15 credit hours from the following courses:				
ART 111 Art Appreciation	3	3		F, SP, S
ART 114 Art History Survey I	3	3		F, SP, S
ART 115 Art History Survey II	3	3		F, SP, S
BIO 110 Principles of Biology	4	6		TBA
BIO 111 General Biology I	4	6		F, SP, S
BIO 155 Nutrition	3	3		F, SP, S
BIO 163 Basic Anatomy and Physiology	5	6		F
BIO 175 General Microbiology	3	4	BIO 110, BIO 111, BIO 163, BIO 165, or BIO 168	TBA
BIO 275 Microbiology	4	6	BIO 110, BIO 111, BIO 112, BIO 163, BIO 165, or BIO 168	F, SP, S
BUS 137 Principles of Management	3	3		SP
CHM 131 Introduction to Chemistry	3	3		F, SP, S
AND				
CHM 131A Introduction to Chemistry Lab				F, SP, S
CHM 132 Organic and Biochemistry	4	6	CHM 131 and CHM 131A or CHM 151	SP
CHM 151 General Chemistry I	4	6		F, SP, S
CHM 152 General Chemistry II	4	6	CHM 151	SP
COM 231 Public Speaking	3	3		F, SP, S
ENG 112 Writing/Research in the Disc	3	3	ENG 111	F, SP, S
HEA 110 Personal Health/Wellness	3	3		F, SP, S
HEA 112 First Aide and CPR	2	3		TBA
HEA 120 Community Health	3	3		TBA

HUM 110 Technology and Society	3	3		TBA
HUM 115 Critical Thinking	3	3	Satisfactory placement or ENG 002	F, SP, S
HUM 120 Cultural Studies	3	3		TBA
HUM 122 Southern Culture	3	3		TBA
HUM 130 Myth in Human Culture	3	3		TBA
HUM 170 The Holocaust	3	3		TBA
ISC 121 Environmental Health & Safety	3	3		F, SP, S
MAT 121 Algebra/Trigonometry	3	4	Satisfactory placement or MAT 003. Corequisite may be required.	
MAT 143 Quantitative Literacy	3	4	Satisfactory placement or MAT 003 and ENG 002. Corequisite may be required.8	F, SP, S
MAT 152 Statistical Methods I	4	5	Satisfactory placement or MAT 003 and ENG 002. Corequisite may be required.	F, SP, S
MAT 171 Precalculus Algebra	4	5	Satisfactory placement or MAT 003. Corequisite may be required.	F, SP, S
MED 121 Medical Terminology I	3	3		F, SP, S
MED 122 Medical Terminology II	3	3	MED 121	F, SP
MUS 110 Music Appreciation	3	3		F, SP, S
MUS 112 Introduction to Jazz	3	3		TBA
MUS 113 American Music	3	3		TBA
OST 148 Med Ins & Billing	3	3		F
OST 149 Medical Legal Issues	3	3		SP
PHI 215 Philosophical Issues	3	3	ENG 111	F
PHI 240 Introduction to Ethics	3	3	ENG 111	F, SP
PSY 281 Abnormal Psychology	3	3	PSY 150	SP
REL 110 World Religions	3	3		F, SP
REL 211 Introduction to Old Testament	3	3		F
REL 212 Introduction to New Testament	3	3		SP
SOC 210 Introduction to Sociology	3	3		F, SP, S
SOC 213 Sociology of the Family	3	3		TBA
SOC 220 Social Problems	3	3		F, SP
SPA 111 Elementary Spanish I	3	3		F, SP
AND				
SPA 181 Spanish Lab	1	2		F, SP
SPA 112 Elementary Spanish I	3	3	SPA 111	F, SP
AND				
SPA 182 Spanish Lab	1	2	SPA 181	F, SP

36 TOTAL SEMESTER CREDIT HOURS FOR DIPLOMA

GENERAL OCCUPATIONAL TECHNOLOGY HEALTH TRANSFER CERTIFICATE (C55280H)

Advisor contact information: Tina Porter, 828-395-1621, tporter@isothermal.edu

ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
ACA 115 Success and Study Skills	1	2		F, SP
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
ENG 111 Writing & Inquiry	3	3	Satisfactory placement or ENG 002. Corequisite may be required.	F, SP, S
PSY 150 General Psychology	3	3		F, SP, S
TOTAL	7			
SPRING SEMESTER				
Other Required Courses (see list below)	6	3		F, SP, S
TOTAL	6			
OTHER REQUIRED COURSES - Choose 6 credit hours from the following courses:				
BIO 163 Basic Anatomy and Physiology	5	6		F
OR				
BIO 168 Anatomy and Physiology I	4	6		F, SP, S
OR				
BIO 169 Anatomy and Physiology II	4	6	BIO 168	F, SP, S
OR				
PSY 241 Developmental Psychology	3	3	PSY 150	F, SP, S
OR				
SOC 210 Introduction to Sociology	3	3		F, SP, S
13 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE				

HUMAN SERVICES TECHNOLOGY DEGREE (A45380)

Curriculum Description

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

Program Student Learning Outcomes

Graduates will be able to:

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

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

ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
ACA 122 College Transfer Success	1	2		F, SP, S
ENG 111 Writing & Inquiry	3	3	Satisfactory placement or ENG 002. Corequisite may be required.	F, SP, S
HSE 110 Introduction to Human Services	3	4		F
HSE 112 Group Processes	2	3		F
HSE 123 Interviewing Techniques	3	4		F
PSY 150 General Psychology	3	3		F, SP, S
TOTAL	15			
SPRING SEMESTER				
HSE 125 Counseling	3	4		SP
HSE 210 Human Service Issues	2	2		SP
HSE 225 Crisis Intervention	3	3		SP
MAT 110 Math Measurement & Literacy	3	4	Satisfactory placement or MAT 003. Corequisite may be required.	F, SP, S
OR				
MAT 143 Quantitative Literacy	3	4	Satisfactory placement or MAT 003 and ENG 002. Corequisite may be required.	F, SP, S
OR				
MAT 152 Statistical Methods I	4	5	Satisfactory placement or MAT 003 and ENG 002. Corequisite may be required.	F, SP, S
OR				
BIO 111 General Biology I	4	6		F, SP, S
OR				
BIO 168 Anatomy and Physiology I	4	6		F, SP, S
PSY 241 Developmental Psychology	3	3	PSY 150	F, SP, S
TOTAL	14/15			

SUMMER SEMESTER				
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
OR				
COM 231 Public Speaking	3	3		F, SP, S
SOC 210 Introduction to Sociology	3	3		F, SP, S
TOTAL	6			
FALL SEMESTER				
CIS 110 Introduction to Computers	3	4		F, SP, S
HEA 110 Personal Health and Wellness	3	3		F, SP, S
HSE 145 Child Abuse and Neglect	3	3		F
HSE 220 Case Management	3	4	HSE 110	F
Humanities Elective (see list below)	3	3	Varies	F, SP, S
TOTAL	15			
SPRING SEMESTER				
DDT 110 Developmental Disabilities	3	3		SP
HSE 245 Stress Management	3	4		SP
PSY 281 Abnormal Psychology	3	3	PSY 150	SP
SAB 110 Substance Abuse Overview	3	3		SP
SOC 220 Social Problems	3	3		F, SP
TOTAL	15			
HUMANITIES ELECTIVE - Choose 3 credit hours from the following courses				
ART 111 Art Appreciation	3	3		F, SP, S
MUS 110 Music Appreciation	3	3		F, SP, S
MUS 112 Introduction to Jazz	3	3		TBA
PHI 215 Philosophical Issues	3	3	ENG 111	F
PHI 240 Introduction to Ethics	3	3	ENG 111	F, SP
65/66 TOTAL SEMESTER CREDIT HOURS FOR DEGREE				

HUMAN SERVICES TECHNOLOGY/ANIMAL ASSISTED INTERACTIONS DEGREE (A4538F)

Curriculum Description

The Human Services Technology/Animal Assisted Interactions concentration prepares individuals for entry level positions in service organizations providing animal interactions. The curriculum prepares students to incorporate specially- selected animals in goal-directed interactions to mental/physical disabilities, social, emotional, and/or cognitive functioning in people. Course work includes a history of the field of animal interventions, scientific evidence regarding the benefits of interactions, theoretical models, application of the human-animal bond and current trends. Students gain skills in measurement methodology and in animal handling and management. Graduates should qualify for employment in mental health, physical disabilities, youth services, social services, rehabilitation, correction, elder, and educational agencies. Upon completion of the degree, students may be eligible for certification through national or international organizations.

Program Student Learning Outcomes

Graduates will be able to:

1. Apply knowledge of disabilities and other human services related issues to an Equine Assisted Activities and Therapy (EAAT) setting.
2. Conduct animal-assisted therapeutic sessions within professional guidelines.
3. Interpret and respond to equine behaviors and health related to Equine Assisted Activities and Therapy (EAAT).
4. Examine careers in therapeutic horsemanship.

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

ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
ACA 122 College Transfer Success	1	2		F, SP, S
HSE 110 Introduction to Human Services	3	4		F
HSE 112 Group Processes	2	3		F
EQU 110 Intro to Therapeutic Horsemanship (1st 8 weeks)	2	3		F
EQU 115 Prin of Therapeutic Horsemanship (2nd 8 weeks)	3	4		F
PSY 150 General Psychology	3	3		F, SP, S
TOTAL	14			
SPRING SEMESTER				
BIO 168 Anatomy and Physiology I	4	6		F, SP, S
ENG 111 Writing & Inquiry	3	3	Satisfactory placement or ENG 002. Corequisite may be required.	F, SP, S
HSE 125 Counseling	3	4		SP
HSE 210 Human Service Issues	2	2		SP
EQU 125 Equine Behavior	3	4		SP
TOTAL	15			
SUMMER SEMESTER				
ENG 112 Writing/Research in the Discipline OR	3	3	ENG 111	F, SP, S
COM 231 Public Speaking	3	3		F, SP, S
EQU 210 Training the Therapeutic Horse	2	4		S
SOC 210 Introduction to Sociology	3	3		F, SP, S
TOTAL	8			

FALL SEMESTER				
EQU 111 Horse Science I	5	11		F
EQU 120 Horsemanship I	3	7		SP, S
EQU 215 Therapeutic Teaching	2	4		F
HSE 123 Interviewing Techniques	3	4		F
Humanities Elective (see list on page 17)	3	3	Varies	F, SP, S
TOTAL	16			
SPRING SEMESTER				
DDT 110 Developmental Disabilities	3	3		SP
HSE 225 Crisis Intervention	3	3		SP
PSY 241 Developmental Psychology	3	3	PSY 150	SP
Other Required Electives (see list below)	3	3	Varies	F, SP, S
SOC 220 Social Problems	3	3		F, SP
TOTAL	15			
OTHER REQUIRED ELECTIVES - Choose 3 credit hours from the following courses:				
CIS 110 Intro to Computers	3	4		F, SP, S
HSE 245 Child Abuse & Neglect	3	3		SP
PSY 281 Abnormal Psychology	3	3	PSY 150	SP
SAB 110 Substance Abuse Overview	3	3		SP
68 TOTAL SEMESTER CREDIT HOURS FOR DEGREE				

HUMAN SERVICES TECHNOLOGY DIPLOMA (D45380)

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

ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
ACA 122 College Transfer Success	1	2		F, SP, S
ENG 111 Writing & Inquiry	3	3	Satisfactory placement or ENG 002. Corequisite may be required.	F, SP, S
HSE 110 Introduction to Human Services	3	4		F
HSE 112 Group Processes	2	3		F
HSE 123 Interviewing Techniques	3	4		F
PSY 150 General Psychology	3	3		F, SP, S
TOTAL	15			
SPRING SEMESTER				
HSE 125 Counseling	3	4		SP
HSE 210 Human Service Issues	2	2		SP
HSE 225 Crisis Intervention	3	3		SP
PSY 281 Abnormal Psychology	3	3	PSY 150	SP
SOC 210 Introduction to Sociology	3	3		F, SP, S
TOTAL	14			
FALL SEMESTER				
CIS 110 Introduction to Computers	3	4		F, SP, S
HSE 220 Case Management	3	4	HSE 110	F
PSY 241 Developmental Psychology	3	3	PSY 150	F, SP, S
SOC 220 Social Problems	3	3		F, SP
TOTAL	12			
41 TOTAL SEMESTER CREDIT HOURS FOR DIPLOMA				

HUMAN SERVICES TECHNOLOGY/ANIMAL ASSISTED INTERACTIONS DIPLOMA (D4538F)

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

ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
ACA 122 College Transfer Success	1	2		F, SP, S
EQU 110 Intro to Therapeutic Horsemanship (1st 8 weeks)	2	3		F
EQU 115 Prin of Therapeutic Horsemanship (2nd 8 weeks)	3	4		F
HSE 112 Group Processes	2	3		F
PSY 150 General Psychology	3	3		F, SP, S
TOTAL	11			
SPRING SEMESTER				
DDT 110 Developmental Disabilities	3	3		SP
ENG 111 Writing & Inquiry	3	3	Satisfactory placement or ENG 002. Corequisite may be required.	F, SP, S
EQU 125 Equine Behavior	3	4		SP
HSE 125 Counseling	3	4		SP
PSY 281 Abnormal Psychology	3	3	PSY 150	SP
TOTAL	15			
SUMMER SEMESTER				
EQU 210 Training the Therapeutic Horse	2	4		S
TOTAL	2			
FALL SEMESTER				
BIO 168 Anatomy and Physiology I	4	6		F, SP, S
EQU 215 Therapeutic Teaching	2	4		F
HSE 123 Interviewing Techniques	3	4		F
PSY 241 Developmental Psychology	3	3	PSY 150	F, SP, S
TOTAL	12			
40 TOTAL SEMESTER CREDIT HOURS FOR DIPLOMA				

HUMAN SERVICES TECHNOLOGY CERTIFICATE (C45380)

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

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
ACA 122 College Transfer Success	1	2		F, SP, S
HSE 110 Introduction to Human Services	3	4		F
HSE 112 Group Processes	2	3		F
HSE 123 Interviewing Techniques	3	4		F
PSY 150 General Psychology	3	3		F, SP, S
TOTAL	12			
12 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE				

HUMAN SERVICES TECHNOLOGY/ANIMAL ASSISTED INTERACTIONS CERTIFICATE (C4538F)

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

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
EQU 110 Intro to Therapeutic Horsemanship (1st 8 weeks)	2	3		F
EQU 115 Prin of Therapeutic Horsemanship (2nd 8 weeks)	3	4		F
TOTAL	5			
SPRING SEMESTER				
EQU 125 Equine Behavior	3	4		SP
TOTAL	3			
SUMMER SEMESTER				
EQU 210 Training the Therapeutic Horse	2	4		S
TOTAL	2			
FALL SEMESTER				
EQU 215 Therapeutic Teaching	2	4		F
TOTAL	2			
12 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE				

OCCUPATIONAL EDUCATION ASSOCIATE DEGREE (A55320)

Curriculum Description

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

Program Student Learning Outcomes

Graduates will be able to:

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

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

ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
ACA 122 College Transfer Success	1	2		F, SP, S
EDU 175 Intro to Trade & Industrial Education	3	3		F, SP, S
EDU 177 Instructional Methods	3	4		F, SP, S
EDU 179 Vocational student Organizations	3	3		F, SP, S
EDU 271 Educational Technology	3	4		F, SP, S
EDU 281 Instructional Strategies: Read & Write	3	4		F, SP, S
ISC 121 Environmental Health & Safety	3	3		F, SP, S
TOTAL	19			
SPRING SEMESTER				
CIS 110 Introduction to Computers	3	4		F, SP, S
EDU 161 Intro to Exceptional Children	3	3		F, SP, S
EDU 163 Classroom Management	3	3		F, SP, S
EDU 176 Occupational Analysis & Course Dev	3	3		F, SP, S
ENG 111 Writing & Inquiry	3	3	Satisfactory placement or ENG 002. Corequisite may be required.	F, SP, S
PSY 150 General Psychology	3	3		F, SP, S
TOTAL	18			
FALL SEMESTER				
EDU 131 Child, Family & Community	3	3		F
EDU 243 Learning Theory	3	3		F
EDU 289 Advanced Issues/School Age	2	2		F, SP
Humanities Elective (see page 17 for list)	3	3	Varies	F, SP, S
MAT 110 Math Measurement & Literacy	3	4	Satisfactory placement or MAT 003. Corequisite may be required.	F, SP, S
OR				
MAT 143 Quantitative Literacy	3	4	Satisfactory placement or MAT 003 and ENG 002. Corequisite may be required.	F, SP, S
TOTAL	14			

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

66 TOTAL SEMESTER CREDIT HOURS FOR DEGREE

OCCUPATIONAL EDUCATION ASSOCIATE DIPLOMA (D55320)

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

ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
ACA 122 College Transfer Success	1	2		F, SP, S
EDU 175 Intro to Trade & Industrial Education	3	3		F, SP, S
EDU 177 Instructional Methods	3	4		F, SP, S
EDU 179 Vocational student Organizations	3	3		F, SP, S
EDU 271 Educational Technology	3	4		F, SP, S
EDU 281 Instructional Strategies: Read & Write	3	4		F, SP, S
ISC 121 Environmental Health & Safety	3	3		F, SP, S
TOTAL	19			

SPRING SEMESTER				
CIS 110 Introduction to Computers	3	4		F, SP, S
EDU 161 Intro to Exceptional Children	3	3		F, SP, S
EDU 163 Classroom Management	3	3		F, SP, S
EDU 176 Occupational Analysis & Course Dev	3	3		F, SP, S
ENG 111 Writing & Inquiry	3	3	Satisfactory placement or ENG 002. Corequisite may be required.	F, SP, S
PSY 150 General Psychology	3	3		F, SP, S
TOTAL	18			

37 TOTAL SEMESTER CREDIT HOURS FOR DIPLOMA

OCCUPATIONAL EDUCATION ASSOCIATE CERTIFICATE (C55320)

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

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
Choose 18 Credit Hours from the following courses				
EDU 175 Intro to Trade & Industrial Education	3	3		F, SP, S
EDU 177 Instructional Methods	3	4		F, SP, S
EDU 179 Vocational student Organizations	3	3		F, SP, S
EDU 271 Educational Technology	3	4		F, SP, S
EDU 281 Instructional Strategies: Read & Write	3	4		F, SP, S
ISC 121 Environmental Health & Safety	3	3		F, SP, S
TOTAL	18			

18 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE

PRACTICAL NURSING DIPLOMA (D45660)

Curriculum Description

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

Program Student Learning Outcomes

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

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

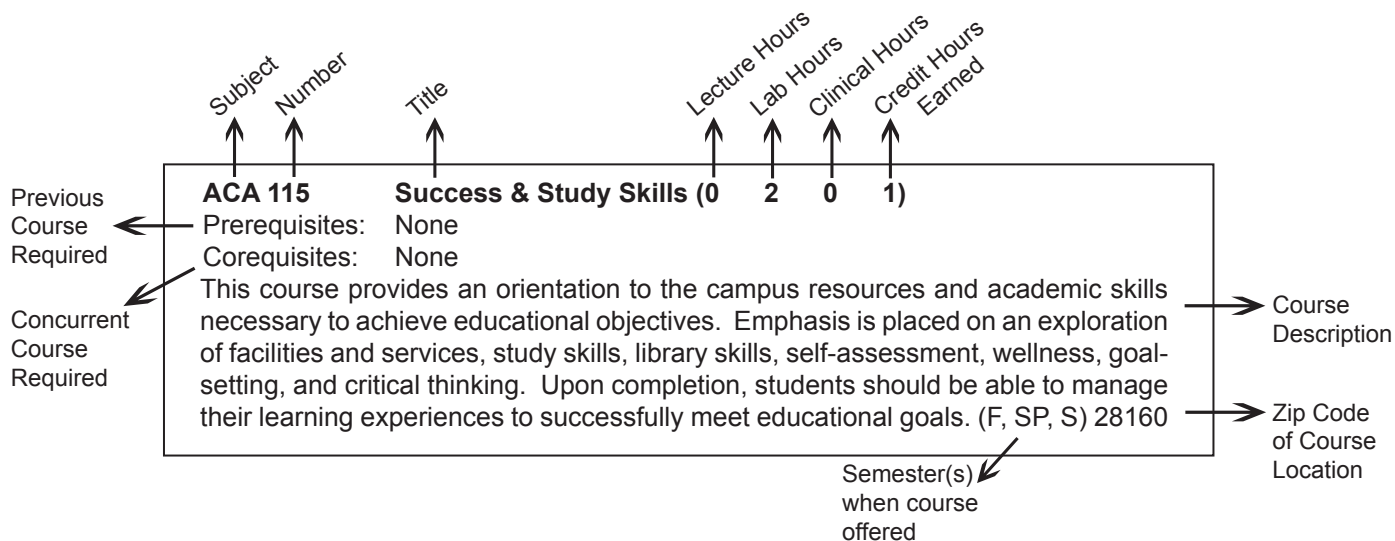
**Advisor contact information: Stephanie Denison, 828-395-1762, sdenison@isothermal.edu
or Tina Porter, 828-395-1621, tporter@isothermal.edu**

ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
FALL SEMESTER				
ACA 115 Success and Study Skills	1	2		F, SP
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
BIO 168 Anatomy and Physiology I	4	6		F, SP, S
NUR 101 Practical Nursing I	11	19	Enrollment in the Practical Nursing Program	F
PSY 150 General Psychology	3	3		F, SP, S
TOTAL	19			
SPRING SEMESTER				
BIO 169 Anatomy and Physiology II	4	6	BIO 168	F, SP, S
ENG 111 Writing & Inquiry	3	3	Satisfactory placement or ENG 002. Corequisite may be required.	F, SP, S
NUR 102 Practical Nursing II	10	16	NUR 101	SP
TOTAL	17			
SUMMER SEMESTER				
NUR 103 Practical Nursing III	9	15	NUR 101, NUR 102 and BIO 168	S
TOTAL	9			
45 TOTAL SEMESTER CREDIT HOURS FOR DIPLOMA				

COURSE DESCRIPTIONS

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



ACADEMIC RELATED

ACA 115 Success & Study Skills (0 2 0 1)

Prerequisites: None

Corequisites: None

This course provides an orientation to the campus resources and academic skills necessary to achieve educational objectives. Emphasis is placed on an exploration of facilities and services, study skills, library skills, self-assessment, wellness, goal-setting, and critical thinking. Upon completion, students should be able to manage their learning experiences to successfully meet educational goals. (F, SP) 28160, 28722

ACA 122 College Transfer Success (0 2 0 1)

Prerequisites: None

Corequisites: None

This course provides information and strategies necessary to develop clear academic and professional goals beyond the community college experience. Topics include the CAA, college policies and culture, career exploration, gathering information on senior institutions, strategic planning, critical thinking, and communications skills for a successful academic transition. Upon completion, students should be able to develop an academic plan to transition successfully to senior institutions. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (F, SP, S) 28160, 28722

ACCOUNTING

ACC 120 Principles of Financial Accounting (3 2 0 4)

Prerequisites: None

Corequisites: None

This course introduces business decision-making using accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (F, SP, S) 28160

ACC 121 Principles of Managerial Accounting (3 2 0 4)

Prerequisites: ACC 120

Corequisites: None

This course includes a greater emphasis on managerial and cost accounting skills. Emphasis is placed on managerial accounting concepts for external and internal analysis, reporting and decision-making. Upon completion, students should be able to analyze and interpret transactions relating to managerial concepts including product-costing systems. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (F, SP) 28160

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

Prerequisites: ACC 120

Corequisites: None

This course provides additional instruction in the financial accounting concepts and procedures introduced in ACC 120. Emphasis is placed on the analysis of specific balance sheet accounts, with in-depth instruction of the accounting principles applied to these accounts. Upon completion, students should be able to analyze data, prepare journal entries, and prepare reports in compliance with generally accepted accounting principles. (SP) 28160

ACC 129 Individual Income Taxes (2 2 0 3)

Prerequisites: None

Corequisites: None

This course introduces the relevant laws governing individual income taxation. Topics include tax law, electronic research and methodologies, and the use of technology for preparation of individual income tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various individual tax forms. (F) 28160

ACC 140 Payroll Accounting (1 3 0 2)

Prerequisites: ACC 120

Corequisites: None

This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages; calculating social security, income, and unemployment taxes; preparing appropriate payroll tax forms; and journalizing/posting transactions. Upon completion, students should be able to analyze data, make appropriate computations, complete forms, and prepare accounting entries using appropriate technology. (F) 28160

ACC 150 Accounting Software Applications (1 3 0 2)

Prerequisites: ACC 120

Corequisites: None

This course introduces microcomputer applications related to accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to accurately solve accounting problems. (SP) 28160

ACC 180 Practices in Bookkeeping (3 0 0 3)

Prerequisites: ACC 120

Corequisites: None

This course provides advanced instruction in bookkeeping and record-keeping functions. Emphasis is placed on mastering adjusting entries, correction of errors, depreciation, payroll, and inventory. Upon completion, students should be able to conduct all key bookkeeping functions for small businesses. (SP) 28160

ACC 220 Intermediate Accounting I (3 2 0 4)

Prerequisites: ACC 120

Corequisites: None

This course is a continuation of the study of accounting principles with in-depth coverage of theoretical concepts and financial statements. Topics include generally accepted accounting principles and extensive analysis of balance sheet components. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards. (F) 28160

AGRICULTURE**AGR 110 Agricultural Economics (3 0 0 3)**

Prerequisites: None

Corequisites: None

This course provides an introduction to basic economic principles in agriculture. Topics include supply and demand, the role of agriculture in the economy, economic systems, and micro- and macroeconomics. Upon completion, students should be able to explain economic systems, interpret supply and demand curves, and complete cost and revenue production schedules. (SP) 28160

AGR 111 Basic Farm Maintenance (1 3 0 2)

Prerequisites: None

Corequisites: None

This course covers fundamentals of maintenance and repair of farm facilities and equipment. Topics include safe use of hand tools and farm machinery, carpentry, concrete, painting, wiring, welding, plumbing, and calculating costs and materials needed. Upon completion, students should be able to answer theoretical questions on topics covered and assist with maintenance and repair of farm facilities and equipment. (SP) 28160

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

Prerequisites: None

Corequisites: None

This course will provide students with a clear perspective on the principles, history and practices of sustainable agriculture in our local and global communities. Students will be introduced to the economic, environmental and social impacts of agriculture. Upon completion, students will be able to identify the principles of sustainable agriculture as they relate to basic production practices. (F, SP, S) 28160

AGR 140 Agricultural Chemicals (2 2 0 3)

Prerequisites: None

Corequisites: None

This course covers all aspects of agricultural chemicals. Topics include safety, environmental effects, federal and state laws, pesticide classification, sprayer calibration, and licensing. Upon completion, students should be able to calibrate a sprayer, give proper pesticide recommendations (using integrated pest management), and demonstrate safe handling of pesticides. (SP) 28160

AGR 170 Soil Science (2 2 0 3)

Prerequisites: None

Corequisites: None

This course covers the basic principles of soil management and fertilization. Topics include liming, fertilization, soil management, biological properties of soil (including beneficial microorganisms), sustainable land care practices and the impact on soils, and plant nutrients. Upon completion, students should be able to analyze, evaluate, and properly amend soils/media according to sustainable practices. (F) 28160

AGR 210 Agricultural Accounting (1 4 0 3)

Prerequisites: None

Corequisites: None

This course covers the basic principles and practices of accounting and bookkeeping as they relate to the agricultural industry. Topics include general accounting terminology, data entry practices, and analysis of records for tax purposes. Upon completion, students should be able to complete a basic record book and analyze records for tax purposes. (F) 28160

AGR 212 Farm Business Management (3 0 0 3)

Prerequisites: None

Corequisites: None

This course introduces budgeting, farm analysis, production costs, business organizations, and general management principles. Topics include enterprise budgets, partial budgets, whole farm budgets, income analysis, and business organizations. Upon completion, students should be able to prepare and analyze a farm budget. (SP) 28160

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

Prerequisites: None

Corequisites: None

This course covers the basic laws and financial aspects affecting agriculture. Topics include environmental laws, labor laws, contractual business operations, assets, liabilities, net worth, and funding sources. Upon completion, students should be able to complete loan application procedures and explain basic laws affecting the agricultural industry. (F) 28160

AGR 214 Agricultural Marketing (3 0 0 3)

Prerequisites: None

Corequisites: None

This course covers basic marketing principles for agricultural products. Topics include buying, selling, processing, standardizing, grading, storing, and marketing of agricultural commodities. Upon completion, students should be able to construct a marketing plan for an agricultural product. (SP) 28160

AGR 261 Agronomy (2 2 0 3)

Prerequisites: None

Corequisites: None

This course provides a basic introduction to field and forage crops. Topics include forage crops, field crops, seed selection, fertility management, field preparation, harvesting, and storage. Upon completion, students should be able to demonstrate a knowledge of forage and field crop production practices. (SP) 28160

AGR 262 Weed ID & Control (2 3 0 3)

Prerequisites: None

Corequisites: None

This course introduces the annual and perennial weeds of economic importance in the southeast. Topics include the life cycles, flowering habits, identification, and control of various weeds in the Southeast. Upon completion, students should be able to identify selected weeds and recommend methods of control. (SP) 28160

AIR CONDITIONING, HEATING AND REFRIGERATION**AHR 120 HVACR Maintenance (1 3 0 2)**

Prerequisites: None

Corequisites: None

This course introduces the basic principles of industrial air conditioning and heating systems. Emphasis is placed on preventive maintenance procedures for heating and cooling equipment and related components. Upon completion, students should be able to perform routine preventive maintenance tasks, maintain records, and assist in routine equipment repairs. (SP) 28160

AHR 130 HVAC Controls (2 2 0 3)

Prerequisites: AHR 111, ELC 111 or ELC 112

Corequisites: None

This course covers the types of controls found in residential and commercial comfort systems. Topics include electrical and electronic controls, control schematics and diagrams, test instruments, and analysis and troubleshooting of electrical systems. Upon completion, students should be able to diagnose and repair common residential and commercial comfort system controls. (SP) 28160

AHR 151 HVAC Duct Systems I (1 3 0 2)

Prerequisites: None

Corequisites: None

This course introduces the techniques used to lay out and fabricate duct work commonly found in HVAC systems. Emphasis is placed on the skills required to fabricate duct work. Upon completion, students should be able to lay out and fabricate simple duct work. (F, SP) 28160

AHR 160 Refrigerant Certification (1 0 0 1)

Prerequisites: None

Corequisites: None

This course covers the requirements for the EPA certification examinations. Topics include small appliances, high pressure systems, and low pressure systems. Upon completion, students should be able to demonstrate knowledge of refrigerants and be prepared for the EPA certification examinations. (SP) 28160

AHR 210 Residential Building Code (1 2 0 2)

Prerequisites: None

Corequisites: None

This course covers the residential building codes that are applicable to the design and installation of HVAC systems. Topics include current residential codes as applied to HVAC design, service, and installation. Upon completion, students should be able to demonstrate the correct usage of residential building codes that apply to specific areas of the HVAC trade. (F, SP) 28160

AHR 211 Residential System Design (2 2 0 3)

Prerequisites: None

Corequisites: None

This course introduces the principles and concepts of conventional residential heating and cooling system design. Topics include heating and cooling load estimating, basic psychrometrics, equipment selection, duct system selection, and system design. Upon completion, students should be able to design a basic residential heating and cooling system. (F, SP) 28160

ALTERNATIVE ENERGY TECHNOLOGY**ALT 120 Renewable Energy Tech (2 2 0 3)**

Prerequisites: None

Corequisites: None

This course provides an introduction to multiple technologies that allow for the production and conservation of energy from renewable sources. Topics include hydro-electric, wind power, passive and active solar energy, tidal energy, appropriate building techniques, and energy conservation methods. Upon completion, students should be able to demonstrate an understanding of renewable energy production and its impact on humans and their environment. (F) 28160

ALT 250 Thermal Systems (2 2 0 3)

Prerequisites: None

Corequisites: None

This course introduces concepts, tools, techniques, and materials used to convert thermal energy into a viable, renewable energy resource. Topics include forced convection, heat flow and exchange, radiation, the various elements of thermal system design, regulations, and system installation and maintenance. Upon completion, students should be able to demonstrate an understanding of geothermal and solar thermal systems and corresponding regulations. (SP) 28160

AMERICAN SIGN LANGUAGE**ASL 111 Elementary ASL I (3 0 0 3)**

Prerequisites: None

Corequisites: None

This course introduces the fundamental elements of American Sign Language within a cultural context. Emphasis is placed on the development of basic expressive and receptive skills. Upon completion, students will be able to comprehend and respond with grammatical accuracy to expressive American Sign Language and demonstrate cultural awareness. (TBA) 28160

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

Prerequisites: None

Corequisites: None

This course introduces the livestock industry. Topics include nutrition, reproduction, production practices, diseases, meat processing, sustainable livestock production, and marketing. Upon completion, students should be able to demonstrate a basic understanding of livestock production practices and the economic impact of livestock locally, regionally, state-wide, and internationally. (F, S) 28160

ANS 115 Animal Feeds & Nutrition (2 2 0 3)

Prerequisites: None

Corequisites: None

This course covers the fundamentals of animal feeding and nutrition. Topics include nutrient requirements, digestion, feed formulation, and classification. Upon completion, students should be able to demonstrate knowledge of nutritional requirements and feeding practices of farm animals. (SP) 28160

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

Prerequisites: None

Corequisites: None

This course provides an introduction to the equine industry. Topics include history, breeds, disciplines, economic impact, and career opportunities within the industry. Upon completion, students should be able to demonstrate a basic understanding of the equine industry and as it relates to animal science, production, and management. (F, S) 28160

ANS 180 Equine Production (3 2 0 4)

Prerequisites: None

Corequisites: None

This course provides an introduction to the production of horses. Topics include anatomy and physiology, reproduction, genetics, selection, and basic management practices. Upon completion, students should be able to demonstrate a basic understanding of the production and management of horses. (SP) 28160

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

Prerequisites: None

Corequisites: None

This course introduces the physical, archaeological, linguistic, and ethnological fields of anthropology. Topics include human origins, genetic variations, archaeology, linguistics, primatology, and contemporary cultures. Upon completion, students should be able to demonstrate an understanding of the four major fields of anthropology. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in social/behavioral sciences.* (TBA) 28160

ANT 220 Cultural Anthropology (3 0 0 3)

Prerequisites: None

Corequisites: None

This course introduces the nature of human culture. Emphasis is placed on cultural theory, methods of fieldwork, and cross-cultural comparisons in the areas of ethnology, language, and the cultural past. Upon completion, students should be able to demonstrate an understanding of basic cultural processes and how cultural data are collected and analyzed. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in social/behavioral sciences.* (TBA) 28160

ARCHITECTURE**ARC 111 Introduction to Architectural Technology (1 6 0 3)**

Prerequisites: None

Corequisites: None

This course introduces basic architectural drafting techniques, lettering, use of architectural and engineer scales, and sketching. Topics include orthographic, axonometric, and oblique drawing techniques using architectural plans, elevations, sections, and details; reprographic techniques; and other related topics. Upon completion, students should be able to prepare and print scaled drawings within minimum architectural standards. (F) 28160

ARC 112 Constr Matls & Methods (3 2 0 4)

Prerequisites: None

Corequisites: None

This course introduces construction materials and methodologies. Topics include construction terminology, traditional and alternative materials and their properties, manufacturing processes, construction techniques, and other related topics. Upon completion, students should be able to detail construction assemblies and identify construction materials and properties. (F, SP, S) 28160

ARC 114 Architectural CAD (1 3 0 2)

Prerequisites: None

Corequisites: None

This course introduces basic architectural CAD techniques. Topics include basic commands and system hardware and software. Upon completion, students should be able to prepare and plot architectural drawings to scale within accepted architectural standards. (SP) 28160

ARC 131 Building Codes (2 2 0 3)

Prerequisites: ARC-112 or CAR-111

Corequisites: None

This course covers the methods of researching building codes for specific projects. Topics include residential and commercial building codes. Upon completion, students should be able to determine the code constraints governing construction projects. (SP) 28160

ART**ART 111 Art Appreciation (3 0 0 3)**

Prerequisites: None

Corequisites: None

This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms including but not limited to sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in humanities/fine arts.* (F, SP, S) 28160

ART 114 Art History Survey I (3 0 0 3)

Prerequisites: None

Corequisites: None

This course covers the development of art forms from ancient times to the Renaissance. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in humanities/fine arts.* (TBA) 28160

ART 115 Art History Survey II (3 0 0 3)

Prerequisites: None

Corequisites: None

This course covers the development of art forms from the Renaissance to the present. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in humanities/fine arts.* (TBA) 28160

ART 118 Art by Women (3 0 0 3)

Prerequisites: None

Corequisites: None

This course provides an analytical study of the works of representative female artists. Emphasis is placed on the historical and cultural contexts, themes, and aesthetic features of individual works. Upon completion, students should be able to interpret, analyze, and discuss selected works. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (TBA) 28160

ART 121 Two-Dimensional Design (0 6 0 3)

Prerequisites: None

Corequisites: None

This course introduces the elements and principles of design as applied to two-dimensional art. Emphasis is placed on the structural elements, the principles of visual organization, and the theories of color mixing and interaction. Upon completion, students should be able to understand and use critical and analytical approaches as they apply to two-dimensional visual art. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (TBA) 28160

ART 131 Drawing I (0 6 0 3)

Prerequisites: None

Corequisites: None

This course introduces the language of drawing and the use of various drawing materials. Emphasis is placed on drawing techniques, media, and graphic principles. Upon completion, students should be able to demonstrate competence in the use of graphic form and various drawing processes. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (TBA) 28160

ART 132 Drawing II (0 6 0 3)

Prerequisites: ART 131

Corequisites: None

This course continues instruction in the language of drawing and the use of various materials. Emphasis is placed on experimentation in the use of drawing techniques, media, and graphic materials. Upon completion, students should be able to demonstrate increased competence in the expressive use of graphic form and techniques. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (TBA) 28160

ART 140 Basic Painting (0 4 0 2)

Prerequisites: None

Corequisites: None

This course introduces the mechanics of painting. Emphasis is placed on the exploration of painting media through fundamental techniques. Upon completion, students should be able to demonstrate a basic understanding and application of painting. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (F, SP) 28160

ART 240 Painting I (0 6 0 3)

Prerequisites: None

Corequisites: None

This course introduces the language of painting and the use of various painting materials. Emphasis is placed on the understanding and use of various painting techniques, media, and color principles. Upon completion, students should be able to demonstrate competence in the use of creative processes directed toward the development of expressive form. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (TBA) 28160

ART 241 Painting II (0 6 0 3)

Prerequisites: ART 240

Corequisites: None

This course provides a continuing investigation of the materials, processes, and techniques of painting. Emphasis is placed on the exploration of expressive content using a variety of creative processes. Upon completion, students should be able to demonstrate competence in the expanded use of form and variety. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (TBA) 28160

ASTRONOMY**AST 111 Descriptive Astronomy (3 0 0 3)**

Prerequisites: None

Corequisites: AST 111A

This course introduces an overall view of modern astronomy. Topics include an overview of the solar system, the sun, stars, galaxies, and the larger universe. Upon completion, students should be able to demonstrate an understanding of the universe around them. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in natural sciences.* (TBA) 28160

AST 111A Descriptive Astronomy Lab (0 2 0 1)

Prerequisites: None

Corequisites: AST 111

This course is a laboratory to accompany AST 111. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 111 and which provide practical experience. Upon completion, students should be able to demonstrate an understanding of the universe around them. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in natural sciences.* (TBA) 28160

AST 151 General Astronomy I (3 0 0 3)

Prerequisites: None

Corequisites: AST 151A

This course introduces the science of modern astronomy with a concentration on the solar system. Emphasis is placed on the history and physics of astronomy and an introduction to the solar system, including the planets, comets, and meteors. Upon completion, students should be able to demonstrate a general understanding of the solar system. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in natural sciences.* (TBA) 28160

AST 151A General Astronomy I Lab (0 2 0 1)

Prerequisites: None

Corequisites: AST 151

The course is a laboratory to accompany AST 151. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 151 and which provide practical experience. Upon completion, students should be able to demonstrate a general understanding of the solar system. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in natural sciences.* (TBA) 28160

AST 152 General Astronomy II (3 0 0 3)

Prerequisites: AST 151/151A

Corequisites: AST 152A

This course is a continuation of AST 151 with primary emphasis beyond the solar system. Topics include the sun, stars, galaxies, and the larger universe, including cosmology. Upon completion, students should be able to demonstrate a working knowledge of astronomy. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in natural sciences.* (SP) 28160

AST 152A General Astronomy II Lab (0 2 0 1)

Prerequisites: AST 151/151A

Corequisites: AST 152

The course is a laboratory to accompany AST 152. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 152 and which provide practical experience. Upon completion, students should be able to demonstrate a working knowledge of astronomy. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in natural sciences.* (SP) 28160

AUTOMATION & ROBOTICS

ATR 211 Robot Programming (2 3 0 3)

Prerequisites: None

Corequisites: None

This course provides the operational characteristics of robots and programming in their respective languages. Topics include robot programming, teach pendants, PLC integration, operator interfaces, the interaction of external sensors, machine vision, network systems, and other related devices. Upon completion, students should be able to program and demonstrate the operation of various robots. (F) 28160

ATR 215 Sensors and Transducers (2 3 0 3)

Prerequisites: None

Corequisites: None

This course provides the theory and application of sensors typically found in an automated manufacturing system. Topics include physical properties, operating range, and other characteristics of numerous sensors and transducers used to detect temperature, pressure, position, and other desired physical parameters. Upon completion, students should be able to properly interface a sensor to a PLC, PC, or process control system. (TBA) 28160

ATR 218 Work Cell Integration (2 3 0 3)

Prerequisites: None

Corequisites: None

This course introduces high technology systems which are currently being used in new automated manufacturing facilities. Topics include integration of robots and work cell components, switches, proxies, vision and photoelectric sensors, with the automated control and data gathering systems. Upon completion, students should be able to install, program, and troubleshoot an automated manufacturing cell and its associated data communications systems. (TBA) 28160

AUTOMOTIVE

AUT 211 Automotive Machining (2 6 0 4)

Prerequisites: None

Corequisites: None

This course covers engine machining processes for remanufacturing automotive engines. Emphasis is placed on cylinder head service, machining block surfaces, reconditioning connecting rod assemblies, camshafts, flywheels, and precision measurement. Upon completion, students should be able to explain the operation and proper use of automotive machining equipment. (F) 28160

BIOLOGY

BIO 110 Principles of Biology (3 3 0 4)

Prerequisites: None

Corequisites: None

This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell biology, metabolism, genetics, evolution, ecology, diversity, and other related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to everyday life. *Under the Comprehensive Articulation Agreement, this course satisfies the general education Natural Science requirement for the AA and AFA degrees. It does not satisfy the general education Natural Science requirement for the AS degree.* (TBA) 28160

BIO 111 General Biology I (3 3 0 4)

Prerequisites: None

Corequisites: None

This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, molecular and cellular biology, metabolism and energy transformation, genetics, evolution, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in natural sciences.* (F, SP, S) 28160

BIO 112 General Biology II (3 3 0 4)

Prerequisites: BIO 111

Corequisites: None

This course is a continuation of BIO 111. Emphasis is placed on organisms, evolution, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in natural sciences.* (F, SP) 28160

BIO 140 Environmental Biology (3 0 0 3)

Prerequisites: None

Corequisites: BIO 140A

This course introduces environmental processes and the influence of human activities upon them. Topics include ecological concepts, population growth, natural resources, and a focus on current environmental problems from scientific, social, political, and economic perspectives. Upon completion, students should be able to demonstrate an understanding of environmental interrelationships and of contemporary environmental issues. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in natural sciences.* (TBA) 28160

BIO 140A Environmental Biology Lab (0 3 0 1)

Prerequisites: None

Corequisites: BIO 140

This course provides a laboratory component to complement BIO 140. Emphasis is placed on laboratory and field experience. Upon completion, students should be able to demonstrate a practical understanding of environmental interrelationships and of contemporary environmental issues. *This course is intended for all Associate degree programs. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in natural sciences.* (TBA) 28160

BIO 155 Nutrition (3 0 0 3)

Prerequisites: None

Corequisites: None

This course covers the biochemistry of foods and nutrients with consideration of the physiological effects of specialized diets for specific biological needs. Topics include cultural, religious, and economic factors that influence a person's acceptance of food, as well as nutrient requirements of the various life stages. Upon completion, students should be able to identify the functions and sources of nutrients, the mechanisms of digestion, and the nutritional requirements of all age groups. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (F, SP, S) 28160

BIO 163 Basic Anatomy and Physiology (4 2 0 5)

Prerequisites: None

Corequisites: None

This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships. *This course is designed for certificate and diploma programs. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (F) 28160

BIO 168 Anatomy and Physiology I (3 3 0 4)

Prerequisites: None

Corequisites: None

This course provides a comprehensive study of the anatomy and physiology of the human body. Topics include body organization, homeostasis, cytology, histology, and the integumentary, skeletal, muscular, and nervous systems and special senses. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (F, SP, S) 28160

BIO 169 Anatomy and Physiology II (3 3 0 4)

Prerequisites: BIO 168

Corequisites: None

This course provides a continuation of the comprehensive study of the anatomy and physiology of the human body. Topics include the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems as well as metabolism, nutrition, acid-base balance, and fluid and electrolyte balance. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (F, SP, S) 28160

BIO 175 General Microbiology (2 2 0 3)

Prerequisites: BIO 110, BIO 111, BIO 163, BIO 165, or BIO 168

Corequisites: None

This course covers principles of microbiology with emphasis on microorganisms and human disease. Topics include an overview of microbiology and aspects of medical microbiology, identification and control of pathogens, disease transmission, host resistance, and immunity. Upon completion, students should be able to demonstrate knowledge of microorganisms and the disease process as well as aseptic and sterile techniques. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (TBA) 28160

BIO 275 Microbiology (3 3 0 4)

Prerequisites: BIO 110, BIO 111, BIO 163, BIO 165, or BIO 168

Corequisites: None

This course covers principles of microbiology and the impact these organisms have on man and the environment. Topics include the various groups of microorganisms, their structure, physiology, genetics, microbial pathogenicity, infectious diseases, immunology, and selected practical applications. Upon completion, students should be able to demonstrate knowledge and skills including microscopy, aseptic technique, staining, culture methods, and identification of microorganisms. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (F, SP, S) 28160

BLUEPRINT READING**BPR 111 Print Reading (1 2 0 2)**

Prerequisites: None

Corequisites: None

This course introduces the basic principles of print reading. Topics include line types, orthographic projections, dimensioning methods, and notes. Upon completion, students should be able to interpret basic prints and visualize the features of a part or system. (F, SP) 28160

BPR 121 Blueprint Reading-Mech (1 2 0 2)

Prerequisites: BPR 111 or MAC 131

Corequisites: None

This course covers the interpretation of intermediate blueprints. Topics include tolerancing, auxiliary views, sectional views, and assembly drawings. Upon completion, students should be able to read and interpret a mechanical working drawing. (SP) 28160

BPR 130 Print Reading: Construction (3 0 0 3)

Prerequisites: None

Corequisites: None

This course covers the interpretation of prints and specifications that are associated with design and construction projects. Topics include interpretation of documents for foundations, floor plans, elevations, and related topics. Upon completion, students should be able to read and interpret construction prints and documents. (F) 28160

BROADCAST PRODUCTION**BPT 110 Introduction to Broadcasting (3 0 0 3)**

Prerequisites: None

Corequisites: None

This course introduces the field of broadcasting and other electronic media. Emphasis is placed on the history, development, and current status of radio, television, and related industries. Upon completion, students should be able to demonstrate knowledge of regulations, organizational structure, revenue sources, historical development, and on-going operation of broadcasting and related industries. (F) 28160

BPT 111 Broadcast Law & Ethics (3 0 0 3)

Prerequisites: None

Corequisites: None

This course covers judicial, legislative, and administrative policies pertinent to the ethical and legal operation of broadcast and other electronic media organizations. Emphasis is placed on legal and ethical issues including First Amendment protection, FCC regulations, copyright, and libel laws. Upon completion, students should be able to demonstrate an understanding of the historical significance and modern-day application of important broadcast laws and policies. (F) 28160

BPT 112 Broadcast Writing (3 2 0 4)

Prerequisites: None

Corequisites: None

This course introduces proper copy and script writing techniques and formats for radio, television, and other electronic media. Emphasis is placed on creating effective scripts for programs and promotional materials, including commercial and public radio service announcements for a specific target audience. Upon completion, students should be able to understand and write copy and scripts according to standard industry formats. (SP) 28160

BPT 113 Broadcast Sales (3 0 0 3)

Prerequisites: None

Corequisites: None

This course covers sales principles applicable to radio, television, cable, and other electronic media. Emphasis is placed on prospecting and servicing accounts, developing clients, and preparing sales presentations. Upon completion, students should be able to create a sales presentation based upon standard ratings reports, prospect for new customers, and understand account management. (SP) 28160

BPT 115 Public Relations (3 0 0 3)

Prerequisites: None

Corequisites: None

This course introduces the art and science of analyzing trends, predicting their consequences, counseling organizations, and implementing actions to serve organizational and public interests. Emphasis is placed on identifying public needs, conducting and analyzing research, writing and communicating information, maintaining media relations, and creating an organizational crisis plan. Upon completion, students should be able to summarize public relations history, conduct research, develop press releases, create printed material, and formulate a crisis plan. (on demand) 28160

BPT 121 Broadcast Speech I (2 3 0 3)

Prerequisites: None

Corequisites: None

This course covers basic preparation and performance of on-air talents' speaking quality. Emphasis is placed on developing a pleasant and efficient voice with techniques applied to taped news, features, commercial copy, and announcing. Upon completion, students should be able to show improvement and aptitude in proper articulation, pronunciation, rate of delivery, pitch, breathing techniques, inflection, projection, and phrasing. (SP) 28160

BPT 131 Audio/Radio Production I (2 6 0 4)

Prerequisites: None

Corequisites: None

This course covers the creation, development, production, and presentation of audio programming elements for broadcast and/or other electronic media applications. Emphasis is placed on the proper operation of professional audio equipment and the study of basic physical behavior and perceptual effects of sound. Upon completion, students should be able to correctly operate audio recording and playback equipment and demonstrate an understanding of the basic components of sound. (F) 28160

BPT 132 Audio/Radio Production II (2 6 0 4)

Prerequisites: BPT 131

Corequisites: None

This course covers the use of advanced audio production techniques in broadcast and/or other electronic media applications. Topics include basic audio signal processing equipment and analog and digital professional audio recording and playback equipment. Upon completion, students should be able to optimize the use of professional audio equipment in the production of effective audio programming. (SP) 28160

BPT 135 Radio Performance I (0 6 0 2)

Prerequisites: None

Corequisites: None

This course provides an opportunity to operate the college radio station as an announcer/board operator. Emphasis is placed on operating control-room equipment, logging transmitter readings, EBS tests, reading news, and broadcasting free of interruptions. Upon completion, students should be able to prepare music, public service announcements, and promos for timely broadcast; introduce songs/programs smoothly; and follow FCC rules. (F, SP) 28160

BPT 136 Radio Performance II (0 6 0 2)

Prerequisites: BPT 135

Corequisites: None

This course provides an opportunity to operate the college radio station as an announcer/board operator. Emphasis is placed on operating control-room equipment, logging transmitter readings, EBS tests, reading news, and broadcasting free of interruptions. Upon completion, students should be able to prepare music, public service announcements, and promos for timely broadcast; introduce songs/programs smoothly; and follow FCC rules. (F, SP) 28160

BPT 137 Radio Performance III (0 6 0 2)

Prerequisites: BPT 136

Corequisites: None

This course provides an opportunity to operate the college radio station as an announcer/board operator. Emphasis is placed on operating control-room equipment, logging transmitter readings, EBS tests, reading news, and broadcasting free of interruptions. Upon completion, students should be able to prepare music, public service announcements, and promos for timely broadcast; introduce songs/programs smoothly; and follow FCC rules. (F, SP) 28160

BPT 138 Radio Performance IV (0 6 0 2)

Prerequisites: BPT 137

Corequisites: None

This course provides an opportunity to operate the college radio station as an announcer/board operator. Emphasis is placed on operating control-room equipment, logging transmitter readings, EBS tests, reading news, and broadcasting free of interruptions. Upon completion, students should be able to prepare music, public service announcements, and promos for timely broadcast; introduce songs/programs smoothly; and follow FCC rules. (F, SP) 28160

BPT 139 Radio Performance V (0 6 0 2)

Prerequisites: BPT 138

Corequisites: None

This course provides an opportunity to operate the college radio station as an announcer/board operator. Emphasis is placed on operating control-room equipment, logging transmitter readings, EBS tests, reading news, and broadcasting free of interruptions. Upon completion, students should be able to prepare music, public service announcements, and promos for timely broadcast; introduce songs/programs smoothly; and follow FCC rules. (F, SP) 28160

BPT 140 Introduction to TV Systems (2 0 0 2)

Prerequisites: None

Corequisites: None

This course introduces technical systems that allow production, transmission, and reception of television and other video media. Emphasis is placed on identifying components and equipment, describing their function within the video chain, and troubleshooting problems within the signal flow. Upon completion, students should be able to demonstrate an understanding of components and equipment in the video chain and provide basic preventive maintenance on equipment. (F) 28160

BPT 210 Broadcast Management (3 0 0 3)

Prerequisites: None

Corequisites: None

This course covers management duties within the fields of broadcasting and other electronic media. Emphasis is placed on the management of broadcast stations and cable systems, including financial, personnel, news, sales, and promotion management. Upon completion, students should be able to demonstrate knowledge of successful station operation, including key management concepts and strategies. (TBA) 28160

BPT 215 Broadcast Programming (3 0 0 3)

Prerequisites: None

Corequisites: None

This course covers programming methods, research, and resources needed to provide programs for radio, television, cable, and satellite target audiences. Topics include market research and analysis; local, network, and public station programming and program sources; and scheduling procedures for electronic media. Upon completion, students should be able to develop a programming format or schedule. (TBA) 28160

BPT 220 Broadcast Marketing (3 0 0 3)

Prerequisites: None

Corequisites: None

This course introduces broadcast marketing, including cultivating an audience, building an identity, and servicing customers. Topics include the use of effective promotional tools, marketing research, rating analysis, and the development of a unified marketing plan. Upon completion, students should be able to develop a broadcast marketing plan. (SP) 28160

BPT 231 Video/TV Production I (2 6 0 4)

Prerequisites: None

Corequisites: None

This course covers the language of film/video, shot composition, set design, lighting, production planning, scripting, editing, and operation of video and television production equipment. Emphasis is placed on mastering the body of knowledge and techniques followed in producing all forms of video and television production. Upon completion, students should be able to produce basic video and television productions in a team environment. (F) 28160

BPT 232 Video/TV Production II (2 6 0 4)

Prerequisites: BPT 231

Corequisites: None

This course covers advanced video and television production. Emphasis is placed on field production, post-production, digital video effects, graphics, and multi-camera productions. Upon completion, students should be able to create productions that optimize the use of studio, field, and post-production equipment. (SP) 28160

BPT 235 TV Performance I (0 6 0 2)

Prerequisites: None

Corequisites: None

This course provides hands-on experience in the operation of television studios and/or stations. Emphasis is placed on the application of skills through direct participation in the production or distribution of television programs. Upon completion, students should be able to demonstrate competence in performing key station and/or studio duties. (F, SP) 28160

BPT 236 TV Performance II (0 6 0 2)

Prerequisites: BPT 235

Corequisites: None

This course provides hands-on experience in the operation of television studios and/or stations. Emphasis is placed on the application of skills through direct participation in the production or distribution of television programs. Upon completion, students should be able to demonstrate competence in performing key station and/or studio duties. (F, SP) 28160

BPT 237 TV Performance III (0 6 0 2)

Prerequisites: BPT 236

Corequisites: None

This course provides hands-on experience in the operation of television studios and/or stations. Emphasis is placed on the application of skills through direct participation in the production or distribution of television programs. Upon completion, students should be able to demonstrate competence in performing key station and/or studio duties. (F, SP) 28160

BPT 238 TV Performance IV (0 6 0 2)

Prerequisites: BPT 237

Corequisites: None

This course provides hands-on experience in the operation of television studios and/or stations. Emphasis is placed on the application of skills through direct participation in the production or distribution of television programs. Upon completion, students should be able to demonstrate competence in performing key station and/or studio duties. (F, SP) 28160

BPT 239 TV Performance V (0 6 0 2)

Prerequisites: BPT 238

Corequisites: None

This course provides hands-on experience in the operation of television studios and/or stations. Emphasis is placed on the application of skills through direct participation in the production or distribution of television programs. Upon completion, students should be able to demonstrate competence in performing key station and/or studio duties. (F, SP) 28160

BPT 241 Broadcast Journalism I (3 2 0 4)

Prerequisites: None

Corequisites: None

This course introduces broadcast journalism, including the gathering, writing, delivery, editing, and production of news stories and reports. Emphasis is placed on proper news writing skills, including the creation of good leads and complete stories in the production of radio voicers and reports. Upon completion, students should be able to write broadcast news scripts and produce radio news reports and newscasts. (F) 28160

BPT 242 Broadcast Journalism II (3 2 0 4)

Prerequisites: BPT 241

Corequisites: None

This course provides an opportunity to gather, write, edit, and produce broadcast news reports. Emphasis is placed on producing professional broadcast news reports, including script writing, gathering, and editing. Upon completion, students should be able to produce and record professional broadcast news stories. (TBA) 28160

BPT 250 Institutional Video (2 3 0 3)

Prerequisites: None

Corequisites: None

This course covers development and production of non-broadcast video productions for clients. Emphasis is placed on satisfying client objectives, including interviewing, research, site surveying, script review, photography, and post-production. Upon completion, students should be able to plan, write, shoot, and edit an institutional video designed to meet a client's objectives. (F) 28160

BPT 255 Computer-Based Production (2 3 0 3)

Prerequisites: CIS 110 or CIS 111

Corequisites: None

This course covers digital systems used for video, audio, and multimedia production. Emphasis is placed on computer-based tools integrating digital production with analog broadcast-related production. Upon completion, students should be able to understand and operate basic tools for video graphics, video capture, multimedia authoring, sound capture, and digital audio production. (S) 28160

BPT 260 Multi-Track Recording (2 2 0 3)

Prerequisites: BPT 132

Corequisites: None

This course covers the application of audio production techniques in a multi-track recording setting. Emphasis is placed on proper use of control room equipment and mix-down of multiple sound sources on both analog and digital recorders. Upon completion, students should be able to produce creative music or supplemental works using sound engineering techniques. (F) 28160

BPT 285 Broadcast Prod Capstone (1 6 0 3)

Prerequisites: BPT 132 or BPT 232

Corequisites: None

This course provides an opportunity to complete a broadcast production from the design phase through implementation with minimal instructor support. Emphasis is placed on planning/budgets, production, post-production and distribution. Upon completion, students should be able to plan, produce and distribute a broadcast production. (SP) 28160

BUSINESS**BUS 110 Introduction to Business (3 0 0 3)**

Prerequisites: None

Corequisites: None

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (F, S) 28160

BUS 115 Business Law I (3 0 0 3)

Prerequisites: None

Corequisites: None

This course introduces the student to the legal and ethical framework of business. Contracts, negotiable instruments, the law of sales, torts, crimes, constitutional law, the Uniform Commercial Code, and the court systems are examined. Upon completion the student should be able to identify legal and ethical issues that arise in business decisions and the laws that apply to them. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (F) 28160

BUS 125 Personal Finance (3 0 0 3)

Prerequisites: None

Corequisites: None

This course provides a study of individual and family financial decisions. Emphasis is placed on building useful skills in buying, managing finances, increasing resources, and coping with current economic conditions. Upon completion, students should be able to develop a personal financial plan. (F, S) 28160

BUS 137 Principles of Management (3 0 0 3)

Prerequisites: None

Corequisites: None

This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (SP) 28160

BUS 139 Entrepreneurship I (3 0 0 3)

Prerequisites: None

Corequisites: None

This course provides an introduction to the principles of entrepreneurship. Topics include self-analysis of entrepreneurship readiness, the role of entrepreneur in economic development, legal problems, organizational structure, sources of financing, budgeting, and cash flow. Upon completion, students should have an understanding of the entrepreneurial process and issues faced by entrepreneurs. (F - even years only) 28160

BUS 153 Human Resource Management (3 0 0 3)

Prerequisites: None

Corequisites: None

This course introduces the functions of personnel/human resource management within an organization. Topics include equal opportunity and the legal environment, recruitment and selection, performance appraisal, employee development, compensation planning, and employee relations. Upon completion, students should be able to anticipate and resolve human resource concerns. (F) 28160

BUS 230 Small Business Management (3 0 0 3)

Prerequisites: None

Corequisites: None

This course introduces the challenges of entrepreneurship including the startup and operation of a small business. Topics include market research techniques, feasibility studies, site analysis, financing alternatives, and managerial decision making. Upon completion, students should be able to develop a small business plan. (SP) 28160

BUS 253 Leadership and Management Skills (3 0 0 3)

Prerequisites: None

Corequisites: None

This course includes a study of the qualities, behaviors, and personal styles exhibited by leaders. Emphasis is placed on coaching, counseling, team building, and employee involvement. Upon completion, students should be able to identify and exhibit the behaviors needed for organizational effectiveness. (F) 28160

BUS 260 Business Communication (3 0 0 3)

Prerequisites: ENG 110 or ENG 111

Corequisites: None

This course is designed to develop skills in writing business communications. Emphasis is placed on business reports, correspondence, and professional presentations. Upon completion, students should be able to communicate effectively in the work place. (SP) 28160

BUS 270 Professional Development (3 0 0 3)

Prerequisites: None

Corequisites: None

This course provides basic knowledge of self-improvement techniques as related to success in the professional world. Topics include positive human relations, job-seeking skills, and projecting positive self-image. Upon completion, students should be able to demonstrate competent personal and professional skills necessary to get and keep a job. (SP) 28160

CABINETMAKING

CAB 111 Cabinetmaking I (4 9 0 7)

Prerequisites: None

Corequisites: None

This course introduces wood technology, materials, purchasing, estimating, design considerations, and cabinet construction. Topics include wood identification and use, hand tools, safe machine operation, glue and clamping, abrasives, wood joinery, kitchen and bath layout, laminates, and finishing techniques. Upon completion, students should be able to select and process materials; make sound production decisions; and design, lay out, construct, and install cabinets. (F, SP)

CARPENTRY

CAR 111 Carpentry I (3 15 0 8)

Prerequisites: None

Corequisites: None

This course introduces the theory and construction methods associated with the building industry, including framing, materials, tools, and equipment. Topics include safety, hand/power tool use, site preparation, measurement and layout, footings and foundations, construction framing, and other related topics. Upon completion, students should be able to safely lay out and perform basic framing skills with supervision. (F) 28160

CAR 112 Carpentry II (3 15 0 8)

Prerequisites: CAR 111

Corequisites: None

This course covers the advanced theory and construction methods associated with the building industry including framing and exterior finishes. Topics include safety, hand/power tool use, measurement and layout, construction framing, exterior trim and finish, and other related topics. Upon completion, students should be able to safely frame and apply exterior finishes to a residential building with supervision. (F, SP, S) 28160

CAR 113 Carpentry III (3 9 0 6)

Prerequisites: CAR 111

Corequisites: None

This course covers interior trim and finishes. Topics include safety, hand/power tool use, measurement and layout, specialty framing, interior trim and finishes, cabinetry, and other related topics. Upon completion, students should be able to safely install various interior trim and finishes in a residential building with supervision. (F, SP) 28160

COMPUTER ENGINEERING TECHNOLOGY

CET 111 Computer Upgrade/Repair I (2 3 0 3)

Prerequisites: None

Corequisites: None

This course covers repairing, servicing, and upgrading computers and peripherals in preparation for industry certification. Topics include CPU/memory/bus identification, disk subsystems, hardware/software installation/configuration, common device drivers, data recovery, system maintenance, and other related topics. Upon completion, students should be able to safely repair and/or upgrade computer systems to perform within specifications. (F) 28160

CET 161 Procedural Programming (2 3 0 3)

Prerequisites: None

Corequisites: None

This course introduces procedural computer programming for engineering applications. Emphasis is placed on event-driven programming methods, including creating and manipulating data, sequencing, iteration, and blocking of code. Upon completion, students should be able to design, code, test and debug at a beginning level. (S) 28160

CET 245 Internet Servers (2 3 0 3)

Prerequisites: None

Corequisites: None

This course covers the setup and management of Internet server hardware and software. Topics include TCP/IP, FTP, SMTP, and HTTP; installation and configuration of server software for web, FTP, DNS, mail, and other services. Upon completion, students should be able to set up and maintain Internet servers. (TBA) 28160

CET 251 Software Eng Principles (3 3 0 4)

Prerequisites: None

Corequisites: None

This course introduces the methodology used to manage the development process for complex software systems. Topics include the software life cycle, resource allocation, team dynamics, design techniques, and tools that support these activities. Upon completion, students should be able to design and build robust software in a team setting. (TBA) 28160

CHEMISTRY

CHM 131 Introduction to Chemistry (3 0 0 3)

Prerequisites: None

Corequisites: CHM 131A

This course introduces the fundamental concepts of inorganic chemistry. Topics include measurement, matter and energy, atomic and molecular structure, nuclear chemistry, stoichiometry, chemical formulas and reactions, chemical bonding, gas laws, solutions, and acids and bases. Upon completion, students should be able to demonstrate a basic understanding of chemistry as it applies to other fields. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in natural sciences.* (F, SP, S) 28160

CHM 131A Introduction to Chemistry Laboratory (0 3 0 1)

Prerequisites: None

Corequisites: CHM 131

This course is a laboratory to accompany CHM 131. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 131. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 131. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in natural sciences.* (F, SP, S) 28160

CHM 132 Organic and Biochemistry (3 3 0 4)

Prerequisites: CHM 131 and CHM 131A or CHM 151

Corequisites: None

This course provides a survey of major functional classes of compounds in organic and biochemistry. Topics include structure, properties, and reactions of the major organic and biological molecules and basic principles of metabolism. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts needed to pursue studies in related professional fields. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in natural sciences.* (SP) 28160

CHM 151 General Chemistry I (3 3 0 4)

Prerequisites: None

Corequisites: None

This course covers fundamental principles and laws of chemistry. Topics include measurement, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, stoichiometry, thermochemistry, gas laws, and solutions. Upon completion, students should be able to demonstrate an understanding of fundamental chemical laws and concepts as needed in CHM 152. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences.* (F, SP, S) 28160

CHM 152 General Chemistry II (3 3 0 4)

Prerequisites: CHM 151

Corequisites: None

This course provides a continuation of the study of the fundamental principles and laws of chemistry. Topics include kinetics, equilibrium, ionic and redox equations, acid-base theory, electrochemistry, thermodynamics, introduction to nuclear and organic chemistry, and complex ions. Upon completion, students should be able to demonstrate an understanding of chemical concepts as needed to pursue further study in chemistry and related professional fields. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in natural sciences.* (SP) 28160

CHM 251 Organic Chemistry I (3 3 0 4)

Prerequisites: CHM 152

Corequisites: None

This course provides a systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of hydrocarbons, alkyl halides, alcohols, and ethers; further topics include isomerization, stereochemistry, and spectroscopy. Upon completion, students should be able to demonstrate an understanding of the fundamental concepts of covered organic topics as needed in CHM 252. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (TBA) 28160

CHM 252 Organic Chemistry II (3 3 0 4)

Prerequisites: CHM 251

Corequisites: None

This course provides continuation of the systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of aromatics, aldehydes, ketones, carboxylic acids and derivatives, amines and heterocyclics; multi-step synthesis will be emphasized. Upon completion, students should be able to demonstrate an understanding of organic concepts as needed to pursue further study in chemistry and related professional fields. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (TBA) 28160

INFORMATION SYSTEMS**CIS 110 Introduction to Computers (2 2 0 3)**

Prerequisites: None

Corequisites: None

This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in mathematics.* (F, SP, S) 28160

CIS 115 Intro to Prog & Logic (2 3 0 3)

Prerequisites: Satisfactory placement or MAT 003

Corequisites: None

This course introduces computer programming and problem solving in a structured program logic environment. Topics include language syntax, data types, program organization, problem solving methods, algorithm design, and logic control structures. Upon completion, students should be able to use top-down algorithm design and implement algorithmic solutions in a programming language. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in mathematics.* (F) 28160

CIVIL ENGINEERING**CIV 125 Civil/Surveying CAD (1 6 0 3)**

Prerequisites: None

Corequisites: None

This course introduces civil/surveying computer-aided drafting (CAD) software. Topics include drawing, editing, and dimensioning commands; plotting; and other related civil/surveying topics. Upon completion, students should be able to produce civil/surveying drawings using CAD software. (F, SP, S) 28160

CIV 230 Construction Estimating (2 3 0 3)

Prerequisites: ARC 111, CIS 110, CIS 111, or EGR 115

Corequisites: None

This course covers quantity take-offs of labor, materials, and equipment and calculation of direct and overhead costs for a construction project. Topics include the interpretation of working drawings and specifications, types of contracts and estimates, building codes, bidding techniques and procedures, and estimating software. Upon completion, students should be able to prepare a detailed cost estimate and bid documents for a construction project. (F, SP) 28160

CIV 240 Project Management (2 3 0 3)

Prerequisites: None

Corequisites: None

This course introduces construction planning and scheduling techniques and project management software. Topics include construction safety, operation analysis, construction scheduling, construction control systems, claims and dispute resolutions, project records and documentation. Upon completion, students should be able to demonstrate an understanding of the roles of construction project participants, maintain construction records, and prepare construction schedules. (F, SP) 28160

CRIMINAL JUSTICE

CJC 110 Basic Law Enforcement BLET (10 30 0 20)

Prerequisites: None

Corequisites: None

This course covers the basic skills and knowledge needed for entry-level employment as a law enforcement officer in North Carolina. Topics include those mandated by North Carolina Administration Code as essential for functioning in law enforcement. Upon completion, the student should be able to demonstrate competence in the topics required for the state comprehensive certification examination. (F, SP) 28160

CJC 111 Introduction to Criminal Justice (3 0 0 3)

Prerequisites: None

Corequisites: None

This course introduces the components and processes of the criminal justice system. Topics include history, structure, functions, and philosophy of the criminal justice system and their relationship to life in our society. Upon completion, students should be able to define and describe the major system components and their interrelationships and evaluate career options. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (F, SP, S) 28160

CJC 112 Criminology (3 0 0 3)

Prerequisites: None

Corequisites: None

This course introduces deviant behavior as it relates to criminal activity. Topics include theories of crime causation; statistical analysis of criminal behavior; past, present, and future social control initiatives; and other related topics. Upon completion, students should be able to explain and discuss various theories of crime causation and societal response. (F, SP) 28160

CJC 113 Juvenile Justice (3 0 0 3)

Prerequisites: None

Corequisites: None

This course covers the juvenile justice system and related juvenile issues. Topics include an overview of the juvenile justice system, treatment and prevention programs, special areas and laws unique to juveniles, and other related topics. Upon completion, students should be able to identify/discuss juvenile court structure/procedures, function and jurisdiction of juvenile agencies, processing/detention of juveniles, and case disposition. (F, SP) 28160

CJC 120 Interviews/Interrogations (1 2 0 2)

Prerequisites: None

Corequisites: None

This course covers basic and special techniques employed in criminal justice interviews and interrogations. Emphasis is placed on the interview/interrogation process, including interpretation of verbal and physical behavior and legal perspectives. Upon completion, students should be able to conduct interviews/interrogations in a legal, efficient, and professional manner and obtain the truth from suspects, witnesses, and victims. (F, SP) 28160

CJC 121 Law Enforcement Operations (3 0 0 3)

Prerequisites: None

Corequisites: None

This course introduces fundamental law enforcement operations. Topics include the contemporary evolution of law enforcement operations and related issues. Upon completion, students should be able to explain theories, practices, and issues related to law enforcement operations. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (F, SP) 28160

CJC 122 Community Policing (3 0 0 3)

Prerequisites: None

Corequisites: None

This course covers the historical, philosophical, and practical dimensions of community policing. Emphasis is placed on the empowerment of police and the community to find solutions to problems by forming partnerships. Upon completion, students should be able to define community policing, describe how community policing strategies solve problems, and compare community policing to traditional policing. (F, SP) 28160

CJC 131 Criminal Law (3 0 0 3)

Prerequisites: None

Corequisites: None

This course covers the history/evolution/principles and contemporary applications of criminal law. Topics include sources of substantive law, classification of crimes, parties to crime, elements of crimes, matters of criminal responsibility, and other related topics. Upon completion, students should be able to discuss the sources of law and identify, interpret, and apply the appropriate statutes/elements. (F, SP) 28160

CJC 132 Court Procedure & Evidence (3 0 0 3)

Prerequisites: None

Corequisites: None

This course covers judicial structure/process/procedure from incident to disposition, kinds and degrees of evidence, and the rules governing admissibility of evidence in court. Topics include consideration of state and federal courts, arrest, search and seizure laws, exclusionary and statutory rules of evidence, and other related issues. Upon completion, students should be able to identify and discuss procedures necessary to establish a lawful arrest/search, proper judicial procedures, and the admissibility of evidence. (F, SP, S) 28160

CJC 141 Corrections (3 0 0 3)

Prerequisites: None

Corequisites: None

This course covers the history, major philosophies, components, and current practices and problems of the field of corrections. Topics include historical evolution, functions of the various components, alternatives to incarceration, treatment programs, inmate control, and other related topics. Upon completion, students should be able to explain the various components, processes, and functions of the correctional system. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (F, SP, S) 28160

CJC 151 Intro to Loss Prevention (3 0 0 3)

Prerequisites: None

Corequisites: None

This course introduces the concepts and methods related to commercial and private security systems. Topics include the historical, philosophical, and legal basis of security, with emphasis on security surveys, risk analysis, and associated functions. Upon completion, students should be able to demonstrate and understand security systems, risk management, and the laws relative to loss prevention. (F, SP) 28160

CJC 212 Ethics & Community Relations (3 0 0 3)

Prerequisites: None

Corequisites: None

This course covers ethical considerations and accepted standards applicable to criminal justice organizations and professionals. Topics include ethical systems; social change, values, and norms; cultural diversity; citizen involvement in criminal justice issues; and other related topics. Upon completion, students should be able to apply ethical considerations to the decision-making process in identifiable criminal justice situations. (F, SP) 28160

CJC 221 Investigative Principles (3 2 0 4)

Prerequisites: None

Corequisites: None

This course introduces the theories and fundamentals of the investigative process. Topics include crime scene/incident processing, information gathering techniques, collection/preservation of evidence, preparation of appropriate reports, court presentations, and other related topics. Upon completion, students should be able to identify, explain, and demonstrate the techniques of the investigative process, report preparation, and courtroom presentation. (F, SP) 28160

CJC 222 Criminalistics (3 0 0 3)

Prerequisites: None

Corequisites: None

This course covers the functions of the forensic laboratory and its relationship to successful criminal investigations and prosecutions. Topics include advanced crime scene processing, investigative techniques, current forensic technologies, and other related topics. Upon completion, students should be able to identify and collect relevant evidence at simulated crime scenes and request appropriate laboratory analysis of submitted evidence. (F, SP, S) 28160

CJC 223 Organized Crime (3 0 0 3)

Prerequisites: None

Corequisites: None

This course introduces the evolution of traditional and non-traditional organized crime and its effect on society and the criminal justice system. Topics include identifying individuals and groups involved in organized crime, areas of criminal activity, legal and political responses to organized crime, and other related topics. Upon completion, students should be able to identify the groups and activities involved in organized crime and the responses of the criminal justice system. (F, SP) 28160

CJC 225 Crisis Intervention (3 0 0 3)

Prerequisites: None

Corequisites: None

This course introduces critical incident intervention and management techniques as they apply to operational criminal justice practitioners. Emphasis is placed on the victim/offender situation as well as job-related high stress, dangerous, or problem-solving citizen contacts. Upon completion, students should be able to provide insightful analysis of emotional, violent, drug-induced, and other critical and/or stressful incidents that require field analysis and/or resolution. (F, SP) 28160

CJC 231 Constitutional Law (3 0 0 3)

Prerequisites: None

Corequisites: None

The course covers the impact of the Constitution of the United States and its amendments on the criminal justice system. Topics include the structure of the Constitution and its amendments, court decisions pertinent to contemporary criminal justice issues, and other related topics. Upon completion, students should be able to identify/discuss the basic structure of the United States Constitution and the rights/procedures as interpreted by the courts. (F, SP) 28160

CJC 232 Civil Liability (3 0 0 3)

Prerequisites: None

Corequisites: None

This course covers liability issues for the criminal justice professional. Topics include civil rights violations, tort liability, employment issues, and other related topics. Upon completion, students should be able to explain civil trial procedures and discuss contemporary liability issues. (F, SP) 28160

CJC 255 Issues in Crim Justice App (3 0 0 3)

Prerequisites: CJC 111, CJC 221, and CJC 231

Corequisites: None

This course provides an opportunity to exhibit interpersonal and technical skills required for application of criminal justice concepts in contemporary practical situations. Emphasis is placed on critical thinking and integration of theory and practical skills components. Upon completion, students should be able to demonstrate the knowledge required of any entry-level law enforcement officer. (F, SP) 28160

CONSTRUCTION MANAGEMENT**CMT 120 Codes and Inspections (3 0 0 3)**

Prerequisites: None

Corequisites: None

This course covers building codes and the code inspections process used in the design and construction of residential and commercial buildings. Emphasis is placed on commercial, residential, and accessibility (ADA) building codes. Upon completion, students should understand the building code inspections process and apply building code principals and requirements to construction projects. (SP) 28160

CMT 210 Construction Management Fund (3 0 0 3)

Prerequisites: None

Corequisites: None

This course introduces the student to the fundamentals of effective supervision emphasizing professionalism through knowledge and applied skills. Topics include safety, planning and scheduling, contracts, problem-solving, communications, conflict resolution, recruitment, employment laws and regulations, leadership, motivation, teamwork, discipline, setting objectives, and training. Upon completion, students should be able to demonstrate the basic skills necessary to be successful as a supervisor in the construction industry. (SP) 28160

CMT 212 Total Safety Performance (3 0 0 3)

Prerequisites: None

Corequisites: CMT 210

This course covers the importance of managing safety and productivity equally by encouraging people to take individual responsibility for safety and health in the workplace. Topics include safety management, controlling construction hazards, communicating and enforcing policies, OSHA compliance, personal responsibility and accountability, safety planning, training, and personal protective equipment. Upon completion, the student should be able to properly supervise safety at a construction jobsite and qualify for OSHA Training Certification. (SP) 28160

CMT 214 Planning and Scheduling (3 0 0 3)

Prerequisites: CMT 210 and BPR 130

Corequisites: None

This course covers the need for and the process of planning construction projects, as well as the mechanics and vocabulary of project scheduling. Topics include project preplanning, scheduling formats, planning for production, short interval planning, schedule updating and revising, and computer-based planning and scheduling. Upon completion, the student should be able to understand the need for planning and scheduling, the language and logic of scheduling, and use of planning skills. (SP) 28160

COMMUNICATION

COM 231 Public Speaking (3 0 0 3)

Prerequisites: None

Corequisites: None

This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in humanities/fine arts.* (F, SP, S) 28160

COM 251 Debate I (3 0 0 3)

Prerequisites: None

Corequisites: None

This course introduces the principles of debate. Emphasis is placed on argument, refutation, research, and logic. Upon completion, students should be able to use research skills and logic in the presentation of ideas within the context of formal debate. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in humanities/fine arts.* (TBA) 28160

COSMETOLOGY

COS 111 Cosmetology Concepts I (4 0 0 4)

Prerequisites: None

Corequisites: COS 112

This course introduces basic cosmetology concepts. Topics include safety, first aid, sanitation, bacteriology, anatomy, diseases and disorders, hygiene, product knowledge, chemistry, ethics, manicures, and other related topics. Upon completion, students should be able to safely and competently apply cosmetology concepts in the salon setting. (F, SP) 28160

COS 112 Salon I (0 24 0 8)

Prerequisites: None

Corequisites: COS 111

This course introduces basic salon services. Topics include scalp treatments, shampooing, rinsing, hair color, design, haircutting, permanent waving, pressing, relaxing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate salon services. (F, SP) 28160

COS 113 Cosmetology Concepts II (4 0 0 4)

Prerequisites: COS 111 and COS 112

Corequisites: None

This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, chemistry, manicuring, chemical restructuring, and hair coloring. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting. (F, SP) 28160

COS 114 Salon II (0 24 0 8)

Prerequisites: COS 111 and COS 112

Corequisites: None

This course provides experience in a simulated salon setting. Topics include basic skin care, manicuring, nail application, scalp treatments, shampooing, rinsing, hair color, design, haircutting, chemical restructuring, pressing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services. (F, SP) 28160

COS 115 Cosmetology Concepts III (4 0 0 4)

Prerequisites: COS 111 and COS 112

Corequisites: None

This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, salon management, salesmanship, skin care, electricity/light therapy, wigs, thermal hair styling, lash and brow tinting, superfluous hair removal, and other related topics. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting. (F, SP, S) 28160

COS 116 Salon III (0 12 0 4)

Prerequisites: COS 111 and COS 112

Corequisites: None

This course provides comprehensive experience in a simulated salon setting. Emphasis is placed on intermediate-level of skin care, manicuring, scalp treatments, shampooing, hair color, design, haircutting, chemical restructuring, pressing, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services. (F, SP, S) 28160

COS 117 Cosmetology Concepts IV (2 0 0 2)

Prerequisites: COS 111 and COS 112

Corequisites: None

This course covers advanced cosmetology concepts. Topics include chemistry and hair structure, advanced cutting and design, and an overview of all cosmetology concepts in preparation for the licensing examination. Upon completion, students should be able to demonstrate an understanding of these cosmetology concepts and meet program completion requirements. (F, SP) 28160

COS 118 Salon IV (0 21 0 7)

Prerequisites: COS 111 and COS 112

Corequisites: None

This course provides advanced experience in a simulated salon setting. Emphasis is placed on efficient and competent delivery of all salon services in preparation for the licensing examination and employment. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology Licensing Examination and meet entry-level employment requirements. (F, SP) 28160

COS 119 Esthetics Concepts I (2 0 0 2)

Prerequisites: None

Corequisites: None

This course covers the concepts of esthetics. Topics include orientation, anatomy, physiology, hygiene, sterilization, first aid, chemistry, basic dermatology, and professional ethics. Upon completion, students should be able to demonstrate an understanding of the concepts of esthetics and meet course requirements. (F, SP, S) 28160

COS 120 Esthetics Salon I (0 18 0 6)

Prerequisites: None

Corequisites: None

This course covers the techniques of esthetics in a comprehensive experience in a simulated salon setting. Topics include client consultation, facials, body treatments, hair removal, make-up applications, and color analysis. Upon completion, students should be able to safely and competently demonstrate esthetic services on clients in a salon setting. (F, SP) 28160

COS 121 Manicure/Nail Technology I (4 6 0 6)

Prerequisites: None

Corequisites: None

This course covers techniques of nail technology, hand and arm surface manipulation, and recognition of nail diseases and disorders. Topics include OSHA/safety, sanitation, bacteriology, product knowledge, salesmanship, manicures, artificial applications, pedicures, surface manipulation, and other related topics. Upon completion, students should be able to safely and competently perform nail care, including manicures, pedicures, surface manipulations, decorating and artificial applications in a salon setting. (F, SP, S) 28160

COS 125 Esthetics Concepts II (2 0 0 2)

Prerequisites: COS 119 and COS 120

Corequisites: None

This course covers more comprehensive esthetics concepts. Topics include nutrition, business management, makeup, and color analysis. Upon completion students should be able to demonstrate an understanding of the advanced esthetics concepts and meet course requirements. (F, SP) 28160

COS 126 Esthetics Salon II (0 18 0 6)

Prerequisites: None

Corequisites: None

This course provides experience in a simulated esthetics setting. Topics include machine facials, aromatherapy, surface manipulation in relation to skin care, electricity, and apparatus. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology licensing examination for Estheticians. (F, SP) 28160

COS 222 Manicure/Nail Technology II (4 6 0 6)

Prerequisites: COS 121

Corequisites: None

This course covers advanced techniques of nail technology and hand and arm surface manipulation. Topics include OSHA/safety, product knowledge, customer service, salesmanship, artificial applications, nail art, and other related topics. Upon completion, students should be able to demonstrate competence necessary for the licensing examination, including advanced nail care, artificial enhancements, and decorations. (F, SP, S) 28160

COS 223 Contemporary Hair Coloring (1 3 0 2)

Prerequisites: COS 111 and COS 112

Corequisites: None

This course covers basic color concepts, hair coloring problems, and application techniques. Topics include color theory, terminology, contemporary techniques, product knowledge, and other related topics. Upon completion, students should be able to identify a clients color needs and safely and competently perform color applications and correct problems. (F, SP) 28160

COS 225 Advanced Contemporary Hair Coloring (1 3 0 2)

Prerequisites: COS 223

Corequisites: None

This course covers advanced techniques in coloring applications and problem solving situations. Topics include removing unwanted color, replacing pigment and re-coloring, removing coatings, covering grey and white hair, avoiding color fading, and poor tint results. Upon completion, students should be able to apply problem solving techniques in hair coloring situations. (F, SP) 28160

COS 251 Manicure Instructor Concepts (8 0 0 8)

Prerequisites: None

Corequisites: None

This course introduces manicuring instructional concepts. Topics include orientation, theories of education, unit planning, daily lesson planning, laboratory management, student assessment, record keeping, and other related topics. Upon completion, students should be able to identify theories of education, develop lesson plans, demonstrate supervision techniques, and assess student classroom performance. (F, SP, S) 28160

COS 252 Manicure Instructor Practicum (0 15 0 5)

Prerequisites: None

Corequisites: COS 251

This course covers supervisory and instructional skills for teaching manicuring students in a laboratory setting. Topics include demonstrations of services, supervision, student assessment, and other related topics. Upon completion, students should be able to demonstrate competence in the areas covered by the Manicuring Instructor Licensing Examination and meet program completion requirements. (F, SP, S) 28160

COS 253 Esthetics Instructor Concepts I (6 15 0 11)

Prerequisites: None

Corequisites: None

This course introduces esthetic instructional concepts and skills. Topics include orientation, theories of education, unit planning, daily lesson plans, laboratory management, student assessment in a laboratory setting. Upon completion, students should be able to demonstrate esthetic services and instruct and objectively assess student performance in a classroom setting. (F, SP) 28160

COS 254 Esthetics Instructor Concepts II (6 15 0 11)

Prerequisites: None

Corequisites: None

This course covers advanced esthetic instructional concepts and skills. Topics include practical demonstrations, lesson planning, lecture techniques, development and administration of assessment tools, record keeping and other related topics. Upon completion, students should be able to demonstrate competencies in the areas covered by the Esthetics Instructor Licensing Examination and meet program requirements. (F, SP) 28160

COS 271 Instructor Concepts I (5 0 0 5)

Prerequisites: None

Corequisites: COS 272

This course introduces the basic cosmetology instructional concepts. Topics include orientation, theories of education, unit planning, daily lesson planning, laboratory management, student assessment, record keeping, and other related topics. Upon completion, students should be able to identify theories of education, develop lesson plans, demonstrate supervisory techniques, and assess student performance in a classroom setting. (F, SP, S) 28160

COS 272 Instructor Practicum I (0 21 0 7)

Prerequisites: None

Corequisites: COS 271

This course covers supervisory and instructional skills for teaching entry-level cosmetology students in a laboratory setting. Topics include demonstrations of services, supervision, and entry-level student assessment. Upon completion, students should be able to demonstrate salon services and instruct and objectively assess the entry-level student. (F, SP, S) 28160

COS 273 Instructor Concepts II (5 0 0 5)

Prerequisites: COS 271 and COS 272

Corequisites: COS 274

This course covers advanced cosmetology instructional concepts. Topics include practical demonstrations, lesson planning, lecture techniques, development and administration of assessment tools, record keeping, and other related topics. Upon completion, students should be able to develop lesson plans, demonstrate supervision techniques, assess student performance in a classroom setting, and keep accurate records. (F, SP) 28160

COS 274 Instructor Practicum II (0 21 0 7)

Prerequisites: COS 271 and COS 272

Corequisites: COS 273

This course is designed to develop supervisory and instructional skills for teaching advanced cosmetology students in a laboratory setting. Topics include practical demonstrations, supervision, and advanced student assessment. Upon completion, students should be able to demonstrate competence in the areas covered by the Instructor Licensing Examination and meet program completion requirements. (F, SP) 28160

COMPUTER SCIENCE**CSC 121 Python Programming (2 3 0 3)**

Prerequisites: None

Corequisites: None

This course introduces computer programming using the Python programming language. Emphasis is placed on common algorithms and programming principles utilizing the standard library distributed with Python. Upon completion, students should be able to design, code, test, and debug Python language programs. (F) 28160

CSC 134 C++ Programming (2 3 0 3)

Prerequisites: None

Corequisites: None

This course introduces computer programming using the C++ programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test and debug at a beginning level. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (F) 28160

CSC 139 Visual BASIC Programming (2 3 0 3)

Prerequisites: None

Corequisites: None

This course introduces computer programming using the Visual BASIC programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test and debug at a beginning level. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (SP) 28160

CSC 151 JAVA Programming (2 3 0 3)

Prerequisites: None

Corequisites: None

This course introduces computer programming using the JAVA programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion students should be able to design, code, test, debug JAVA language programs. (SP) 28160

CSC 221 Advanced Python Programming (2 2 0 3)

Prerequisites: CSC 134

Corequisites: None

This course introduces advanced computer programming using the Python programming language. Emphasis is placed on the advanced programming concepts including advanced algorithms and programming principles utilizing standard and third party library tools. Upon completion, students should be able to design, code, test, and debug advanced Python language programs. (F) 28160

CSC 234 Advanced C++ Programming (2 3 0 3)

Prerequisites: CSC 134

Corequisites: None

This course is a continuation of CSC 134 using the C++ programming language with standard programming principles. Emphasis is placed on advanced arrays/tables, file management/processing techniques, data structures, sub-programs, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug and document programming solutions. (SP) 28160

CSC 239 Advanced Visual BASIC Programming (2 3 0 3)

Prerequisites: CSC 139

Corequisites: None

This course is a continuation of CSC 139 using the Visual BASIC programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment. (F) 28160

CSC 251 Advanced JAVA Programming (2 3 0 3)

Prerequisites: None

Corequisites: None

This course is a continuation of CSC 151 using the JAVA programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment. (SP) 28160

CONSTRUCTION**CST 111 Construction I (3 3 0 4)**

Prerequisites: None

Corequisites: None

This course covers standard and alternative building methods to include wall framing. Topics include safety and footings, foundations, floor framing systems, and wall framing systems commonly used in the construction industry. Upon completion, students should be able to safely erect all framing necessary to begin roof framing. (F) 28160

CST 112 Construction II (3 3 0 4)

Prerequisites: CST 111

Corequisites: None

This course covers building methods and materials used to dry-in a building. Topics include safety, ceiling/roof framing applications, roof finishes, windows, and exterior doors. Upon completion, students should be able to safely erect different roof types and properly install windows and exterior doors, roofing, and exterior finish materials. (F) 28160

CST 113 Construction III (3 3 04)

Prerequisites: CST 112

Corequisites: None

This course covers building methods and materials used to complete the interior of a structure. Topics include safety, installation of thermal and acoustical barriers, and interior finishes including millwork, cabinets, interior doors, flooring, and wall treatments. Upon completion, students should be able to safely and accurately install interior treatments including insulation, paneling, drywall, molding, doors, flooring, and cabinetry. (SP) 28160

CST 131 OSHA/Safety/Certification (2 2 0 3)

Prerequisites: None

Corequisites: None

This course covers the concepts of work site safety. Topics include OSHA regulations, tool safety, and certifications which relate to the construction industry. Upon completion, students should be able to identify and maintain a safe working environment based on OSHA regulations and maintain proper records and certifications. (SP) 28160

CST 211 Construction Surveying (2 3 0 3)

Prerequisites: MAT 121 or MAT 171

Corequisites: None

This course covers field surveying applications for residential and commercial construction. Topics include building layout and leveling, linear measurement and turning angles, plumbing vertical members, and topographic and utilities surveys. Upon completion, students should be able to properly and accurately use surveying equipment to lay out residential and commercial buildings. (SP) 28160

CST 221 Statics/Structures (3 3 0 4)

Prerequisites: ARC 112 or CAR 112 or CST 112
and MAT 110 or MAT 121 or MAT 171

Corequisites: None

This course covers the principles of statics and strength of materials as applied to structural building components. Topics include forces on columns, beams, girders, and footings and connection points when timber, steel, and concrete members are used. Upon completion, students should be able to accurately analyze load conditions present in structural members. (F, SP, S) 28160

CST 244 Sustainable Building Design (2 3 0 3)

Prerequisites: None

Corequisites: None

This course is designed to increase student knowledge about integrating sustainable design principles and green building technologies into mainstream residential construction practices. Emphasis is placed on reducing negative environmental impact and improving building performance, indoor air quality and the comfort of a building's occupants. Upon completion, students should be able to identify principles of green building, environmental efficiency and conservation of natural resources in relation to basic construction practices. (SP) 28160

CST 251 Electrical Wiring Systems (2 2 0 3)

Prerequisites: None

Corequisites: None

This course introduces residential and commercial electrical wiring systems. Topics include safety, care and use of tools and materials, use of NEC, circuit planning, overcurrent protection, and installation of conduits, cables, and conductors. Upon completion, students should be able to correctly identify tools, materials, and procedures for electrical installation. (SP) 28160

COMPUTER TECHNOLOGY INTEGRATION

CTI 110 Web, Pgm, & Db Foundation (2 2 0 3)

Prerequisites: None

Corequisites: None

This course covers the introduction of the tools and resources available to students in programming, mark-up language and services on the Internet. Topics include standard mark-up language Internet services, creating web pages, using search engines, file transfer programs; and database design and creation with DBMS products. Upon completion students should be able to demonstrate knowledge of programming tools, deploy a web-site with mark-up tools, and create a simple database table. (SP) 28160

CTI 120 Network & Sec Foundation (2 2 0 3)

Prerequisites: None

Corequisites: None

This course introduces students to the Network concepts, including networking terminology and protocols, local and wide area networks, and network standards. Emphasis is placed on securing information systems and the various implementation policies. Upon completion, students should be able to perform basic tasks related to networking mathematics, terminology, media and protocols. (F) 28160

COMPUTER TECHNOLOGY SYSTEMS

CTS 115 Information Systems Business Concepts (3 0 0 3)

Prerequisites: None

Corequisites: None

The course introduces the role of IT in managing business processes and the need for business process and IT alignment. Emphasis is placed on industry need for understanding business challenges and developing/managing information systems to contribute to the decision making process based on these challenges. Upon completion, students should be able to demonstrate knowledge of the 'hybrid business manager' and the potential offered by new technology and systems. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (SP) 28160

CTS 120 Hardware/Software Support (2 3 0 3)

Prerequisites: None

Corequisites: None

This course covers the basic hardware of a personal computer, including installation, operations and interactions with software. Topics include component identification, memory-system, peripheral installation and configuration, preventive maintenance, hardware diagnostics/repair, installation and optimization of system software, commercial programs, system configuration, and device-drivers. Upon completion, students should be able to select appropriate computer equipment and software, upgrade/maintain existing equipment and software, and troubleshoot/repair non-functioning personal computers. (TBA) 28160

CTS 130 Spreadsheet (2 2 0 3)

Prerequisites: None

Corequisites: None

This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts. (SP, S) 28160

CTS 240 Project Management (2 3 0 3)

Prerequisites: None

Corequisites: None

This course introduces computerized project management software. Topics include identifying critical paths, cost management, and problem solving. Upon completion, students should be able to plan a complete project and project time and costs accurately. (SP) 28160

DATABASE MANAGEMENT TECHNOLOGY**DBA 110 Database Concepts (2 3 0 3)**

Prerequisites: None

Corequisites: None

This course introduces database design and creation using a DBMS product. Emphasis is placed on data dictionaries, normalization, data integrity, data modeling, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to design and implement normalized database structures by creating simple database tables, queries, reports, and forms. (S) 28160

DESIGN: DRAFTING**DDF 211 Design Process I (1 6 0 4)**

Prerequisites: None

Corequisites: None

This course emphasizes design processes for finished products. Topics include data collection from manuals and handbooks, efficient use of materials, design sketching, specifications, and vendor selection. Upon completion, students should be able to research and plan the design process for a finished product. (F) 28160

DDF 221 Design Drafting Project (0 4 0 2)

Prerequisites: DFT 111, DFT 112, and DFT 151

Corequisites: None

This course incorporates ideas from concept to final design. Topics include reverse engineering, design for manufacturability, and mock-up construction. Upon completion, students should be able to generate working drawings and models based on physical design parameters. (SP) 28160

DEVELOPMENTAL DISABILITIES**DDT 110 Developmental Disabilities (3 0 0 3)**

Prerequisites: None

Corequisites: None

This course identifies the characteristics and causes of various disabilities. Topics include history of service provision, human rights, legislation and litigation, advocacy, and accessing support services. Upon completion, students should be able to demonstrate an understanding of current and historical developmental disability definitions and support systems used throughout the life span. (SP) 28160

DENTAL**DEN 100 Basic Orofacial Anatomy (2 0 0 2)**

Prerequisites: None

Corequisites: None

This course provides a basic introduction to the structures of the head, neck, and oral cavity. Topics include tooth morphology, head and neck anatomy, histology, and embryology. Upon completion, students should be able to demonstrate knowledge of normal structures and development and how they relate to the practice of dental assisting. (F) 28722

DEN 101 Preclinical (4 6 0 7)

Prerequisites: None

Corequisites: None

This course provides instruction in procedures for the clinical dental assistant as specified by the North Carolina Dental Practice Act. Emphasis is placed on orientation to the profession, infection control techniques, instruments, related expanded functions, and diagnostic, operative, and specialty procedures. Upon completion, students should be able to demonstrate proficiency in clinical dental assisting procedures. (F) 28722

DEN 102 Dental Materials (2 4 0 4)

Prerequisites: None

Corequisites: None

This course provides instruction in identification, properties, evaluation of quality, principles, and procedures related to manipulation and storage of operative and specialty dental materials. Emphasis is placed on the understanding and safe application of materials used in the dental office and laboratory. Upon completion, students should be able to demonstrate proficiency in the laboratory and clinical application of routinely used dental materials. (SP) 28722

DEN 103 Dental Sciences (2 0 0 2)

Prerequisites: None

Corequisites: None

This course is a study of oral pathology, pharmacology, and dental office emergencies. Topics include oral pathological conditions, dental therapeutics, and management of emergency situations. Upon completion, students should be able to recognize abnormal oral conditions, identify classifications, describe actions and effects of commonly prescribed drugs, and respond to medical emergencies. (F) 28722

DEN 104 Dental Health Education (2 2 0 3)

Prerequisites: None

Corequisites: None

This course covers the study of preventive dentistry to prepare dental assisting students for the role of dental health educator. Topics include etiology of dental diseases, preventive procedures, and patient education theory and practice. Upon completion, students should be able to demonstrate proficiency in patient counseling and oral health instruction in private practice or public health settings. (SP) 28722

DEN 105 Practice Management (2 0 0 2)

Prerequisites: None

Corequisites: None

This course provides a study of principles and procedures related to management of the dental practice. Emphasis is placed on maintaining clinical and financial records, patient scheduling, and supply and inventory control. Upon completion, students should be able to demonstrate fundamental skills in dental practice management. (SP) 28722

DEN 106 Clinical Practice I (2 0 12 6)

Prerequisites: None

Corequisites: None

This course is designed to provide experience assisting in a clinical setting. Emphasis is placed on the application of principles and procedures of four-handed dentistry and laboratory and clinical support functions. Upon completion, students should be able to utilize classroom theory and laboratory and clinical skills in a dental setting. (SP) 28722

DEN 107 Clinical Practice II (1 0 12 5)

Prerequisites: DEN 106

Corequisites: None

This course is designed to increase the level of proficiency in assisting in a clinical setting. Emphasis is placed on the application of principles and procedures of four-handed dentistry and laboratory and clinical support functions. Upon completion, students should be able to combine theoretical and ethical principles necessary to perform entry-level skills including functions delegable to a DA II. (S) 28722

DEN 111 Infection/Hazard Control (2 0 0 2)

Prerequisites: None

Corequisites: None

This course introduces the infection and hazard control procedures necessary for the safe practice of dentistry. Topics include microbiology, practical infection control, sterilization and monitoring, chemical disinfectants, aseptic technique, infectious diseases, OSHA standards, and applicable North Carolina laws. Upon completion, students should be able to understand infectious diseases, disease transmission, infection control procedures, biohazard management, OSHA standards, and applicable North Carolina laws. (F) 28722

DEN 112 Dental Radiography (2 3 0 3)

Prerequisites: None

Corequisites: None

This course provides a comprehensive view of the principles and procedures of radiology as they apply to dentistry. Topics include techniques in exposing, processing, and evaluating radiographs, as well as radiation safety, quality assurance, and legal issues. Upon completion, students should be able to demonstrate proficiency in the production of diagnostically acceptable radiographs using appropriate safety precautions. (F) 28722

DESIGN: CREATIVE**DES 135 Prin & Elem of Design I (2 4 0 4)**

Prerequisites: None

Corequisites: None

This course introduces the basic concepts and terminology of design as they relate to the design profession. Topics include line, pattern, space, mass, shape, texture, color, unity, variety, rhythm, emphasis, balance, proportion, scale, and function. Upon completion, students should be able to demonstrate an understanding of the principles covered through 2D and 3D exploration. (F) 28160

DRAFTING**DFT 111 Technical Drafting I (1 3 0 2)**

Prerequisites: None

Corequisites: DFT 111A (L)

This course introduces basic drafting skills, equipment, and applications. Topics include sketching, measurements, lettering, dimensioning, geometric construction, orthographic projections and pictorial drawings, sections, and auxiliary views. Upon completion, students should be able to understand and apply basic drawing principles and practices. (F) 28160

DFT 111A Technical Drafting I Lab (0 3 0 1)

Prerequisites: None

Corequisites: DFT 111

This course provides a laboratory setting to enhance basic drafting skills. Emphasis is placed on practical experiences that enhance the topics presented in DFT 111. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in DFT 111. (F) 28160

DFT 112 Technical Drafting II (1 3 0 2)

Prerequisites: DFT 111

Corequisites: DFT 112A (L)

This course provides for advanced drafting practices and procedures. Topics include detailed working drawings, hardware, fits and tolerances, assembly and sub-assembly, geometric dimensioning and tolerancing, intersections, and developments. Upon completion, students should be able to produce detailed working drawings. (SP) 28160

DFT 112A Technical Drafting II Lab (0 3 0 1)

Prerequisites: DFT 111/111A (L)

Corequisites: DFT 112

This course provides a laboratory setting to enhance advance drafting skills. Emphasis is placed on practical experiences that enhance the topics presented in DFT 112. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in DFT 112. (SP) 28160

DFT 121 Introduction to Geometric Dimensioning & Tolerancing (1 2 0 2)

Prerequisites: None

Corequisites: None

This course introduces basic geometric dimensioning and tolerancing principles. Topics include symbols, annotation, theory, and applications. Upon completion, students should be able to interpret and apply basic geometric dimensioning and tolerancing principles to drawings. (S) 28160

DFT 151 CAD I (2 3 0 3)

Prerequisites: None

Corequisites: None

This course introduces CAD software as a drawing tool. Topics include drawing, editing, file management, and plotting. Upon completion, students should be able to produce and plot a CAD drawing. (F) 28160

DFT 152 CAD II (2 3 0 3)

Prerequisites: None

Corequisites: None

This course introduces extended CAD applications. Emphasis is placed upon intermediate applications of CAD skills. Upon completion, students should be able to use extended CAD applications to generate and manage drawings. (SP) 28160

DFT 153 CAD III (2 3 0 3)

Prerequisites: None

Corequisites: None

This course introduces advanced CAD applications. Emphasis is placed upon advanced applications of CAD skills. Upon completion, students should be able to use advanced CAD applications to generate and manage data. (F) 28160

DFT 154 Introduction Solid Modeling (2 3 0 3)

Prerequisites: None

Corequisites: None

This course is an introduction to basic three-dimensional solid modeling and design software. Topics include basic design, creation, editing, rendering and analysis of solid models, and creation of multiview drawings. Upon completion, students should be able to use design techniques to create, edit, render and generate a multiview drawing. (SP) 28160

DFT 170 Engineering Graphics (2 2 0 3)

Prerequisites: None

Corequisites: None

This course introduces basic engineering graphics skills and applications. Topics include sketching, selection and use of current methods and tools, and the use of engineering graphics applications. Upon completion, students should be able to demonstrate an understanding of basic engineering graphics principles and practices. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as premajor and/or elective course requirement.* (SP) 28160

DFT 231 Jig and Fixture Design (1 2 0 2)

Prerequisites: None

Corequisites: None

This course introduces the study of jigs and fixtures. Topics include different types, components, and uses of jigs and fixtures. Upon completion, students should be able to analyze, design, and complete a set of working drawings for a jig or fixture. (S) 28160

DFT 254 Intermed Solid Model/Render (2 3 0 3)

Prerequisites: DFT 154

Corequisites: None

This course presents a continuation of basic three-dimensional solid modeling and design software. Topics include advanced study of parametric design, creation, editing, rendering and analysis of solid model assemblies, and multiview drawing generation. Upon completion, students should be able to use parametric design techniques to create and analyze the engineering design properties of a model assembly. (S) 28160

DIGITAL MEDIA TECHNOLOGY**DME 110 Intro to Digital Media (2 2 0 3)**

Prerequisites: None

Corequisites: None

This course introduces students to key concepts, technologies, and issues related to digital media. Topics include emerging standards, key technologies and related design issues, terminology, media formats, career paths, and ethical issues. Upon completion, students should be able to demonstrate the various media formats that are used in digital media technology. (SP) 28160

DME 140 Intro to Audio/Video Media (2 2 0 3)

Prerequisites: DME 110

Corequisites: mNone

This course is designed to teach students how to manipulate digital and audio content for multimedia applications. Topics include format conversion and a review of current technologies and digital formats. Upon completion, students should be able to modify existing audio and video content to meet a range of production requirements associated with digital media applications. (S) 28160

ECONOMICS**ECO 251 Prin of Microeconomics (3 0 0 3)**

Prerequisites: None

Corequisites: None

This course introduces economic analysis of individual, business, and industry in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in social/behavioral sciences.* (F, SP, S) 28160

ECO 252 Prin of Macroeconomics (3 0 0 3)

Prerequisites: None

Corequisites: None

This course introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in social/behavioral sciences.* (F, SP, S) 28160

EDUCATION**EDU 119 Introduction to Early Childhood Education (4 0 0 4)**

Prerequisites: None

Corequisites: None

This course introduces the foundations of early childhood education, the diverse educational settings for young children, professionalism and planning intentional developmentally appropriate experiences for each child. Topics include theoretical foundations, national early learning standards, NC Foundations for Early Learning and Development, state regulations, program types, career options, professionalism, ethical conduct, quality inclusive environments, and curriculum responsive to the needs of each child/family. Upon completion, students should be able to design a career/professional development plan, appropriate environments, schedules, and activity plans. (F, SP) 28160

EDU 131 Child, Family, and Community (3 0 0 3)

Prerequisites: None

Corequisites: None

This course covers the development of partnerships among culturally, linguistically and ability diverse families, children, schools and communities through the use of evidence-based strategies. Emphasis is placed on developing skills and identifying benefits for establishing and supporting respectful relationships between diverse families, programs/schools, and community agencies/resources reflective of the NAEYC Code of Ethical Conduct and the Code of Ethics for North Carolina Educators. Upon completion, students should be able to identify appropriate relationship building strategies between diverse families, children birth through adolescence, schools, and communities and demonstrate a variety of communication skills including appropriate use of technology to support every child. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as premajor and/or elective course requirement.* (F) 28160

EDU 144 Child Development I (3 0 0 3)

Prerequisites: None

Corequisites: None

This course includes the theories of child development, observation and assessment, milestones, and factors that influence development, from conception through approximately 36 months. Emphasis is placed on knowledge, observation and assessment of developmental sequences in approaches to play/learning, emotional/social, health/physical, language/communication and cognitive domains. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain biological and environmental factors that impact development, and identify evidence-based strategies for enhancing development for children that are culturally, linguistically, and ability diverse. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as premajor and/or elective course requirement.* (F, SP) 28160

EDU 145 Child Development II (3 0 0 3)

Prerequisites: None

Corequisites: None

This course includes the theories of child development, observation and assessment, milestones, and factors that influence development, from preschool through middle childhood. Emphasis is placed on knowledge, observation and assessment of developmental sequences in approaches to play/learning, emotional/social, health/physical, language/communication and cognitive domains. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain biological and environmental factors that impact development, and identify evidence-based strategies for enhancing development for children that are culturally, linguistically, and ability diverse. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as premajor and/or elective course requirement.* (F, SP) 28160

EDU 146 Child Guidance (3 0 0 3)

Prerequisites: None

Corequisites: None

This course introduces evidence-based strategies to build nurturing relationships with each child by applying principles and practical techniques to facilitate developmentally appropriate guidance. Topics include designing responsive/supportive learning environments, cultural, linguistic and socio-economic influences on behavior, appropriate expectations, the importance of communication with children/families including using technology and the use of formative assessments in establishing intentional strategies for children with unique needs. Upon completion, students should be able to demonstrate direct/indirect strategies to encourage social skills, self-regulation, emotional expression and positive behaviors while recognizing the relationship between children's social, emotional and cognitive development. (SP) 28160

EDU 151 Creative Activities (3 0 0 3)

Prerequisites: None

Corequisites: None

This course introduces developmentally supportive creative learning environments with attention to divergent thinking, creative problem-solving, evidence-based teaching practices, and open-ended learning materials while applying NC Foundations for Early Learning and Development. Emphasis is placed on observation of process driven learning experiences in art, music, creative movement, dance, and dramatics for every young child age birth through eight, integrated through all domains and academic content. Upon completion, students should be able to examine, create, and adapt developmentally creative learning materials, experiences, and environments for children that are culturally, linguistically, and ability diverse. (F) 28160

EDU 153 Health, Safety and Nutrition (3 0 0 3)

Prerequisites: None

Corequisites: None

This course covers promoting and maintaining the health and well-being of every child. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy learning environments, health benefits of active play, recognition and reporting of abuse/neglect, and state regulations. Upon completion, students should be able to apply knowledge of NC Foundations for Early Learning and Development for health, safety, nutritional needs and safe learning environments. (SP) 28160

EDU 161 Introduction to Exceptional Children (3 0 0 3)

Prerequisites: None

Corequisites: None

This course covers children with exceptionalities as life long learners within the context of the community, school and family. Emphasis is placed on inclusion, legal, social/political, environmental, and cultural issues relating to the teaching of children with exceptionalities. Upon completion, students should be able to demonstrate knowledge of identification processes, inclusive techniques, and professional practices and attitudes. (F, SP, S) 28160

EDU 163 Classroom Management and Instruction (3 0 0 3)

Prerequisites: None

Corequisites: None

This course examines classroom management and evidence-based instructional strategies that create supportive learning environments to provide developmentally appropriate guidance for school-age populations. Topics include classroom management and organization, teaching strategies, individual student differences and learning styles, ongoing systematic observation, and developmentally appropriate classroom guidance techniques. Upon completion, students should be able to utilize developmentally appropriate behavior management and high quality instructional strategies that enhance the teaching/learning process and promote students' academic success. (F, SP, S) 28160

EDU 175 Introduction to Trade and Industrial (3 0 0 3)

Prerequisites: None

Corequisites: None

This course introduces the philosophy, scope, and objectives of industrial education. Topics include the development of industrial education, employment opportunities, current events, current practices, and emerging trends. Upon completion, students should be able to describe the history, identify current practices, and describe current trends in industrial education. (F, SP, S) 28160

EDU 176 Occupational Analysis and Course Development (3 0 0 3)

Prerequisites: None

Corequisites: None

This course covers the principles and techniques of analyzing occupations to select suitable competencies and teaching methods for learning activities. Topics include occupational analysis, instructional methods, competency identification, and curriculum writing. Upon completion, students should be able to identify competencies, organize instructional materials, and select appropriate instructional methods. (F, SP, S) 28160

EDU 177 Instructional Methods (2 2 0 3)

Prerequisites: None

Corequisites: None

This course covers instructional methods in technical education with emphasis on competency-based instruction. Topics include writing objectives, industrial methods, and determining learning styles. Upon completion, students should be able to select and demonstrate the use of a variety of instructional methods. (F, SP, S) 28160

EDU 179 Vocational Student Organization (3 0 0 3)

Prerequisites: None

Corequisites: None

This course covers planning and organizing vocational youth clubs by understanding the structure and operating procedures to use club activities for personal and professional growth. Topics include self-assessment to set goals, club structure, election and installation of officers, club activities, function of committees, running meetings, contest preparation, and leadership skills. Upon completion students should be able to set personal goals, outline club structure, elect and install officers. (F, SP, S) 28160

EDU 184 Early Childhood Introduction Practicum (1 3 0 2)

Prerequisites: EDU 119

Corequisites: None

This course introduces students to early childhood settings and applying skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on observing children and assisting in the implementation of developmentally appropriate activities/environments for all children; and modeling reflective/professional practices. Upon completion, students should be able to demonstrate developmentally appropriate interactions with children and ethical/professional behaviors as indicated by assignments and onsite faculty visits. (F, SP) 28160

EDU 185 Cognitive and Language Act (3 0 0 3)

Prerequisites: None

Corequisites: None

This course covers methods of developing cognitive and language/communication skills in children. Emphasis is placed on planning the basic components of language and cognitive processes in developing curriculum activities. Upon completion, students should be able to identify, plan, select materials and equipment, and implement and evaluate developmentally appropriate curriculum activities. (F) 28160

EDU 216 Foundations of Education (3 0 0 3)

Prerequisites: None

Corequisites: None

This course introduces the examination of the American educational systems and the teaching profession. Topics include the historical and philosophical influences on education, various perspectives on educational issues, and experiences in birth through grade 12 classrooms. Upon completion, students should be able to reflect on classroom observations, analyze the different educational approaches, including classical/traditional and progressive, and have knowledge of the various roles of educational systems at the federal, state and local level. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as premajor and/or elective course requirement.* (F) 28160

EDU 221 Children with Exceptional (3 0 0 3)

Prerequisites: EDU 144 and EDU 145 or PSY 244 and PSY 245

Corequisites: None

This course covers atypical patterns of child development, inclusive/diverse settings, evidenced-based educational/family plans, differentiated instruction, adaptive materials, and assistive technology. Emphasis is placed on the characteristics of exceptionalities and delays, early intervention/special education, transitions, observation, developmental screening, formative assessment of children, and collaborating with families and community partners. Upon completion, students should be able to recognize diverse abilities, describe the referral process, identify community resources, explain the importance of collaboration with families/professionals, and develop appropriate strategies/adaptations to support children in all environments with best practices as defined by laws, policies and the NC Foundations for Early Learning and Development. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as premajor and/or elective course requirement.* (SP) 28160

EDU 234 Infants, Toddlers, and Twos (3 0 0 3)

Prerequisites: EDU 119

Corequisites: None

This course covers the development of high-quality, individualized, responsive/engaging relationships and experiences for infants, toddlers, and twos. Emphasis is placed on typical and atypical child development, working with diverse families to provide positive, supportive, and engaging early learning activities and interactions through field experiences and the application of the NC Foundations for Early Learning and Development. Upon completion, students should be able to demonstrate responsive curriculum planning, respectful relationships and exposure to a variety of developmentally appropriate experiences/materials that support a foundation for healthy development and growth of culturally, linguistically and ability diverse children birth to 36 months. (F) 28160

EDU 243 Learning Theory (3 0 0 3)

Prerequisites: None

Corequisites: None

This course provides lateral entry teachers an introduction to learning theory, various styles of learning, and motivational factors involved in the learning process. Emphasis is placed on the development of cognitive skills using the eight types of intelligence and applying these to practical classroom situations. Upon completion, students should be able to describe theories and styles of learning and discuss the relationship between different types of intelligence to learning motivation. (F) 28160

EDU 244 Human Growth/Development (3 0 0 3)

Prerequisites: None

Corequisites: None

This course introduces lateral entry teachers to theories and ages and stages related to human growth and development from birth through adolescence. Emphasis is placed on development through the stages of a child's life in the areas of physical, emotional, social, intellectual, and moral development. Upon completion, students should be able to identify and describe milestones of each stage in all areas of development and discuss factors that influence growth. (SP, S) 28160

EDU 250 Teacher Licensure Preparation (3 0 0 3)

Prerequisites: ENG 111 and Mat 143 or ENG 111 and MAT 152 or ENG 111 and MAT 171

Corequisites: None

This course provides information and strategies necessary for transfer to a teacher licensure program at a senior institution. Topics include entry level teacher licensure exam preparation, performance based assessment systems, requirements for entry into teacher education programs, the process to become a licensed teacher in North Carolina, and professionalism including expectations within the field of education. Upon completion, students should be able to utilize educational terminology and demonstrate knowledge of teacher licensure processes including exam preparation, technology based portfolio assessment, and secondary admissions processes to the school of education at a senior institution. (SP) 28160

EDU 259 Curriculum Planning (3 0 0 3)

Prerequisites: EDU 119

Corequisites: None

This course is designed to focus on using content knowledge to build developmentally effective approaches for culturally/linguistically/ability diverse young children. Topics include components of curriculum, a variety of curriculum models, authentic observation and assessment, and planning developmentally appropriate experiences aligned with the NC Foundations for Early Learning and Development. Upon completion, students should be able to understand, evaluate, and use curriculum to plan for individual/group needs. (SP) 28160

EDU 261 Early Childhood Administration I (3 0 0 3)

Prerequisites: None

Corequisites: EDU 119

This course introduces principles and practices essential to preparing and supporting child care administrators. Topics include program philosophy, policies and procedures, NC Child Care Law and Rules, business planning, personnel and fiscal management, and NAEYC Code of Ethical Conduct Supplement for Early Childhood Program Administration. Upon completion, students should be able to articulate a developmentally appropriate program philosophy, locate current state licensing regulations, analyze a business plan and examine comprehensive program policies and procedures. (F, SP, S) 28160

EDU 262 Early Childhood Administration II (3 0 0 3)

Prerequisites: EDU 119 and EDU 261

Corequisites: None

This course focuses on advocacy/leadership, public relations/community outreach and program quality/evaluation for diverse early childhood programs. Topics include program evaluation/accreditation, involvement in early childhood professional organizations, leadership/mentoring, family, volunteer and community involvement and early childhood advocacy. Upon completion, students should be able to define and evaluate all components of early childhood programs, develop strategies for advocacy and integrate community into programs. (F, SP, S) 28160

EDU 271 Educational Technology (2 2 0 3)

Prerequisites: None

Corequisites: None

This course introduces the ethical use of technology to enhance teaching and learning in all educational settings. Emphasis is placed on technology concepts, ethical issues, digital citizenship, instructional strategies, assistive technology, and the use of technology for professional development and communication. Upon completion, students should be able to discuss technology concepts, ethically use a variety of technology resources, demonstrate appropriate technology skills in educational environments, and identify assistive technology. (F, SP, S) 28160

EDU 280 Language/Literacy Experience (3 0 0 3)

Prerequisites: None

Corequisites: None

This course provides evidence-based strategies for enhancing language and literacy experiences that align with NC Foundations for Early Learning and Development. Topics include developmental sequences for children's emergent receptive and expressive language, print concepts, appropriate observations/assessments, literacy enriched environments, quality selection of diverse literature, interactive media, and inclusive practices. Upon completion, students should be able to select, plan, implement and evaluate developmentally appropriate language and literacy experiences for children who are culturally, linguistically and ability diverse. (F) 28160

EDU 281 Instructor Strategies: Reading and Writing (2 2 0 3)

Prerequisites: None

Corequisites: None

This course covers concepts, resources, and methods for teaching reading and writing to elementary through middle-grade children. Topics include the importance of literacy, learning styles, skills assessment, various reading and writing approaches and instructional strategies. Upon completion, students should be able to assess, plan, implement and evaluate school-age literacy experiences as related to the North Carolina Standard Course of Study. (F, SP, S) 28160

EDU 284 Early Childhood Capstone Practicum (1 9 0 4)

Prerequisites: EDU 119, (EDU 144 or PSY 244), (EDU 145 or PSY 245), EDU 146, EDU 151, EDU 184 (Local)

Corequisites: None

This course is designed to allow students to demonstrate acquired skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on designing, implementing and evaluating developmentally appropriate activities and environments for all children; supporting/engaging families; and modeling reflective and professional practices based on national and state guidelines. Upon completion, students should be able to apply NC Foundations for Early Learning and Development to demonstrate developmentally appropriate plans/assessments, appropriate guidance techniques and ethical/professional behaviors, including the use of appropriate technology, as indicated by assignments and onsite faculty assessments. *This course is required in the student's last semester (Local).* (F, SP) 28160

EDU 285 Internship Exp-School Age (1 9 0 4)

Prerequisites: EDU 144 or PSY 244, EDU 145 or PSY 245, EDU 118 OR EDU 216 and EDU 163

Corequisites: None

This course is designed to allow students to demonstrate acquired skills in a quality public or private school environment. Emphasis is placed on designing, implementing and evaluating developmentally appropriate activities and environments for all children; supporting/engaging families; and modeling reflective and professional practices based on national and state guidelines. Upon completion, students should be able to demonstrate developmentally appropriate lesson plans/assessments, appropriate guidance techniques, ethical/professional behaviors including the use of appropriate technology, as indicated by assignments and onsite faculty visits. (F, SP) 28160

EDU 289 Adv Issues/School Age (2 0 0 2)

Prerequisites: None

Corequisites: None

This course covers advanced topics and issues that relate to school-age programs. Emphasis is placed on current advocacy issues, emerging technology, professional growth, ethics, and organizations for providers/teachers working with school-age populations. Upon completion, students should be able to list, discuss, and explain advanced current topics and issues surrounding school-aged populations. (F, SP) 28160

ENGINEERING**EGR 110 Introduction to Engineering Technology (1 2 0 2)**

Prerequisites: None

Corequisites: None

This course introduces general topics relevant to engineering technology. Topics include career assessment, professional ethics, critical thinking and problem solving, usage of college resources for study and research, and using tools for engineering computations. Upon completion, students should be able to choose a career option in engineering technology and utilize college resources to meet their educational goals. (F, SP, S) 28160

EGR 150 Intro to Engineering (1 2 0 2)

Prerequisites: None

Corequisites: None

This course is an overview of the engineering profession. Topics include goal setting and career assessment, ethics, public safety, the engineering method and design process, written and oral communication, interpersonal skills and team building, and computer applications. Upon completion, students should be able to understand the engineering process, the engineering profession, and utilize college resources to meet their educational goals. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as premajor and/or elective course requirement.* (F) 28160

EGR 250 Statics/Strength of Mater (4 3 0 5)

Prerequisites: MAT 121 or MAT 171

Corequisites: None

This course includes vector analysis, equilibrium of force systems, friction, sectional properties, stress/strain, and deformation. Topics include resultants and components of forces, moments and couples, free-body diagrams, shear and moment diagrams, trusses, frames, beams, columns, connections, and combined stresses. Upon completion, students should be able to analyze simple structures. (F, SP, S) 28160

EGR 285 Design Project (0 4 0 2)

Prerequisites: None

Corequisites: None

This course provides the opportunity to design an instructor-approved project using previously acquired skills. Emphasis is placed on selection, proposal, design, testing, and documentation of the approved project. Upon completion, students should be able to present and demonstrate projects. (TBA) 28160

ELECTRICAL**ELC 111 Introduction to Electricity (2 2 0 3)**

Prerequisites: None

Corequisites: None

This course introduces the fundamental concepts of electricity and test equipment to non-electrical/electronics majors. Topics include basic DC and AC principles (voltage, resistance, current, impedance); components (resistors, inductors, and capacitors); power; and operation of test equipment. Upon completion, students should be able to construct and analyze simple DC and AC circuits using electrical test equipment. (F) 28160

ELC 112 DC/AC Electricity (3 6 0 5)

Prerequisites: None

Corequisites: None

This course introduces the fundamental concepts of and computations related to DC/AC electricity. Emphasis is placed on DC/AC circuits, components, operation of test equipment; and other related topics. Upon completion, students should be able to construct, verify, and analyze simple DC/AC circuits. (F) 28160

ELC 113 Residential Wiring (2 6 0 4)

Prerequisites: None

Corequisites: None

This course introduces the care/usage of tools and materials used in residential electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical print reading; planning, layout; and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment associated with residential electrical installations. (F) 28160

ELC 114 Commercial Wiring (2 6 0 4)

Prerequisites: None

Corequisites: None

This course provides instruction in the application of electrical tools, materials, and test equipment associated with commercial electrical installations. Topics include the NEC; safety; electrical blueprints; planning, layout, and installation of equipment and conduits; and wiring devices such as panels and overcurrent devices. Upon completion, students should be able to properly install equipment and conduit associated with commercial electrical installations. (SP) 28160

ELC 115 Industrial Wiring (2 6 0 4)

Prerequisites: None

Corequisites: None

This course covers layout, planning, and installation of wiring systems in industrial facilities. Emphasis is placed on industrial wiring methods and materials. Upon completion, students should be able to install industrial systems and equipment. (S) 28160

ELC 117 Motors and Controls (2 6 0 4)

Prerequisites: None

Corequisites: None

This course introduces the fundamental concepts of motors and motor controls. Topics include ladder diagrams, pilot devices, contactors, motor starters, motors, and other control devices. Upon completion, students should be able to properly select, connect, and troubleshoot motors and control circuits. (SP) 28160

ELC 118 National Electrical Code (1 2 0 2)

Prerequisites: None

Corequisites: None

This course covers the use of the current National Electrical Code. Topics include the NEC history, wiring methods, overcurrent protection, materials, and other related topics. Upon completion, students should be able to effectively use the NEC. (F) 28160

ELC 119 NEC Calculations (1 2 0 2)

Prerequisites: None

Corequisites: None

This course covers branch circuit, feeder, and service calculations. Emphasis is placed on sections of the National Electrical Code related to calculations. Upon completion, students should be able to use appropriate code sections to size wire, conduit, and overcurrent devices for branch circuits, feeders, and service. (SP) 28160

ELC 127 Software for Technicians (1 3 0 2)

Prerequisites: None

Corequisites: None

This course introduces computer software which can be used to solve electrical/electronics problems. Topics include electrical/electronics calculations and applications. Upon completion, students should be able to utilize a personal computer for electrical/electronics-related applications. (SP) 28160

ELC 128 Introduction to Programmable Logic Controller (PLC) (2 3 0 3)

Prerequisites: None

Corequisites: None

This course introduces the programmable logic controller (PLC) and its associated applications. Topics include ladder logic diagrams, input/output modules, power supplies, surge protection, selection/installation of controllers, and interfacing of controllers with equipment. Upon completion, students should be able to understand basic PLC systems and create simple programs. (F) 28160

ELC 132 Electrical Drawings (1 3 0 2)

Prerequisites: None

Corequisites: None

This course introduces the technical documentation that is typically found or used in the industrial environment. Topics include interpretation of service manuals, freehand sketching, orthographic views and dimensions, and print reading. Upon completion, students should be able to interpret technical documents and prints and use basic drafting skills to prepare usable field drawings. (SP) 28160

ELC 134 Transformer Applications (1 2 0 2)

Prerequisites: None

Corequisites: None

This course covers single- and three-phase transformer applications as found in industrial/commercial buildings and machinery. Topics include transformer principles, single- and three-phase calculations, and connections. Upon completion, students should be able to understand single- and three-phase transformers, make transformer connections, and make calculations. (SP) 28160

ELC 135 Electrical Machines (2 2 0 3)

Prerequisites: None

Co-requisites: None

This course covers magnetic circuits, transformers, DC/AC machines, and the three-phase circuit fundamentals including power factor. Topics include magnetic terms and calculations, transformer calculations based on primary or secondary equivalent circuits, and regulation and efficiency calculations. Upon completion, students should be able to perform regulation and efficiency calculations for DC/AC machine circuits. (SP) 28160

ELC 138 DC Circuit Analysis (3 3 0 4)

Prerequisites: None

Corequisites: None

This course introduces DC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include DC principles, circuit analysis laws and theorems, components, test equipment operation, circuit simulation, and other related topics. Upon completion, students should be able to interpret circuit schematics; design, construct, and analyze DC circuits; and properly use test equipment. (F) 28160

ELC 139 AC Circuit Analysis (3 3 0 4)

Prerequisites: None

Corequisites: None

This course introduces AC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include AC voltages, circuit analysis laws and theorems, reactive components and circuits, transformers, test equipment operation, circuit simulation, and other related topics. Upon completion, students should be able to interpret AC circuit schematics; analyze and troubleshoot AC circuits; and properly use test equipment. (SP) 28160

ELC 220 Photovoltaic Sys Tech (2 3 0 3)

Prerequisites: None

Corequisites: None

This course introduces the concepts, tools, techniques, and materials needed to understand systems that convert solar energy into electricity with photovoltaic (pv) technologies. Topics include site analysis for system integration, building codes, and advances in photovoltaic technology. Upon completion, students should be able to demonstrate an understanding of the principles of photovoltaic technology and current applications. (F) 28160

ELC 221 Adv PV Sys Designs (2 3 0 3)

Prerequisites: ELC 220

Corequisites: None

This course introduces specific elements in photovoltaic (pv) systems technologies including efficiency, modules, inverters, charge controllers, batteries, and system installation. Topics include National Electrical Code (NEC), electrical specifications, photovoltaic system components, array design and power integration requirements that combine to form a unified structure. Upon completion, students should be able to demonstrate an understanding of various photovoltaic designs and proper installation of NEC compliant solar electric power systems. (SP) 28160

ELC 228 Programmable Logic Controller (PLC) Applications (2 6 0 4)

Prerequisites: ELC 128 (L)

Corequisites: None

This course covers programming and applications of programmable logic controllers. Emphasis is placed on programming techniques, networking, specialty I/O modules, and system troubleshooting. Upon completion, students should be able to specify, implement, and maintain complex PLC controlled systems. (SP) 28160

ELC 229 Applications Project (1 3 0 2)

Prerequisites: None

Corequisites: None

This course provides an individual and/or integrated team approach to a practical project as approved by the instructor. Topics include project selection and planning, implementation and testing, and a final presentation. Upon completion, students should be able to plan and implement an applications-oriented project. (SP) 28160

ELC 231 Electric Power Systems (3 2 0 4)

Prerequisites: ELC 112 (L) or ELC 139 (L)

Corequisites: None

This course covers the basic principles of electric power systems, including transmission lines, generator and transformer characteristics, and fault detection and correction. Emphasis is placed on line diagrams and per unit calculations for circuit performance analysis in regards to voltage regulation, power factor, and protection devices. Upon completion, students should be able to analyze simple distribution subsystems, calculate fault current, and compare different types and sizes of circuit protection devices. (F) 28160

ELC 233 Energy Management (2 2 0 3)

Prerequisites: ELC 231 (L)

Corequisites: None

This course covers energy management principles and techniques typical of those found in industry and commercial facilities, including load control and peak demand reduction systems. Topics include load and peak demand calculations, load shedding, load balance and power factor, priority scheduling, remote sensing and control, and supplementary/alternative energy sources. Upon completion, students should be able to determine energy management parameters, calculate demand and energy use, propose energy management procedures, and implement alternative energy sources. (SP) 28160

ELECTRONICS**ELN 131 Analog Electronics I (3 3 0 4)**

Prerequisites: ELC 112 (L) or ELC 138 (L)

Corequisites: None

This course introduces the characteristics and applications of semiconductor devices and circuits. Emphasis is placed on analysis, selection, biasing, and applications. Upon completion, students should be able to construct, analyze, verify, and troubleshoot analog circuits using appropriate techniques and test equipment. (SP) 28160

ELN 133 Digital Electronics (3 3 0 4)

Prerequisites: None

Corequisites: None

This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, medium scale integration (MSI) and large scale integration (LSI) circuits, analog to digital (AD) and digital to analog (DA) conversion, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot digital circuits using appropriate techniques and test equipment. (F) 28160

ELN 152 Fabrication Techniques (1 3 0 2)

Prerequisites: None

Corequisites: None

This course covers the fabrication methods required to create a prototype product from the initial circuit design. Topics include CAD, layout, sheet metal working, component selection, PC board layout and construction, reverse engineering, soldering, and other related topics. Upon completion, students should be able to design and construct an electronic product with all its associated documentation. (S) 28160

ELN 229 Industrial Electronics (3 3 0 4)

Prerequisites: ELC 112 (L)

Corequisites: None

This course covers semiconductor devices used in industrial applications. Topics include the basic theory, application, and operating characteristics of semiconductor devices. Upon completion, students should be able to construct and/or troubleshoot these devices for proper operation in an industrial electronic circuit. (SP) 28160

ELN 231 Industrial Controls (2 3 0 3)

Prerequisites: None

Corequisites: None

This course introduces the fundamental concepts of control of rotating machinery and associated peripheral devices. Topics include rotating machine theory, ladder logic, electromechanical and solid state relays, motor controls, pilot devices, three-phase power systems, and other related topics. Upon completion, students should be able to interpret schematics and demonstrate an understanding of electromechanical and electronic control of rotating machinery. (S) 28160

ELN 232 Introduction to Microprocessors (3 3 0 4)

Prerequisites: None

Corequisites: None

This course introduces microprocessor architecture and microcomputer systems including memory and input/output interfacing. Topics include low-level language programming, bus architecture, I/O systems, memory systems, interrupts, and other related topics. Upon completion, students should be able to interpret, analyze, verify, and troubleshoot fundamental microprocessor circuits and programs using appropriate techniques and test equipment. (SP) 28160

ELN 233 Microprocessor Systems (3 3 0 4)

Prerequisites: ELN 232 (L)

Corequisites: None

This course covers the application and design of microprocessor control systems. Topics include control and interfacing of systems using AD/DA, serial/parallel I/O, communication protocols, and other related applications. Upon completion, students should be able to design, construct, program, verify, analyze, and troubleshoot fundamental microprocessor interface and control circuits using related equipment. (S) 28160

EMERGENCY MEDICAL SCIENCE**EMS 110 EMT-Basic (5 6 0 7)**

Prerequisites: None

Corequisites: None

This course introduces basic emergency medical care. Topics include preparatory, airway, patient assessment, medical emergencies, trauma, infants and children, and operations. Upon completion, students should be able to demonstrate the knowledge and skills necessary to achieve North Carolina State or National Registry EMT-Basic certification. (TBA)

EMS 122 EMS Clinical Practicum I (0 0 3 1)

Prerequisites: EMS 110

Corequisites: EMS 130

This course provides the introductory hospital clinical experience for the paramedic student. Emphasis is placed on mastering fundamental paramedic skills. Upon completion, students should be able to demonstrate competence with fundamental paramedic level skills. (TBA)

EMS 125 EMS Instructor Methodology (2 2 0 3)

Prerequisites: None

Corequisites: None

This course covers the information needed to develop and instruct EMS courses. Topics include instructional methods, lesson plan development, time management skills, and theories of adult learning. Upon completion, students should be able to teach EMS courses and meet the North Carolina EMS requirements for instructor methodology. (SP)

EMS 130 Pharmacology I for EMS (1 3 0 2)

Prerequisites: EMS 110

Corequisites: EMS 122

This course introduces the fundamental principles of pharmacology and medication administration and is required for intermediate and paramedic certification. Topics include terminology, pharmacokinetics, pharmacodynamics, weights, measures, drug calculations, legislation, and administration routes. Upon completion, students should be able to accurately calculate drug dosages, properly administer medications, and demonstrate general knowledge of pharmacology. (TBA)

EMS 131 Adv Airway Management (1 2 0 2)

Prerequisites: EMS 110

Corequisites: None

This course is designed to provide advanced airway management techniques and is required for intermediate and paramedic certification. Topics include respiratory anatomy and physiology, airway, ventilation, adjuncts, surgical intervention, and rapid sequence intubation. Upon completion, students should be able to properly utilize all airway adjuncts and pharmacology associated with airway control and maintenance. (TBA)

EMS 160 Cardiology I (1 3 0 2)

Prerequisites: EMS 110

Corequisites: None

This course introduces the study of cardiovascular emergencies and is required for paramedic certification. Topics include anatomy and physiology, pathophysiology, electrophysiology, and basic rhythm interpretation in the monitoring leads. Upon completion, students should be able to recognize and interpret basic rhythms. (TBA)

EMS 220 Cardiology (2 6 0 4)
Prerequisites: EMS 122, EMS 130, and EMS 160
Corequisites: None
This course provides an in-depth study of cardiovascular emergencies and is required for paramedic certification. Topics include anatomy and physiology, pathophysiology, rhythm interpretation, cardiac pharmacology, and patient treatment. Upon completion, students should be able to certify at the Advanced Cardiac Life Support Provider level utilizing American Heart Association guidelines. (TBA)

EMS 221 EMS Clinical Practicum II (0 0 9 3)
Prerequisites EMS 121, EMS 122, and EMS 130
Corequisites None
This course is a continuation of the hospital and field internship required for paramedic certification. Emphasis is placed on advanced-level care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care. (TBA)

EMS 231 EMS Clinical Pract III (0 0 9 3)
Prerequisites: EMS 221 and EMS 130
Corequisites: None
This course is a continuation of the hospital and field internship required for paramedic certification. Emphasis is placed on advanced-level care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care. (TBA)

EMS 235 EMS Management (2 0 0 2)
Prerequisites: EMS 221 and EMS 130
Corequisites: None
This course stresses the principles of managing a modern emergency medical service system. Topics include structure and function of municipal governments, EMS grantsmanship, finance, regulatory agencies, system management, legal issues, and other topics relevant to the EMS manager. Upon completion, students should be able to understand the principles of managing emergency medical service delivery systems. (SP)

EMS 240 Special Needs Patients (1 2 0 2)
Prerequisites: EMS 122 and EMS 130
Corequisites: None
This course includes concepts of crisis intervention and techniques of dealing with special needs patients and is required for paramedic certification. Topics include behavioral emergencies, abuse, assault, challenged patients, personal well-being, home care, and psychotherapeutic pharmacology. Upon completion, students should be able to recognize and manage frequently encountered special needs patients. (TBA)

EMS 241 EMS Clinical Practicum IV (0 0 9 3)
Prerequisites: EMS 130 and EMS 231
Corequisites: None
This course is a continuation of the hospital and field internship required for paramedic certification. Emphasis is placed on advanced-level care. Upon completion, students should be able to provide advanced-level patient care as an entry-level paramedic. (TBA)

EMS 250 Adv. Medical Emergencies (2 3 0 3)
Prerequisites: EMS 122 and EMS 130
Corequisites: None
This course provides an in-depth study of medical conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include pulmonology, neurology, endocrinology, anaphylaxis, gastroenterology, toxicology, and environmental emergencies integrating case presentation and emphasizing pharmacotherapeutics. Upon completion, students should be able to recognize and manage frequently encountered medical conditions based upon initial patient impression. (TBA)

EMS 260 Advanced Trauma Emergencies (1 3 0 2)
Prerequisites: EMS 122 and EMS 130
Corequisites: None
This course provides in-depth study of trauma including pharmacological interventions for conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include hemorrhage control, shock, burns, and trauma to head, spine, soft tissue, thoracic, abdominal, and musculoskeletal areas with case presentations utilized for special problems situations. Upon completion, students should be able to recognize and manage trauma situations based upon patient impressions and should meet requirements of BTLS or PHTLS courses. (TBA)

EMS 270 Life Span Emergencies (2 2 0 3)
Prerequisites: EMS 122 and EMS 130
Corequisites: None
This course, required for paramedic certification, covers medical/ethical/legal issues and the spectrum of age-specific emergencies from conception through death. Topics include gynecological, obstetrical, neonatal, pediatric, and geriatric emergencies and pharmacological therapeutics. Upon completion, students should be able to recognize and treat age-specific emergencies and certify at the Pediatric Advanced Life Support Provider level. (TBA)

EMS 280 EMS Bridging Course (2 2 0 3)
Prerequisites: None
Corequisites: None
This course is designed to provide currently credentialed state or national Paramedic students with the most current education trends in Paramedic Practice. Emphasis is placed on transitions in healthcare. Upon completion, students should be able to integrate emerging trends in pre-hospital care. (SP)

EMS 285 EMS Capstone (3 0 2)
Prerequisites: EMS 220, EMS 250, and EMS 260
Corequisites: None
This course provides an opportunity to demonstrate problem-solving skills as a team leader in simulated patient scenarios and is required for paramedic certification. Emphasis is placed on critical thinking, integration of didactic and psychomotor skills, and effective performance in simulated emergency situations. Upon completion, students should be able to recognize and appropriately respond to a variety of EMS-related events. (TBA)

ENGLISH

Student placement in prerequisite and co-requisite developmental English courses is based on placement guidelines. For more information on placement guidelines see the Advising and Success Center or your advisor.

ENG 002 Transition English (0 6 0 3)*
Prerequisites: None
Corequisites: None
This course provides an opportunity to customize foundational English content in specific areas and will include developing a growth mindset. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in college-level English. Upon completion, students should be able to build a stronger foundation for success in their gateway level English courses by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge. (F, SP, S) 28160

ENG 011 Writing and Inquiry Support (1 2 0 2)*

Prerequisites: None

Corequisites: None

This course is designed to support students in the development of skills necessary for success in ENG 111 by complementing, supporting, and reinforcing ENG 111 Student Learning Outcomes. Emphasis is placed on developing a growth mindset, expanding skills for use in active reading and writing processes, recognizing organizational relationships within texts from a variety of genres and formats, and employing appropriate technology when reading and composing texts. Upon completion, students should be able to apply active reading strategies to college-level texts and produce unified, well-developed writing using standard written English. (F, SP, S) 28160

*These credits are institutional credits only and cannot be used for graduation. They are used for determining hour load for payment, eligibility for financial aid, or classification as a full-time student.

ENG 101 Applied Communications I (3 0 0 3)

Prerequisites: None

Corequisites: None

This course is designed to enhance reading and writing skills for the workplace. Emphasis is placed on technical reading, job-related vocabulary, sentence writing, punctuation, and spelling. Upon completion, students should be able to identify main ideas with supporting details and produce mechanically correct short writings appropriate to the workplace. *This is a diploma-level course.* (TBA) 28160

ENG 111 Writing and Inquiry (3 0 0 3)

Prerequisites: Satisfactory placement or ENG 002

Corequisites: ENG 011

This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in English composition.* (F, SP, S) 28160

ENG 112 Writing/Research in the Disc (3 0 0 3)

Prerequisites: ENG 111

Corequisites: None

This course, the second in a series of two, introduces research techniques, documentation styles, and writing strategies. Emphasis is placed on analyzing information and ideas and incorporating research findings into documented writing and research projects. Upon completion, students should be able to evaluate and synthesize information from primary and secondary sources using documentation appropriate to various disciplines. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition. This course is also available through the Virtual Learning Community (VLC).* (F, SP, S) 28160

ENG 231 American Literature I (3 0 0 3)

Prerequisites: ENG 112, ENG 113, or ENG 114

Corequisites: None

This course covers selected works in American literature from its beginnings to 1865. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to analyze and interpret literary works in their historical and cultural contexts. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in humanities/fine arts.* (F, SP) 28160

ENG 232 American Literature II (3 0 0 3)

Prerequisites: ENG 112, ENG 113, or ENG 114

Corequisites: None

This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to analyze and interpret literary works in their historical and cultural contexts. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in humanities/fine arts.* (F, SP) 28160

ENG 241 British Literature I (3 0 0 3)

Prerequisites: ENG 112, ENG 113, or ENG 114

Corequisites: None

This course covers selected works in British literature from its beginnings to the Romantic Period. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in humanities/fine arts.* (F) 28160

ENG 242 British Literature II (3 0 0 3)

Prerequisites: ENG 112, ENG 113, or ENG 114

Corequisites: None

This course covers selected works in British literature from the Romantic Period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in humanities/fine arts.* (SP) 28160

ENG 261 World Literature I (3 0 0 3)

Prerequisites: ENG 112, ENG 113, or ENG 114

Corequisites: None

This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from their literary beginnings through the seventeenth century. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in humanities/fine arts.* (TBA) 28160

ENG 262 World Literature II (3 0 0 3)

Prerequisites: ENG 112, ENG 113, or ENG 114

Corequisites: None

This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from the eighteenth century to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in humanities/fine arts.* (TBA) 28160

EQUINE

EQU 110 Intro Therapeutic Horsemanship (1 2 0 2)

Prerequisites: None

Corequisites: None

This course provides an introduction to therapeutic horsemanship. Topics include the history of equine-assisted activities and therapies (EAAT), the use of the horse in EAAT, an overview of common cognitive and physical disabilities, careers with equine-assisted activities with an overview on instructor certification. Upon completion, students should be able to explain the use of the horse in EAAT, identify careers in therapeutic horsemanship, and have the knowledge in credentialing required to be a therapeutic instructor. (F) 28160

EQU 111 Intro Horse Science I (2 9 0 5)

Prerequisites: None

Corequisites: None

This course provides students with the foundational knowledge, theory, practical application and work ethic needed to complete their other equine coursework. Topics include basics of equine evolution, nature of the horse, equine behavior, bandaging, wrapping, restraints, health topics, wounds, vices, body condition scoring and work ethic. Upon completion students should be able to perform and explain basic horse husbandry and stable management practices. (F) 28160

EQU 112 Intro Horse Science II (2 9 0 5)

Prerequisites: None

Corequisites: None

The course covers horse industry practices and emphasizes basic horse husbandry and stable management practices, with an emphasis on practical application. Topics include prevention, identification and treatment of diseases, injuries and treatments, lameness, parasites, common medications, and work ethic. Upon completion, students should be able to further perform horse husbandry and stable management practices and explain related theory. (SP) 28160

EQU 115 Princ-Therapeutic Horsemanship (2 2 0 3)

Prerequisites: None

Corequisites: None

This course covers the principles and concepts of therapeutic horsemanship and introduces a variety of equine-assisted activities and therapies (EAAT) that include horseback riding, hippotherapy, therapeutic driving, vaulting, and equine facilities psychotherapy. Emphasis is placed on the therapeutic model, the organization and administration of programs, accreditation, standards and certification, selection of students, volunteers, and horses. Upon completion, students should be able to identify the different forms of EAAT, the benefits and contraindication of each, and know the use of appropriate terminology, equipment, and activities applicable to EAAT. (F) 28160

EQU 120 Horsemanship I (1 6 0 3)

Prerequisites: None

Corequisites: None

This course covers fundamentals of groundwork and basic theories of horsemanship and training, with emphasis on a balanced seat, communication with, feel for and influence over the horse. Topics include horse care, equipment, position development and strengthening, show turn out, groundwork and riding theory, riding maneuvers and patterns. Upon completion, students should be able to competently perform groundwork, demonstrate a balanced position, coordinate aids to perform maneuvers and patterns, and discuss riding theory. (SP, S) 28160

EQU 125 Equine Behavior (2 2 0 3)

Prerequisites: None

Corequisites: None

This course covers the factors affecting equine behavior. Emphasis is placed on equine instincts and the influence of genes and nutrition; their perception and response to stimuli, including sexual and reproductive behaviors; and equine communication and the nature of their social organization. Upon completion, students should be able to explain how and why behavioral problems occur and how they can be prevented; and describe different approaches to equine learning in a training environment. (SP) 28160

EQU 130 Equine Anatomy & Phys (2 2 0 3)

Prerequisites: None

Corequisites: None

This course covers the anatomy and physiology of various systems of the equine body. Emphasis is placed on practical application of class topics. Upon completion, students should be able to demonstrate a working understanding of equine anatomy and physiology and be able to communicate effectively with veterinarians. (SP) 28160

EQU 140 Equine Evaluation I (1 3 0 2)

Prerequisites: None

Corequisites: None

This course covers conformation, movement, and related anatomy, identifies characteristics of major breeds and introduces judging. Topics include breeds, colors, markings, disciplines, gaits, the relationship of form to function, the ideal structure, terminology for halter, and oral reasons. Upon completion, students should be able to demonstrate correct technique in judging halter, recognize structural faults within the horse, and present oral reason. (S) 28160

EQU 150 Equine Nutrition (2 0 0 2)

Prerequisites: None

Corequisites: None

This course studies equine nutrition and its application, including concentrates, hays, forages, and supplements. Topics include basic digestive anatomy and physiology, common feeds and supplements, nutritional needs in specific situations, and ration balancing. Upon completion, students should be able to explain feeding practices and critique rations for classifications of horses. (SP) 28160

EQU 210 Training the Therapeutic Horse (1 3 0 2)

Prerequisites: None

Corequisites: None

This course covers the equine training of the therapeutic horse. Topics include evaluation, preparation and safety of the therapeutic horse; identifying and knowing the proper use of tack, equipment, and adaptive equipment; gaits, seat position, mounting/dismounting, and recognizing signs of health and wellness of the horse. Upon completion, students should be able to evaluate and train the therapeutic horse. (F) 28160

EQU 211 Horse Farm Mgmt I (3 9 0 6)

Prerequisites: None

Corequisites: None

This course covers horse farm management practices. Emphasis is placed on facility planning, record keeping, safety, labor, maintenance, preventative medicine management, equipment operation and care, work ethic, problem solving, supervision and teamwork skills. Upon completion, students should be able to design a facility on paper and assist in the management of an equine facility and herd, including supervision. (SP, S) 28160

EQU 215 Therapeutic Horse-Teaching (1 3 0 2)

Prerequisites: None

Corequisites: None

This course covers teaching in a therapeutic horsemanship program. Emphasis is on effective communication in organizing, preparing, and teaching lessons to individuals with disabilities; and assigning students, horses and volunteers. Upon completion, students should be able to assign students, horses, and volunteers, train volunteers, maintain progress notes, interact with parents, teachers, and other professionals. (F) 28160

EQU 240 Equine Evaluation II (1 3 0 2)

Prerequisites: None

Corequisites: None

This course covers in-depth evaluation of conformation and movement, and advances judging and oral reason techniques. Topics include further development of the relationship of form to function and terminology for breed, halter, and performance specialties. Upon completion, students should be able to demonstrate correct technique in judging and placing halter and performance classes and giving oral reasons. (F) 28160

EQU 270 Equine Business Law (1 0 0 1)

Prerequisites: None

Corequisites: None

This course presents the legal options and responsibilities of horse businesses and equine professionals. Topics include liability, lawsuits and relevant precedents, insurance, contracts, taxes, debt collection, purchase of property, estate planning, trailering laws, and abuse and neglect. Upon completion, students should be able to discuss legal options and responsibilities and make choices based on legal options and responsibilities. (SP, S) 28160

ENTREPRENEURSHIP

ETR 220 Innovation and Creativity (3 0 0 3)

Prerequisites: None

Corequisites: None

This course provides a study of developing and enhancing individual and organizational creativity and innovation. Topics include that innovation needs to be applied to products, services, and processes to increase competitive advantages and add value to businesses. Upon completion, students should be able to apply innovation and creativity principles in the work place. (F - odd years only) 28160

ELECTRIC UTILITY SUBSTATION

EUS 110 Intro to Elect Util Ind (3 3 0 4)

Prerequisites: None

Corequisites: None

This course provides the student with an overview of the electric (power) utility industry. Topics include electric utility regulation and its scope, regulatory agencies and codes, electrical safety, electric system overview, electric generation, electric transmission, and electric distribution. Upon completion, students should be able to understand the need for electric utilities, their structure, and regulatory requirements on electric utilities. (F) 28160

EUS 130 Elect Util Print Reading (3 2 0 4)

Prerequisites: EUS 110

Corequisites: None

This course introduces the basic principles of reading electrical drawings used in the utility industry. Topics include functional diagrams, AC and DC control schematics, wiring diagrams, control wiring diagrams, and logic diagrams. Upon completion, the student should be able to explain the purpose and function of the various circuits and components in each type of electrical drawing. (SP) 28160

FILM AND VIDEO PRODUCTION

VFP 227 Multimedia Production (2 3 0 3)

Prerequisites: None

Corequisites: None

This course covers technical terms used in the multimedia industry and introduces skills related to digital manipulation of audio and video materials. Emphasis is placed on technical terms used in multimedia work and integration of sound, video, graphics, and text into a single production. Upon completion, students should be able to define technical terms in multimedia work and work with a variety of computer hardware and software. (SP) 28160

GEOGRAPHY

GEL 111 Geology (3 2 0 4)

Prerequisites: None

Corequisites: None

This course introduces basic landforms and geological processes. Topics include rocks, minerals, volcanoes, fluvial processes, geological history, plate tectonics, glaciers, and coastal dynamics. Upon completion, students should be able to describe basic geological processes that shape the earth. (TBA) 28160

GEOGRAPHY

GEO 111 World Regional Geography (3 0 0 3)

Prerequisites: None

Corequisites: None

This course introduces map reading skills and the physical and cultural features of different areas of the earth. Topics include spatial association, the importance of location, physical characteristics of the earth, and the impact of humans on the environment. Upon completion, students should be able to demonstrate an ability to read a map and describe physical and cultural features of different regions. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in social/behavioral sciences.* (F, SP) 28160

GRAPHIC DESIGN

GRD 110 Typography I (2 2 0 3)

Prerequisites: None

Corequisites: None

This course introduces the history and mechanics of type and its application to layout and design. Topics include typographic fundamentals, anatomy, measurements, composition, identification, and terminology. Upon completion, students should be able to demonstrate proficiency in design application, analysis, specification, and creation of typographic elements. (F) 28160

GRD 121 Drawing Fundamentals I (1 3 0 2)

Prerequisites: None

Corequisites: None

This course increases observation skills using basic drawing techniques and media in graphic design. Emphasis is placed on developing the use of graphic design principles, media applications, spatial considerations, drawing styles, and approaches. Upon completion, students should be able to show competence and proficiency in finished works. (SP) 28160

GRD 131 Illustration I (1 3 0 2)

Prerequisites: ART 131 or DES 125 or GRD 121

Corequisites: None

This course introduces the application of rendering techniques to create illustrations. Emphasis is placed on controlling various media, methods, surfaces, design problems, and the appropriate media selection process. Upon completion, students should be able to produce quality illustrations from conception through finished artwork. (F, SP, S) 28160

GRD 132 Illustration II (1 3 0 2)

Prerequisites: GRD 131

Corequisites: None

This course is a continuation of GRD 131. Topics include editorial, product, fashion, and advertising illustrations. Upon completion, students should be able to demonstrate increased proficiency in creating quality illustrations from conceptualization through finished artwork. (F, SP, S) 28160

GRD 133 Illustration III (1 3 0 2)

Prerequisites: GRD 132

Corequisites: None

This course is designed to strengthen visual techniques and conceptual approaches to illustration. Emphasis is placed on advanced rendering techniques, requirements, and limitations. Upon completion, students should be able to create comprehensive illustrations that meet client/printer requirements. (F, SP, S) 28160

GRD 141 Graphic Design I (2 4 0 4)

Prerequisites: None

Corequisites: None

This course introduces the conceptualization process used in visual problem solving. Emphasis is placed on learning the principles of design and on the manipulation and organization of elements. Upon completion, students should be able to apply design principles and visual elements to projects. (F) 28160

GRD 142 Graphic Design II (2 4 0 4)

Prerequisites: DES 135 or GRD 141 or ART 121

Corequisites: None

This course covers the application of visual elements and design principles in advertising and graphic design. Topics include creation of various designs, such as logos, advertisements, posters, outdoor advertising, and publication design. Upon completion, students should be able to effectively apply design principles and visual elements to projects.

GRD 151 Computer Design Basics (1 4 0 3)

Prerequisites: None

Corequisites: None

This course covers designing and drawing with various types of software applications for advertising and graphic design. Emphasis is placed on creative and imaginative use of space, shapes, value, texture, color, and typography to provide effective solutions to advertising and graphic design problems. Upon completion, students should be able to use the computer as a creative tool. (F) 28160

GRD 152 Computer Design Technology I (1 4 0 3)

Prerequisites: GRD 151

Corequisites: None

This course covers complex design problems utilizing various design and drawing software applications. Topics include the expressive use of typography, image, and organization to communicate a message. Upon completion, students should be able to use appropriate computer software to professionally present their work.

GRD 153 Computer Design Technology II (1 4 0 3)

Prerequisites: GRD 152

Corequisites: None

This course covers advanced theories and practices in the field of computer design. Emphasis is placed on advanced use of color palettes, layers, and paths. Upon completion, students should be able to creatively produce designs and articulate their rationale. (F) 28160

GRD 160 Photo Fundamentals I (1 4 0 3)

Prerequisites: None

Corequisites: None

This course introduces basic camera operations, roll film processing, and photographic print production. Topics include contrast, depth-of-field, subject composition, enlarger operation, and density control. Upon completion, students should be able to produce photographic prints with acceptable density values and quality. (F, SP) 28160

GRD 161 Photo Fundamentals II (1 4 0 3)

Prerequisites: GRD 160

Corequisites: None

This course is a continuation of GRD 160. Topics include conversions, toning, color, specialized equipment, lighting, processing, and other methods and materials. Upon completion, students should be able to demonstrate proficiency in producing photographic prints. (F, SP) 28160

GRD 162 Photography Portfolio (1 4 0 3)

Prerequisites: GRD 161

Corequisites: None

This course provides an opportunity to develop a portfolio through research and review of previous photographic works. Topics include visual communication skills and presentation of works. Upon completion, students should be able to prepare and present a portfolio of their photographic works. (F, SP) 28160

GRD 167 Photographic Imaging I (1 4 0 3)

Prerequisites: None

Corequisites: None

This course introduces basic camera operations and photographic production. Topics include subject composition, depth of field, shutter control, light control, color, photo-finishing, and digital imaging, correction and output. Upon completion, students should be able to produce traditional and/or digital photographic prints with acceptable technical and compositional quality. (F, SP) 28160

GRD 168 Photographic Imaging II (1 4 0 3)

Prerequisites: GRD 167

Corequisites: None

This course introduces advanced camera operations and photographic production. Topics include lighting, specialized equipment, digital image correction and output, and other methods and materials. Upon completion, students should be able to demonstrate proficiency in producing high quality photographic prints. (F, SP) 28160

GRD 210 Airbrush I (1 2 0 2)

Prerequisites: None

Corequisites: None

This course covers the mechanics of airbrushing. Topics include care and maintenance of equipment, spraying techniques and surfaces, and selection of materials. Upon completion, students should be able to produce work demonstrating competent use of an airbrush. (TBA) 28160

GRD 233 Product Illustration (1 3 0 2)

Prerequisites: GRD 131 and GRD 152

Corequisites: None

This course covers the rendering and illustration of products for commercial purposes. Topics include viewpoint, styles, media, and subjects such as household, industrial, hardware, and sporting goods. Upon completion, students should be able to illustrate products using traditional line, continuous-tone, and digital media. (F, SP, S) 28160

GRD 241 Graphic Design III (2 4 0 4)

Prerequisites: DES 136 or GRD 142

Corequisites: None

This course is an advanced exploration of various techniques and media for advertising and graphic design. Emphasis is placed on advanced concepts and solutions to complex and challenging graphic design problems. Upon completion, students should be able to demonstrate competence and professionalism in visual problem solving. (F) 28160

GRD 242 Graphic Design IV (2 4 0 4)

Prerequisites: GRD 241

Corequisites: None

This course is a continuation of GRD 241. Emphasis is placed on using advanced media techniques, concepts, strategies, and professionalism in all aspects of design. Upon completion, students should be able to conceptualize, create, and produce designs for reproduction. (SP) 28160

GRD 263 Illustrative Imaging (1 4 0 3)

Prerequisites: GRD 151 or GRA 151

Corequisites: None

This course covers the creative manipulation of images utilizing digital techniques of masking, layering, airbrushing, and painting. Topics include the aesthetic analysis of visual imagery as well as the legalities of manipulating images. Upon completion, students should be able to utilize software applications to creatively manipulate and illustratively build digital images which accomplish design objectives. (SP) 28160

GRD 280 Portfolio Design (2 4 0 4)

Prerequisites: GRD 142 and GRD 152

Corequisites: None

This course covers the organization and presentation of a design/advertising or graphic art portfolio and appropriate related materials. Emphasis is placed on development and evaluation of the portfolio, design and production of a resume and self-promotional materials, and interview techniques. Upon completion, students should be able to prepare and professionally present an effective portfolio and related self-promotional materials. (SP) 28160

GRD 281 Design of Advertising (1 3 0 2)

Prerequisites: None

Corequisites: None

This course explores the origins, roles, scope, forms, and development of advertising. Emphasis is placed on advertising development from idea through production and the interrelationship of marketing to types of advertising, media, and organizational structure. Upon completion, students should be able to produce advertising for various media and demonstrate an understanding of the complexities and relationships involved in advertising design (SP) 28160

HEALTH**HEA 110 Personal Health/Wellness (3 0 0 3)**

Prerequisites: None

Corequisites: None

This course provides an introduction to basic personal health and wellness. Emphasis is placed on current health issues such as nutrition, mental health, and fitness. Upon completion, students should be able to demonstrate an understanding of the factors necessary to the maintenance of health and wellness. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement. (F, SP, S) 28160

HEA 112 First Aid and CPR (1 2 0 2)

Prerequisites: None

Corequisites: None

This course introduces the basics of emergency first aid treatment. Topics include rescue breathing, CPR, first aid for choking and bleeding, and other first aid procedures. Upon completion, students should be able to demonstrate skills in providing emergency care for the sick and injured until medical help can be obtained. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (TBA) 28160

HEA 120 Community Health (3 0 0 3)

Prerequisites: None

Corequisites: None

This course provides information about contemporary community health and school hygiene issues. Topics include health education and current information about health trends. Upon completion, students should be able to recognize and devise strategies to prevent today's community health problems. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (TBA) 28160

HEALTHCARE MANAGEMENT**HMT 110 Intro to Healthcare Mgt (3 0 0 3)**

Prerequisites: None

Corequisites: None

This course introduces the functions, practices, organizational structures, and professional issues in healthcare management. Emphasis is placed on planning, controlling, directing, and communicating within health and human services organizations. Upon completion, students should be able to apply the concepts of management within a healthcare service environment. (F - odd years only) 28160

HMT 211 Long-Term Care Admin (3 0 0 3)

Prerequisites: None

Corequisites: None

This course introduces the administration of long-term care facilities and services. Emphasis is placed on nursing home care, home health care, hospice, skilled nursing facilities, and other long-term care services. Upon completion, students should be able to distinguish between the different long-term care offerings, criteria for use, and benefits of the patient, resident, and participant. (SP - even years only) 28160

HMT 212 Mgt of Healthcare Org (3 0 0 3)

Prerequisites: None

Corequisites: None

This course introduces the administration of long-term care facilities and services. Emphasis is placed on nursing home care, home health care, hospice, skilled nursing facilities, and other long-term care services. Upon completion, students should be able to distinguish between the different long-term care offerings, criteria for use, and benefits of the patient, resident, and participant. (SP - even years only) 28160

HISTORY**HIS 111 World Civilizations I (3 0 0 3)**

Prerequisites: None

Corequisites: None

This course introduces world history from the dawn of civilization to the early modern era. Topics include Eurasian, African, American, and Greco-Roman civilizations and Christian, Islamic and Byzantine cultures. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in pre-modern world civilizations. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in social/behavioral sciences.* (F, SP, S) 28160

HIS 112 World Civilizations II (3 0 0 3)

Prerequisites: None

Corequisites: None

This course introduces world history from the early modern era to the present. Topics include the cultures of Africa, Europe, India, China, Japan, and the Americas. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern world civilizations. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in social/behavioral sciences.* (SP - odd years only) 28160

HIS 131 American History I (3 0 0 3)

Prerequisites: None

Corequisites: None

This course is a survey of American history from pre-history through the Civil War era. Topics include the migrations to the Americas, the colonial and revolutionary periods, the development of the Republic, and the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early American history. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in social/behavioral sciences.* (TBA) 28160

HIS 132 American History II (3 0 0 3)

Prerequisites: None

Corequisites: None

This course is a survey of American history from the Civil War era to the present. Topics include industrialization, immigration, the Great Depression, the major American wars, the Cold War, and social conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in American history since the Civil War. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in social/behavioral sciences.* (TBA) 28160

HORTICULTURE**HOR 112 Landscape Design I (2 3 0 3)**

Prerequisites: None

Corequisites: None

This course covers landscape principles and practices for residential and commercial sites. Emphasis is placed on drafting, site analysis, and common elements of good design, plant material selection, and proper plant utilization (encouraged use of native plants and discouraged use of invasive species). Upon completion, students should be able to read plans and draft a landscape design according to sustainable practices. (F) 28160

HOR 134 Greenhouse Operations I (2 2 0 3)

Prerequisites: None

Corequisites: None

This course covers the principles and procedures involved in the operation and maintenance of greenhouse facilities. Emphasis is placed on the operation of greenhouse systems, including the environmental control, record keeping, scheduling, and production practices. Upon completion, students should be able to demonstrate the ability to operate greenhouse systems and facilities to produce greenhouse crops. (SP) 28160

HOR 150 Intro to Horticulture (2 0 0 2)

Prerequisites: None

Corequisites: None

This course covers the history, development, and basic techniques of horticulture. Topics include propagation techniques, planting procedures, watering and fertility, plant growth, pest and disease control, and garden design and history. Upon completion, students should be able to demonstrate an understanding of the basic principles of horticulture. (F) 28160

HOTEL & RESTAURANT MANAGEMENT**HRM 110 Intro to Hosp & Tourism (3 0 0 3)**

Prerequisites: None

Corequisites: None

This course covers the growth and progress of the hospitality industry. Topics include tourism, lodging, resorts, gaming, restaurants, foodservice and clubs. Upon completion, students should be able to demonstrate an understanding of the background, context, and career opportunities that exist within the hospitality industry. (F - even years only) 28160

HRM 140 Legal Issues Hospitality (3 0 0 3)

Prerequisites: None

Corequisites: None

This course covers the rights and responsibilities that the law grants to or imposes upon the hospitality industry. Topics include federal and state regulations, historical and current practices, safety and security, risk management, loss prevention, relevant torts, and contracts. Upon completion, students should be able to demonstrate an understanding of the legal system and the concepts necessary to prevent or minimize organizational liability. (F - odd years only) 28160

HRM 150 Training for Hospitality (3 0 0 3)

Prerequisites: None

Corequisites: None

This course introduces techniques and methodology involved in developing training programs. Topics include job specification/description and breakdown, current and traditional training methods, coaching, evaluation, and management development. Upon completion, students should be able to produce job specifications, descriptions and breakdowns, and conduct technical training. (SP - even years only) 28160

HUMAN SERVICES

HSE 110 Intro to Human Services (2 2 0 3)

Prerequisites: None

Corequisites: None

This course introduces the human services field, including the history, agencies, roles, and careers. Topics include personal/professional characteristics, diverse populations, community resources, disciplines in the field, systems, ethical standards, and major theoretical and treatment approaches. Upon completion, students should be able to identify the knowledge, skills, and roles of the human services worker. (F) 28160

HSE 112 Group Process I (1 2 0 2)

Prerequisites: None

Corequisites: None

This course introduces interpersonal concepts and group dynamics. Emphasis is placed on self-awareness facilitated by experiential learning in small groups with analysis of personal experiences and the behavior of others. Upon completion, students should be able to show competence in identifying and explaining how people are influenced by their interactions in group settings. (F) 28160

HSE 123 Interviewing Techniques I (2 2 0 3)

Prerequisites: None

Corequisites: None

This course covers the purpose, structure, focus, and techniques employed in effective interviewing. Emphasis is placed on observing, attending, listening, responding, recording, and summarizing of personal histories with instructor supervision. Upon completion, students should be able to perform the basic interviewing skills needed to function in the helping relationship. (F) 28160

HSE 125 Counseling I (2 2 0 3)

Prerequisites: None

Corequisites: None

This course covers the major approaches to psychotherapy and counseling, including theory, characteristics, and techniques. Emphasis is placed on facilitation of self-exploration, problem solving, decision making, and personal growth. Upon completion, students should be able to understand various theories of counseling and demonstrate (SP) 28160

HSE 145 Child Abuse & Neglect (3 0 0 3)

Prerequisites: None

Corequisites: None

This course covers current issues and trends in the field of human services. Emphasis is placed on contemporary topics with relevance to special issues in a multi-faceted field. Upon completion, students should be able to integrate the knowledge, skills, and experiences gained in classroom and clinical experiences with emerging trends in the field. (F) 28160

HSE 210 Human Services Issues (2 0 0 2)

Prerequisites: None

Corequisites: None

This course covers current issues and trends in the field of human services. Emphasis is placed on contemporary topics with relevance to special issues in a multi-faceted field. Upon completion, students should be able to integrate the knowledge, skills, and experiences gained in classroom and clinical experiences with emerging trends in the field. (SP) 28160

HSE 220 Case Management (2 2 0 3)

Prerequisites: HSE 110

Corequisites: None

This course covers the variety of tasks associated with professional case management. Topics include treatment planning, needs assessment, referral procedures, and follow-up and integration of services. Upon completion, students should be able to effectively manage the care of the whole person from initial contact through termination of services. (SP) 28160

HSE 225 Crisis Intervention (3 0 0 3)

Prerequisites: None

Corequisites: None

This course introduces the basic theories and principles of crisis intervention. Emphasis is placed on identifying and demonstrating appropriate and differential techniques for intervening in various crisis situations. Upon completion, students should be able to assess crisis situations and respond appropriately. (F) 28160

HSE 245 Stress Management (2 2 0 3)

Prerequisites: None

Corequisites: None

This course covers stressors and techniques for stress management. Topics include anger, assertiveness, breathing, change, coping skills, family, time management, meditation, guided imagery, and journaling. Upon completion, students should be able to identify areas of stress and the skills and management techniques for dealing with stressors. (SP) 28160

HUMANITIES

HUM 110 Technology and Society (3 0 0 3)

Prerequisites: None

Corequisites: None

This course considers technological change from historical, artistic, and philosophical perspectives and its effect on human needs and concerns. Emphasis is placed on the causes and consequences of technological change. Upon completion, students should be able to critically evaluate the implications of technology. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in humanities/fine arts.* (TBA) 28160

HUM 115 Critical Thinking (3 0 0 3)

Prerequisites: Satisfactory placement or ENG 002

Corequisites: None

This course introduces the use of critical thinking skills in the context of human conflict. Emphasis is placed on evaluating information, problem solving, approaching cross-cultural perspectives, and resolving controversies and dilemmas. Upon completion, students should be able to demonstrate orally and in writing the use of critical thinking skills in the analysis of appropriate texts. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in humanities/fine arts.* (F, SP, S) 28160

HUM 120 Cultural Studies (3 0 0 3)

Prerequisites: None

Corequisites: None

This course introduces the distinctive features of a particular culture. Topics include art, history, music, literature, politics, philosophy, and religion. Upon completion, students should be able to appreciate the unique character of the study culture. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in humanities/fine arts.* (TBA) 28160

HUM 122 Southern Culture (3 0 0 3)

Prerequisites: None

Corequisites: None

This course explores the major qualities that make the South a distinct region. Topics include music, politics, literature, art, religion, race relations, and the role of social class in historical and contemporary contexts. Upon completion, students should be able to identify the characteristics that distinguish Southern culture. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in humanities/fine arts.* (TBA) 28160

HUM 130 Myth in Human Culture (3 0 0 3)

Prerequisites: None

Corequisites: None

This course provides an in-depth study of myths and legends. Topics include the varied sources of myths and their influence on the individual and society within diverse cultural contexts. Upon completion, students should be able to demonstrate a general familiarity with myths and a broad-based understanding of the influence of myths and legends on modern culture. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in humanities/fine arts. (TBA) 28160

HUM 170 The Holocaust (3 0 0 3)

Prerequisites: None

Corequisites: None

This course provides a survey of the destruction of European Jewry by the Nazis during World War II. Topics include the anti-Semitic ideology, bureaucratic structures, and varying conditions of European occupation and domination under the Third Reich. Upon completion, students should be able to demonstrate an understanding of the historical, social, religious, political, and economic factors which cumulatively resulted in the Holocaust. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (TBA) 28160

HUM 180 Internet Cultural Explor (2 3 0 3)

Prerequisites: None

Corequisites: None

This course provides a framework for students to visit, examine, and analyze a country/region outside the United States to learn about the place and people. Emphasis is placed on the distinctive cultural characteristics of a country or region. Upon completion, students should be able to identify similarities/differences, analyze causes/effects, and clearly articulate the impact of one or more cultural elements.(TBA) 28160

HUM 220 Human Values and Meaning (3 0 0 3)

Prerequisites: ENG 111

Corequisites: None

This course presents some major dimensions of human experience as reflected in art, music, literature, philosophy, and history. Topics include the search for identity, the quest for knowledge, the need for love, the individual and society, and the meaning of life. Upon completion, students should be able to recognize interdisciplinary connections and distinguish between open and closed questions and between narrative and scientific models of understanding. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in humanities/fine arts.* (TBA) 28160

HUM 230 Leadership Development (3 0 0 3)

Prerequisites: ENG 111

Corequisites: None

This course explores the theories and techniques of leadership and group process. Emphasis is placed on leadership styles, theories of group dynamics, and the moral and ethical responsibilities of leadership. Upon completion, students should be able to identify and analyze a personal philosophy and style of leadership and integrate these concepts in various practical situations. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in humanities/fine arts.* (TBA) 28160

HYDRAULICS**HYD 110 Hydraulics/Pneumatics I (2 3 0 3)**

Prerequisites: None

Corequisites: None

This course introduces the basic components and functions of hydraulic and pneumatic systems. Topics include standard symbols, pumps, control valves, control assemblies, actuators, FRL, maintenance procedures, and switching and control devices. Upon completion, students should be able to understand the operation of a fluid power system, including design, application, and troubleshooting.(SP, S) 28160

INDUSTRIAL SCIENCE**ISC 121 Environmental Health and Safety (3 0 0 3)**

Prerequisites: None

Corequisites: None

This course covers workplace environmental, health, and safety concepts. Emphasis is placed on managing the implementation and enforcement of environmental health and safety regulations and on preventing accidents, injuries, and illnesses. Upon completion, students should be able to demonstrate an understanding of basic concepts of environmental health and safety. (F, SP, S) 28160

ISC 132 Manufacturer Quality Control (2 3 0 3)

Prerequisites: None

Corequisites: None

This course introduces quality concepts and techniques used in industry. Topics include elementary statistics and probability, process control, process capability, and quality improvement tools. Upon completion, students should be able to demonstrate an understanding of the concepts and principles of quality and apply them to the work environment.(F, SP) 28160

MACHINING**MAC 114 Introduction to Metrology (2 0 0 2)**

Prerequisites: None

Corequisites: None

This course introduces the care and use of precision measuring instruments. Emphasis is placed on the inspection of machine parts and use of a wide variety of measuring instruments. Upon completion, students should be able to demonstrate the correct use of measuring instruments.(F, SP) 28160

MAC 121 Introduction to Computer Numerical Controls (CNC) (2 0 0 2)

Prerequisites: None

Corequisites: None

This course introduces the concepts and capabilities of computer numerical control machine tools. Topics include setup, operation, and basic applications. Upon completion, students should be able to explain operator safety, machine protection, data input, program preparation, and program storage. (F, SP) 28160

MAC 122 CNC Turning (1 3 0 2)

Prerequisites: None

Corequisites: None

This course introduces the programming, setup, and operation of CNC turning centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC turning centers (F) 28160

MAC 124 CNC Milling (1 3 0 2)

Prerequisites: None

Corequisites: None

This course introduces the programming, setup, and operation of CNC turning centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC turning centers. (F) 28160

MAC 141 Machining Applications I (2 6 0 4)

Prerequisites: None

Corequisites: None

This course provides an introduction to a variety of material-working processes that are common to the machining industry. Topics include safety, process-specific machining equipment, measurement devices, set-up and layout instruments, and common shop practices. Upon completion, students should be able to safely demonstrate basic machining operations, accurately measure components, and effectively use layout instruments (F) 28160

MAC 141A Machining Appl I Lab (0 6 0 2)

Prerequisites: None

Corequisites: None

This course provides an introduction to a variety of material-working processes, in a laboratory setting, that are common to the machining industry. Topics include safety, process-specific machining equipment, measurement devices, set-up and layout instruments, and common shop practices. Upon completion, students should be able to safely demonstrate basic machining operations, accurately measure components, and effectively use layout (F) 28160

MAC 142 Machining Applications II (2 6 0 4)

Prerequisites: None

Corequisites: None

This course provides an introduction to a variety of material-working processes, in a laboratory setting, that are common to the machining industry. Topics include safety, process-specific machining equipment, measurement devices, set-up and layout instruments, and common shop practices. Upon completion, students should be able to safely demonstrate basic machining operations, accurately measure components, and effectively use layout

MAC 142A Machining Appl II Lab (0 6 0 2)

Prerequisites: None

Corequisites: None

This course provides laboratory instruction in the wide variety of processes associated with machining. Topics include safety, equipment setup, holding fixtures, tooling, cutting speeds and depths, metal properties, and proper finishes. Upon completion, students should be able to safely demonstrate advanced machining operations, accurately measure components, and produce accurate components with a proper finish. (SP) 28160

MAC 151 Machining Calculations (1 2 0 2)

Prerequisites: None

Corequisites: None

This course introduces basic calculations as they relate to machining occupations. Emphasis is placed on basic calculations and their applications in the machine shop. Upon completion, students should be able to perform basic shop calculations.

MAC 222 Advanced CNC Turning (1 3 0 2)

Prerequisites: MAC 122 (Local)

Corequisites: None

This course covers advanced methods in setup and operation of CNC turning centers. Emphasis is placed on programming and production of complex parts. Upon completion, students should be able to demonstrate skills in programming, operations, and setup of CNC turning centers

MAC 224 Advanced CNC Milling (1 3 0 2)

Prerequisites: MAC 124 (Local)

Corequisites: None

This course covers advanced methods in setup and operation of CNC machining centers. Emphasis is placed on programming and production of complex parts. Upon completion, students should be able to demonstrate skills in programming, operations, and setup of CNC machining centers. (SP) 28160

MAC 233 Appl in CNC Machining (2 12 0 6)

Prerequisites: None

Corequisites: None

This capstone course provides students the opportunity to apply skills learned throughout the curriculum. Emphasis is placed on production of parts and assemblies using modern CNC machine tools. Upon completion, students should be able to manufacture complex parts using a variety of CNC machine tools. (S) 28160

MAC 234 Adv Multi-Axis Machining (2 3 0 3)

Prerequisites: None

Corequisites: None

This course includes multi-axis machining using machining centers with multi-axis capabilities. Emphasis is placed on generation of machining center input with a CAM system and setup of pallet changer and rotary system for multi-axis machining fixtures. Upon completion, students should be able to convert CAD to output for multi-axis machining centers, including tooling, setup, and debugging processes. (SP) 28160

MAC 234A Adv Multi-Axis Machining Lab (0 3 0 1)

Prerequisites: None

Corequisites: None

This course covers the application of multi-axis machining using machining centers with multi-axis capabilities. Emphasis is placed on generation of machining center input with a CAM system and setup of pallet changer and rotary system for multi-axis machining fixtures. Upon completion, students should be able to convert CAD to output for multi-axis machining centers, including tooling, setup, and debugging processes. (SP) 28160

MAC 241 Jigs & Fixtures I (2 6 0 4)

Prerequisites: None

Corequisites: None

This course introduces the application and use of jigs and fixtures. Emphasis is placed on design and manufacture of simple jigs and fixtures. Upon completion, students should be able to design and build simple jigs and fixtures.

MASONRY**MAS 140 Introduction to Masonry (1 2 0 2)**

Prerequisites: None

Corequisites: None

This course introduces basic principles and practices of masonry. Topics include standard tools, materials, and practices used in basic masonry and other related topics. Upon completion, students should be able to demonstrate an understanding of masonry and be able to use basic masonry techniques. (F, SP) 28160

MATHEMATICS

Student placement in prerequisite and co-requisite developmental math courses is based on placement guidelines. For more information on placement guidelines see the Advising and Success Center or your advisor.

MAT 003 Transition Math (0 6 0 3)*

Prerequisites: None

Corequisites: None

This course provides an opportunity to customize foundational math content in specific math areas and will include developing a growth mindset. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in their gateway level math courses by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge. (F, SP, S) 28160

MAT 010 Math Measurement & Literacy Support (0 2 0 1)*

Prerequisites: None

Corequisites: None

This course provides an opportunity to customize foundational math content specific to Math Measurement & Literacy. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Math Measurement & Literacy by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.. (F, SP, S) 28160

MAT 021 Algebra/Trigonometry I Support (1 2 0 2)*

Prerequisites: None

Corequisites: None

This course provides an opportunity to customize foundational math content specific to Algebra and Trigonometry I. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Algebra/Trigonometry I by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge. (F) 28160

MAT 043 Quantitative Literacy Support (1 2 0 2)*

Prerequisites: None

Corequisites: None

This course provides an opportunity to customize foundational math content specific to Quantitative Literacy. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Quantitative Literacy by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge. (F, SP, S) 28160

MAT 052 Statistical Methods I Support (1 2 0 2)*

Prerequisites: None

Corequisites: None

This course provides an opportunity to customize foundational math content specific to Quantitative Literacy. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Quantitative Literacy by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge. (F, SP, S) 28160

MAT 071 Precalculus Algebra Support (0 4 0 2)*

Prerequisites: None

Corequisites: None

This course provides an opportunity to customize foundational math content specific to Precalculus Algebra. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Precalculus Algebra by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge. (F, SP, S) 28160

*These credits are institutional credits only and cannot be used for graduation. They are used for determining hour load for payment, eligibility for financial aid, or classification as a full-time student.

MAT 110 Math Measurement & Literacy (2 2 0 3)

Prerequisites: Satisfactory placement or MAT 003

Corequisites: Satisfactory placement or MAT 010

This course provides an activity-based approach that develops measurement skills and mathematical literacy using technology to solve problems for non-math intensive programs. Topics include unit conversions and estimation within a variety of measurement systems; ratio and proportion; basic geometric concepts; financial literacy; and statistics including measures of central tendency, dispersion, and charting of data. Upon completion, students should be able to demonstrate the use of mathematics and technology to solve practical problems, and to analyze and communicate results. (F, SP, S) 28160

MAT 121 Algebra/Trigonometry I (2 2 0 3)

Prerequisites: Satisfactory placement or MAT 003

Corequisites: Satisfactory placement or MAT 021

This course provides an integrated approach to technology and the skills required to manipulate, display, and interpret mathematical functions and formulas used in problem solving. Topics include the properties of plane and solid geometry, area and volume, and basic proportion applications; simplification, evaluation, and solving of algebraic equations and inequalities and radical functions; complex numbers; right triangle trigonometry; and systems of equations. Upon completion, students will be able to demonstrate the ability to use mathematics and technology for problem-solving, analyzing and communicating results.. The student is eligible for this course if MAT-003 is in the student's record with a demonstrated mastery level of tier 2. Successful completion of MAT-143 or MAT-152 permits a student to register for MAT-121 with the coreq MAT-021. Successful completion of MAT-171 permits a student to register for MAT-121 without the coreq MAT-021. (F) 28160

MAT 122 Algebra/Trigonometry II (2 2 0 3)

Prerequisites: MAT 121

Corequisites: None

This course is designed to cover concepts in algebra, function analysis, and trigonometry. Topics include exponential and logarithmic functions, transformations of functions, Law of Sines, Law of Cosines, vectors, and statistics. Upon completion, students should be able to demonstrate the ability to use mathematics and technology for problem-solving, analyzing and communicating results.. (SP) 28160

MAT 143 Quantitative Literacy (2 2 0 3)

Prerequisites: Satisfactory placement or MAT 003 and ENG 002

Corequisites: Satisfactory placement or MAT 043

This course provides an integrated approach to technology and the skills required to manipulate, display, and interpret mathematical functions and formulas used in problem solving. Topics include the properties of plane and solid geometry, area and volume, and basic proportion applications; simplification, evaluation, and solving of algebraic equations and inequalities and radical functions; complex numbers; right triangle trigonometry; and systems of equations. Upon completion, students will be able to demonstrate the ability to use mathematics and technology for problem-solving, analyzing and communicating results. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in mathematics.* Successful completion of MAT-152 permits a student to register for MAT-143 without the coreq MAT-043. (F, SP, S) 28160

MAT 152 Statistical Methods I (3 2 0 4)

Prerequisites: Satisfactory placement or MAT 003 and ENG 002

Corequisites: Satisfactory placement or MAT 052

This course provides a project-based approach to introductory statistics with an emphasis on using real-world data and statistical literacy. Topics include descriptive statistics, correlation and regression, basic probability, discrete and continuous probability distributions, confidence intervals and hypothesis testing. Upon completion, students should be able to use appropriate technology to describe important characteristics of a data set, draw inferences about a population from sample data, and interpret and communicate results. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in mathematics.* Successful completion of MAT-143 permits a student to register for MAT-152 without the coreq MAT-052. (F, SP, S) 28160

MAT 171 Precalculus Algebra (3 2 0 4)

Prerequisites: Satisfactory placement or MAT 003

Corequisites: Satisfactory placement or MAT 071

This course is designed to develop topics which are fundamental to the study of Calculus. Emphasis is placed on solving equations and inequalities, solving systems of equations and inequalities, and analysis of functions (absolute value, radical, polynomial, rational, exponential, and logarithmic) in multiple representations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to algebra-related problems with and without technology. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in mathematics.* Successful completion of MAT-121 permits a student to register for MAT-171 without the coreq MAT-071. Successful completion of MAT-143 or MAT-152 permits a student to register for MAT-171 with the coreq MAT-071. The student is eligible for this course if MAT-003 is in the student's record with a demonstrated mastery level of Tier 2. (F, SP, S) 28160

MAT 172 Precalculus Trigonometry (3 2 0 4)

Prerequisites: Satisfactory placement scores or MAT 171

Corequisites: None

This course is designed to develop topics which are fundamental to the study of Calculus. Emphasis is placed on solving equations and inequalities, solving systems of equations and inequalities, and analysis of functions (absolute value, radical, polynomial, rational, exponential, and logarithmic) in multiple representations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to algebra-related problems with and without technology. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in mathematics.* (F, SP) 28160

MAT 263 Brief Calculus (3 2 0 4)

Prerequisites: Satisfactory placement scores or MAT 171

Corequisites: None

This course is designed to introduce concepts of differentiation and integration and their applications to solving problems. Topics include graphing, differentiation, and integration with emphasis on applications drawn from business, economics, and biological and behavioral sciences. Upon completion, students should be able to demonstrate an understanding of the use of basic calculus and technology to solve problems and to analyze and communicate results. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in mathematics.* (TBA) 28160

MAT 271 Calculus I (3 2 0 4)

Prerequisites: Satisfactory placement scores or MAT 172

Corequisites: None

This course is designed to develop the topics of differential and integral calculus. Emphasis is placed on limits, continuity, derivatives and integrals of algebraic and transcendental functions of one variable. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to derivative-related problems with and without technology. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in mathematics.* (F, SP) 28160

MAT 272 Calculus II (3 2 0 4)

Prerequisites: MAT 271

Corequisites: None

This course is designed to develop advanced topics of differential and integral calculus. Emphasis is placed on the applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to integral-related problems with and without technology. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in mathematics.* (SP) 28160

MAT 273 Calculus III (3 2 0 4)

Prerequisites: MAT 272

Corequisites: None

This course is designed to develop the topics of multivariate calculus. Emphasis is placed on multivariate functions, partial derivatives, multiple integration, solid analytical geometry, vector valued functions, and line and surface integrals. Upon completion, students should be able to select and use appropriate models and techniques for finding the solution to multivariate-related problems with and without technology. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in mathematics.* (F) 28160

MAT 280 Linear Algebra (2 2 0 3)

Prerequisites: MAT 271

Corequisites: None

This course provides an introduction to linear algebra topics. Emphasis is placed on the development of abstract concepts and applications for vectors, systems of equations, matrices, determinants, vector spaces, multi-dimensional linear transformations, eigenvectors, eigenvalues, diagonalization and orthogonality. Upon completion, students should be able to demonstrate understanding of the theoretical concepts and select and use appropriate models and techniques for finding solutions to linear algebra-related problems with and without technology. *Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (TBA) 28160

MAT 285 Differential Equations (2 2 0 3)

Prerequisites: MAT 272

Corequisites: None

This course provides an introduction to topics involving ordinary differential equations. Emphasis is placed on the development of abstract concepts and applications for first-order and linear higher-order differential equations, systems of differential equations, numerical methods, series solutions, eigenvalues and eigenvectors, and Laplace transforms. Upon completion, students should be able to demonstrate understanding of the theoretical concepts and select and use appropriate models and techniques for finding solutions to differential equations-related problems with and without technology. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (F) 28160

MECHANICAL**MEC 110 Intro to CAD/CAM (1 2 0 2)**

Prerequisites: None

Corequisites: None

This course introduces CAD/CAM. Emphasis is placed on transferring part geometry from CAD to CAM for the development of a CNC-ready program. Upon completion, students should be able to use CAD/CAM software to produce a CNC program. (SP) 28160

MEC 161 Manufacturing Processes I (3 0 0 3)

Prerequisites: None

Corequisites: None

This course provides the fundamental principles of value-added processing of materials into usable forms for the customer. Topics include material properties and traditional and non-traditional manufacturing processes. Upon completion, students should be able to specify appropriate manufacturing processing for common engineering materials.. (SP) 28160

MEC 180 Engineering Materials (2 3 0 3)

Prerequisites: None

Corequisites: None

This course introduces the physical and mechanical properties of materials. Topics include materials testing, pre- and post-manufacturing processes, and material selection of ferrous and non-ferrous metals, plastics, composites, and non-conventional materials. Upon completion, students should be able to utilize basic material property tests and select appropriate materials for applications. (F, SP, S) 28160

MEC 181 Introduction to Computer Integrated Manufacturing (CIM) (2 0 0 2)

Prerequisites: None

Corequisites: None

This course introduces the elements of computer-integrated manufacturing(CIM). Topics include statistical process control, computer-aided design and manufacturing, numeric control, and flexible systems. Upon completion, students should be able to explain the major components of computer-integrated manufacturing. (F, SP) 28160

MEC 231 Computer-Aided Manufacturing I (1 4 0 3)

Prerequisites: None

Corequisites: None

This course introduces computer-aided design/ manufacturing (CAD/CAM) applications and concepts. Topics include software, programming, data transfer and verification, and equipment setup. Upon completion, students should be able to produce parts using CAD/CAM applications. (SP, S) 28160

MEC 232 Computer-Aided Manufacturing II (1 4 0 3)

Prerequisites: MEC 231

Corequisites: None

This course provides an in-depth study of CAM applications and concepts. Emphasis is placed on the manufacturing of complex parts using computer-aided manufacturing software. Upon completion, students should be able to manufacture complex parts using CAM software.. (SP, S) 28160

MEC 270 Machine Design (3 3 0 4)

Prerequisites: EGR 250 or EGR 251 and EGR 252

Corequisites: None

This course covers the basic principles underlying design and selection of machine elements. Topics include stress analysis, selection of components, power transmission, and other design considerations. Upon completion, students should be able to identify and solve mechanical design problems by applying basic engineering principles. (S) 28160

MEC 271 Machine Design Project (0 3 0 1)

Prerequisites: None

Corequisites: MEC 270

This course provides an opportunity for involvement in the practical application of machine design by development of a project. Emphasis is placed on the design and engineering processes required to complete an approved project. Upon completion, students should be able to demonstrate the ability to progress from conceptual design to completed project. (S) 28160

MEDICAL TERMINOLOGY**MED 121 Medical Terminology I (3 0 0 3)**

Prerequisites: None

Corequisites: None

This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders. (F, SP, S) 28160

MED 122 Medical Terminology II (3 0 0 3)

Prerequisites: MED 121

Corequisites: None

This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.(F, SP) 28160

MARKETING AND RETAILING**MKT 120 Principles of Marketing (3 0 0 3)**

Prerequisites: None

Corequisites: None

This course introduces principles and problems of marketing goods and services. Topics include promotion, placement, and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision making. (F) 28160

MKT 223 Customer Service (3 0 0 3)

Prerequisites: None

Corequisites: None

This course stresses the importance of customer relations in the business world. Emphasis is placed on learning how to respond to complex customer requirements and to efficiently handle stressful situations. Upon completion, students should be able to demonstrate the ability to handle customer relations. (SP) 28160

MAINTENANCE**MNT 110 Introduction to Maintenance Procedures (1 3 0 2)**

Prerequisites: None

Corequisites: None

This course covers basic maintenance fundamentals for power transmission equipment. Topics include equipment inspection, lubrication, alignment, and other scheduled maintenance procedures. Upon completion, students should be able to demonstrate knowledge of accepted maintenance procedures and practices according to current industry standards. (S) 28160

MNT 222 Industrial Systems Schematics (1 2 0 2)

Prerequisites: None

Corequisites: None

This course covers the reading and drawing of schematics and diagrams. Emphasis is placed on water and gas plumbing, hydraulic and pneumatic circuits, electrical circuits, and welding diagrams. Upon completion, students should be able to interpret and construct industrial schematics and diagrams.(F) 28160

MUSIC**MUS 110 Music Appreciation (3 0 0 3)**

Prerequisites: None

Corequisites: None

This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in humanities/fine arts.* (F, SP, S) 28160

MUS 112 Introduction to Jazz (3 0 0 3)

Prerequisites: None

Corequisites: None

This course introduces the origins and musical components of jazz and the contributions of its major artists. Emphasis is placed on the development of discriminating listening habits, as well as the investigation of the styles and structural forms of the jazz idiom. Upon completion, students should be able to demonstrate skills in listening and understanding this form of American music. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in humanities/fine arts.* (TBA) 28160

MUS 113 American Music (3 0 0 3)

Prerequisites: None

Corequisites: None

This course introduces various musical styles, influences, and composers of the United States from pre-Colonial times to the present. Emphasis is placed on the broad variety of music particular to American culture. Upon completion, students should be able to demonstrate skills in basic listening and understanding of American music. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in humanities/fine arts.* (TBA) 28160

MUS 114 Non-Western Music (3 0 0 3)

Prerequisites: None

Corequisites: None

This course provides a basic survey of the music of the non-Western world. Emphasis is placed on non-traditional instruments, sources, and performing practices. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of non-Western music. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in humanities/fine arts.* (TBA) 28160

MUS 121 Music Theory I (3 0 0 3)

Prerequisites: None

Corequisites: None

This course provides an introduction to the musical elements of melody, rhythm, and harmony. Emphasis is placed upon the interaction of these elements through fundamental analysis and an introduction to part writing. Upon completion, students should be able to demonstrate understanding of melodic voice leading, rhythmic functions within simple and compound meters, and simple harmonic progressions. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (F) 28160

MUS 122 Music Theory II (3 0 0 3)

Prerequisites: MUS 121

Corequisites: None

This course provides a comprehensive study of diatonic harmony. Emphasis is placed on voice leading tasks, part writing, and analysis using various labeling systems. Upon completion, students should be able to demonstrate harmonic principles through four-voice part writing, recognize and label non-harmonic tones, analyze chords using Roman numerals, figured bass, and lead sheet symbols, and classify small-scale phrase structure and cadence types. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement. (SP) 28160

MUS 125 Aural Skills I (0 2 0 1)

Prerequisites: None

Corequisites: None

This course provides an introduction to the fundamentals in aural skills. Emphasis is placed on the study of basic melodies, harmonies, and rhythms through sight singing and ear training. Upon completion, students should be able to identify diatonic intervals, scales, and chords and perform and dictate simple melodies and rhythmic patterns. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (SP) 28160

MUS 126 Aural Skills I (0 2 0 1)

Prerequisites: MUS 125

Corequisites: None

This course provides a foundation in aural skills. Emphasis is placed on the development of sight singing and ear training skills in diatonic melody, diatonic harmonic progression, and rhythmic patterns. Upon completion, students should be able to fluently read music in treble and bass clefs; utilize any solmization system while sight singing simple diatonic melodies; identify elementary diatonic chord progressions; perform rhythms in simple and compound meters; and dictate diatonic melodic, diatonic harmonic, and advanced rhythmic patterns. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (SP) 28160

MUS 131 Chorus I (0 2 1)

Prerequisites: Appropriate vocal proficiency

Corequisites: None

This course provides an opportunity to gain experience singing in a chorus. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (F, SP)

MUS 132 Chorus II (0 2 0 1)

Prerequisites: MUS 131

Corequisites: None

This course provides a continuation of studies begun in MUS 131. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement. (F, SP) 28160

MUS 141 Ensemble I (0 2 0 1)

Prerequisites: Audition

Corequisites: None

This course provides an opportunity to perform in any combination of instrumental, vocal, or keyboard groups of two or more. Emphasis is placed on the development of performance skills and the study of a variety of styles and periods of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance.

This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement. (F, SP) 28160

MUS 142 Ensemble II (0 2 0 1)

Prerequisites: MUS 141

Corequisites: None

This course is a continuation of MUS 141. Emphasis is placed on the development of performance skills and the study of a variety of styles and periods of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (F, SP) 28160

MUS 151 Class Music I (0 2 0 1)

Prerequisites: None

Corequisites: None

This course provides group instruction in skills and techniques of the particular instrument or voice for those with little or no previous experience. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement. (F) 28160

MUS 151P or S Class Music I (0 2 0 1)

Prerequisites: None

Corequisites: None

This course provides group instruction in skills and techniques of the particular instrument or voice for those with little or no previous experience. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. *This course has been approved for transfer under the Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (F) 28160

MUS 152 Class Music II (0 2 0 1)

Prerequisites: MUS 151

Corequisites: None

This course is a continuation of MUS 151. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (SP) 28160

MUS 152P or S Class Music II (0 2 0 1)

Prerequisites: MUS 151

Corequisites: None

This course is a continuation of MUS 151. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. *This course has been approved for transfer under the Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (SP) 28160

MUS 161 Applied Music I (1 2 0 2)

Prerequisites: Audition (L)

Corequisites: None

This course provides individual instruction in the skills and techniques of the particular instrument or voice. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (F, SP) 28160

MUS 162 Applied Music II (1 2 0 2)

Prerequisites: MUS 161

Corequisites: None

This course is a continuation of MUS 161. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (F, SP) 28160

MUS 221 Music Theory III (3 0 0 3)

Prerequisites: MUS 122

Corequisites: None

This course is a continuation of MUS 122. Emphasis is placed on altered and chromatic harmony, common practice era compositional techniques and forms, and continued studies in part-writing, ear-training, and sight-singing. Upon completion, students should be able to demonstrate proficiency in the recognition and application of the above. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (F) 28160

MUS 222 Music Theory IV (3 2 0 4)

Prerequisites: MUS 221

Corequisites: None

This course provides an advanced study of chromatic harmony, scale systems, and an introduction to twentieth-century music. Emphasis is placed on advanced part writing and analysis of chromatic harmony and basic twentieth-century compositional and analytical techniques. Upon completion, students should be able to analyze complex chord progressions, advanced modulations, and elemental serial procedures; build an array of synthetic scales; and identify characteristics of twentieth-century topics including, but not limited to, atonality, serialism, minimalism, indeterminacy, and electronic music. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (F, SP) 28160

MUS 225 Aural Skills III (0 2 0 1)

Prerequisites: MUS 126

Corequisites: None

This course provides advanced aural skills training in diatonicism and basic aural skills training in chromaticism. Emphasis is placed on the development of sight singing and ear training skills in complex rhythmic patterns, diatonic melodies and harmonies, and basic chromaticism. Upon completion, students should be able to utilize any solmization system while sight singing diatonic melodies with functional and non-functional chromaticism, fluently read music in multiple clefs in addition to treble and bass, identify modulations, perform complex rhythmic patterns in various meters, and dictate tonal melodies and harmonies including chromaticism. This course has been approved for transfer under the Comprehensive Articulation Agreement as a premajor and/or elective course requirement. (F, SP) 28160

MUS 226 Aural Skills IV (0 2 0 1)

Prerequisites: MUS 225

Corequisites: None

This course provides advanced aural skills training in diatonicism and chromaticism. Emphasis is placed on the development of sight singing and ear training skills in chromatic melodies, chromatic harmonies, and complex rhythmic patterns. Upon completion, students should be able to utilize any solmization system while sight singing melodies containing significant chromaticism; fluently read music in multiple clefs, including treble, bass, alto, and tenor; perform and dictate rhythmic patterns in irregular and changing meters; and dictate diatonic and chromatic melodies and harmonic progressions. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement. (F, SP) 28160

MUS 231 Chorus III (0 2 0 1)

Prerequisites: MUS 132

Corequisites: None

This course is a continuation of MUS 132. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (TBA) 28160

MUS 232 Chorus IV (0 2 0 1)

Prerequisites: MUS 231

Corequisites: None

This course is a continuation of MUS 231. Emphasis is placed on vocal techniques and the study of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement. (TBA) 28160

MUS 241 Ensemble III (0 2 0 1)

Prerequisites: MUS 142

Corequisites: None

This course is a continuation of MUS 142. Emphasis is placed on the development of performance skills and the study of a variety of styles and periods of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (TBA) 28160

MUS 242 Ensemble IV (0 2 0 1)

Prerequisites: MUS 241

Corequisites: None

This course is a continuation of MUS 241. Emphasis is placed on the development of performance skills and the study of styles of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (TBA) 28160

MUS 261 Applied Music III (1 2 0 2)

Prerequisites: MUS 162

Corequisites: None

This course is a continuation of MUS 162. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement. (F, SP) 28160

MUS 262 Applied Music IV (1 2 0 2)

Prerequisites: MUS 261

Corequisites: None

This course is a continuation of MUS 261. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (F, SP) 28160

NETWORKING TECHNOLOGY**NET 125 Networking Basics (1 4 0 3)**

Prerequisites: None

Corequisites: None

This course introduces the networking field. Emphasis is placed on network terminology and protocols, local-area networks, wide-area networks, OSI model, cabling, router programming, Ethernet, IP addressing, and network standards. Upon completion, students should be able to perform tasks related to networking mathematics, terminology, and models, media, Ethernet, subnetting, and TCP/IP Protocols. (F) 28160

NET 126 Routing Basics (1 4 0 3)

Prerequisites: None

Corequisites: None

This course focuses on initial router configuration, router software management, routing protocol configuration, TCP/IP, and access control lists (ACLs). Emphasis will be placed on the fundamentals of router configuration, managing router software, routing protocol, and access lists. Upon completion, students should have an understanding of routers and their role in WANs, router configuration, routing protocols, TCP/IP, troubleshooting, and ACLs.. (SP) 28160

NURSING**NUR 101 Practical Nursing I (7 6 6 11)**

Prerequisites: Enrollment in the Practical Nursing program

Corequisites: None

This course introduces the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts within each domain including assessment, clinical decision making, professional behaviors, caring interventions, biophysical and psychosocial concepts, communication, collaboration, teaching/learning, safety, ethical principles, legal issues, informatics, and evidence-based practice. Upon completion, students should be able to provide safe nursing care across the lifespan incorporating the concepts identified in this course. (F) 28139

NUR 102 Practical Nursing II (7 0 9 10)

Prerequisites: NUR 101 (Local)

Corequisites: BIO 168 (if not already completed)

This course is designed to further develop the concepts within the three domains of the individual, nursing, and healthcare. Emphasis is placed on the concepts within each domain including clinical decision making, caring interventions, biophysical and psychosocial concepts, communication, collaboration, teaching and learning, accountability, safety, informatics, and evidence-based practice. Upon completion, students should be able to provide safe nursing care across the lifespan incorporating the concepts identified in this course. (SP) 28139

NUR 103 Practical Nursing III (6 0 9 9)

Prerequisites: NUR 101, NUR 102, BIO 168 (Local)

Corequisites: BIO 169 (if not already completed)

This course is designed to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on biophysical and psychosocial concepts, professional behaviors, healthcare systems, health policy, and quality improvement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide safe, quality, and individualized entry level nursing care. (S) 28139

NUR 111 Introduction to Health Concepts (4 6 6 8)

Prerequisites: Acceptance into the Associate Degree Nursing Program as a generic student

Corequisites: BIO 168 (if not already completed)

This course introduces the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts within each domain including medication administration, assessment, nutrition, ethics, interdisciplinary teams, informatics, evidence-based practice, individual-centered care, and quality improvement. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course. (F) 28139

NUR 112 Health-Illness Concepts (3 0 6 5)

Prerequisites: NUR 111

Corequisites: BIO 169 (if not already completed)

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of acid-base, metabolism, cellular regulation, oxygenation, infection, stress/coping, health-wellness-illness, communication, caring interventions, managing care, safety, quality improvement, and informatics. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course (SP) 28139

NUR 113 Family Health Concepts (3 0 6 5)

Prerequisites: NUR 111, PSY 241

Corequisites: BIO 175

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of oxygenation, sexuality, reproduction, grief/loss, mood/affect, behaviors, development, family, health-wellness-illness, communication, caring interventions, managing care, safety, and advocacy. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course. (F) 28139

NUR 114 Holistic Health Concepts (3 0 6 5)

Prerequisites: NUR 111

Corequisites: None

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, inflammation, sensory perception, stress/coping, mood/affect, cognition, self, violence, health-wellness-illness, professional behaviors, caring interventions, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course. (S) 28139

NUR 211 Health Care Concepts (3 0 6 5)

Prerequisites: NUR 111

Corequisites: None

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, infection, immunity, mobility, comfort, behaviors, health-wellness-illness, clinical decision-making, caring interventions, managing care, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course. (SP) 28139

NUR 212 Health System Concepts (3 0 6 5)

Prerequisites: NUR 114, PSY 241

Corequisites: BIO 175

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of grief/loss, violence, health-wellness-illness, collaboration, managing care, safety, advocacy, legal issues, policy, healthcare systems, ethics, accountability, and evidence-based practice. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course (F) 28139

NUR 213 Complex Health Concepts (4 3 15 10)

Prerequisites: NUR 111, NUR 112, NUR 113, NUR 114, NUR 211, NUR 212

Corequisites: None

This course is designed to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of fluid/electrolytes, metabolism, perfusion, mobility, stress/coping, violence, health-wellness-illness, professional behaviors, caring interventions, managing care, healthcare systems, and quality improvement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide quality, individualized, entry level nursing care (SP) 28139

NUR 214 Nursing Transition Concepts (3 0 3 4)

Prerequisites: Acceptance into the Associate Degree Nursing Program as an advanced placement student

Co requisite: NUR 211

This course is designed to introduce concepts within the three domains of the individual, healthcare, and nursing as the LPN transitions to the ADN role. Emphasis is placed on the concepts within each domain including evidenced-based practice, quality improvement, communication, safety, interdisciplinary team, clinical decision-making, informatics, assessment, caring, and health-wellness-illness. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course. (S) 28139

OFFICE SYSTEMS TECHNOLOGY**OST 134 Text Entry & Formatting (2 2 0 3)**

Prerequisites: None

Corequisites: None

This course is designed to provide skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce documents and key timed writings at speeds commensurate with employability. (F) 28160

OST 148 Med Ins & Billing (3 0 0 3)

Prerequisites: None

Corequisites: None

This course introduces fundamentals of medical insurance and billing. Emphasis is placed on the medical billing cycle to include third party payers, coding concepts, and form preparation. Upon completion, students should be able to explain the life cycle of and accurately complete a medical insurance claim. (F) 28160

OST 149 Medical Legal Issues (3 0 3)

Prerequisites: None

Corequisites: None

This course introduces the complex legal, moral, and ethical This course introduces the complex legal, moral, and ethical issues involved in providing health-care services. Emphasis is placed on the legal requirements of medical practices; the relationship of physician, patient, and office personnel; professional liabilities; and medical practice liability. Upon completion, students should be able to demonstrate a working knowledge of current medical law and accepted ethical behavior.. (SP) 28160

OST 164 Office Editing (3 0 0 3)

Prerequisites: None

Corequisites: None

This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use (F) 28160

OST 181 Office Procedures (2 2 0 3)

Prerequisites: None

Corequisites: None

This course introduces the skills and procedures needed in today's office. Topics include effectively interacting with co-workers and the public, processing simple financial and informational documents, and performing functions typical of today's offices. Upon completion, students should be able to display skills and decision-making abilities essential for functioning in the total office context. (SP) 28160

OST 184 Records Management (2 2 0 3)

Prerequisites: None

Corequisites: None

This course includes the creation, maintenance, protection, security, and disposition of records stored in a variety of media forms. Topics include alphabetic, geographic, subject, and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system.. (SP) 28160

OST 243 Medical Office Simulation (2 2 0 3)

Prerequisites: OST 148

Corequisites: None

This course introduces medical systems used to process information in the automated office. Topics include traditional and electronic information resources, storing and retrieving information, and the billing cycle. Upon completion, students should be able to use the computer accurately to schedule, bill, update, and make corrections.. (SP) 28160

OST 247 Procedure Coding (2 2 3)

Prerequisites: MED 121 or OST 141

Corequisites: None

This course provides in-depth coverage of procedural coding. Emphasis is placed on CPT and HCPCS coding systems. Upon completion, students should be able to properly code procedures and services performed in a medical facility. (SP) 28160

OST 248 Diagnostic Coding (2 2 3)

Prerequisites: MED 121 or OST 141

Corequisites: None

This course provides an in-depth study of diagnostic coding. Emphasis is placed on ICD coding system. Upon completion, students should be able to properly code diagnoses in a medical facility.. (F) 28160

OST 249 Med Coding Certification Prep (2 3 3)

Prerequisites: OST 247 and OST 248

Corequisites: None

This course provides instruction that will prepare students to sit for a national coding certification exam. Topics include diagnostic and procedural coding. Upon completion, students should be able to sit for various medical coding certification exams.(SP) 28160

OST 264 Medical Auditing (3 0 3)

Prerequisites: OST 247 and OST 248

Corequisites: None

This course provides instruction on how to apply regulations and policies to perform medical record audits for provider services. Emphasis is placed on understanding the scope of an audit, statistical sampling methodologies, performing a medical record audit, and compiling data for reports to improve the revenue cycle for healthcare services. Upon completion, students should be able to perform a medical audit. (SP) 28160

PHYSICAL EDUCATION**PED 110 Fit and Well for Life (1 2 0 2)**

Prerequisites: None

Corequisites: None

This course is designed to investigate and apply the basic concepts and principles of lifetime physical fitness and other health-related factors. Emphasis is placed on wellness through the study of nutrition, weight control, stress management, and consumer facts on exercise and fitness. Upon completion, students should be able to plan a personal, lifelong fitness program based on individual needs, abilities, and interests *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (F, SP) 28160

PED 113 Aerobics I (0 3 0 1)

Prerequisites: None

Corequisites: None

This course introduces a program of cardiovascular fitness involving continuous, rhythmic exercise. Emphasis is placed on developing cardiovascular efficiency, strength, and flexibility and on safety precautions. Upon completion, students should be able to select and implement a rhythmic aerobic exercise program.. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (TBA) 28160

PED 117 Weight Training I (0 3 0 1)

Prerequisites: None

Corequisites: None

This course introduces the basics of weight training. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, students should be able to establish and implement a personal weight training program.. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (TBA) 28160

PED 120 Walking for Fitness (0 3 0 1)

Prerequisites: None

Corequisites: None

This course introduces fitness through walking. Emphasis is placed on stretching, conditioning exercises, proper clothing, fluid needs, and injury prevention. Upon completion, students should be able to participate in a recreational walking program.. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (TBA) 28160

PED 130 Tennis-Beginning (0 2 0 1)

Prerequisites: None

Corequisites: None

This course introduces fitness through walking. Emphasis is placed on stretching, conditioning exercises, proper clothing, fluid needs, and injury prevention. Upon completion, students should be able to participate in a recreational walking program. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (TBA) 28160

PED 137 Badminton (0 2 0 1)

Prerequisites: None

Corequisites: None

This course covers the fundamentals of badminton. Emphasis is placed on the basics of serving, clears, drops, drives, smashes, and the rules and strategies of singles and doubles. Upon completion, students should be able to apply these skills in playing situations. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement. (TBA) 28160

PED 143 Volleyball-Beginning (0 2 0 1)

Prerequisites: None

Corequisites: None

This course covers the fundamentals of volleyball. Emphasis is placed on the basics of serving, passing, setting, spiking, blocking, and the rules and etiquette of volleyball. Upon completion, students should be able to participate in recreational volleyball. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement. (TBA) 28160

PED 152 Swimming-Beginning (0 2 0 1)

Prerequisites: None

Corequisites: None

This course is designed for non-swimmers and beginners. Emphasis is placed on developing confidence in the water, learning water safety, acquiring skills in floating, and learning elementary strokes. Upon completion, students should be able to demonstrate safety skills and be able to tread water, back float, and use the crawl stroke for 20 yards. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement. (TBA) 28160

PED 153 Swimming-Intermediate (0 2 0 1)

Prerequisites: PED 152

Corequisites: None

This course is designed for those who have mastered basic swimming skills. Emphasis is placed on refining basic skills and learning new swim strokes. Upon completion, students should be able to demonstrate the four basic strokes, the scissors kick, the underwater swim, and other related skills. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement. (TBA) 28160

PED 155 Water Aerobics (0 3 0 1)

Prerequisites: None

Corequisites: None

This course introduces rhythmic aerobic activities performed in water. Emphasis is placed on increasing cardiovascular fitness levels, muscular strength, muscular endurance, and flexibility. Upon completion, students should be able to participate in an individually-paced exercise program. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (TBA) 28160

PED 219 Disk Golf (0 2 0 1)

Prerequisites: None

Corequisites: None

This course introduces the fundamentals of disc golf. Emphasis is placed on basic throwing techniques, putting, distance driving, scoring, and single and doubles play. Upon completion, students should be able to perform the skills required in playing situations. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (TBA) 28160

PIPE FITTING**PFT 111 Piping & Valves (3 3 0 4)**

Prerequisites: None

Corequisites: None

This course introduces the terminology, uses, types, and components of metallic and non-metallic industrial piping systems. Topics include identification and application of valves and fittings, joining techniques, drawing interpretation, and the safe installation of piping systems. Upon completion, students should be able to select the proper materials and equipment to safely construct basic industrial piping systems in accordance with design drawing. (F, SP, S) 28160

PHILOSOPHY**PHI 215 Philosophical Issues (3 0 0 3)**

Prerequisites: ENG 111

Corequisites: None

This course introduces fundamental issues in philosophy considering the views of classical and contemporary philosophers. Emphasis is placed on knowledge and belief, appearance and reality, determinism and free will, faith and reason, and justice and inequality. Upon completion, students should be able to identify, analyze, and critically evaluate the philosophical components of an issue. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in humanities/fine arts. (F) 2816

PHI 240 Introduction to Ethics (3 0 0 3)

Prerequisites: ENG 111

Corequisites: None

This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on moral theories such as consequentialism, deontology, and virtue ethics. Upon completion, students should be able to apply various ethical theories to moral issues such as abortion, capital punishment, poverty, war, terrorism, the treatment of animals, and issues arising from new technologies. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in humanities/fine arts.* (F, SP) 28160

PHYSICS**PHY 110 Conceptual Physics (3 0 0 3)**

Prerequisites: None

Corequisites: PHY 110A

This course provides a conceptually-based exposure to the fundamental principles and processes of the physical world. Topics include basic concepts of motion, forces, energy, heat, electricity, magnetism, and the structure of matter and the universe. Upon completion, students should be able to describe examples and applications of the principles studied. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in natural sciences. This course is also available through the Virtual Learning Community (VLC).* (TBA) 28160

PHY 110A Conceptual Physics Lab (0 2 0 1)

Prerequisites: None

Corequisites: PHY 110

This course is a laboratory for PHY 110. Emphasis is placed on laboratory experiences that enhance materials presented in PHY 110. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in PHY 110 *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in natural sciences.* (TBA) 28160

PHY 131 Physics-Mechanics (3 2 0 4)

Prerequisites: MAT 121 or MAT 171

Corequisites: None

This algebra/trigonometry-based course introduces fundamental physical concepts as applied to engineering technology fields. Topics include systems of units, problem-solving methods, graphical analysis, vectors, motion, forces, Newton's laws of motion, work, energy, power, momentum, and properties of matter. Upon completion, students should be able to apply the principles studied to applications in engineering technology fields. (F, SP) 28160

PHY 132 Physics-Electricity and Magnetism (3 2 0 4)

Prerequisites: PHY 131

Corequisites: None

This algebra/trigonometry-based course is a study of fundamental physical concepts as applied to engineering technology fields. Topics include systems of units, problem-solving methods, graphical analysis, waves, electricity, magnetism, circuits, transformers, motors, and generators. Upon completion, students should be able to apply the principles studied to applications in engineering technology fields. (SP) 28160

PHY 151 College Physics I (3 2 0 4)

Prerequisites: MAT 171

Corequisites: None

This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vectors, linear kinematics and dynamics, energy, power, momentum, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in natural sciences.* (TBA) 28160

PHY 152 College Physics II (3 2 0 4)

Prerequisites: PHY 151

Corequisites: None

This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in natural sciences.* (TBA) 28160

PHY 251 General Physics I (3 3 0 4)

Prerequisites: MAT 271

Corequisites: MAT 272

This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vector operations, linear kinematics and dynamics, energy, power, momentum, rotational mechanics, periodic motion, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. (SP) 28160

PHY 252 General Physics II (3 3 0 4)

Prerequisites: MAT 272 and PHY 251

Corequisites: None

This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in natural sciences.* (F) 28160

PLUMBING**PLU 111 Introduction to Basic Plumbing (1 3 0 2)**

Prerequisites: None

Corequisites: None

This course introduces basic plumbing tools, materials, and fixtures. Topics include standard tools, materials, and fixtures used in basic plumbing systems and other related topics. Upon completion, students should be able to demonstrate an understanding of a basic plumbing system.. (F, SP) 28160

PLU 211 Commercial/Industrial Plumbing (2 2 0 3)

Prerequisites: None

Corequisites: None

This course covers the installation of various commercial and industrial piping. Topics include piping in steam, gas, air, fire sprinklers, and other related topics. Upon completion, students should be able to select and install various piping systems for a variety of applications. (F, SP) 28160

POLITICAL SCIENCE**POL 120 American Government (3 0 0 3)**

Prerequisites: None

Corequisites: None

This course is a study of the origins, development, structure, and functions of American government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy process. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in social/behavioral sciences.* (TBA) 28160

PSYCHOLOGY**PSY 150 General Psychology (3 0 0 3)**

Prerequisites: None

Corequisites: None

This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in social/behavioral sciences.* (F, SP, S) 28160

PSY 231 Forensic Psychology (3 0 0 3)

Prerequisites: PSY 150

Corequisites: None

This course introduces students to concepts which unite psychology and the legal system. Topics include defining competency, insanity, involuntary commitment, as well as introducing forensic assessment techniques, such as interviewing process, specialized assessments, and collecting collateral information. Upon completion, students should be able to demonstrate knowledge in areas of forensic psychology: risk assessment, criminal competencies, insanity, psychopathology, and mentally disordered offenders. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in social/behavioral sciences.* (F) 28160

PSY 237 Social Psychology (3 0 0 3)

Prerequisites: PSY 150 or SOC 210

Corequisites: None

This course introduces the study of individual behavior within social contexts. Topics include affiliation, attitude formation and change, conformity, altruism, aggression, attribution, interpersonal attraction, and group behavior. Upon completion, students should be able to demonstrate an understanding of the basic principles of social influences on behavior. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in social/behavioral sciences.* (SP) 28160

PSY 241 Developmental Psychology (3 0 0 3)

Prerequisites: PSY 150

Corequisites: None

This course is a study of human growth and development. Emphasis is placed on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in social/behavioral sciences.* (F, SP, S) 28160

PSY 245 Child Developmental II (3 0 0 3)

Prerequisites: None

Corequisites: None

This course examines the growth and development of children during early and middle childhood. Emphasis is placed on factors influencing physical, cognitive, and psychosocial growth and change. Upon completion, students should be able to demonstrate an understanding of early and middle child development.. (TBA) 28160

PSY 281 Abnormal Psychology (3 0 0 3)

Prerequisites: PSY 150

Corequisites: None

This course provides an examination of the various psychological disorders, as well as theoretical, clinical, and experimental perspectives of the study of psychopathology. Emphasis is placed on terminology, classification, etiology, assessment, and treatment of the major disorders. Upon completion, students should be able to distinguish between normal and abnormal behavior patterns as well as demonstrate knowledge of etiology, symptoms, and therapeutic techniques. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in social/behavioral sciences. (SP) 28160

RELIGION**REL 110 World Religions (3 0 0 3)**

Prerequisites: None

Corequisites: None

This course introduces the world's major religious traditions. Topics include Primal religions, Hinduism, Buddhism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in humanities/fine arts.* (F, SP) 28160

REL 211 Introduction to Old Testament (3 0 0 3)

Prerequisites: None

Corequisites: None

This course is a survey of the literature of the Hebrews with readings from the law, prophets, and other writings. Emphasis is placed on the use of literary, historical, archeological, and cultural analysis. Upon completion, students should be able to use the tools of critical analysis to read and understand Old Testament literature. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in humanities/fine arts.* (F) 28160

REL 212 Introduction to New Testament (3 0 0 3)

Prerequisites: None

Corequisites: None

This course is a survey of the literature of first-century Christianity with readings from the gospels, Acts, and the Pauline and pastoral letters. Topics include the literary structure, audience, and religious perspective of the writings, as well as the historical and cultural context of the early Christian community. Upon completion, students should be able to use the tools of critical analysis to read and understand New Testament literature. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in humanities/fine arts.* (SP) 28160

SIMULATION & GAME DEVELOPMENT**SGD-111 Introduction to SGD (2 3 0 3)**

Prerequisites: None

Corequisites: None

This course provides students with an introduction to simulation and game development. Topics include setting, storytelling, narrative, character design, interface design, game play, internal economy, core mechanics, game genres, AI, the psychology of game design and professionalism. Upon completion, students should be able to demonstrate knowledge of the major aspects of simulation and game design and development. (S) 28160

SGD-113 SGD Programming (2 3 0 3)

Prerequisites: None

Corequisites: None

This course introduces the fundamentals of programming languages and tools employed in simulation and game development. Emphasis is placed on programming concepts used to create simulations and games. Upon completion, students should be able to program simple games and/or simulations. (S) 28160

SUBSTANCE ABUSE**SAB 110 Substance Abuse Overview (3 0 0 3)**

Prerequisites: None

Corequisites: None

This course provides an overview of the core concepts in substance abuse and dependence. Topics include the history of drug use/abuse, effects on societal members, treatment of addiction, and preventive measures. Upon completion, students should be able to demonstrate knowledge of the etiology of drug abuse, addiction, prevention, and treatment. (SP) 28160

SOCIOLOGY**SOC 210 Introduction to Sociology (3 0 0 3)**

Prerequisites: None

Corequisites: None

This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in social/behavioral sciences.* (F, SP, S) 28160

SOC 213 Sociology of the Family (3 0 0 3)

Prerequisites: None

Corequisites: None

This course covers the institution of the family and other intimate relationships. Emphasis is placed on mate selection, gender roles, sexuality, communication, power and conflict, parenthood, diverse lifestyles, divorce and remarriage, and economic issues. Upon completion, students should be able to analyze the family as a social institution and the social forces which influence its development and change. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in social/behavioral sciences. (TBA) 28160

SOC 220 Social Problems (3 0 0 3)

Prerequisites: None

Corequisites: None

This course provides an in-depth study of current social problems. Emphasis is placed on causes, consequences, and possible solutions to problems associated with families, schools, workplaces, communities, and the environment. Upon completion, students should be able to recognize, define, analyze, and propose solutions to these problems. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in social/behavioral sciences. (F, SP) 28160

SPANISH**SPA 111 Elementary Spanish I (3 0 0 3)**

Prerequisites: None

Corequisites: SPA 181

This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in humanities/fine arts for AA and AS only, can not be used to satisfy the Humanities requirement for AAS degrees. (F, SP) 28160

SPA 112 Elementary Spanish II (3 0 0 3)

Prerequisites: SPA 111

Corequisites: SPA 182

This course is a continuation of SPA 111 focusing on the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate further cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in humanities/fine arts for AA and AS only, can not be used to satisfy the Humanities requirement for AAS degrees. (F, SP) 28160

SPA 120 Spanish for the Workplace (3 0 0 3)

Prerequisites: None

Corequisites: None

This course offers applied Spanish for the workplace to facilitate basic communication with people whose native language is Spanish. Emphasis is placed on oral communication and career-specific vocabulary that targets health, business, and/or public service professions. Upon completion, students should be able to communicate at a functional level with native speakers and demonstrate cultural sensitivity. (TBA) 28160

SPA 181 Spanish Lab I (0 2 0 1)

Prerequisites: None

Corequisites: SPA 111

This course provides an opportunity to enhance acquisition of the fundamental elements of the Spanish language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement. (F, SP) 28160

SPA 182 Spanish Lab II (0 2 0 1)

Prerequisites: SPA 181

Corequisites: SPA 112

This course provides an opportunity to enhance acquisition of the fundamental elements of the Spanish language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate cultural awareness. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement. (F, SP) 28160

SPA 211 Intermediate Spanish I (3 0 0 3)

Prerequisites: SPA 112

Corequisites: SPA 281

This course provides a review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future.. This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in humanities/fine arts for AA and AS only, can not be used to satisfy the Humanities requirement for AAS degrees. (TBA) 28160

SPA 212 Intermediate Spanish II (3 0 0 3)

Prerequisites: SPA 211

Corequisites: SPA 282

This course provides a continuation of SPA 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in humanities/fine arts for AA and AS only, can not be used to satisfy the Humanities requirement for AAS degrees. (TBA) 28160

SPA 281 Spanish Lab III (0 2 0 1)

Prerequisites: SPA 182

Corequisites: SPA 211

This course provides an opportunity to enhance the review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement. (TBA) 28160

SPA 282 Spanish Lab IV (0 2 0 1)

Prerequisites: SPA 281

Corequisites: SPA 212

This course provides an opportunity to enhance the review and expansion of the essential skills of the Spanish language. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (TBA) 28160

SURVEYING**SRV 110 Surveying I (2 6 0 4)**

Prerequisites: None

Corequisites: None

This course introduces the theory and practice of plane surveying. Topics include the precise measurement of distances, angles, and elevations; bearing, azimuth and traverse computations; topography and mapping. Upon completion, students should be able to use/care for surveying equipment, collect field survey data, perform traverse computations and create a contour map. (F) 28160

SRV 111 Surveying II (2 6 0 4)

Prerequisites: SRV 110

Corequisites: None

This course introduces route surveying and roadway planning and layout. Topics include simple, compound, reverse, spiral, and vertical curves; geometric design and layout; planning of cross-section and grade line; drainage; earthwork calculations; and mass diagrams. Upon completion, students should be able to calculate and lay out highway curves; prepare roadway plans, profiles, and sections; and perform slope staking. (SP) 28160

SUSTAINABILITY TECHNOLOGIES**SST 110 Introduction to Sustainability (3 0 0 3)**

Prerequisites: None

Corequisites: None

This course introduces sustainability issues and individual contributions toward environmental sustainability. Topics include management processes needed to maximize renewable/non-renewable energy resources, economics of sustainability, and reduction of environmental impacts. Upon completion, students should be able to discuss sustainability practices and demonstrate an understanding of their effectiveness and impacts. (F, SP) 28160

SST 120 Energy Use Analysis (2 2 0 3)

Prerequisites: None

Corequisites: None

This course introduces the principles of analyzing energy use, energy auditing tools and techniques, conservation techniques, and calculating energy savings. Topics include building system control theory, calibrating digital controls, energy loss calculations, and applicable conservation techniques. Upon completion, students should be able to demonstrate an understanding of energy use, audits, and controls in the analysis of energy consumption. (SP) 28160

SST 140 Green Bldg & Design Concepts (3 0 0 3)

Prerequisites: None

Corequisites: None

This course is designed to introduce the student to sustainable building design and construction principles and practices. Topics include sustainable building rating systems and certifications, energy efficiency, indoor environmental quality, sustainable building materials and water use. Upon completion, students should be able to identify the principles and practices of sustainable building design and construction. (F, SP, S) 28160

TRANSPORTATION TECHNOLOGY**TRN 170 PC Skills for Transp (1 2 0 2)**

Prerequisites: None

Corequisites: None

This course introduces students to personal computer literacy and Internet literacy with an emphasis on the transportation service industry. Topics include service information systems, management systems, computer-based systems, and PC-based diagnostic equipment. Upon completion, students should be able to access information pertaining to transportation technology and perform word processing. (SP) 28160

TRN 180 Basic Welding for Transp (1 4 0 3)

Prerequisites: None

Corequisites: None

This course covers the terms and procedures for welding various metals used in the transportation industry with an emphasis on personal safety and environmental health. Topics include safety and precautionary measures, setup/operation of MIG equipment, metal identification methods, types of welds/joints, techniques, inspection methods, cutting processes and other related issues. Upon completion, students should be able to demonstrate a basic knowledge of welding operations and safety procedures according to industry standard(F) 28160

TRN 180A Basic Welding for Transp Lab (0 3 0 1)

Prerequisites: None

Corequisites: TRN 180

This course provides a laboratory experience for enhancing student skills in welding and cutting procedures associated with the transportation industry. Emphasis is placed on safety and precautionary measures, setup/operation of MIG equipment, metal identification, welds/joints, techniques, inspection of welds/joints, cutting processes and other related topics. Upon completion, students should be able to demonstrate a basic knowledge of welding operations and safety procedures according to industry standards. (F) 28160

WORK-BASED LEARNING**WBL 110 World of Work (1 0 0 1)**

Prerequisites: None

Corequisites: None

This course covers basic knowledge necessary for gaining and maintaining employment. Topics include job search skills, work ethic, meeting employer expectations, workplace safety, and human relations. Upon completion, students should be able to successfully make the transition from school to work. (F, SP) 28160

WBL 111 Work-Based Learning I (0 0 10 1)

Prerequisites: None

Corequisites: None

This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. (F, SP, S) 28160

WBL 115 Work-Based Learning Seminar I (1 0 0 1)

Prerequisites: None

Corequisites: WBL 111, WBL 112, WBL 113 or WBL 114

Theories, techniques, and methods observed in the work settings will be discussed. Students will integrate ideas related in course work and work-based learning seminar situations. This course is designed to coordinate the classroom and industry experience. WBL 111 and WBL 115 must be taken the same term. (TBA) 28160

WBL 121 Work-Based Learning II (0 0 10 1)

Prerequisites: None

Corequisites: None

This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. (TBA) 28160

WEB TECHNOLOGIES**WEB 110 Internet/Web Fundamentals (2 2 0 3)**

Prerequisites: None

Corequisites: None

This course introduces World Wide Web Consortium (W3C) standard markup language and services of the Internet. Topics include creating web pages, search engines, FTP, and other related topics. Upon completion, students should be able to deploy a hand-coded website created with mark-up language, and effectively use and understand the function of search engines. (TBA) 28160

WEB 115 Web Markup and Scripting (2 2 0 3)

Prerequisites: None

Corequisites: None

This course introduces Worldwide Web Consortium (W3C) standard client-side Internet programming using industry-established practices. Topics include JavaScript, markup elements, stylesheets, validation, accessibility, standards, and browsers. Upon completion, students should be able to develop hand-coded web pages using current markup standards. (SP) 28160

WEB 120 Intro to Internet Multimedia (2 2 0 3)

Prerequisites: None

Corequisites: None

This course introduces the creation of rich media for the Internet. Topics include the design, production and delivery of interactive content, rich media, digital video, and digital audio. Upon completion, students should be able to create multimedia projects incorporating graphics, text, video, and audio using industry standard authoring software or web standards. (TBA) 28160

WEB 140 Web Development Tools (2 2 0 3)

Prerequisites: None

Corequisites: None

This course provides an introduction to web development software suites. Topics include the creation of web sites and applets using web development software. Upon completion, students should be able to create entire web sites and supporting applets.. (SP) 28160

WEB 182 PHP Programming (2 2 3)

Prerequisites: None

Corequisites: None

This course introduces students to the server-side, HTML-embedded scripting language PHP. Emphasis is placed on programming techniques required to create dynamic web pages using PHP scripting language features. Upon completion, students should be able to design, code, test, debug, and create a dynamic web site using the PHP scripting language. (F) 28160

WEB 210 Web Design (2 2 0 3)

Prerequisites: None

Corequisites: None

This course introduces intermediate to advanced web design techniques. Topics include customer expectations, advanced markup language, multimedia technologies, usability and accessibility practices, and techniques for the evaluation of web design. Upon completion, students should be able to employ advanced design techniques to create high impact and highly functional web sites. (F) 28160

WEB 250 Database Driven Websites (2 2 0 3)

Prerequisites: None

Corequisites: None

This course introduces dynamic (database-driven) website development. Topics include the use of basic database CRUD statements (create, read, update and delete) incorporated into web applications, as well as in software architecture principles. Upon completion, students should be able to design and develop database driven web applications according to industry standards. (SP) 28160

WEB 285 Emerging Web Technologies (2 2 0 3)

Prerequisites: None

Corequisites: None

This course will explore, discuss, and research emerging technologies in the web arena. Emphasis is placed on exposure to up-and-coming technologies relating to the web, providing hands-on experience, and discussion of practical implications of these emerging fields. Upon completion, students should be able to articulate issues relating to these technologies. (F) 28160

WELDING**WLD 110 Cutting Processes (1 3 0 2)**

Prerequisites: None

Corequisites: None

This course introduces oxy-fuel and plasma-arc cutting systems. Topics include safety, proper equipment setup, and operation of oxy-fuel and plasma-arc cutting equipment with emphasis on straight line, curve and bevel cutting. Upon completion, students should be able to oxy-fuel and plasma-arc cut metals of varying thickness.. (F, SP) 28160

WLD 112 Basic Welding Processes (1 3 0 2)

Prerequisites: None

Corequisites: None

This course introduces basic welding and cutting. Emphasis is placed on beads applied with gases, mild steel fillers, and electrodes and the capillary action of solder. Upon completion, students should be able to set up welding and oxy-fuel equipment and perform welding, brazing, and soldering processes.. (S) 28160

WLD 115 SMAW (Stick) Plate (2 9 0 5)

Prerequisites: None

Corequisites: None

This course introduces the shielded metal arc (stick) welding process. Emphasis is placed on padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, students should be able to perform SMAW fillet and groove welds on carbon plate with prescribed electrodes. (F, SP) 28160

WLD 116 SMAW (Stick) Plate/Pipe (1 9 0 4)

Prerequisites: WLD 115

Corequisites: None

This course is designed to enhance skills with the shielded metal arc (stick) welding process. Emphasis is placed on advancing manipulative skills with SMAW electrodes on varying joint geometry. Upon completion, students should be able to perform groove welds on carbon steel with prescribed electrodes in the flat, horizontal, vertical, and overhead positions. (F, SP) 28160

WLD 117 Industrial SMAW (1 4 0 3)

Prerequisites: None

Corequisites: None

This course introduces the SMAW (stick) process for joining carbon steel components for industrial applications. Topics include padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, student should be able to safely perform SMAW fillet and groove welds on carbon steel plate with prescribed electrodes. (TBA) 28160

WLD 121 GMAW (MIG) FCAW/Plate (2 6 0 4)

Prerequisites: None

Corequisites: None

This course introduces metal arc welding and flux core arc welding processes. Topics include equipment setup and fillet and groove welds with emphasis on application of GMAW and FCAW electrodes on carbon steel plate. Upon completion, students should be able to perform fillet welds on carbon steel with prescribed electrodes in the flat, horizontal, and overhead positions.(F, SP) 28160

WLD 122 GMAW (MIG) Plate/Pipe (1 6 0 3)

Prerequisites: WLD 121

Corequisites: None

This course is designed to enhance skills with the gas metal arc (MIG) welding process. Emphasis is placed on advancing skills with the GMAW process making groove welds on carbon steel plate and pipe in various positions. Upon completion, students should be able to perform groove welds with prescribed electrodes on various joint geometry. (F, SP) 28160

WLD 131 GTAW (TIG) Plate (2 6 0 4)

Prerequisites: None

Corequisites: None

This course introduces the gas tungsten arc (TIG) welding process. Topics include correct selection of tungsten, polarity, gas, and proper filler rod with emphasis placed on safety, equipment setup, and welding techniques. Upon completion, students should be able to perform GTAW fillet and groove welds with various electrodes and filler materials.(F, SP) 28160

WLD 132 GTAW (TIG) Plate/Pipe (1 6 0 3)

Prerequisites: WLD 131

Corequisites: None

This course is designed to enhance skills with the gas tungsten arc (TIG) welding process. Topics include setup, joint preparation, and electrode selection with emphasis on manipulative skills in all welding positions on plate and pipe. Upon completion, students should be able to perform GTAW welds with prescribed electrodes and filler materials on various joint geometry. (F, SP) 28160

WLD 141 Symbols and Specifications (2 2 0 3)

Prerequisites: None

Corequisites: None

This course introduces the basic symbols and specifications used in welding. Emphasis is placed on interpretation of lines, notes, welding symbols, and specifications. Upon completion, students should be able to read and interpret symbols and specifications commonly used in welding. (F, SP) 28160

WLD 143 Welding Metallurgy (1 2 0 2)

Prerequisites: None

Corequisites: None

This course introduces the concepts of welding metallurgy. Emphasis is placed on basic metallurgy, effects of welding on various metals, and metal classification and identification. Upon completion, students should be able to understand basic metallurgy, materials designation, and classification systems used in welding. (F, SP) 28160

WLD 151 Fabrication I (2 6 0 4)

Prerequisites: WLD 110 (Local) and WLD 115 (Local)

Corequisites: None

This course introduces the basic principles of fabrication. Emphasis is placed on safety, measurement, layout techniques, cutting, joining techniques, and the use of fabrication tools and equipment. Upon completion, students should be able to perform layout activities and operate various fabrication and material handling equipment. (S) 28160

WLD 215 SMAW (Stick) Pipe (1 9 0 4)

Prerequisites: WLD 115 or WLD 116

Corequisites: None

This course covers the knowledge and skills that apply to welding pipe. Topics include pipe positions, joint geometry, and preparation with emphasis placed on bead application, profile, and discontinuities. Upon completion, students should be able to perform SMAW welds to applicable codes on carbon steel pipe with prescribed electrodes in various positions. (F, SP) 28160

WLD 231 GTAW (TIG) Pipe (1 6 0 3)

Prerequisites: WLD 132

Corequisites: None

This course covers gas tungsten arc welding on pipe. Topics include joint preparation and fit up with emphasis placed on safety, GTAW welding technique, bead application, and joint geometry. Upon completion, students should be able to perform GTAW welds to applicable codes on pipe with prescribed electrodes and filler materials in various pipe positions.. (F, SP) 28160

WLD 261 Certification Practices (1 3 0 2)

Prerequisites: WLD 115 and WLD 121 and WLD 131

Corequisites: None

This course covers certification requirements for industrial welding processes. Topics include techniques and certification requirements for prequalified joint geometry. Upon completion, students should be able to perform welds on carbon steel plate and/or pipe according to applicable codes. (F, SP) 28160

WLD 262 Inspection and Testing (2 2 0 3)

Prerequisites: None

Corequisites: None

This course introduces destructive and non-destructive testing methods. Emphasis is placed on safety, types and methods of testing, and the use of testing equipment and materials. Upon completion, students should be able to understand and/or perform a variety of destructive and non-destructive testing processes.. (F, SP) 28160

WHEELS OF LEARNING**WOL 110 Basic Construction Skills (2 3 0 3)**

Prerequisites: None

Corequisites: None

This course introduces the student to basic safety, tools, and skills commonly found in the construction related trades. Topics include safety, basic math, blueprints, hand and power tools, and rigging. Upon completion, students should have successfully completed the Core Curricula as identified by the National center for Construction Education and Research.. (F, SP, S) 28160

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ACADEMIC POLICIES, PROCEDURES, AND INFORMATION

Isothermal Community College publishes academic policies and procedures that adhere to principles of good educational practice. These policies and procedures are disseminated to students, faculty, and other interested parties through the College website and publications that are available in both digital and print format including the *College Catalog and Student Handbook*. Current policies may be accessed at www.isothermal.edu/manual.

ACA COURSES AND ORIENTATION

Isothermal offers two student success courses, ACA 115: Success and Study Skills and ACA 122: College Transfer Success. These ACA courses provide an extensive orientation, not only to the College, but also to the first year college experience, with a focus on problem solving, goal-setting, educational planning, and career and college exploration. It is recommended that degree-seeking students enroll in an ACA course within their first two semesters.

As part of our efforts to provide the best opportunity for our students to start strong, Isothermal requires students to participate in mandatory orientation. Students are encouraged to participate in a face-to-face orientation offered throughout the academic year. An online orientation is also available through Patriot Port and/or Moodle. Orientation familiarizes students with campus procedures and resources and offers information and assistance to help students succeed in college. A student may be exempt from orientation if they are currently classified as College and Career Promise (CCP), Early College, Occupational Education Associate (Lateral Entry), Basic Law Enforcement Training (BLET), or Special Credit. A student may also be exempt from participating in orientation if they have graduated from an Isothermal program fewer than five years prior to enrolling in a new program. The latter exemption does not include prior CCP enrollment.

Information sessions about Moodle and Patriot Port are available at the beginning of each semester to help students become familiar with Isothermal's technical resources and may be accessed through The Student Bridge located in Moodle. In addition, Successful Entry and Transition (SET) sessions are informational sessions offered at local high schools to help students transition to college and become familiar with campus resources.

ACADEMIC MISCONDUCT

All forms of academic misconduct may result in sanctions. For more information regarding academic misconduct and related sanctions and disciplinary procedures, please refer to Appendix A (reference Student Rights, Responsibilities, and Judicial Procedures policy 601-02-00BP).

ACADEMIC STANDING AND APPEALS

Rules and regulations regarding academic standing, suspension, and length of suspension as approved by the president can be found in Academic Standing and Appeals policy 401-02-00BP.

Academic Alert

Students whose grade point average (GPA) falls below a 2.0 are placed on academic alert. Students on academic alert may benefit from familiarizing themselves with two important college procedures: Academic Fresh Start and Course Repeat. Students who repeat courses are encouraged to review their transcripts carefully to ensure that previously earned lower grade(s) have been removed from grade point average calculation. Students on academic alert should also consider academic load as well as assistance available through Student Services, the Tutoring Center, the Writing Center and academic advisors.

In order to alert faculty and staff advisors that students are struggling academically, the Records Office will flag records in the student information system as notification when students' GPAs fall below a 2.0.

Ongoing Academic Alert

There will be times when student academic performance is chronically poor, e.g., student is performing at or below 1.0 for consecutive semesters. Academic advisors may refer these students to the dean of students, who will evaluate the progress of the student, and may refer the student to the Committee on Admissions, Academic Continuation, and Records. This committee may (1) approve continued enrollment under specified circumstances or (2) suspend the enrollment of the student for a specified time frame. After observing the suspension period, the student must seek approval for enrollment from the dean of students. The dean of students may refer the decision to the Committee on Admissions, Academic Continuation, and Records prior to allowing re-entry.

Academic Standing

Guidelines may vary by program, e.g., Career and College Promise, Basic Law Enforcement Training (BLET), and health sciences. Information regarding academic standing guidelines by program is available in specific department areas.

Academic Standing Appeal

A student may appeal a decision on academic standing. An appeal should be submitted in writing to the dean of students. The dean of students may refer the appeal to the Committee on Admissions, Academic Continuation, and Records. The student may further appeal this decision to the vice president of academic and student services. The decision of the vice president will be final.

ADMISSIONS AND REGISTRATION

Isothermal Community College has an open door admission policy for applicants who are high school or high school equivalency graduates or who are 18 years of age. Admission to the College is open to applicants who meet graduation or age requirements without regard to veteran status, race, color, religion, age, sex, national origin, or disability. Additional admission criteria may be required for specific programs of study (reference 1D SBCCC 400.2- Admission to Colleges and Admission Policy 601-02-08BP).

Eligible high school students and College and Career Readiness students may enroll in curriculum programs in accordance with North Carolina State Board of Community College Code. For more information regarding courses and registration, refer to the College's website, call 828-395-4193, or email admissions@isothermal.edu.

Admissions Exception Policy

In order to maintain a safe and orderly educational environment, the College reserves the right to refuse admission to any applicant if it is necessary to protect the safety of the applicant or other individuals. When making safety determination, the College may refuse admission to an applicant when there is an articulable, imminent, and significant threat to the applicant or other individuals. Isothermal Community College also reserves the right to refuse admission to any applicant during any period of time that the student is suspended or expelled for non-academic reasons from any other educational entity (reference Admissions Exception policy 601-02--09BP).

ATTENDANCE

Class Attendance Policies

Regular class attendance is a student obligation and essential to receiving maximum benefit from the educational experience. The student is expected to attend and be on time for all classes and lab, shop, and/or clinic sessions. The student is also responsible for completing all learning activities including tests and written assignments. Outside of reasons listed in this policy, no right or privilege exists that exempts a student from any given number of class meetings.

Instructors establish their own class attendance policy. This attendance policy is explained in detail at the first class meeting and includes the relationship of absences to grades.

Students who stop attending class without officially withdrawing may receive a grade of "F" at the end of the semester.

Absence for Religious Reasons

Isothermal Community College recognizes the right of students to be absent from class for religious reasons. Students may request a maximum of two excused class days per academic year for observations required by the student's faith. In accordance with this right, the College President will establish procedures for requesting documentation and excusing religious absences.

Absence for Title IX of the Education Amendments of 1972

Isothermal Community College recognizes the rights of students to be tardy or absent due to conditions covered under Title IX of the Civil Rights Act of 1964, which prohibits a school from discriminating against a student based on "student's pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from any of these conditions" (reference 34 C.F.R. § 106.40(b)(1)). Requests for accommodations are the responsibility of the student and must be submitted through the College's Office of Accessibility.

Absence for Military Service

Any student who is in the United States Armed Forces who has received temporary or permanent reassignment as a result of military operations, or any student who is a National Guard service member placed onto State active duty status during an academic term, shall be granted an excused absence for the period of time the student is on active duty. Requests for excused absences are the responsibility of the student and must be submitted to the dean of students/dean of continuing education prior to the period of the absence. The College will work with the student to determine the student's best options for course continuation or withdrawal (reference 1B SBCCC 500.1).

Class Entry Prior to the Census Date

Students enrolled in any course regardless of delivery method must be in attendance or complete the mandatory course enrollment activity and be recorded as present at least one time on or before the census date of the course. Students who fail to attend or fail to complete the mandatory enrollment activity by the census date will be removed from the class roster and recorded as a No Show (NS). In a distance learning education context, documenting that a student has logged into an online course is not sufficient, by itself, to demonstrate academic attendance by the student. Students receiving financial aid should consult with a financial aid counselor to determine the impact of the NS designation on their financial aid eligibility and obligations.

Curriculum Late Course Entry, Late Registration and Schedule Adjustments

In support of the College's focus on learning, the College ensures that students have an opportunity to be academically successful in each course. The faculty and academic administrators are in the best position to make decisions concerning students' ability to complete coursework within an allotted time. Therefore, students generally will not be allowed to add/change sections after the schedule adjustments deadline listed in the Academic Calendar. In addition, a student will not be allowed to enter a course past the census date regardless of registration status without approval by the appropriate dean or vice president of academic and student services.

Students may officially withdraw from a course(s) without academic penalty and receive a grade of "W" if this withdrawal is made before the drop deadline as published in the academic calendar. Courses that meet on a non-standard schedule may have a different drop deadline than the one published.

Following the schedule adjustment period, a student may formally withdraw from a course or the College by completing a withdrawal form which can be obtained from the Records Office or any academic department. The student should notify the course instructor(s) of their withdrawal and must meet with their advisor or academic dean before withdrawing.

Any individual course dropped after the published deadline must be approved by the vice president of academic and student services. The schedule adjustment and withdrawal deadlines are different for academic development and other courses that have non-standard beginning and ending dates.

Administrative Withdrawal

An instructor, in consultation with the appropriate academic dean/director, may administratively withdraw any student whose cumulative absences exceed 20% of the scheduled class hours for the semester. The withdrawal must be made by the withdrawal deadline published in the academic calendar. The student will receive a grade of "W#." Students should never assume that their instructor will administratively withdraw them for excessive absences.

In case of extenuating circumstances, a student who has been withdrawn from a course for excessive absences may be re-admitted to course with the permission of the instructor and the appropriate dean/director. The instructor and/or department dean or director must request the readmission from the Records Office in writing (reference Drop/Withdrawal policy 401-02-04AP).

AUDITING COURSES

Students who seek to audit (take a course without credit), must register through the regular procedure and must meet all course prerequisites and attendance requirements as other students. Audits will be charged the same fee as taking courses for credit. Students must notify their instructor when they begin the course if they are auditing the course. An audit cannot be changed to credit or credit changed to audit. Courses taken as audits may be repeated for credit only. No curriculum course may be audited more than once. A student who audits a course shall not displace students enrolling or registering to receive a grade, academic credit, continuing education unit, or certificate of completion in the course section.

Senior Citizen Audit

Any person who is at least 65 years old may audit applicable courses offered at the College tuition-free as defined in G.S. 115D-2(2). A student shall be allowed to audit a course under the section only on a space available basis. The individual must be at least 65 years old as of the first day of the applicable course section and must provide proof through a driver's license, State identification card, or other government-issued document (reference 1D SBCCC 1000.2).

AWARDING OF CREDIT

Transfer of credit for educational work taken at a regionally accredited institution may be accepted. Previous coursework must be submitted on an official transcript. Credit will normally be allowed for applicable courses in which a grade of "C" or higher has been earned. Grades from courses taken at other institutions will not be used in the grade point calculation of Isothermal Community College. Coursework is evaluated according to the student's selected program. Time and program selection may be factors in determining credit. Some technical credits older than five years may be subject to review by the Records Office and appropriate faculty/dean. Courses under the five-year limitation are determined and reviewed by academic deans, and a list is maintained in the Records Office. Students may be requested to provide prior course descriptions and/or documentation demonstrating required knowledge before credits are accepted.

Note: Students requiring further math courses are strongly advised to take a refresher course if it has been more than two years since completing their last math course. For students seeking transfer credit from international institutions, college transcripts must be translated into English at the student's expense by an agency approved by NACES such as World Evaluation Services (WES) or Global Credential Evaluators (GCE).

Results of the transfer of credit evaluation may be appealed to the Committee on Admissions, Academic Continuation, and Records. Transfer students must earn 25% of the credits required for graduation in their particular program at Isothermal Community

College (see Graduation Requirements). Any exceptions to this policy must be approved by the Committee on Admissions, Academic Continuation, and Records.

All transfer students will enter the College in good academic standing. Once enrolled, academic standing will be determined by grades on coursework taken solely at Isothermal Community College (reference Awarding of Credit policy 401-02-07AP).

Transfer of Credit within the Institution

Students transferring from one curriculum to another within the College may be handled in the same manner as transfer credits from another institution. Courses designed for satisfaction of North Carolina Community College System approved college transfer degree requirements may be accepted in Associate of Applied Science degree programs; however, courses designed for career preparation in Associate of Applied Science degrees, diploma, and certificates may not apply to above referenced college transfer degree programs. Cumulative grade point averages (GPA) are normally continued when changing programs. The GPA for graduation is based only on the courses required in the program.

Other Credit

Credit may also be given in the occupational areas for non-collegiate and military educational experiences. Time and program selection may be factors in determining credit.

Credit by Examination

Any student at Isothermal Community College may receive course credit by examination through one of the following five methods: 1) Challenge Exam, 2) CLEP Exam, 3) Advanced Placement Exams, 4) North Carolina High School to Community College Articulation Agreement, or 5) Diagnostic Exam in Academic Development courses.

Challenge Exam

A student may request permission through the appropriate academic dean to challenge a course through a comprehensive exam for credit. Only those courses for which tests have been developed and have been filed in the dean's office may be challenged. The procedure for challenging is as follows:

1. The student must be registered for the course, have paid proper tuition, and have approval from the instructor.
2. If the exam is failed, the student must continue the course.
3. A course may be challenged only once and must be done during the first week of class.
4. If the exam is passed, the student's grade must be submitted to the Records Office during the first two weeks of the semester. This grade will be recorded as a "CE." Note: "CE" grades are not acceptable for the Comprehensive Articulation Agreement between the North Carolina Community College System and the UNC system.

Advanced Placement (AP) and College Level Examination Program (CLEP)

College credit may be awarded if appropriate conditions are met by Advanced Placement (AP) or College Level Examination Program (CLEP) test scores. Isothermal Community College academic credit will be granted to enrolled students who receive scores of 3 or higher on the AP tests offered by the College Board. CLEP is granted for scores in the 50th percentile or higher. Credit may be considered only for those courses that are in the student's academic program. AP and CLEP credit accepted at other post-secondary institutions is not automatically transferred to Isothermal Community College; however, it is reviewed when official scores are received.

North Carolina High School to Community College Articulation Agreement

North Carolina high school graduates may be awarded college credit for certain high school courses when transferring to Isothermal Community College. Criteria is controlled by Department of Public Instruction and the NC Community College System and is subject to change without notice. The following criteria must be met to receive credit:

1. Grade of "B" or higher in the high school course,
2. A scaled score of 93 or higher on the standardized VoCATS post-assessment,
3. In order to receive articulated credit, students must enroll at Isothermal within two years of their high school graduation date,
4. Apply to Isothermal Community College in a related major.

CHANGE OF MAJOR/PROGRAM OF STUDY

To change one's major or update one's program, students must meet with an assigned advisor or visit the Advising and Success Center. The student in consultation with an advisor and Financial Aid Counselor (when applicable) should initiate program changes. Program changes must be recorded in the Admissions Office. Program Update Forms received by Student Services after the full term census date will be processed for the following semester. Changing a major will update the catalog of record to the current catalog year.

Students are responsible for monitoring progress in their program of study and ensuring that they are taking courses within their major for the correct catalog year. Financial aid amounts dispersed to students are subject to reduction for any courses not required for their major. Students are encouraged to seek assistance from college personnel and Program Evaluation resources on Patriot Port to clarify program requirements.

Multiple Majors/Academic Programs

When deemed beneficial to attaining a student's academic goals and in accordance with North Carolina State Board of Community Colleges Code, the dean of students or designee may approve students to enroll in multiple majors/academic programs concurrently. This decision is made on an individual basis in consultation with respective academic dean(s) or designee and applicable Student Services staff. (reference Multiple Majors/Academic policy 401-01-04AP).

CLASS HOURS

In order to provide educational opportunities to the majority of the residents of Rutherford, Polk and contiguous counties, most academic programs are offered during both day and evening hours. Day classes are normally scheduled from 8:00 a.m. through 4:45 p.m. Monday through Friday. Evening classes are usually scheduled from 5:00 p.m. through 8:00 p.m. Monday through Thursday evenings. A limited number of special classes are offered during weekend hours. Classes are also offered online.

DISTANCE LEARNING

Taking some or all courses in a distance learning format (online, web-assisted, or hybrid) may allow students to overcome some of the obstacles that prevent them from taking a seated/traditional class. Workloads for distance learning courses are comparable to traditional courses, but the delivery method utilizes a variety of technologies in an online environment.

Students enrolling in a program to take distance learning courses must complete the admissions requirements for the program first. Once the admissions steps are complete, students may then complete the registration process for the distance learning course. In order to facilitate the registration process, students should make sure all of the requirements to be an online student at Isothermal Community College are met and should review the list of technical requirements found online at the Distance Learning web page (<http://www.isothermal.edu/academics/distance-learning/index.html>). These are considered the basic skills required to be successful in a distance learning course. In some courses, specific technology is required to complete the course-work. It is in each student's best interest to contact the course instructor to identify technology needs in the course, such as specific products and versions.

After registering for the distance learning course, course material will be available in Moodle on the first day of the term. If course materials are not available on the first day of the semester, students should contact their instructor immediately (by email, by phone, in person, or an alternative method). If students do not hear from their instructor within 24 hours, they should contact the Help Desk at 828-395-1437 or icchelpdesk@isothermal.edu.

Types of Distance Learning:

Online courses, also referred to as Internet courses, in which 100% of the instruction is delivered via the internet/online. Courses may have proctored testing, but instruction is delivered online. Online courses are convenient, but they are not suitable for all students or situations. If students are considering taking an online course for academic credit, the Distance Education Questionnaire (located in Appendix E on the Distance Learning web page) will help students evaluate their suitability for online classes. Students should consult their advisor or the instructor of the online course with this decision.

Web-assisted courses, also referred to as web-supported courses, are courses in which less than 50% of instruction is delivered when the student and the instructor are separated by distance. Instructional delivery methods may include, but are not limited to: internet, LMS, licensed instructional video, CD, TV, DVD, instructional software, or other media. In a web-assisted course, students are required to meet at specific days and times with the course instructor in addition to completing assignments online.

Hybrid courses are courses in which more than 50% but less than 100% of instruction is delivered when the student and the instructor are separated by distance. Instructional delivery methods may include, but are not limited to: internet, LMS, licensed instructional video, CD, TV, DVD, instructional software, or other media. In a hybrid course, students are required to meet at specific days and times with the course instructor in addition to completing assignments online. In addition to distance learning courses, many traditional courses at Isothermal Community College require computer skills, Internet access, and email communication to fulfill course requirements. Some traditional courses require students to access and utilize Moodle, the learning management system utilized by the College. Isothermal Community College has computers with Internet access located in the Library and the Business Sciences building that are for student use. Curriculum students are issued student email addresses, Patriot Port accounts, and Moodle accounts. Students who have difficulty accessing any of these accounts, should contact the Help Desk by phone at 828-3951437, by email at icchelpdesk@isothermal.edu, by visiting the Help Desk in Room 6 of the IT building or by accessing the Help Desk web page at <http://www.isothermal.edu/services/helpdesk/index.html>.

GRADING SYSTEM

Instructors are responsible for establishing their own grading policy in accordance with the College's letter grade system with qualitative descriptions (reference Grading System policy 401-02-05AP).

Grade	Significance	Grade Value
A	Excellence	4.0
B	Above Average	3.0
C	Average	2.0
D	Below Average	1.0
F	Failed	0
W	Withdrawn	0
WE	Withdrew Emergency	0
I	Incomplete	0
IE	Incomplete Emergency	0
R*	Expected Progress DMA class	0
Y	No-credit-Audit	0
CE	Credit by Exam	
CR	Transfer Credit	
*	Developmental Credit	
%	Granted an Academic Fresh Start	
#	Administrative Withdrawal	
^	ENG/MAT Support Corequisite Passed	
P1	ENG/MAT Transition Tier 1 Passed	
P2	ENG/MAT Transition Tier 2 Passed	
P3	MAT Transition Tier 3 Passed	

Note: Grades of WE/IE are provided in response to the COVID-19 pandemic.

Academic Fresh Start

Any Isothermal Community College student who has experienced a lapse in enrollment at the College for a period of at least three consecutive academic years may petition in writing to have grades that are older than three years and a final grade below "C" disregarded in calculating the grade point average (GPA). Following re-enrollment, the student must complete at least twelve semester hours with a minimum GPA of 2.0 prior to requesting an academic fresh start.

In some instances students who change majors and complete two academic semesters with at least twelve semester hours and a 2.0 GPA in the new major may petition for an academic fresh start even if there has not been a lapse in enrollment.

The student requesting a fresh start should complete an Academic Fresh Start application that is available in the Student Services office. Students may be granted an academic fresh start only once. An academic review committee will consider the request and determine the student's eligibility for grade forgiveness. If the request is approved, the record of earlier coursework will remain on the student's transcript; however, these grades will be removed from GPA calculation. Students transferring to another college should contact the institution to determine the impact of Academic Fresh Start on transfer. Fresh start GPA calculations are not used in determining eligibility for student financial aid (reference Academic Fresh Start policy 401-02-08BP).

Credit Hour Determination and Definition

Isothermal Community College makes determinations regarding credit hours and credit awarded consistent with the North Carolina State Board of Community Colleges policy 1G SBCCC 100.1. Course descriptions and credit hours, lab hours, clinical hours and contact hours are scheduled for course delivery consistent with the North Carolina Community College System Combined Course Library. Credit hours awarded for each course and hours required for program completion are described in the *College Catalog and Student Handbook* (reference Credit Hour Determination and Definition policy 401-01-03AP).

Course Repeat

Courses with earned grades of "D" or "F" may be repeated. Courses with earned grade of "C" or better may be repeated only by special permission from the vice president of academic and student services or if the academic program requires a higher grade than the one achieved for successful program completion. When a course has been repeated, the higher grade will be counted in the grade point average calculation. Physical education credit courses may not be taken for a grade of "audit." Non-credit recreation courses offered through Continuing Education may be repeated at will. Courses taken as audit may be repeated for credit only. No course may be audited more than once.

Transitional courses are exempt from this policy. Students who feel they may benefit from enrolling in transitional courses (e.g. RISE English and math courses) for which they have earned non-course credit should speak with their academic advisor and Student Services staff to determine their best options for enrollment.

Students Using Financial Aid

Students using various forms of financial aid may have additional considerations associated with funding course enrollment and course repeat options. Students who receive financial aid and have questions about funding should meet with a Financial Aid staff member for additional information.

Students Using Veterans Education Benefits

Courses that have been successfully completed or for which the student has received non-course credit may not be recertified for veteran education benefits if they are repeated. However, if a student fails a course, or if the program requires a higher grade than the one achieved for successful program completion, that course may be repeated and recertified. Audited courses do not qualify and cannot be included in enrollment certification for veteran education benefits. (reference Course Repeat policy 401-01-01AP).

Grade Appeals

A student, after conferring with the instructor concerned, may present a grade appeal in writing. See Appendix A for information regarding the grade appeal process (reference Student Rights, Responsibilities, and Judicial Procedures policy 601-02-00BP).

Grade Changes

Instructors have total responsibility and authority for the assigning of grades. The policy regarding incomplete grades is stated in the *College Catalog and Student Handbook*. No other grade may be changed by an instructor once the grade has been given without the consent of the vice president of academic and student services (reference Grade Changes and Faculty Checkout policy 401-02-02AP).

Grade Point Average (GPA)

To compute a student's cumulative average, multiply credit hours by grade value to get total grade points for each course. Divide the total grade points for all courses by the total number of enrolled credit hours (reference Grading System policy 401-02-05AP).

Grade Point Average Example:

Course	Credit hours		Grade	=	Grade Points
English	3	x	C (2)	=	6
History	3	x	B (3)	=	9
Biology	4	x	A (4)	=	6
Math	5	x	D (1)	=	5
Spanish	3	x	F (0)	=	0
P.E.	2	x	A (4)	=	<u>8</u>
					44

Average for the semester $44 \div 20 = 2.20$

Grade Reports

Students' final grade report will be available online through Patriot Port at the completion of each semester.

Incomplete Policy

A grade of "I" is assigned when coursework is incomplete. Unless the instructor has established an earlier time line for completion, this grade must be removed by completing the course before the end of the following semester or the grade automatically becomes an "F" on the permanent record. If a student is registered for a course that requires a prerequisite with an assigned "I" incomplete grade, the student must complete the course by the census date of the current term. Otherwise, the student will be administratively withdrawn resulting in a reduced enrollment status and ineligibility of tuition refund (reference Incomplete Grades policy 401-02-03AP).

A grade of "IE" is assigned when coursework is incomplete due to the emergency impacts of COVID-19. This must be removed by completing the course before the end of the following semester (summer semesters are excluded from this calculation). If the coursework is not complete, the grade becomes a "WE." If a student is registered for a course that requires a prerequisite with an assigned "IE" incomplete grade, the student must complete the course by the census date of the current term. Otherwise, the student will be administratively withdrawn resulting in a reduced enrollment status and ineligibility of tuition refund.

GRADUATION AND COMMENCEMENT

Commencement exercises to award degrees, diplomas, and certificates to students in respective programs are held at the conclusion of spring semester. Students seeking to graduate must file a Graduation Application with the Records Office which is located in Student Services. Students eligible to receive a degree, diploma, or certificate, are encouraged to participate in the Commencement ceremony. The specific date of the Commencement ceremony is listed on the College Calendar on the College's website. All students who have completed credential requirements since the previous Commencement are invited to participate. See the academic calendar for deadlines.

Requirements

In order to qualify for a degree, diploma, or certificate in a program of study, the student must:

- 1) Complete all of the courses as outlined in the official Curriculum Standards,
- 2) Earn the minimum required total semester hours,
- 3) Maintain a grade point average of 2.0 or better in the program of study. Some programs also require a grade of "C" or better on required courses, and
- 4) Submit an application for graduation.

A student may receive a certificate, diploma, or degree from Isothermal Community College in accordance with the requirements stated in the *College Catalog and Student Handbook* in effect at the time they enroll in the Isothermal program of study. Students are responsible for monitoring progress in their program of study and ensuring that they are taking courses within their major for the correct college catalog year. In the case of students transferring to Isothermal Community College, at least 25% of the credits required for graduation must be earned at Isothermal Community College. Any exception to this policy must be approved by the committee on Admissions, Academic Continuation, and Records.

Course Substitutions

Course substitutions may be approved to fulfill graduation requirements provided the substitution is appropriate to the student's program and a comparable course is offered. In all cases, course substitutions must be consistent with the program requirements as outlined in the Curriculum Standards published by the North Carolina Community College System. Each student is limited to nine credit hours of substitutions; however, in cases where courses have been discontinued, additional substitutions may be approved. All course substitutions must be approved by the appropriate academic dean and the vice president of academic and student services and recorded in the Records Office.

Graduation Orders

Graduation applicants will be notified by mail and/or email concerning orders for caps, gowns, diplomas, and additional items. Orders are placed in the College bookstore.

HONORS AND AWARDS

Honors and awards are recognized in the following ways:

Awards Day

An annual assembly is held near the end of each spring semester to recognize students whose scholarship, leadership, citizenship, and service have been noteworthy.

Dean's List

Dean's List is designed to recognize all students whose academic performance is outstanding. In order to qualify, a student must complete at least 12 semester hours of credit during the term and maintain a 3.25 GPA for the semester. Academic development courses (course number less than 100 level) do not count toward hours earned for the Dean's List.

Global Distinction

Students can earn a "Graduated with Global Distinction" notation on their transcript by completing 15+ credit hours of globally intensive courses, participating in eight international activities and dialogues, gaining 30 hours of global experience in a study abroad or domestic intercultural experience, and a capstone presentation related to their two-year global learning experience.

Graduation Marshals

Two students may be selected to represent each academic division as graduation marshals. To be eligible for selection, students must be enrolled in a degree program, registered for six or more credits during the spring semester, have cumulative GPA of 3.75 or better, and have completed 32 or more credits. Graduating students will not be considered, as they are encouraged to participate in the Commencement ceremony. Academic deans will select graduation marshals from their division.

Graduation with Honors

Students will graduate with Honors if they have completed a degree, diploma or certificate program with a GPA of 3.50 to 3.99 in their program of study.

Graduation with High Honors

Students will graduate with High Honors if they have completed a degree, diploma, or certificate program with a grade point average of 4.0 in their program of study.

Honors College

For more information about the Honors College Program, contact the Dean of Arts and Sciences at kackerman@isothermal.edu.

Outstanding Student Awards

Each semester, students who display excellence in an aspect of college life are chosen from the health and public services, applied sciences and engineering technology, arts and sciences, business sciences, and academic development program areas. These students are recognized as Learning College Students of the Semester in the fall and spring.

Annual Outstanding Student Awards and program-specific awards are presented by each academic department. Additional awards or recognition may be provided for students with special achievement in regional, state, or national competitions. Nomination forms are submitted in the eighth week of each semester to the vice president of academics and student services, and awards are presented during the spring awards ceremony.

Robert Wendell Eaves Distinguished Teaching Award

Annually, students, faculty, staff, administration, and community members have an opportunity to nominate an outstanding instructor for the Robert Wendell Eaves Distinguished Teaching Award. Each year, recognition and a monetary award are given to the instructor selected. The winner is announced during the graduation ceremonies at the end of spring semester. To be eligible, the instructor must be a full-time employee of Isothermal Community College and must spend at least 25% of their employment in a teaching role. Nomination forms will be made available early each spring semester. They can be obtained on the College website or by using the weblink provided through the Public Information Officer.

RECORDS AND REGISTRATION**Academic Load**

The academic load is 21 credit hours (maximum hours) and approval from the appropriate academic dean is required to register for more than the maximum hours.

Drop/Withdrawal

All official withdrawals must:

1. Be made through the student's academic advisor or dean by the deadline published in the academic calendar. Courses that have non-standard beginning and ending dates may have different withdrawal deadlines. Students in these courses should consult their course syllabus or their instructor for deadline information.
2. Be made in person if possible.
3. Be recorded by the Records Office to be official.
4. Receive a grade of "W." Students who leave class without officially withdrawing may receive a grade of "F." Students whose cumulative absences exceed 20% of scheduled course hours for the semester may also be subject to administrative withdrawal. Students who are administratively withdrawn receive grades of W# in respective courses.

Last dates of attendance are required for grades of "W" (Withdrawn), "W#" (Administratively Withdrawn), and "F" (Failed) grades. The official withdrawal date will be the last date of attendance in accordance with the Department of Education requirements. Students are urged to consult with Financial Aid and Veterans Affairs staff regarding the impact of course withdrawal and last date of attendance on financial aid and veterans' benefits eligibility. Withdrawals after the deadline published in the Academic Calendar must be approved by the vice president of academic and student services (reference Drop/Withdrawal policy 401-02-04AP).

Mandatory Course Enrollment Activity and Census Rosters

Instructors must verify enrollment, attendance dates, beginning and ending dates, and hours and times the class meets. A student who has not attended or completed the mandatory course enrollment activity is listed as No Show and must be indicated as such on the roster. Audits and credit by exam grades are also included on these reports. Faculty teaching online, hybrid, and web-assisted courses must submit the graded mandatory course enrollment activity results with the census roster. Completed reports are signed, dated, and submitted to the appropriate dean/director for review. The reports are then returned to the Records Office for processing.

The enrollment data from these reports are used to report student hours of membership (North Carolina Administrative Code 2D.0323) which are used to calculate FTE (full time equivalents) for the College and affects subsequent funding. Accuracy of information is critical. These reports are subject to audit (reference Census Rosters policy 401-02-06AP).

Registration/Advising Forms

Refer to Appendices G and H for samples

Appendix G - Registration/Advising Form Student Worksheet

Appendix H - Student Registration Schedule

Registration Clearance

Students are responsible for obtaining registration clearance for unpaid fines or loans prior to registration. Students with other registration holds must also have clearance before being able to register for courses.

Student Classification

Freshmen have earned fewer than 30 credit hours. Sophomores have earned 30 credit hours or more.

Full-Time students are enrolled for 12 or more credit hours. Part-Time students are enrolled for fewer than 12 credit hours.

Student Privacy

Isothermal Community College, in the execution of its responsibilities to students, must maintain accurate and confidential student records. The Records Office maintains these records in accordance with existing state laws, college policies, and the Family Educational Rights and Privacy Act of 1974 (FERPA) as amended. See Appendix B: Student Records Policy (reference Student Records policy 601-02-07AP).

TRANSCRIPT OF RECORD

The transcript is a statement of the official academic record of the student while attending college. The College will only release an official transcript after all tuition, fees, and other obligations due to the College have been cleared. Students may access unofficial transcripts through Patriot Port.

Accessing an Official Transcript

Official transcripts are available to current and former students in the forms of printed hardcopies and/or secure electronic “paperless” files. For most current information on accessing official transcripts, refer to the Records page of isothermal.edu or type “transcript” in the search bar of the website.

Accessing an Unofficial Transcript

Unofficial transcripts are available to view and print in Patriot Port for students who have attended in the last three semesters. After logging in, click Students then Transcript under Academic Profile.

WORK BASED LEARNING EDUCATION COURSES

Work Based Learning courses are courses in which students are employed for specific periods of on- or off-campus work. This employment is related as closely as possible to each student’s course of study and individual interest. The blend of classroom theory and practical on-the-job training adds a vital dimension to learning experiences. Numerous advantages accrue from the work based learning approach to learning, such as career direction for participating students and an avenue to better relate the college to the community.

A student may participate in a course and earn credit toward degree requirements depending on their major.

In order to be eligible for the course, the student must:

1. Be enrolled in a curriculum program that includes a work based learning course as an option or requirement.
2. Have been at Isothermal for at least one semester.
3. Have at least a 2.0 GPA.
4. Be employable.
5. Be at least 17 years of age.
6. Have met the curriculum restrictions in accordance with the NCCCS Curriculum Procedures.

COLLEGE LIFE

For more information on college policies, see the Learning College Manual, which may be found on the College's website or a hard copy is located in the Human Resource Office. For Student Rights, Responsibilities, and Judicial Procedures, see Appendix A.

COMPLAINT POLICY AND PROCEDURES

Students and the public have the right to file informal and written complaints regarding college employees or actions and to know the College's policy and procedure for responding to these complaints. Refer to Appendix K of this handbook for the Complaint Policy and Procedure (reference Written Complaint policy 601-02-02BP). Out-of-state students taking online classes may also refer to the Distance Learning Complaint Process web page for additional information (<https://www.isothermal.edu/academics/distance-learning/index.html>).

COMPUTER RESOURCES/INTERNET

Purpose

Isothermal Community College strives to provide computer resources, internet, and network access in an environment in which access is shared equitably among users. This access is intended to be used in support of the research, educational, and administrative purposes of the College. College owned or operated computer resources are for the use of College employees, students, and other authorized individuals. The purpose of this policy is to protect the College's technology users and computer resources and to ensure equitable access and proper management of these resources.

Acceptable and Unacceptable Uses

The computer resources owned and operated by Isothermal Community College are intended for the use of its students, employees, and other authorized individuals for purposes related to instruction, learning, research, and campus operations. Users are expected to exercise responsible, ethical behavior when using all college computer resources. This policy makes no attempt to articulate all required or prohibited behavior by users of the computer resources of Isothermal Community College.

Unacceptable activity includes, but is not limited to, the following:

1. Deliberately downloading, uploading, creating, or transmitting computer viruses
2. Destroying or modifying directory structures or registries; or interfering or tampering with another's data or files
3. Developing programs that infiltrate a computer or computing system, harass other users, and/or damage software
4. Attempting to obtain unauthorized computer access or privileges, or attempting to trespass in the work of another individual
5. Using hardware or software sniffers to examine network traffic, except by appropriate College personnel to diagnose the network for bottlenecks or other problems
6. Using another person's password or sharing of one's own password; users who choose to share their passwords are responsible for the outcomes resulting from the use of their password
7. Committing any form of vandalism on equipment, communications lines, manuals, or software; attempting to defeat or circumvent any security measures or controls
8. Consuming food and/or beverages in computer labs, computer classrooms, library, or in any other areas restricted to protect systems
9. Wastefully using finite resources, such as large amounts of bandwidth including but not limited to: downloading music, television shows, software programs, and/or movies
10. Connecting personal network devices on the Colleges wired network. Connecting unsanctioned products (software or hardware) to the College network, or installing products for personal use. Special provisions may be made for visiting artists, lecturers, and trainers at the discretion of the Director of Information Technology. Information Technology support staff can offer assistance in gaining network access under these special circumstances, but the College cannot guarantee functionality, and assumes no responsibility for configuration of or damage to Non College equipment.
11. Sending hate mail, chain letters, and anonymous or pseudonymous messages
12. Using, distributing, or making accessible profane, obscene, pornographic, or discriminatory images or remarks, or other content which reasonably may be considered to be offensive to another user; or participating in other antisocial behaviors
13. Using computer resources for political campaigns or distribution of political material
14. Using computer resources for fraud, financial gain, or for any commercial or illegal activity
15. Disclosing student information in violation of the provisions of the federal statute known as the Family Educational Rights and Privacy Act of 1974
16. Violating copyright laws and/or fair use provisions through 1) illegal peer-to-peer file trafficking, i.e., by downloading or uploading pirated or illegal material, including but not limited to software and music files; 2) reproducing or disseminating Internet materials, except as permitted by law or by written agreement with the owner of the copyright.

Reservation of Rights and Limits of Liability

1. Isothermal Community College reserves all rights in the use and operation of its computer resources, including the right to monitor and inspect computerized files or to terminate service at any time and for any reason without notice.
2. The College makes no guarantees or representations, either explicit or implied, that user files and/or accounts are

- private and secure. No right of privacy exists in regard to email or Internet sessions.
3. The College is not responsible for the accuracy, content, or quality of information obtained through or stored on the College network.
 4. The College and its representatives are not liable for any damages and/or losses associated with the use of any of its computer resources or services.
 5. The College reserves the right to limit the allocation of computer resources.
 6. The College makes efforts to maintain computer resources in good working condition but is not liable for damages incurred by loss of service.
 7. College funds may not be used to purchase personal network access or products.
 8. The College shall not be liable, legally, financially, or otherwise, for the actions of anyone connecting to the Internet through College systems.

Wireless Internet Access

The College provides free wireless Internet access through a guest account (the only wireless access allowed for students and guests). Users of wireless access must abide by the Wireless Internet Access Guidelines as well as this policy. Connection to the wireless network at any given time is not guaranteed. The College does not accept liability for any personal equipment that is brought to the College and therefore will not assist with configuration, installation, trouble shooting, or support of any personal equipment.

Electronic Mail

The College provides free email accounts to all students who are enrolled in a curriculum program. The use of college-provided email accounts must be related to college business, including academic pursuits. Incidental and occasional personal use of these accounts is acceptable when such use does not generate a direct cost to the College.

The College will make reasonable efforts to maintain the integrity and effective operation of its electronic mail systems, but users are advised that those systems should in no way be regarded as a secure medium for the communication of sensitive or confidential information. Because of the nature and technology of electronic communication, the College can assure neither the privacy of an individual's use of the College's electronic mail resources nor the confidentiality of particular messages that may be created, transmitted, received, or stored. The College does not monitor electronic mail routinely but may do so to the extent permitted by law as the College deems necessary. Students should not have any expectation of privacy with their electronic email address provided by the College. Any user of the College's computer resources who makes use of an encryption device shall provide access when requested to do so by the appropriate College authority. The College reserves the right to access and disclose the contents of employees', students', and other users' electronic mail without the consent of the user. The College will do so when it believes it has a legitimate business need including, but not limited to, those listed below.

1. In the course of an investigation triggered by indications of misconduct or misuse;
2. As needed to protect health and safety of students, employees or the community at large;
3. As needed to prevent interference with the academic mission of the College;
4. As needed to locate substantive information required for College business that is not more readily available;
5. As needed to respond to legal actions; and
6. As needed to fulfill the College's obligation to third parties.

Electronic mail, including that of students, may constitute "education records" as defined in the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99). See Appendix B. North Carolina law provides that communications of college personnel that are sent by electronic mail may constitute "correspondence" and, therefore, may be considered public records subject to public inspection under the North Carolina General Statutes, chapters 121 and 132. Electronic files, including electronic mail, that are considered to be public records are to be retained, archived and/or disposed of in accordance with current guidelines established by the North Carolina Department of Cultural Resources or otherwise required by College policy.

Violations

Each individual is ultimately responsible for his/her own actions. Failure to exercise responsible, ethical behavior will result in disciplinary action as appropriate. Disciplinary action may include reprimand or denial of access. In severe cases, 1) students may be sanctioned according to procedures described in Appendix A; 2) other users may be barred permanently from using college computers and network access. Certain activities violate federal and/or North Carolina state laws governing the use of computer systems, and may be classified as misdemeanors or felonies. Those convicted could face fines and/or imprisonment.

Availability of Policies

College computer policies are accessible on the College website at <http://www.isothermal.edu/>, are included in various College publications, and are available from any College staff member.

Agreement

All users of Isothermal Community College computer resources must comply with appropriate computer policies. In using any of the College's computer resources, users agree to comply with the policies herein and with other policies that may apply (reference Student Computer Resources/Internet policy 602-03-01AP).

CONDUCT

Students assume full responsibility for the consequences of their actions and behavior. It is the personal responsibility of each student to uphold the rules and regulations of Isothermal Community College. The College reserves the right to dismiss any student who, in its judgment, conducts themselves in a manner that is not in compliance with the purposes of this institution. The complete policy for Student Rights, Responsibilities, and Judicial Procedures is available in the Student Services Office and detailed in the Student Handbook section of the *College Catalog and Student Handbook* which is available in print and on the website.

Students in certain programs may be expected to follow additional guidelines. Examples include (but are not limited to) Basic Law Enforcement Training Standards, guidelines associated with health sciences programs, and policies associated with Rutherford County Schools (e.g., REaCH) or Polk County Schools. The students enrolled in adult basic education (ABE), adult high school (AHS), English as a second language (ESL), or high school equivalency (GED/HiSET) preparation are also expected to follow both the *Basic Skills Code of Conduct* and the *Student Code of Conduct*.

It is the duty of the president to exercise full authority in the regulation of student services and discipline in the institution. Delegation of this authority is normally made to the dean of students. Nevertheless, it is the duty of the president to ensure to every student the right of due process. A complete policy of Student Rights, Responsibilities and Judicial Procedures is available for review in the Student Services Office and detailed in Appendix A which is available in print and on the website (reference Student Rights, Responsibilities, and Judicial Procedures policy 601-02-00BP).

Isothermal Community College campuses have been designated as “Drug Free” and only under approved circumstances is the consumption of alcohol permitted. The possession and/or use of any non-prescribed controlled substance as defined in Chapter 90 of the General Statutes of North Carolina and federal laws is not permitted on the campuses of Isothermal Community College. The consumption of alcohol or the possession of an open container that contains alcoholic beverages is prohibited on the campuses of Isothermal Community College and in college-owned vehicles. Exceptions shall be made for the use of alcohol in instructional situations, e.g. cooking classes, laboratory experiments, or in conjunction with events at The Foundation Performing Arts and Conference Center meeting the requirements of the NC State ABC Codes and of nonexclusive catering services agreements. Appropriate disciplinary sanctions will be determined by the College on a case-by-case basis and may include expulsion and referral for prosecution. See Appendix I (reference Drug and Alcohol policy 601-02-01BP).

IDENTIFICATION CARDS

Students who are enrolled in curriculum courses during fall and spring semesters are required to pay the student activity fee. Identification (ID) cards are offered to curriculum students who pay the student activity fee. Career and College Promise (CCP) students may pay a \$10.00 fee to receive their first identification card. Students seeking a college-issued ID should be prepared to provide government-issued proof of identification such as a valid driver’s license.

Students are responsible for any additional expenses associated with verification of student identity. For current information regarding fees associated with the issuance of state identification cards, students should refer to www.dmv.org.

Students are strongly encouraged to memorize the student identification number that is listed on their card as it is frequently requested across campus by advisors and staff from Student Services, the Advising and Success Center, the Bookstore, the Library, and the Business Office. Please note that this number is to be used in lieu of a social security number, as it is more secure.

Please note the following:

- This official student ID card should be carried by the student at all times on the college campus.
- The card must be presented when requested by College officials or at College activities on and off the College’s premises.
- The card is not transferable to any other person.
- The card may not be altered in any way.
- This card is the property of Isothermal Community College. If found, please return to Student Services.
- ID cards are made by the Student Services staff after a student has registered for courses for the current or following semester. Students who request a replacement card for any reason must pay the card replacement fee to have their cards remade.
- There will be a charge of \$10.00 for ID card replacement.

The ID card provides the following for curriculum students who pay the student activity fee:

- Automatic membership to the College’s Student Government Association (non-dually enrolled)
- Free admission to some activities sponsored by the College (non-dually enrolled)
- Access to the gym during open hours
- Discounts at some local stores, restaurants, and Isothermal Community College Cosmetology Services
- Limited discounts and access to programming at Gardner Webb University

Dually enrolled CCP students who purchase a student ID card but do not pay the student activity fee may participate in activities sponsored by the College by paying an additional fee at the time of the event or through an agreed upon payment arrangement established with partner institutions or programs.

INSURANCE

Students are encouraged to provide themselves with insurance to cover illness/injury. Information regarding student accident insurance is available in Student Services. If an accidental injury involves an enrolled student on campus or as part of a related college activity, it may be at least partially covered by student accident insurance.

PARKING

There is sufficient parking to accommodate all vehicles driven by students. At times, drivers may not be able to use the parking area most convenient and may have to park in an area more removed from their destination. Students are required to park in the parking areas assigned to students. Parking along the roadways and in the staff and faculty parking spaces is prohibited. Check the campus map for student parking areas.

Motor Vehicle Towing Guidelines

If a motor vehicle is parked in such a manner that it blocks a drive, blocks another person who is legally parked, or presents a public hazard, then the motor vehicle may be towed at owner's expense at the discretion of the College (reference Traffic and Parking Regulations policy 802-02-02BP).

POSTING SIGNS AND ANNOUNCEMENTS

Students and community members may post signs and announcements on general bulletin boards provided that the item is no larger than 8 1/2 x 11, that it is clearly dated and is removed within two weeks of posting, and that it is not placed over other announcements. Attaching any poster or sign to walls and doors is prohibited. Affiliated groups or individuals will be allowed to post signs in provided enclosed bulletin boards located inside buildings, but permission must be obtained in advance from the appropriate building representative. Signs and announcements must not contain, encourage, or promote violations of public laws or regulations of the college. The College reminds all individuals or organizations posting materials to be aware of current laws concerning defamation, obscenity, fair labor practices, and other applicable law. At the same time, the college does not assume responsibility for the content of material posted or distributed (reference Sign and Announcement Postings policy 801-01-02AP).

RESOURCES (CAMPUS AND COMMUNITY)

For the most current list of campus and community resources, click the "get help" link at the top of isothermal.edu.

STUDENT UNLAWFUL HARASSMENT/DISCRIMINATION POLICY

Isothermal Community College is committed to providing and promoting an atmosphere in which students can fully engage in the learning process. Accordingly, forms of unlawful harassment, discrimination, and other violations of civil rights are prohibited. For concerns regarding sexual harassment, please consult the Title IX information located in the Emergency Information section. See Appendix L, reference Student Unlawful Harassment/Discrimination Policy 601-02-05BP).

TOBACCO PRODUCTS

Isothermal Community College exists to improve life through learning. As an expression of this mission, The College is committed to providing its employees, students, and visitors with a safe and healthy environment. Therefore, Isothermal Community College is tobacco-free effective January 1, 2019. This policy applies to all employees, students, contractors, vendors, and visitors.

The use of tobacco products is prohibited on the Isothermal Community College campus. This includes all buildings, facilities, property owned or leased by the College, and campus grounds. Smoking and tobacco use are also prohibited in vehicles owned, leased or rented by the College. Tobacco use is permitted in personal vehicles only. The sale or free distribution of tobacco products, including merchandise, is prohibited on campus or at school events (reference Use of Tobacco Products policy 802-02-01BP).

EMERGENCY AND SAFETY INFORMATION

CAMPUS ENFORCEMENT AND CAMPUS ASSISTANCE

Isothermal Community College Rutherford Campus, Polk Center, and Rutherfordton Learning Center are open to students and visitors on a regularly scheduled basis Monday-Friday. Some classes and special events are scheduled on weekends.

Campus Enforcement officers are available to respond to situations involving classroom safety and security, drug and alcohol policy violations, harassment, and other potential criminal activity. Please contact one of them immediately in the event of any kind of campus emergency. The Campus Enforcement office is located in the Student Center and can be contacted at 828-289-5850.

Campus Assistance staff secure all buildings after regularly scheduled activities have ended for the day. The campus and centers have Campus Assistance personnel available Monday through Friday. Campus Assistance staff is available to help with locking and unlocking of buildings, mail delivery, and other campus duties. Campus Assistance can be contacted at 828-289-1393.

CHILDREN ON CAMPUS

Students should not bring children to class without prior approval and permission of the classroom instructor. Children under the age of sixteen should not be left unsupervised by the parent or guardian while they are on campus. For students enrolled in Rutherford Early College High School (REaCH), the REaCH staff will qualify as the designated supervisor (reference Disruption of Educational Process policy 802-02-03AP).

COMMITMENT TO SAFETY

The safety of the students who attend Isothermal Community College and the staff and faculty who work at the college is of the highest importance. We hope that what is read here will cause all members of the campus community to join with us in making safety a high priority. Be alert, be aware, be safe. We, at the College, want to know concerns and we ask nobody to hesitate to report any concerns they have. We want everyone to join together in making Isothermal Community College as safe as we possibly can.

The students and employees of Isothermal Community College are our most important assets, and every effort will be made to protect them by providing a safe and healthy place to learn. In order to complete this mission most effectively, the campus community needs to be informed of the fundamental safety and emergency procedures of the College. We realize that most people do not prepare for emergencies until they personally experience an emergency or tragedy. However, taking time now to prepare for emergencies, even the most basic, will help the campus community respond more quickly and efficiently should the need ever arise.

COMMUNICABLE DISEASE

Isothermal Community College shall not exclude individuals with communicable diseases unless a determination is made that the individual presents a health risk to self or others. It is the policy of the College to consider the educational or employment status of those with a communicable disease on an individual basis.

Communicable diseases as defined in this policy include, but are not limited to, human immunodeficiency virus (HIV), chicken pox, hepatitis, measles, tuberculosis, meningitis, mononucleosis and whooping cough, and for purposes of this policy only, those communicable diseases which constitute a disability pursuant to the Americans with Disabilities Act.

A. Procedure

1. All information and records that identify a person as having a communicable disease shall be strictly confidential.
2. Disclosure of medical information shall be made by the president only to those on a need-to-know basis to protect the welfare of persons infected with a communicable disease or the welfare of other members of the College community.
3. Unauthorized disclosure of medical information by an employee of the College is prohibited. Violation of this prohibition may result in the suspension from or termination of employment.
4. A person who knows or has a reasonable basis for believing that they are infected with a communicable disease is expected to seek expert advice about their health circumstances and is obligated ethically and legally to conduct themselves responsibly toward other members of the College community.
5. Faculty and staff of the College and employees of contractors or contracted services who are infected with a communicable disease are urged to notify the appropriate dean/director so that the College can respond appropriately to their health needs. Students are urged to share information with the appropriate dean/director for the same reason.
6. A person infected with a communicable disease will not be excluded from enrollment or employment or restricted in their access to the College's services or facilities unless, in individual cases, the College administration determines that exclusion or other restrictions are necessary for the health and welfare of others at the College.
7. Included in making decisions in individual cases which restrict access to employment shall be the College president, legal counsel for the College, the deans/directors, the individual's personal physician, the local health director (or designee) and if necessary, another physician with expertise in managing communicable disease cases.
8. The College shall provide information regarding communicable diseases, especially HIV (reference Communicable Disease policy 601-02-06BP).

CRIME AWARENESS AND STATISTICAL REPORT

As required by the Crime Awareness and Campus Security Act of 1990, Isothermal Community College compiles a Crime Awareness Statistical Report on the Rutherford Campus, Polk Center, and Rutherfordton Learning Center. This report is updated and published annually on the college's website and through the Human Resources Office. The report covers the three complete previous years.

The Safety Coordinator, located in the Administration building, maintains a crime log that records, by date reported, all reportable campus crimes. The crime log is available to the public during business hours. To contact the Safety Coordinator, call 828-395-4192. The Safety Coordinator also publishes an annual Security Report containing campus security disclosures and statistics.

EMERGENCY INFORMATION

Although there are set guidelines and procedures for various types of emergencies, no one set of responses can cover every possibility. Accordingly, in an emergency situation, two general guidelines should be remembered: Remain calm and call 911 if emergency help is needed. Remember if dialing from a college phone, dial 9-911 to be directed to a call center. Clearly state the location of the emergency to be connected to the local communications center. If possible, send someone to the closest entrance to advise emergency responders to enter there.

When an emergency occurs, such as accidents resulting in serious injury or sudden illness, which requires emergency medical attention, call 911 or 9-911 from a campus phone.

Accidents and First Aid

For minor medical needs, first aid supplies are available in each building, the Physical Education Office, and the shop classrooms. The College has no facilities for medical treatment other than for minor first aid and can assume no responsibility for treatment of injuries or illness of students.

Students suffering from acute illness or injury requiring more than minor first aid are asked to seek medical treatment. The student is responsible for costs incurred in such treatment.

Students are encouraged to provide themselves with medical insurance to cover illness/injury. Information regarding student accident insurance is available in Student Services. If an accidental injury involves an enrolled student on campus or as part of a related activity, it may be at least partially covered by student accident insurance. An incident report should be completed by the faculty or staff member who witnesses an accident or injury.

EMERGENCY NOTIFICATIONS

During an emergency incident, Rutherford County Communications and/or Isothermal Community College officials will seek to alert the campus community through at least one or all of the following methods, depending on the severity of the incident:

1. Outdoor Warning System (Rutherford Campus)
2. Fire Alarms
3. ICC Alert (participants must be registered)
4. College Phone Intercom System
5. College email
6. Isothermal webpage, Facebook page, and Twitter

Outdoor Warning System (Rutherford campus only): An emergency warning may be broadcasted over the tower if there is an imminent, life-threatening emergency such as a weather-related emergency issued in the close vicinity of the College, a major chemical spill, or an armed or dangerous person on campus. An emergency tone will sound, followed by a message describing the type of emergency and the necessary actions to be taken immediately. Should an emergency warning be broadcasted, take the following steps:

1. Listen carefully to the tower message and any Isothermal personnel's directions.
2. Take immediate action to ensure your safety. See "Basic Emergency Procedures" below for more information.
3. Stay secure until an all clear message is communicated.
4. The outdoor warning system is intended for outdoor use only; instructions from this system may not be clearly heard inside a building on Rutherford Campus.

Fire Alarms (Rutherford Campus and Centers): In the event of a fire, the fire alarm will sound indicating the need to evacuate a building or if the building does not have a fire alarm system or audible system malfunctions every effort will be made to provide a verbal message to each classroom and office in the building. An emergency warning may be broadcast over the tower. Should fire notification be given, take the following steps:

1. Evacuate and move quickly to a safe distance from the building and emergency vehicle access areas.
2. Remain out of the building until an all clear notification is given by proper authorities. Do not re-enter the building unless advised to do so.
3. Never assume it is a false alarm and stay in the building. The law requires all occupants to evacuate the building when fire notification is given.

ICC Alert (participants must be registered): In the event that there is an imminent, life-threatening emergency such as a weather related emergency in the close vicinity of one of the campus locations, a major chemical spill, or an armed or dangerous person on campus, an emergency alert message may be sent to registered users of the ICC Alert system. The message may describe the type of emergency and the necessary actions to be taken immediately. To receive these types of messages, employees and students must register at www.isothermal.edu/notify.

College Phone Intercom System (Rutherford Campus and Centers): In the event that there is an imminent, life-threatening emergency such as a weather related emergency in the close vicinity of one of the campus locations, a major chemical spill, or an armed or dangerous person on campus, an emergency alert message may be broadcast over the phone system. The message may describe the type of emergency and the necessary actions to be taken immediately.

College Email (Rutherford Campus and Centers): In the event that there is an imminent, life-threatening emergency such as a weather related emergency in the close vicinity of one of the college locations, a major chemical spill, or an armed or dangerous person on campus, an emergency alert message may be sent to those with college email accounts. The email may describe the type of emergency and the necessary actions to be taken immediately.

Website/Facebook/Twitter (Rutherford Campus and Centers): In an emergency situation, Isothermal will post safety-related announcements through www.isothermal.edu and/or Isothermal's Facebook Page. Please remember that it may take time for authorities to investigate the situation, verify the facts, and provide the campus with instructions or updates. Use the 911 number for emergencies only. Do not call 911 or Campus Enforcement for general information. An informational message will be issued via the College website if a situation is not an emergency and does not pose an immediate threat but is of significant interest to the campus. These messages are intended to inform people of a particular situation. Examples include inclement weather notifications and important announcements regarding events critical to the operation of Isothermal. An informational message will be sent via email prior to alarm testing conducted on campus.

EMERGENCY PROCEDURES, GUIDELINES AND TIPS

Refer to Appendix Q for specific information about emergency topics such as procedures, response guidelines, assisting people with special needs during an emergency, and safety tips

REGISTERED SEX OFFENDERS

G.S. 14-208.18(a)(3) makes it unlawful for anyone on the sex offender list to knowingly be at any place where minors gather for regularly scheduled educational, recreational, or social programs. Registered sex offenders needing further guidance are encouraged to seek information from Rutherford County's Sheriff's Office.

General information regarding registered sex offenders in the local region may be obtained by contacting the Rutherford County Sheriff's Office at 828-287-6247 or at the website: <http://sexoffender.ncsbi.gov/>.

REPORT A CONCERN/SILENT WITNESS PROCEDURE

Anybody aware of a campus crime, emergency, threat, or issue of concern, is personally responsible for reporting information to the proper authorities. If witnessing a crime or emergency on campus, please call 911 or 9-911 from a campus phone as well as Campus Enforcement at 828-289-5850.

To report a concern electronically and anonymously, submit a "Report a Concern" form located on the Campus Safety page on the College website. Please know that any information submitted will be handled confidentially with the purpose of assisting the student, faculty, or staff person named. Although we accept anonymous reports, we encourage reporters to provide their name and contact information, so that we can follow up should we need additional information. Keep in mind that our ability to respond may be more limited when concerns are reported anonymously. Also, it is important that reporters provide as many details as possible to assist us in further exploring your concern.

REPORTING CRIMINAL ACTIVITY

Anyone who is a victim of, or a witness to, a criminal action at the Polk Center, Rutherfordton Learning Center, Rutherford Campus of Isothermal Community College, on any property that is controlled or owned by Isothermal Community College, or any property adjacent to and accessible from campus should notify appropriate law enforcement authorities by dialing 911 or 9-911 from campus phone. In addition, all incidents should be reported by completing an incident report.

Each year students are informed of the security procedures and what they should do if they are a victim or witness to a criminal action. This information, other safety measures, and statistics on campus crime are presented in the *College Catalog and Student Handbook* and are discussed in ACA courses. The *College Catalog and Student Handbook* is distributed widely in print and made available on Isothermal Community College's website. Also, safety oriented workshops and activities are offered on campus. Monitor student email and Isothermal's Facebook or Twitter page for information regarding these opportunities. Also, sign up to follow Isothermal on Twitter and Facebook.

Visit the college website or contact the Safety Coordinator for further information on crime statistics for Rutherford Campus, Polk Center, and Rutherfordton Learning Center. If crimes are reported to appropriate authorities that are considered to represent a

continuing threat to the campus community, timely warning will be provided to the campus community. Students who are involved in criminal activity (on campus or through college-sponsored activities) or other activities that violate the student code of conduct may be subject to college judicial procedures and possibly referred to local authorities for prosecution. For further information on students' rights, responsibilities, and judicial procedures (includes information on disciplinary proceedings and related sanctions), see Appendix A.

As required by the Crime Awareness and Campus Security Act of 1990, information regarding campus crime statistics is available on the college website and Human Resource Office. Isothermal uses the Federal Bureau of Investigation's crime definitions. These statistics do not identify a victim or person accused of committing a crime.

RESOURCE PHONE NUMBERS

24-Hour Crisis Line (SMC).....	1-800-849-6127
Alcohol and Drug Info. (National)	1-800-662-4357 (HELP)
Alcohol/Drug Council of NC (State-wide).....	1-800-688-4232
Alcohol-Drug Treatment Referral (National).....	1-800-454-8966
Blue Ridge Counseling Services (Rutherford)	828-286-0501
Cleveland County Abuse Prevention Council.....	704-481-0043
Columbus Police Department (Polk).....	828-894-5464
Family Preservation Services (Polk)	828-894-2290
Family Preservation Services (Rutherford).....	828-287-7945
Family Resources of Rutherford County, Inc (Rutherford).....	828-247-1440
Home Care Management (Rutherford)	828-247-1700
ICC Campus Enforcement	828-289-5850
ICC Safety Coordinator	828-395-4192
Ledford Miracle, and Ledford (Rutherford).....	828-286-7967
Lifeline Counseling Center by Jeff Wells (Rutherford)	828-289-0574
Lifespan Psychological Services (Polk)	828-894-2300
Mobile Crisis (Rutherford/Polk)	888-573-1006
National Sexual Assault Hotline https://ohl.rainn.org/online/	800-656-4673 (HOPE)
National Suicide Prevention Hotline (National)	800-273-8255
NC SAVAN: North Carolina Statewide Automated Victim Assistance and Notification	877- 627-2826 (NC SAVAN)
NC State Highway Patrol (State-wide).....	800-445-1772
NC State-wide Automated Victim Assistance and Notification Service (SAVAN)	877- 627-2826 (NC SAVAN)
New Hope Counseling Center (Polk)	828-894-2238
Noah's House, Children's Shelter (Rutherford)	828-245-5437
PATH, Domestic Violence Resource Center and Shelter (Rutherford).....	828-245-8595
Pavilion International, Substance Abuse Treatment (Polk).....	828-694-2300
Police/Fire/Emergency.....	911
(If calling from a campus phone, dial 9 then 911.)	
Polk Wellness Center	828-894-2222
Polk County Health Department.....	828-894-8271
Polk County Social Services	828-894-2100
Polk County Sheriff's Office	828-894-3001
Preferred Choice Healthcare (Rutherford)	828-248-4403
RHA Health Services, Inc. (Rutherford)	828-248-1117
Rutherford County Health Department.....	828-287-6100
Rutherford County Social Services	828-287-6165
Rutherford County Sheriff's Office	828-287-6247
Rutherford County Transit (TARC).....	828-288-1830
Rutherford Hospital	828-286-5000
Steps to Hope, Domestic Violence Resource Center and Shelter (Polk)	828-894-2340
St. Luke's Hospital (Polk).....	828-894-3311
United Way Help Access & Referral Line	211 or nc211.org
Vaya Health (Regional Mental Health/Substance Abuse/Developmental Disabilities Services) Crisis Line 24/7	800-849-6127
Woodridge Psychological Association/ Preferred Choice Healthcare (Rutherford).....	828-287-7806

SEXUAL ASSAULT RESPONSE TEAM

Isothermal Community College has taken a proactive stance for safety and security by designating a Title IX coordinator to investigate complaints, oversee the complaints (grievance) procedure, and keep certain records. Title IX deputy coordinators assist the Title IX coordinator and may be responsible for investigating a specified population. The Sexual Assault Response Team (SART) is also available to assist those reporting sexual violence as well as the Title IX coordinator and deputies. SART has developed procedures for responding to persons who report they are victims of sexual assault or harassment. Any representative of SART, as well as counseling staff, may provide students with information regarding community assistance programs that supplement college services in areas such as personal safety, domestic/dating/partner violence, sexual assault, etc. Also, educational programs and materials are made available to assist students in managing personal safety and sexual assault prevention. For more information, contact Student Services and/or Campus Enforcement.

SEXUAL HARASSMENT AND VIOLENCE

Sexual harassment, which includes acts of sexual violence, is a form of sex discrimination and is prohibited by Title IX Education Amendments of 1972, 2001, and 2010. Sexual harassment is unwelcome conduct of a sexual nature and can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment of a person can deny or limit, on the basis of sex, the student's ability to participate in or to receive benefits, services, or opportunities in the school's program (2001 OCR Guidance). "Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to an intellectual or other disability. A number of different acts fall into the category of sexual violence, include rape, sexual assault, sexual battery, and sexual coercion. All such acts of sexual violence are forms of sexual harassment covered under Title IX" (April 4, 2011 Dear Colleague Letter).

TELEPHONE CALLS

The College cannot accept incoming calls for students except in extreme emergencies. Students should let loved ones know that if a genuine crisis comes up, Student Services is the place to call to get in touch with them. The only person who can authorize interrupting a class to give you a message is the dean of students or an appropriate designee. Cell phones should be silenced in classrooms and in the library.

THEFT OR LOSS

Notify Campus Enforcement at 828-289-5850 and Student Services as soon as possible. Found items should be turned in to Student Services or the Human Resource window in the Administration building for safekeeping until claimed.

TITLE IX

Title IX of the Education Amendments of 1972 protects people from discrimination based on sex in education programs and activities that receive federal financial assistance. The Title IX regulation describes the conduct that violates Title IX. Examples of the types of discrimination that are covered under Title IX include sexual harassment, sexual violence, and discrimination based on pregnancy. To enforce Title IX, the U.S. Department of Education maintains an Office for Civil Rights, with headquarters in Washington, DC and 12 offices across the United States. At Isothermal Community College, personnel have been designated as Title IX coordinators and deputy coordinators. Any concerns or complaints regarding Title IX should be directed to one of the designated coordinators below. Confidential reporting may be made to designated counselors in the Advising and Success Center located in the Student Center. Call 828-395-1732 or 828-395-1660 to speak with a counselor.

CONTACT	POPULATION SERVED	CONTACT INFORMATION
Amy Harper Title IX Coordinator	Employees, Community Members, and Coordinates all Title IX issues	828-395-1294 aharper@isothermal.edu
Sandra Lackner Title IX Deputy Coordinator	Curriculum Students	828-395-1429 slackner@isothermal.edu
Donna Hood Title IX Deputy Coordinator	Continuing Education Students	828-395-1404 dhood@isothermal.edu
Jeremiah McCluney Title IX Deputy Coordinator	REaCH Students	828-395-4164 jsmclun@rcsnc.org
Mary Metcalf Greene Title IX Deputy Coordinator	PCEC Students	828-894-2698 mgreene@polkschools.org

VACCINATIONS

Students at Isothermal Community College are not required to provide proof of immunization for general admission to the College. However, students admitted to the Associate Degree Nursing (A45110), Practical Nursing (D45660), and Dental Assisting (D45240) programs must complete the Health Program Medical form, which requires proof of immunization from childhood diseases, tuberculosis, and hepatitis B, as well as a current flu shot and TD booster.

Students entering the Basic Law Enforcement Training (BLET) Program (C55120) shall be required to select from the following options regarding immunization:

1. Have already received the vaccination process
2. Undergo the vaccination process at the candidates expense
3. Execute a waiver of liability upon behalf of the Criminal Justice Training Center and Isothermal Community College

Those who would like more information about the health program immunization requirements should contact the Pre-Health Sciences advisor in the Advising and Success Center.

VISITOR GUIDELINES

Isothermal Community College welcomes visitors. However, the College reserves the right to remove visitors who become disruptive to the learning environment. Disruptive visitors (including visitors who may be loitering) may be referred to college authorities or Campus Enforcement for warning, removal, trespass, or arrest.

WEAPONS ON CAMPUS

For information regarding current laws relating to weapons on campus, contact Campus Enforcement at 828-289-5850. Weapons used in class or as part of a ceremony are permitted with prior approval of the appropriate academic dean (reference Weapons on Campus policy 902-02-00).

WEATHER EMERGENCIES

Isothermal Community College relies on ICC Alert, a text and email message system, for alerting students and employees of campus emergencies and/or closures. Visit <https://www.isothermal.edu/notify> to register for ICC Alert.

The College website www.isothermal.edu usually posts closings in case of weather emergencies. Set your radio to our own WNCW 88.7 station for cancellations due to inclement weather. Normally, local radio and TV stations will be notified between 5:45–6:30 a.m. the day of delay or closing. If possible, announcements will be made prior to 11:00 p.m. the night before the school hours are to be altered. Decisions are made based on actual conditions on campus and throughout the service area and are not generally made based on forecasted events. Since driving conditions vary from area to area, everyone is always encouraged to use caution. If you feel it is unsafe to travel, don't!

Inclement Weather Policy

In the event curriculum classes are canceled due to inclement weather or emergencies, time missed shall be made up by alternative assignments and documented with the appropriate dean's approval. If days canceled exceed five in a semester, break time may be rescheduled for class meetings (reference Inclement Weather or Emergency Closing policy 402-02-05AP).

TV Stations

WBTB (Channel 3), Charlotte
 WLOS (Channel 13), Asheville
 WSPA (Channel 7), Spartanburg
 WHNS (Channel 21), Greenville
 WYFF (Channel 4), Greenville

Radio Stations

WAGY 1320 AM, Forest City
 WCAB 590 AM, Rutherfordton
 WNCW 88.7 FM, Spindale

FINANCIAL AID

FINANCIAL AID PROGRAMS

Financial assistance may be available to help pay for college. For further information on how to apply for the various forms of assistance, please visit the Financial Aid Office in the Student Center and/or refer to the financial aid section of the website. For more information about all of our Financial Aid programs (including Powers Promise Scholarships, institutional scholarships, and Federal and North Carolina State grants), please visit <http://www.isothermal.edu/current-students/financial-aid/index.html>.

Financial Aid Priority Deadlines

In order for aid to be available for a particular semester, the student's financial aid file and admissions file must be complete by a specific date. It is the student's responsibility to ensure their file is complete by following the steps outlined below to secure financial aid at the time of registration.

1. Apply for admission, submit all high school or equivalency transcripts, college transcripts and the placement assessment, if needed.
2. Complete and submit the FAFSA at least two weeks prior to the deadline. Applications are available online at fafsa.gov.
3. Complete and return all forms requested by the College Financial Aid Office by 4:30 p.m. by the priority deadline date.

Students who complete a financial aid file after the deadline date may experience delays receiving aid and should be prepared to pay for tuition out-of-pocket. Qualifying students may receive reimbursement at a later date. For these dates, please see below or refer to the Dates and Deadlines section on the Financial Aid website.

Priority Deadline Dates: Fall 2020: July 30, 2020; Spring 2021: November 20, 2020; Summer 2021: April 23, 2021.

FINANCIAL AID RULES AND REGULATIONS

There are many rules and regulations associated with financial aid eligibility and students should familiarize themselves with the detailed financial aid content on the college website at www.isothermal.edu. Students should review specific information regarding topics such as Satisfactory Academic Progress (SAP), cumulative grade point average (GPA), progression rate, reinstatement of financial aid, how to appeal financial aid suspension, Return of Title IV, Maximum Time Frame, effects of academic development coursework and previous credits, post-withdrawal disbursements, Veterans Affairs, scholarships, and more. To contact the Financial Aid Office call 828-395-4198, email financialaid@isothermal.edu, and/or visit the Financial Aid Office in the Student Center.

VETERANS AFFAIRS

Isothermal Community College Veterans Affairs Office is located in the Student Center and provides information and assistance to eligible veterans and dependents of disabled or deceased veterans who are interested in applying for educational benefits. The Department of Veterans Affairs offers several programs (chapters):

- Chapter 30—Montgomery G.I. Bill
- Chapter 31—Vocational Rehabilitation
- Chapter 33—Post 9/11 G.I. Bill
- Chapter 35—Survivors & Dependents Educational Assistance
- Chapter 1606—Montgomery G.I. Bill Selected Reserve

Eligibility, length of eligibility, number of months benefits can be received, and amount of assistance are determined by the Department of Veterans Affairs. Rates are determined by the student's Chapter based on the number of semester credit hours registered for in a given semester. Before students can receive Veterans Benefits, they must complete all Isothermal admission and Department of Veterans Affairs (VA) requirements listed below:

- Complete Application for Benefits
- Submit copy of DD-214 (discharge papers) or NOBE (Notice of Basic Eligibility) and/or approval from the DVA depending on Chapter
- Complete the admission process at Isothermal Community College
- Choose a program of study - not all programs are eligible for DVA benefits. Check with Isothermal Community College Veterans Office
- Submit registration information each semester

Students receiving benefits from the VA must report any schedule changes to the college's Veterans Affairs Office to prevent overpayment. If any changes have been made in student enrollment, entrance, re-entrance, program of study, hours of credit, address, name, etc., they should notify the Isothermal Community College Veterans Affairs Office immediately.

The Department of Veterans Affairs will only provide educational financial benefits for courses required in the current program of study. They will not pay for courses previously passed (unless higher grade is required to complete the program), audited courses, credits by exam or withdrawn courses. Students will receive payment for developmental courses only if they placed in those courses based on their placement assessment scores. A student must maintain satisfactory progress to continue to receive benefits. For more information, please refer to our website at <http://www.isothermal.edu/current-students/financial-aid/veterans-affairs/index.html> or contact the Veterans Coordinator at 828-395-1434.

LEARNING AND SUPPORT RESOURCES

ADMINISTRATIVE OFFICE HOURS

The administrative offices of the College are normally open Monday through Friday from 8:00 a.m. to 4:30 p.m. Hours may vary during breaks. Summer hours are Monday through Thursday 7:30 a.m. to 5:30 p.m.

ADMISSION, READMISSION, AND RESIDENCY FOR TUITION PURPOSES

Admission

Isothermal Community College has an open door admission policy for applicants who are high school or high school equivalency graduates or who are 18 years of age. Admission requirements vary by program. One may obtain the most current admission information by accessing <https://www.isothermal.edu/admissions/requirements/index.html>, calling 828-395-4193, or visiting the Admissions Office in Student Services.

Readmission

Students who interrupt their enrollment at the college for three or more consecutive semesters must meet current admission requirements and will then be readmitted to a program of study in the *College Catalog and Student Handbook* in effect when they return. Students are responsible for monitoring progress in their program of study and ensuring that they are taking courses within their program for the correct college catalog year. Financial aid amounts dispersed to students are subject to reduction for any courses not required to complete their major. Students are encouraged to seek assistance from college personnel and program evaluation resources on Patriot Port to clarify program requirements.

Residency for Tuition Purposes

Residency status (in-state versus out-of-state) is determined by the North Carolina Residency Determination Service (RDS). This is a free service. Before applying to Isothermal Community College, applicants need to complete their residency status at <https://ncresidency.cfnc.org>. Please note that being an out-of-state student will not impact an applicant's ability to be accepted into a program at Isothermal Community College; it simply indicates the type of tuition rates that will apply.

ADVISING AND SUCCESS CENTER

The Advising and Success Center is located in the Student Center Building near the west entrance of the facility. Feel free to contact the Advising and Success Center via phone 828-395-1436 or email at advising@isothermal.edu.

The Advising and Success Center offers guidance and information related to:

- New student advising and registration
- Career and academic counseling
- Mentoring/coaching
- Dropping a course or complete withdrawal
- Advising and information for pre-health sciences students
- Placement assessment, testing services, and high school equivalency testing
- Connecting with your faculty advisor
- Stopout restrictions
- College transfer counseling
- Program updates

The Advising and Success Center also offers assistance with:

- Personal counseling assistance and referrals
- Career counseling
- Accessibility support services (academic accommodations)
- WIOA - Workforce Innovations and Opportunity Act

BOOKSTORE

The campus bookstore is located in the Student Center. In addition to books and classroom supplies, the bookstore carries a large supply of notebooks, binders and apparel with the Isothermal logo, book bags, backpacks, flash drives, and earbuds, and other specialty items. Bookstore profits are used for college projects and services. The Bookstore has increased the used book selection. Please call 828-395-1633 or 828-395-4328 or visit www.bookstore.isothermal.edu for more information. Graduation orders are placed in the Bookstore.

BOOKSTORE HOURS

Fall & Spring Semesters

Monday, Wednesday, Thursday: 9:00 a.m.–3:30 p.m.

Tuesday: 9:00 a.m.–6:00 p.m.

Friday: 9:00 a.m.–1:00 p.m.

First two weeks of Fall & Spring Semesters

Monday – Thursday: 8:30 a.m.–6:00 p.m.

Friday: 8:30 a.m.–3:00 p.m.

Summer Semester

Monday – Thursday: 9:00 a.m.–3:30 p.m.

First week of Summer Semester

Monday – Thursday: 8:30 a.m.–6:00 p.m.

CAMPUS ENFORCEMENT AND CAMPUS ASSISTANCE

For information regarding Campus Enforcement and Campus Assistance, refer to the “Emergency Information, Crime Awareness and Safety Tips” section. The phone number for Campus Enforcement is 828-289-5850. The phone number for Campus Assistance is 828-289-1393.

CAREER SERVICES

Career services are provided as a function of Advising and Success Center in the Student Center and the Career Development Center in the Business Sciences building, room 120. The Advising and Success Center provides career and personality assessments for students, one-on-one discussions to link career results to related programs, and an investigation of resources that give an overview of the future of different types of careers.

The Career and Development Center assists students with their resume development, job search, completing job applications, and interview skills.

COMPUTER LABS

Learning Lab

The Learning Lab is available to assist students enrolled in many of the accounting, business, and computer courses offered at Isothermal Community College. The phone number is 828-395-1423 and is located in Room 119 of the Business Sciences building on the Rutherford Campus is open to all curriculum students. The computers have Microsoft Office installed as well as some specialized software for certain courses. Access to the Internet is also available. Hours vary by semester. Please check the available hours posted on the door or call 828-395-1423.

Computer labs are available in the following locations:

Building	Room	Computers	Designated Use(s)
Library	Front	20	Public access computers
Business Sciences	119	25	Open lab for Rutherford Campus curriculum students
Career Dev. Center Lab	117	19	Open lab based upon availability
Polk Center	108E	3	Open lab
Rutherfordton	310	25	Open lab for nursing students
Learning Center			

COSMETOLOGY AND ESTHETICS

The Cosmetology Department in the Student Center offers a variety of services from hair cutting, styling, and chemicals, to manicures, pedicures and facials at reasonable prices. Faculty, staff and full time Isothermal students may receive a discount with a valid employee or student ID card. All work is done exclusively by students. The Cosmetology Department and lab operate on the same semester schedule as the College. For convenience, they offer appointments and walk-in services. Appointments can be made with the student the client wishes to complete the service or by calling 828-286-2319 or 828-395-1439.

FOOD SERVICES

Food and beverage vending machines are located in the Student Center and in various buildings around campus.

IT HELP DESK

Getting Started

Isothermal Community College utilizes online tools to serve students. These tools include Outlook email, Moodle, and Patriot Port. Students who have never logged in to one of these tools, go to the website at www.isothermal.edu and search for “Help Desk.”

Need Help Using a Tool?

Once they find the IT Help Desk at www.isothermal.edu, select the tool for specific assistance,



Contacting the IT Help Desk

Assistance from the Help Desk is available in Room 6 of the IT building, located on the main campus (the Rutherford campus) at Isothermal Community College. Walk-ins are accepted. Enter the IT building via the South Entrance (the entrance with the wheelchair ramp that faces the Student Center). Upon entering the IT building, look for the Help Desk sign.

The Help Desk is available Monday through Friday, 8:00 a.m. till 4:30 p.m. You can contact the Help Desk by phone or email. Make sure you provide your student ID or the last four digits of your Social Security number in your message. Messages and e-mails received after the hours of operation will be handled on the next day of operation. Phone: 828-395-1437. E-mail: icchelpdesk@isothermal.edu.

Sign-on Procedure for Moodle

Applicants to Isothermal Community College, are given a Moodle account. On the first day of class, they will be able to access courses by logging into Moodle.

Moodle username format is as follows:

- First letter of first name, lower case
 - Full Last Name, lower case
 - Last four digits of the student ID
- EX: John Q. Public with the student ID (046789)
Username: jpublic6789

Password format is as follows:

- First two letter of first name, with the first letter capitalized
 - First two letters of last name, lower case
 - An asterisk “*”
 - Last four digits of Social Security Number (SSN)
- EX: John Q. Public’s last four SSN digits are 1234
Password: Jopu*1234

* International students should contact the Help Desk for their initial password
For further assistance, please call the Help Desk at 828-395-1437 or email icchelpdesk@isothermal.edu.

LIBRARY

The library staff is dedicated to offering assistance to students, employees, and the general public with informational needs including resources, directional questions, and detailed research guidance. The librarians are available to visit college classrooms for group instruction at any Isothermal classroom instruction location.

The library website (library.isothermal.edu) provides guidance for research, writing papers, using documentation styles, and access to the library catalog, research databases, and other electronic resources, including 24/7 Library Chat.

The Isothermal Community College Library is also a member of the Community College Libraries in North Carolina consortium (CCLINC). A library card from any one of the 52 member libraries allows the bearer to borrow materials from any CCLINC library.

Telephone Reference and Circulation Desk: 828-395-1307. For information about the library facilities see Appendix O.

OFFICE OF ACCESSIBILITY

Isothermal Community College is committed to providing equal access to education for persons with disabilities. However, it is the responsibility of the student to make their disability known and to request accommodations. Requests should be made in a timely manner, preferably thirty days prior to registration, and are to be submitted to the Accessibility Support Counselor. Every reasonable effort will be made to provide services.

In order to establish the student’s eligibility for services, documentation of a disability is required of all students who request accommodations. Documentation must be provided from an appropriately licensed/certified professional and must be sufficiently complete to establish the student’s status as a person with a disability as well as establishing the need for any requested accommodations. The age of acceptable documentation is dependent upon the disabling condition, the current status of the student, and the student’s specific request for accommodations. Necessary documentation to request accommodations/services, in general, should include the following:

- 1) Identification of the nature and extent of the disability including diagnosis
- 2) Specific information on the functional limitation as related to the academic environment
- 3) Description of the current course of treatment including medical side effects
- 4) Prognosis for the disability
- 5) Recommended reasonable accommodations

An Individualized Education Plan (IEP) may help to identify services that have been effective for the student, but will not be considered acceptable documentation of a disability. All documentation and records provided will be maintained in a confidential manner as outlined in the Family Educational Rights and Privacy Act of 1974. For information about accessibility services, contact the Accessibility Support Counselor, located in the Advising and Success Center located in the Student Center at 828-395-1732.

PATRIOT PORT

Patriot Port is an important resource for curriculum students. This resource provides students with access to their unofficial transcript, course grades, financial information and more. Students may also register for courses and access critical information for registration and program completion.

For example, students can do the following with a required login:

- Check grades
- Review grade point average (GPA) by term
- Access an unofficial transcript
- Run a degree audit to check progress in a program of study
- Access placement assessment information
- View class schedule
- Verify student profile information
- Email advisor and instructors
- Register for courses
- Review communications from Admissions and Financial Aid

For more information regarding Patriot Port, consult with the IT Help Desk, academic advisor, and/or Records Office staff. Information regarding additional “self-services” will be shared through student email via Patriot Port. Contact the IT Help Desk at 828-395-1437 or icchelpdesk@isothermal.edu.

PEER 2 PEER MENTORSHIP PROGRAM

The Isothermal Community College (ICC) Peer Mentorship Program (P2P) matches second-year students with first-year students to provide personalized support and connection to campus resources. P2P Mentors assist students as they progress throughout their academic career at ICC to prepare them for college knowledge, campus culture, and academic success. For more information about this program, visit ICC’s website at www.isothermal.edu, contact Loreen Smith at lsmith@isothermal.edu, or call 828-395-1461.

PLACEMENT ASSESSMENT AND TESTING SERVICES

Testing services are provided as a function of the Advising and Success Center in the Student Center. These services include the administration of assessments, high school credentialing tests, and TEAS or PSB for applicants to health sciences programs. Many students (with the exception of some certificate applicants) are required to take a placement assessment prior to admission to Isothermal Community College. Placement assessments measure applicants’ skill levels in writing, reading, and basic mathematics. The placement assessments provide valuable assistance in initial course placement. Other services include processing of test transcript requests and proctoring for students taking courses at other collegiate institutions. There is a \$20 fee for intercollegiate proctoring services.

RECORDS OFFICE

The Records Office oversees a wide range of functions and implements many policies and procedures necessary to move students from enrollment to completion. The Records Office is responsible for maintaining student records in accordance with existing college policies, state and federal laws, the USA Patriot Act, Solomon Amendment, Clery Act, and the Family Educational Rights and Privacy Act of 1974 as amended.

Students are notified annually of their rights through orientation, the website, email, and this publication. The full Student Records Policy may be found in Appendix B (reference Student Records policy 601-02-07AP). The Records Office assists students with functions such as Academic Fresh Start, name and address changes, transcript requests, transfer of credit, registration, withdrawing from courses, schedule adjustments, and graduation applications. Contact the Records Office by calling 828-395-1430, emailing registrar@isothermal.edu, or visiting the Student Center.

Registration

The College operates on the semester system. Registration dates are listed in the Academic Calendar. Course schedule information is available on Patriot Port. For more information, contact your advisor or the Advising and Success Center at (828)395-1436 or advising@isothermal.edu.

STUDENT ACTIVITIES OFFICE

The Student Activities Office is located in the Student Center. Student Activities staff and students work together to offer Isothermal Community College students many opportunities to get involved on and off campus through clubs, organizations, Student Government Association, sports and recreational activities, campus events, and more. The Student Activities Office is also a great resource for any student or student organization interested in organizing an event or fundraiser, updating their organization’s information, or seeking budgetary funds to support their efforts. Students who would like to join an organization or start their own may contact the Student Activities Office to help find a way to get involved on campus. To contact the Student Activities Office call 828-395-4196, access the webpage at <https://www.isothermal.edu/current-students/student-activities/index.html>, or visit Student Services.

TUTORING CENTER

The Tutoring Center is an academic support service provided by the Academic Development department for all Isothermal Community College Students. The Tutoring Center is a safe and welcoming environment for students to receive assistance that will supplement classroom learning. The Tutoring Center offers tutoring for math, ACA, Spanish, chemistry, and biology courses. The schedule and courses may vary, so please check student email or visit isothermal.edu for the most recent information. The Tutoring Center is located on the first floor of the Administration Building, room 142B and is a walk-in service with no appointment needed. The Tutoring Center is not an open lab and does not offer printing capabilities. For questions about the Tutoring Center, visit ADM 142B, email tutoringcenter@isothermal.edu or call 828-395-1658.

WRITING CENTER

The Writing Center is a support service provided by the Academic Development department for all Isothermal Community College students. The center offers help with all types of writing, research, paper formatting, study skills, reading comprehension, public speaking, and test proctoring. It is not limited to helping students in English courses; it is for all students in all courses who may need help with language arts. The Writing Center, located in the Administration building room 211, is walk-in (no appointment necessary). Computers are available for students who are utilizing the center for additional help; however, the center is not an open computer lab. All students taking courses through Isothermal Community College are enrolled in the Online Writing Center Moodle course which allows them access to the resources posted there. Online help for students in online or off-campus classes is available through the Online Writing Center Moodle course page. These students can submit papers for online review. For questions about the Writing Center, visit the Administration building room 211, email writingcenter@isothermal.edu or call 828-395-1407.

WORKFORCE INNOVATIONS AND OPPORTUNITY ACT (WIOA) OFFICE

WIOA provides federal job training funds to qualifying students who are involved in a technical or vocational program. For more information, please contact a WIOA case manager at 828-395-4213 or 828-286-3042, or stop by the Advising and Success Center, located in the Student Center.

STUDENT INVOLVEMENT

CAMPUS EVENTS

The Student Activities Office is dedicated to offering an engaging and robust student life experience for students in a manner that embraces student-centered learning. The office specializes in fun by treating students to music, games, and food/drinks throughout the year at sponsored welcome back events, holiday socials, diversity celebration, and more. Educational topics include (but are not limited to) the United States Constitution, drug and alcohol awareness, voter education and registration, student leadership, and Title IX.

Constitution Day/Citizenship Day

Each year on or near September 17, Isothermal Community College holds an event to appropriately commemorate Constitution Day and Citizenship Day. Information regarding this event is available through the college website, flyers on campus, and more.

Grub Day and Sports Day

The biggest events sponsored by the Student Activities Office are the cherished traditions of Grub Day and Sports Day. Students who have paid the student activity fee join Isothermal Community College's faculty and staff in enjoying a free picnic lunch or dinner and engaging in a variety of ever changing games and activities. Grub Day and Sports Day are the only two days of the year when fishing is allowed at Lake Imogene from sunup to sundown. Guests are welcome to pay a fee to purchase a picnic lunch or dinner.

CLUBS AND ORGANIZATIONS

The College encourages participation in student organizations and activities. Students are encouraged to express their views on matters of interest to the student body through participation in a variety of standing organizations and may also seek to form new clubs. Recognized clubs are student-led with the assistance of a College advisor. They are as active as the students who lead and participate in them. For a list of clubs and guidelines, visit the Student Activities page on the College website (reference Student Activities policy 601-01-00BP).

Students who participate in student organizations report a higher level of satisfaction with their college experience. Clubs and organizations at Isothermal Community College demonstrate interest and cultivate awareness in many areas such as culture, student writing, various professions, and special interests. Students or personnel interested in establishing a new organization should visit the Student Activities Office in the Student Center to make the idea a reality.

Intramural Sports

Intramural sports give students an opportunity to engage in various types of physical activity.

Student Government Association (SGA)

All students who pay the student activity fee are members of the SGA, which promotes the interests of students, improves facilities, plans functions, and assists other student organizations.

The SGA at Isothermal Community College seeks to serve as a voice for Isothermal students. This body of elected students strives to promote the interests of the student population, plan activities for students, improve facilities used by students, promote student leadership development, and sponsor important student learning opportunities and activities such as Constitution Day, voter registration, and blood drives. To find out more information about SGA, contact the student activities coordinator in the Student Center or visit the website at <http://www.isothermal.edu/current-students/student-activities/sga/index.html>.

VOTER REGISTRATION

Isothermal Community College encourages students to become informed about the political process and exercise their right to vote. Opportunities for voter registration are offered periodically on campus. For more information, visit the Student Activities Office or visit www.eac.gov.

APPENDICES

Appendix A

Student Rights, Responsibilities, and Judicial Procedures

Appendix B

Student Records Policy

Appendix C

Refund of Tuition and Fees Policy and Procedures

Appendix D

Crime Awareness and
Statistical Report

Appendix E

Distance Education Questionnaire

Appendix F

Copyright Infringement

Appendix G

Registration/Advising Form Student Worksheet

Appendix H

Student Registration Schedule Sample

Appendix I

Drug and Alcohol Policy

Appendix J

North Carolina Performance Summary

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Trespassing Policy

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Intellectual Property Policy

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Appendix P

SACSCOC Approved Locations

Appendix Q

Emergency Procedures, Guidelines, and Tips

Appendix R

Use of Tobacco Products

Appendix S

Animals on Campus

*Current policies may be accessed at www.isothermal.edu/manual.

Appendix A
STUDENT RIGHTS, RESPONSIBILITIES, AND JUDICIAL PROCEDURES
(Board approved policy: 601-02-00BP)

I. PRINCIPLES

Isothermal Community College exists to improve life through learning. Free inquiry and free expression are essential to the attainment of this goal. Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions. Students should exercise their freedom with responsibility. As members of the academic community, students are subject to the obligations which accrue to them by virtue of this membership. As members of the larger community of which the College is a part, students are entitled to all rights and protection accorded them by the laws of that community.

By the same token, students are also subject to all laws, the enforcement of which is the responsibility of duly constituted authorities. When students violate laws, they may incur penalties prescribed by legal authorities. In such instances, college discipline may be initiated when the presence of the student on campus will disrupt the educational process of the College. However, when a student's violation of the law also adversely affects the College's pursuit of its recognized educational objectives, the College may enforce its own regulations. When students violate college regulations, they are subject to disciplinary action by the College whether or not their conduct violates the law. If a student's behavior simultaneously violates both college regulations and the law, the College may take disciplinary action independent of that taken by legal authorities.

For the purpose of this policy, student is defined as an individual who has been admitted to the College and has registered for courses, or otherwise entered into any other relationship with the College to take instruction. It further includes persons who are eligible to receive any of the rights and privileges afforded a person who is enrolled at the College. Student status lasts until an individual graduates, is dismissed, or is no longer enrolled.

Career and College Promise students are required to adhere to Isothermal Community College's Student Code of Conduct while on or about the premises of the College campus, in Isothermal Community College courses, or at college-sponsored or college-supervised events. When the College is made aware of a high school student's misconduct at their respective high school, the dean of students will determine if the dually enrolled student is also in violation of the College's Student Code of Conduct policy.

Visitors to Isothermal Community College are expected to conduct themselves in an appropriate manner. The College reserves the right to suspend the privilege of visiting the campus or the use of its facilities. Visitors do not have the same rights to due process and appeals as students.

II. STUDENT RIGHTS

- A. Constitutional Rights- No rights and privileges guaranteed to every citizen by the Constitution of the United States and by the state of North Carolina shall be denied any student.
- B. Freedom of Speech and Assembly- Students have the right to freedom of expression, inquiry and assembly without restraint or censorship subject to reasonable and non-discriminatory rules and regulations regarding time, place, and manner.
- C. Student Representation in Governance- Students have the right to inquire about and to propose improvements in policies, regulations and procedures affecting the welfare of students through established student government procedures, campus committees and college offices.
- D. Privacy-The Family Educational Rights and Privacy Act of 1974 provides safeguards regarding the confidentiality of and access to student records and this Act will be adhered to by the College (reference Student Records policy 601-02-07AP).
- E. Free from Harassment- Students have the right to be free from sexual harassment, gender harassment, and other unlawful harassment or discrimination (reference Student Unlawful Harassment/Discrimination policy 601-02-05BP).
- F. Due Process-No disciplinary sanctions other than temporary removal from class or activity (only for duration of said activity) may be imposed upon any student without due process (reference section V: Disciplinary Procedures).

III. STUDENT CODE OF CONDUCT

Students, employees, and visitors to the College are expected to conduct themselves in a respectful manner at all times consistent with the goal of the College to enhance learning. Isothermal Community College reserves the right to maintain a safe and orderly educational environment for students, faculty, staff, and visitors. Therefore, when, in the judgment of College officials, a student's conduct disrupts or threatens to disrupt the learning environment (to include physical campus and facilities, online, web-based, or remote locations) appropriate disciplinary action will be taken. The purpose of this code is not to restrict student rights but to protect the rights of all individuals in the academic community.

The Student Code of Conduct applies to student conduct, which occurs at the College, in any of its facilities, on any of its grounds, or during any College related activity regardless of location. The Student Code of Conduct shall apply to a student's conduct even if the student withdraws from the College while a discipline matter is pending.

Students in certain programs may be expected to follow additional guidelines. Examples include (but are not limited to) Basic Law Enforcement Training standards, guidelines associated with health sciences programs, and policies associated with County Schools (e.g., Rutherford Early College High School or Polk County Early College). The students enrolled in adult basic education (ABE), adult high school (AHS), English as a second language (ESL), or high school equivalency preparation are also expected to follow both the Basic Skills Code of Conduct and the Student Code of Conduct.

CODE OF CONDUCT RULES AND REGULATIONS

The following regulations set forth rules of conduct that prohibit certain types of student behavior. Violations of one or more of the following regulations may result in one of the sanctions described in Section VI.

- A. Theft of, misuse of, damage to college property, or theft of or damage to property of a member of the college community or a campus visitor on college premises or at college functions; unauthorized entry upon the property of the College or into a college facility or a portion thereof which has been restricted in use and thereby placed off limits; unauthorized presence in a college facility after closing hours.
- B. Lewd or indecent conduct, including public physical or verbal action or distribution of obscene or libelous written material. This includes inappropriate public displays of affection, obscene language, gestures, etc.
- C. Mental, verbal, or physical intimidation, threat, abuse, or assault of any person on college premises or at college-sponsored or college-supervised functions, including verbal or physical actions which threaten or endanger the health or safety of any such persons or which promote hatred, racial prejudice, or discrimination. This includes, but is not limited to, acts of intimidation, harassment, discrimination, or acts intended to threaten the safety of others (refer to Communicable Disease policy 601-02-06BP).
- D. Any act, comment, or behavior which is of a sexually suggestive, harassing, or unlawfully discriminatory nature and which in any way interferes with a student's or an employee's performance or creates an intimidating, hostile, or offensive environment (refer to Student Unlawful Harassment/Discrimination policy 601-02-05BP).
- E. Forcible or non-forcible sex offenses including rape and acquaintance rape. Students should be aware that minors are present on campus, and they should be cognizant of applicable laws related to age of consent, etc.
- F. Direct or credible threat - students who (i) pose a credible risk of substantial harm to a member or members of the college community while on the campus or engaged in college activities, or (ii) substantially impede educational or other activities while on the campus or engaged in college activities.
- G. Any other violation of local, state or federal law while on the College campus or participating in an off-campus College activity that infringes on the rights of other members of the College community.
- H. Intentional obstruction or disruption of teaching, research, administration, or disciplinary proceedings, or other college activities, including public service functions and other duly authorized activities on or off College premises. This includes any inappropriate behavior that interferes with the peace and order of the College.
- I. Occupation or seizure in any manner of college property, a college facility or any portion thereof for a use inconsistent with prescribed, customary, or authorized use.
- J. Participating in, conducting an assembly, demonstrating, or gathering without approval of the College based on reasonable time, place and manner restrictions; in a manner which threatens or causes injury to person or property; interferes with ingress or egress of college facilities; or is harmful, obstructive or disruptive to the educational process or institutional functions of the College; remaining at the scene of such an assembly after being asked to leave by a representative of the college staff.
- K. Possession of or use of alcoholic beverages or being in a state of intoxication on the Isothermal Community College campus or at college-sponsored or supervised functions off campus or in vehicles owned, leased or rented by the College. Exceptions shall be made for the use of alcohol in instructional situations, e.g. cooking classes, laboratory experiments, or in conjunction with events at The Foundation Performing Arts and Conference Center meeting the requirements of the NC State ABC Codes and of nonexclusive catering services agreements. Possession, use, distribution, or manufacture of any illegal drugs or drug paraphernalia, including prescription drugs in which the user does not possess a legally obtained prescription, except as expressly permitted by law. Any influence which may be attributed to the use of drugs or of alcoholic beverages shall not in any way limit the responsibility of the individual for the consequences of their actions (refer to Drug and Alcohol policy 601-02-01BP).
- L. Possession or use of firearm, incendiary device or explosive, except in connection with a College-approved activity. This also includes unauthorized use of any instrument or weapon designed to inflict serious bodily injury to any person (refer to Weapons on Campus policy 902-02-00).
- M. Setting off a fire alarm, or using, or tampering with any safety equipment, except with reasonable belief in the need for such alarm or equipment.
- N. Gambling on campus or at any College-affiliated activities or events.
- O. The use of tobacco products is prohibited on the Isothermal Community College campus. This includes all buildings, facilities, property owned or leased by the College, and campus grounds. Smoking and tobacco use are also prohibited in vehicles owned, leased or rented by the college. Tobacco use is permitted in personal vehicles only. For a complete definition of tobacco products, refer to Use of Tobacco Products policy 802-02-01BP.
- P. Violation of College regulations regarding the operation and parking of motor vehicles (see *College Catalog and Student Handbook*).
- Q. Presenting to the College or its employees false information as part of an investigation, inquiry, hearing, or in other manners related to College activities; neither may a student knowingly withhold information that may affect their enrollment or their status with the College. Forgery, alteration, or misuse of college documents, records or instruments of identification with intent to deceive, or the presentation of false information to the College with the intent to deceive.
- R. Failure to comply with the instructions of college officials acting in performance of their duties.
- S. Violation of the terms of disciplinary probation or any college regulation during the period of probation.
- T. Fiscal irresponsibility such as the failure to pay college-levied fines, failure to repay college-funded loans or the passing of worthless checks to college officials.
- U. Violation of a local, state, or federal criminal law on college premises adversely affecting the college community's pursuit of its proper educational purposes.
- V. Revocation of sponsorship by sponsoring agency for students in Basic Law Enforcement Training.
- W. Unauthorized solicitation.
- X. Violation of the College's Computer Resources, Internet, and Network Use policy.
- Y. Any other violation of local, state, or federal law while on the college campus or participating in an off-campus college activity that disrupts or has the potential to disrupt college activities or could result in harm to self or others.

Note: Student leaders are expected to abide by standards set forth in the Student Code of Conduct, the Student Leaders Manual, and the student club/organization's constitution and/or bylaws, and to conduct themselves at all times in accordance with conduct befitting the leader of an organization at Isothermal Community College.

Note: Students are encouraged to report any concerns or information regarding violations of law or College policy or other behavior perceived to be a threat to the community.

IV. DISCIPLINE AND APPEALS FOR NON-ACADEMIC VIOLATIONS

A. JURISDICTION

In the following regulations and procedures, the dean of continuing education will review and enforce all policies and regulations for continuing education students, adult basic education (ABE), adult high school (AHS), English as a second language (ESL), and high school equivalency students. All other student regulations and procedures will be referred to the dean of students. Campus deputies or other duly constituted authorities may enforce all laws and regulations as part of their sworn duty independent of college disciplinary action. In certain program areas, Student Code of Conduct responsibilities may be enforced by other officials as appropriate.

V. STUDENT CODE OF CONDUCT DISCIPLINARY PROCEDURES

A. Immediate Suspension

If an act of misconduct threatens the health or well-being of any member of the academic community or seriously disrupts the function and good order of the College, an instructor or administrative officer may direct the student(s) involved to cease and desist such conduct and advise them that failing to cease and desist will result in removal from class, campus, or college-sponsored activity. If the student(s) fails to cease and desist, the instructor or administrative officer may temporarily remove the student from the class, campus, or college-sponsored activity until a resolution of the matter can be made.

The instructor or administrative officer invoking such suspension shall notify the dean of students/dean of continuing education in writing of the individual(s) involved and the nature of the infraction as soon as possible but no more than two business days following the incident.

Upon reasonable belief that a student’s continued presence on campus presents a danger to the community, the dean of students/dean of continuing education may immediately suspend the student during the course of disciplinary procedures. At any time the dean immediately suspends a student because of a belief that the student’s presence on campus constitutes a threat to others, the dean may initiate a meeting with the Threat Assessment Team to assess the situation and/or student’s continued presence.

The dean of students/dean of continuing education shall resolve the matter in a timely fashion utilizing the steps outlined below.

B. Formal charges that do not require immediate suspension

In order to provide an orderly procedure for handling student disciplinary cases in accordance with due process and justice, the following procedures will be followed:

C. Charges

Any administrative official, faculty member, or staff member may file a report with the dean of students/dean of continuing education against any student or student organization for violations of college regulations. The individual(s) making the report must complete an incident report form (available on the college website), stating:

- name of the student(s) and/or organization involved
- the alleged violation of the specific code of conduct
- the time, place, and date of the incident
- names of person(s) directly involved or witnesses to the infractions
- any action taken that related to the matter, and
- desired solution(s)

D. Student Code of Conduct Due Process Avenues of Action

STEPS	APPEALS PROCEDURE	GUIDELINES FOR RESPONSE OR ACTION
1	Charge: An incident report form shall be forwarded to the dean of students or dean of continuing education.	2 business days
2	Investigation: The dean or designee shall complete a preliminary investigation of the report and shall discuss the report and investigation with the student and/or applicable parties.	10 business days (if necessary, time may be extended by the appropriate vice president)
3	Actions: After seeking and documenting information from the student, the dean may take the following actions: a) Drop the charges b) Impose a sanction consistent with those shown in Section VI Refer the student to another college office or community agency for services	
4	Notification: The decision of the dean of students/dean of continuing education shall be presented to the student in writing following the meeting with the student. In instances where the student cannot be reached for a discussion or where the student refuses to cooperate, the dean of students/dean of continuing education shall send a letter to the student’s last known address with a list of the charges, the dean’s decision, and instructions governing the appeal process.	5 business days

VI. STUDENT CODE OF CONDUCT SANCTIONS

- A. Verbal Reprimand: A verbal communication, which is the lightest form of disciplinary action. A verbal warning may be documented in writing.
- B. Written Reprimand: A written communication which gives official notice to the student that any subsequent offense against the Student Code of Conduct will carry heavier penalties because of this prior infraction.
- C. General Probation: An individual may be placed on general probation when involved in a minor disciplinary offense. General probation has two important components: the student is given a chance to show capability and willingness to observe the Student Code of Conduct without further penalty and if the student violates the Code again during a time of General Probation, further action will be taken. This probation will be in effect for no more than two semesters.
- D. Restrictive Probation: Restrictive probation results in loss of good standing and becomes a matter of record. Restrictive conditions may limit activity in the college community or require additional specified activities. Generally, the individual will not be eligible for initiation into any local or national organization, and may not receive any college award or other honorary recognition. The individual may not occupy a position of leadership or responsibility with any college student organization, publication, or activity. This sanction prohibits the student from officially representing the College. This probation will be in effect for not less than two semesters. Any violation of restrictive probation may result in immediate suspension.
- E. Restitution: Restitution for damaging, misusing, destroying or losing property belonging to the College, college personnel, students.
- F. Withholding transcript, diploma, or right to register: Imposed when financial obligations are not met.
- G. Interim Suspension: Exclusion from class and/or other privileges or activities as set forth in the notice, until a final decision has been made concerning the alleged violation.
- H. Suspension: Exclusion from course(s), and/or all other privileges or activities of the College for a period of time specified by the dean of students or dean of continuing education. After the specified time has elapsed, the student may request the suspension to be lifted. The student should submit a written request for return and a reflection addressing (1) how their behavior was inconsistent with College expectations, (2) their reason for desiring to return to campus, (3) what was learned from the experience, and (4) how they have or how they intend to alter their conduct in accordance with all College policies, including the Student Code of Conduct. This sanction is reserved for those offenses warranting discipline more severe than probation, or for repeated misconduct. Students who receive this sanction must receive specific written permission from the dean of students/dean of continuing education before returning to campus. Suspended students remain responsible for applicable tuition, fees, and/or additional outstanding financial obligations to the College.
- I. Expulsion: Dismissing a student from the College for an indefinite period. The student loses their student status. The student may be readmitted to the College only with the approval of the president. Students who wish to be readmitted after the expulsion should submit a written request for return and a reflection addressing (1) how their behavior was inconsistent with College expectations, (2) their reason for desiring to return to campus, (3) what was learned from the experience, and (4) how they have or how they intend to alter their conduct in accordance with all College policies, including the Student Code of Conduct. Expelled students remain responsible for applicable tuition, fees, and/or additional outstanding financial obligations to the College.
- J. Group Probation: This is given to a college club or other organized group for a specified period of time. If group violations are repeated during the term of the sentence, the charter may be revoked or activities restricted.
- K. Group Restriction: Removing college recognition during the semester in which the offense occurred or for a longer period. While under restriction, the group may not seek or add members, hold or sponsor events in the college community, or engage in other activities as specified.
- L. Group Charter Revocation: Removal of college recognition for a group, club, society, or other organization for a minimum of two years. Re-charter after that time must be approved by the president.
- M. Referral to local authorities for prosecution.
- N. Presence on campus prohibited or Trespass Order (reference Trespassing policy 802-02-04AP).
- O. Removal from Basic Law Enforcement Training (BLET) Program due to loss of sponsorship.
- P. Denial of access to the college's computer resources, Internet, and networks (reference Computer Resources/Internet policy 602-03-01AP).
- Q. Other directive imposed in conjunction with any of the above sanctions as deemed appropriate by the dean of students/dean of continuing education.

In situations regarding student organizations, the dean of students/dean of continuing education, in their discretion, may administer disciplinary action against the organization as well as individual members.

In addition to the above stated sanctions, the student may be required, at their own expense, to attend one or more counseling sessions with a licensed professional counselor or drug education classes while maintaining enrollment or before returning to the College after a period of suspension or expulsion. In such situations, the student must provide written documentation from the licensed professional that the requirement has been met and may be required by the president to provide a statement from an acceptable licensed professional that the student is able to return to class based on their professional judgment.

Disclosure:

- A. Students should be aware that Student Code of Conduct violations and related sanctions may be disclosed to outside parties with the written consent of the student. Examples of parties who may require this information are future employers and educational institutions.
- B. On an annual basis, the dean of students/dean of continuing education will review Student Code of Conduct violations based upon factors such as severity and length of time since sanctions were imposed. This deliberative process will involve the appropriate vice president and may result in an update of student conduct records. Upon written request, Isothermal Community College must disclose to the alleged victim of any crime of violence or a non-forcible sex offense, the results of any disciplinary proceeding conducted by the College against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided, upon request, to the next of kin of the alleged victim.

VII. STUDENT CODE OF CONDUCT APPEALS PROCEDURE

A student who disagrees with the decision of the dean of students/dean of continuing education may request a hearing before the Disciplinary Review Committee.

STEPS	APPEALS PROCEDURE	GUIDELINES FOR RESPONSE OR ACTION
1	After being notified of disciplinary action for violations of the Student Code of Conduct a student may request a hearing before the Disciplinary Review Committee. The request must be made in writing.	3 business days after notification of disciplinary sanction
2	The Review Committee must convene. The dean shall submit to the committee a report of the nature of the alleged misconduct, the name of the complainant, the name of the student against whom the charge has been filed, and the relevant facts revealed by the dean's investigation.	15 business days after the receipt of a request for a hearing
3	The dean of students/dean of continuing education shall send a letter to the student's last known address. The letter shall include the following information: a. A restatement of the charges. b. The time and place of the hearing. c. A statement of the student's basic procedural rights. The hearing will take place as scheduled unless a written and reasonable request to change the date and time is received by the student and subsequently approved by the committee chair.	5 days prior to the date set for the hearing Upon receiving written request from the student and approval by appropriate college administrator, the hearing may be held prior to the expiration of the 5-business day notification period if the dean of students/dean of continuing education concurs with this change.
4	Upon completion of the hearing, the Committee shall convene in private to render a decision. The Committee may uphold, overturn or modify the dean's original decision.	
5	The dean of students/dean of continuing education shall send a letter to the student's last known address providing the student with the Committee's decision.	2 business days after a decision is rendered by the Committee
6	A student who refuses to accept the findings of the Committee may appeal in writing to the president.	5 business days after receipt of the Committee's decision
7	The president shall have the authority to: 1. Review the findings of the proceedings of the Committee. 2. Hear from the student, the dean of students/dean of continuing education, and the members of the Committee before ruling on an appeal. 3. Approve, modify, or overturn the decision of the Committee. The president's decision is final.	The president shall inform the student in writing of the final decision within 10 business days of the receipt of the appeal

A. **Disciplinary Review Committee.** In the event of a student appeal, the Disciplinary Review Committee shall be composed of the following:

1. Four members appointed by the president who may include faculty, staff, and/or students.
2. One administrator appointed by the president to serve as committee chairperson, and, who may vote to break a tie.
3. At least two committee members appointed by the president as well as the chairperson must be present in order for the committee to conduct business.

In cases involving sensitive matters, such as sexual assault or harassment, the president may exclude student members from the Disciplinary Review Committee to maintain the confidentiality of the parties involved.

If a charged student fails to appear for a disciplinary review hearing, the hearing will proceed as planned and committee members will deliberate and reach a decision based on available information and the testimony of any witnesses who appear.

B. **Basic procedural rights of students include the following:**

1. The right to counsel at the student's expense. The role of counsel is to advise the student. That counsel does not address the Committee or question witnesses.
2. The right to produce witnesses on one's behalf relevant to the charge.
3. The right to present evidence.
4. The right to know the identity of the person(s) bringing the charge(s).
5. The right to hear witnesses' testimony if presented at the hearing and/or review witness statements.
6. The right to testify or to refuse to testify without such refusal being detrimental to the student.
7. The right to appeal the decision of the Committee to the president who will review the official record of the hearing. The appeal must be in writing, stating the reason for the appeal, and it must be submitted to the president within five business days after the dean mails the letter containing the Committee's decision.

C. Conduct of the Committee Hearings

1. Hearings before the Committee shall be confidential and shall be closed to all persons except the following:
 - a. The student.
 - b. Attorneys representing parties to the hearing.
 - i. Student must notify the dean of students/dean of continuing education at least two days in advance of the hearing if they are bringing counsel and must provide the name of the attorney or firm. Failure to notify the dean regarding legal counsel could result in the hearing being continued until such time that the College can have its legal counsel present.
 - ii. The attorney may be present only during the proceedings when the student is present.
 - c. Witnesses who shall:
 - i. Give testimony singularly and in the absence of other witnesses.
 - ii. Leave the committee meeting room immediately upon completion of the testimony.
 - iii. Provide only testimony that is relevant to the charge.
2. At least two days prior to the hearing, the student will provide the dean of students/dean of continuing education with a witness list.
3. The hearing will be recorded. Recordings will become the property of the College, and access to the recordings will be determined by the Chairperson of the Committee and the dean of students/dean of continuing education. All recordings or transcripts will be filed in the office of the dean of students/dean of continuing education.
4. The Committee shall have the authority to adopt supplementary rules of procedures consistent with this code.
5. The Committee shall have the authority to render written advisory opinions concerning the meaning and application of this code.
6. Upon completion of the hearing, the Committee shall convene in private to render a decision. The Committee may uphold, overturn or modify the dean's original decision. Decisions of the Committee shall be made by majority vote.
7. The charged student will be notified of the outcome of the disciplinary hearing by a letter to the last known address. The student is responsible for providing the College with a correct address.

D. Student Voluntary Withdrawal

If a student is accused of violating the Student Code of Conduct and voluntarily withdraws prior to the conclusion of the disciplinary matter without the consent of the dean of students/dean of continuing education, the student will not be allowed to re-enroll to the College unless reasonable re-entry restrictions, as determined by the dean, are satisfied.

For students who withdrew prior to a determination regarding alleged misconduct that threatened the health, safety or well-being of any member of the academic community and/or seriously disrupted the function and good order of the College, in addition to other reasonable re-entry restrictions, the student must provide proof from an acceptable licensed mental health professional, at the student's expense, that they no longer pose a direct threat of harm to a member or members of the college community.

VIII. DISCIPLINE AND APPEALS FOR ACADEMIC MISCONDUCT

All forms of academic misconduct including, but not limited to, cheating, plagiarism, collusion, and falsification of information may result in sanctions. Alleged violations will be handled according to the procedures described in this section.

A. Definitions:

1. Cheating is defined to include the following:
 - a. Using materials or equipment to complete a learning activity not authorized by the administrator of the learning activity.
 - b. Collaborating with any other person on a learning activity without permission from the instructor or facilitator.
 - c. Knowingly obtaining, using, buying, selling, transporting, sharing, or soliciting in whole or in part the contents of a learning activity prior to its administration.
 - d. Substituting for another student or permitting any other person to substitute for oneself.
 - e. Falsifying information in order to be granted additional time to submit learning activity.
 - f. Cooperating or aiding in any of the above.
2. "Plagiarism" is the intentional theft or unacknowledged use of another's work or ideas. Plagiarism includes, but is not limited to: a) paraphrasing or summarizing another's words or works without proper acknowledgement; b) using direct quotes of material without proper acknowledgment; or c) purchasing or using a paper or presentation written or produced by another person. If a student is uncertain about what constitutes plagiarism, they should discuss with the class instructor.
3. "Collusion" is defined as knowingly assisting another person in an act of academic misconduct.
4. Falsification is defined as altering or inventing information in such academic exercises as reports, laboratory results, and citations of the sources of information.

B. Disciplinary Procedures and Documentation of Violations

Academic misconduct threatens the academic integrity and disrupts the function and good order of the College. An instructor, facilitator, or administrator may direct the student(s) involved in academic misconduct to cease and desist such conduct and/or may advise them that appropriate sanctions are warranted. However, if the instructor, facilitator, or administrator should determine that the misconduct was unintentional and that the student would benefit from instruction regarding academic integrity, the instructor, facilitator, or administrator may forego sanctions and conduct or arrange for appropriate instruction. The instructor, facilitator, or administrator shall notify the appropriate dean/director of the individual(s) involved, the nature of the infraction and the action taken by submitting an academic misconduct incident report form as soon as possible but no more than two business days following the sanction or instruction.

C. **Sanctions Imposed:** The following sanctions may be imposed for academic violations:

1. Verbal warning;
2. Written warning;
3. Satisfactory completion of the unfinished assignment;
4. Additional coursework;
5. Loss of credit for the assignment or learning activity;
6. Loss of credit for the course;
7. In accordance with guidelines for certain programs, academic misconduct may result in removal from the program of study;
8. Multiple violations of academic misconduct may result in further sanctions imposed by dean of students

D. **Appeals Procedure for Academic Misconduct**

A student, after conferring with the instructor concerned, may present in writing to the appropriate instructional dean/director an appeal of a decision concerning academic misconduct. Academic misconduct appeals should be made within five business days of the sanction. The dean/director will review the decision and respond to the student in a timely manner. The student may appeal the decision of the dean/director to the vice president of academic and student services. The decision of the vice president of academic and student services is final in all cases involving academic misconduct.

Grade Appeal

A part of faculty responsibility at the College is the assignment of student grades according to methods that are professionally acceptable, communicated to everyone in the class, and applied to all students equally.

A student who has a disagreement with an instructor's professional judgment in grading should attempt to resolve the matter through discussion with the instructor who issued the grade. The College believes that the preservation of the institution's academic integrity requires that the College ordinarily refrain from review of or participation in an instructor's evaluation of student performance in cases where the instructor is using their professional judgment.

However, the College acknowledges that on occasion circumstances may arise in which a student should have the opportunity to appeal a grade. In these circumstances, the student should first discuss the concerns with the instructor. If desired, the student may further appeal to the dean of the academic department. Appeals to the dean must be submitted in writing within the first four weeks of the succeeding semester. If the student determines that an appeal of the dean's decision is warranted the student may further appeal to the vice president of academic and student services. The decision of the vice president is final in all cases involving grade appeals.

The following examples are provided to clarify when a grade appeal is warranted. These examples are not intended to include all instances that may or may not warrant an appeal.

Examples that do merit a grade appeal:

- o The instructor miscalculated a grade.
- o The instructor has violated the grading policies outlined in the syllabus without reasonable cause or explanation.
- o The instructor has not provided a reasonable explanation of how the student's work was evaluated.

Examples that do not merit a grade appeal:

- o The instructor's grading policies differ from other instructors in the department or College.
- o The instructor's attendance policy differs from other instructors in the department or College.
- o The instructor's late work policy differs from other instructors in the department or the College.
- o The grade distribution in the class in question is lower than in other sections of the same course.
- o The grade in the course is significantly lower than grades the student earned in similar courses.
- o The grade in question will trigger probation, suspension, or loss of financial aid.
- o The grade is the result of enforcement of College and/or instructor's academic integrity policies.

**Appendix B
STUDENT RECORDS POLICY**

(Administrative approved policy: 601-02-07AP)

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. FERPA defines education records as those records that are: (1) directly related to a student; and (2) maintained by an educational agency or institution, or by a party acting for the agency or institution.

Under FERPA, an eligible student is a student who is 18 years of age or older or who attends a postsecondary institution. FERPA provides parents certain rights with respect to their child's K-12 education records; however, once a student reaches the age of 18 or enters college, the rights previously held by the parent transfer exclusively to the student. Isothermal Community College students are notified annually of their rights under this law through the *College Catalog and Student Handbook*, which is available across campus in print and on the college website. Further information regarding the policy and procedures used to enforce it are available in Student Services. These rights include:

1. A student has the right to inspect and review their education records within 45 days after the day the College receives a request for access. A student should submit to the registrar a written request that identifies the record(s) the student wishes

to inspect. The registrar or designee will arrange for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Records Office, the registrar shall advise the student of the correct official to whom the request should be addressed.

2. A student has the right to request the amendment of their education records that they believe are inaccurate, misleading, or otherwise in violation of their privacy rights under FERPA.

A student who wishes to ask the College to amend a record should write the registrar, clearly identify the part of the record they want changed, and specify why it should be changed.

If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. A student has the right to provide written consent before the College discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or complaint review committee. A school official also may include a volunteer or contractor outside of the College who performs an institutional service of function for which the College would otherwise use its own employees and who is under the direct control of the College with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibilities for the College.

Upon request, the College also may disclose education records, including disciplinary records, without consent, to officials of another school in which a student seeks or intends to enroll. FERPA does not require that the College notify a student when records are disclosed to institutions where the student seeks or intends to enroll, and the College reserves the right to disclose these records without consent or notification.

A student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

FERPA permits the disclosure of PII from student education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. The College may disclose PII from the education records without obtaining prior written consent of the student —

- To other school officials, including teachers, within the College whom the College has determined to have legitimate educational interests. This includes contractors, early college officials, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled, such as high school personnel, if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the College's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. ((§99.31(a)(7))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the College has designated as directory information under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))

- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the College's rules or policies with respect to the allegation made against him or her. (§99.31(a) (14))

At its discretion, the College may disclose directory information in accordance with the provisions of FERPA to include: student name; major field of study; dates of attendance; degrees, honors, and awards received; college email address; photograph; participation in officially recognized activities; enrollment status; and previous schools attended.

STUDENT RECORDS DEFINITIONS & PROCEDURES

Family Educational Rights and Privacy Act

To fulfill the basic requirements for compliance with the Act, Isothermal Community College will safeguard disclosure of personally identifiable information about students, provide opportunity for challenge of the contents of education records, and maintain adequate records of requests and disclosures as detailed in this section. The College also has the responsibility for maintaining student records in accordance with existing state laws, college policy, the U.S. Patriot Act, and the Solomon Amendment. The retention and disposition of records is governed by the Public Records and Disposition Schedule published by the North Carolina Community College System.

An understanding of key terms is essential to the interpretation of the Act and the final regulations for its implementation. Some definitions which carry substantive meaning for understanding the Act are listed here. Also, it is important for students to understand procedures associated with their records and the disclosure of their records.

A. DEFINITION OF TERMS

Act: means the General Education Provisions Act. Title IV of Public Law 90-247, as amended.

Attendance: includes but is not limited to (a) attendance-in person or by correspondence study (program) and (b) the period during which a person is working under a work-study (cooperative) program.

Dates of Attendance: The term means the period of time during which a student attends or attended an educational agency or institution. Examples of dates of attendance include an academic year, a spring semester, or a first quarter. The term does not include specific daily records of a student's attendance at an educational agency or institution.

Directory Information: Includes informational items that the College may disclose without student approval or consent. Directory information may include the following student information: student's name, major fields of study, participation in officially recognized activities and sports, enrollment status, dates of attendance, degrees, honors, and awards received, college email address, photograph, and/or other similar information as allowed by FERPA.

Disclosure: is defined as permitting access to or the release, transfer, or other communication of education records of the student or the personally identifiable information contained therein, orally, in writing, by electronic means, or previous schools attended.

Educational Institution: means any public or private agency or institution which receives funds from any Federal program under the administrative responsibility of the Secretary of Education. The term refers to the institution as a whole, including all of its components.

Education Records: means those records which are (1) directly related to a student and (2) maintained by the institution or by a party acting for the institution. Exceptions to "education records" include, but are not limited to:

- sole possession records of the maker,
- records created and maintained by a law enforcement unit for a law enforcement purpose,
- employment records (unless contingent on attendance, e.g., work study),
- medical records made and maintained in the course of treatment and disclosed only to those individuals providing treatment, and
- records that only contain information about a student after he or she is no longer a student at that institution (e.g., alumni records).

Eligible Student: means any individual who is 18 years of age or older or has been in attendance at a post-secondary institution.

Financial Aid: means a payment of funds to an individual (or a payment in kind of tangible or intangible property to the individual) which is conditioned on the individual's attendance at an educational agency or institution.

Institution of Post-secondary Education: means an institution which provides education to students beyond the secondary school level; "secondary school level" means the educational level (not beyond grade 12) at which secondary education is provided.

Legitimate Educational Interest: means the demonstrated need to know by those officials of an institution who act in the student's educational interest, including faculty, administration, clerical and professional employees and other persons who manage student record information.

Parent: includes a parent, a guardian, or an individual acting as a student's parent in the absence of a parent or a guardian.

Party: means an individual, agency, institution, or organization.

Personally Identifiable: means data or information which includes (1) the name(s) of the student, the student's parent, or other family members; (2) the address of the student or student's family; (3) a personal identifier (such as a social security number or student number); or (4) an indirect identifier (date and place of birth, mother's maiden name); (5) information that alone or in combination that is linked or linkable to a specific student that would allow a reasonable person (with or without personal knowledge of the circumstances) to identify the student.

Record: means any information maintained in any way, including, but not limited to: handwriting, print, video or audio tape, film, microfilm, microfiche, and computer media.

School Officials: are those members of an institution who act in the student's educational interest within the limitations of their need to know, which may include faculty, administration, clerical, and professional employees and other persons who manage

student record information.

Student: includes any individual with respect to whom an educational institution maintains education records. The term does not include an individual who has not been in attendance at the institution.

B. PROCEDURES

DISCLOSURE OF EDUCATION RECORD INFORMATION

1. The College shall obtain written consent from students before disclosing any personally identifiable information from their education records. Such written consent must:
 - a. specify the records to be released,
 - b. state the purpose of the disclosure,
 - c. identify the party or class of parties to whom disclosure may be made, and
 - d. be signed and dated by the student.

A student academic record includes courses taken; grades; hours attempted; hours earned; quality points; quality point averages; courses and credits transferred (if applicable); academic standing; and degrees, diplomas, and/or certificates earned. Transcripts of official academic records may be released or obtained by the student upon written request to the Records Office in Student Services. An official transcript will not be released unless all tuition, fees, and other obligations due to the College have been satisfied. When a student requests access to education records for their own use, the student may be asked to authenticate their identity.

2. The College may disclose education records or components thereof without written consent of students to parties indicated in the Student Records Policy.
3. The College may release at its discretion without written consent those records identified as public or Directory Information for students who are currently enrolled, provided the following conditions are met prior to disclosure:
 - a. that the institution inform the students of categories designated as public or Directory Information,
 - b. that students be given opportunity to refuse disclosure of any or all categories, and
 - c. that the students be given a reasonable period of time to request nondisclosure of Director Information in writing.

A student may withhold directory information by notifying the Records Office in writing within two weeks after the first day of class for any semester. A student request to opt-out of directory information disclosure is perpetual unless the student rescinds the opt-out request in a written request to the Records Office. A request to opt-out of directory information disclosure may not prevent the College from disclosing or requiring the student to disclose the student's name, identifier, or college email address in a class in which the student is enrolled. FERPA does not give students a right to complete anonymity in class. Also, students have responsibility for managing the privacy of their personal information. This includes (but is not limited to): 1) privacy settings, 2) usernames, and 3) passwords.

4. Institutions may release without written consent those items identified as public or Directory Information on any student not currently enrolled.
5. Under the U.S. Patriot Act, and FERPA, the U.S. Attorney General may apply for an ex parte court order permitting the Attorney General to assess education records without eligible student consent or notice for investigations or prosecution of an act of domestic or international terrorism.

Disciplinary Records

While student disciplinary records are protected as education records under FERPA, there are certain circumstances in which disciplinary records may be disclosed without the student's consent in compliance with FERPA and the Clery Act. Also, FERPA permits college officials to disclose any and all education records, including disciplinary records, to another institution at which the student seeks or intends to enroll.

The Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires postsecondary institutions to provide timely warnings of crimes that represent a threat to the safety of students or employees and to make public their campus security policies. It also requires that crime data be collected, reported, and disseminated to the campus community and to the Department of Education annually. The Clery Act is intended to provide students and their families with accurate, complete, and timely information about safety of campuses so that they can make informed decisions. Such disclosures are permitted under FERPA.

Campus Enforcement

Investigative reports (including records created by surveillance cameras) and other records created and maintained by law enforcement units are not considered education records subject to FERPA. Accordingly, the college may disclose information from law enforcement unit records to anyone, including outside law enforcement authorities, without student consent. The College may, at its discretion, inform parents if the student who is under age 21 has violated any law or its policy concerning the use or possession of alcohol or a controlled substance. Campus Enforcement is the College's designated law enforcement unit.

C. CHALLENGE OF THE CONTENTS OF EDUCATION RECORDS

1. The College provides students with an opportunity to challenge the contents of their education records which the students consider to be inaccurate, misleading, or other rights.
2. Officials who receive challenge requests must decide within a reasonable period of time whether or not corrective action consistent with the students' request will be taken. Students must be notified of the decisions. If the decisions are in agreement with the students' requests, the appropriate records must be amended.
3. Students who are not provided full relief sought by their challenges will be informed by the appropriate official of their rights to a formal hearing on the matter.
4. Student requests for a formal hearing must be in writing. Within a reasonable period time after receiving the requests, the appropriate official (Dean of Students) must inform students of the date, place, and time of the hearings.
5. Students will be afforded a full and fair opportunity to present evidence relevant the issue raised. Students may be assisted

- or represented at the hearing by one or more persons of their choice, including an attorney at such students' expense.
6. Hearing may be conducted by any party, including an official of the institution, provided such person does not have a direct interest in the outcome of the hearing.
 7. Decisions of the Colleges will be final, will be based solely on the evidence presented at the hearings and will consist of written statements summarizing the evidence and stating the reasons for the decisions which will be delivered to all parties concerned.
 - a. Institutions will correct or amend any education record in accordance with the decision of the hearing panel if the decision is in favor of the student.
 - b. Should the decision be unsatisfactory to the student, the appropriate official (Dean of Students) must inform the student that:
 - (1) the student has the opportunity to place with the education record a statement commenting on the information in the record, or a statement setting forth any reason for disagreeing with the decision of the hearing panel.
 - (2) the statement placed in the education record by the student will be maintained as part of the record for so long as the record is held by the institution.
 - (3) this record, when disclosed to an authorized party must include the statement filed by the student.
 8. Rights of the challenge cannot be used to question substantive educational judgments which are correctly recorded. These rights of challenge are not intended to allow students to contest, for example, a grade in a course because it is felt a higher grade should have been assigned.

D. RECORDS OF REQUESTS AND DISCLOSURES

The College is required to maintain a log of each request for access to and each disclosure from an education record. The records of disclosures and requests for disclosures are considered a part of students' education records; therefore, they must be retained as long as the education records to which they refer are retained by the institutions.

This log must:

- a. be maintained as long as record is maintained
- b. include the parties who have requested or received information from education records
- c. include the legitimate interest parties had in receiving information
- d. include the names of federal, state, or local agencies/officials that have requested and received the student's records and who may make further disclosures without first obtaining consent.

Records of requests and disclosures need not be maintained for:

- a. those requests made by students for their own use
- b. those disclosures made in response to written requests from students.
- c. those made by school officials for a legitimate educational purpose.
- d. those specified as Directory Information.
- e. those made by a party with a law enforcement subpoena or court order which specifies that the existence or contents of the subpoena or court order not be disclosed
- f. ex parte orders obtained by the U.S. Attorney for disclosures under the U.S. Patriot Act exception

For further information about FERPA, contact:

Family Policy Compliance Office - U.S. Department of Education
400 Maryland Ave, SW, Washington, DC 20202

Additional information is available at <http://www2.ed.gov/policy/gen/guid/fpco/index.html>

Appendix C

REFUND OF TUITION AND FEES POLICY AND PROCEDURES

Policy 601-01-02BP pending Board of Trustees Approval

POLICY

Isothermal Community College makes determinations regarding the refund of tuition and fees consistent with North Carolina State Board of Community Colleges policies (1E SBCC, subsection 900). Current tuition refund procedures are included in the *College Catalog and Student Handbook*.

Student Activity Fee Refunds

Students who withdraw from courses prior to the term (semester) census date (10% point) will have the corresponding student activity fee refunded in full. Students who withdraw after the term (semester) census date (10% point) will not receive a refund of applicable student activity fees.

Additional Student Fee Refunds

Additional student fees may or may not be refundable. Current student fee information is included in the *College Catalog and Student Handbook* and/or applicable academic program handbooks/documents.

PROCEDURES

A tuition refund shall not be made except under the following circumstances:

- (1) (a) A 100% refund shall be made if the student officially withdraws prior to the first day of class(es) of the academic semester as noted in the college calendar. Also, a student is eligible for a 100% refund if the course in which the student is officially registered is cancelled due to insufficient enrollment.
- (b) 75% refund shall be made if the student officially withdraws from the course(es) prior to or on the official 10% point of the semester.

- (c) For courses beginning at times other than the first week (seven calendar days) of the semester a 100% refund shall be made if the student officially withdraws from the course prior to the first class meeting. A 75% refund shall be made if the student officially withdraws from the course prior to or on the ten (10)% point of the course.
- (2) To comply with applicable federal regulations regarding refunds, federal regulations will supersede the state refund regulations stated in the Rule.
- (3) Where a student having paid the required tuition for a semester, dies during that semester (prior to or on the last day of examinations of the college the student was attending), all tuition and fees for that semester may be refunded to the estate of the deceased.
- (4) Tuition refunds will not be issued until after the 10% date. The Tuition Refund Policy is governed by the State of North Carolina (reference 1ESBCCC 900.98).

MILITARY TUITION REFUND PROCEDURES

Upon request from the student, the college shall:

- (1) Grant a full refund of tuition and registration fees to military reserve and National Guard personnel called to active duty or active duty personnel who have received temporary or permanent reassignments as a result of military operations then taking place outside the state of North Carolina that make it impossible for them to complete their course requirements; and
- (2) Buy back textbooks through the college's bookstore operations to the extent allowable under the college's buy back procedures.
 - (a) Colleges shall use distance learning technologies and other educational methodologies, to the extent possible as determined by the college, to help active duty military students, under the guidance of faculty and administrative staff, complete their course requirements (reference IE SBCCC 900.4 and 1B SBCCC 500.1).

RESIDENCY FOR TUITION PURPOSES REFUND PROCEDURES

Upon request from the student, the college shall provide a 100% refund if all of the following conditions apply:

- (1) At the time of the student's registration, the State Education Assistance Authority made an initial determination that the student was a resident for tuition purposes, as defined in G.S. 116-143.1(a).
- (2) After validation of the information provided in the student's residency application, the State Education Assistance Authority subsequently determines that the student was a nonresident for tuition purposes, as defined in G.S. 116-143.1(a).
- (3) The student officially withdraws from the course section within 10 calendar days of the college notifying the student of the change in residency status.

If the State Education Assistance Authority makes a final validation determination that a student is a nonresident for tuition purposes, as defined in G.S. 116-143.1(a), after the 10% point of the course section or academic term, as determined by local college policy and noted on the college calendar, the college shall apply the nonresident tuition determination to the following term (reference 1E SBCCC 900.1)

Appendix D CRIME AWARENESS AND STATISTICAL REPORT

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and VAWA's SaVE Act provision requires colleges across the United States to disclose crime statistics for incidents that occur on campus, in unobstructed public areas immediately adjacent to or running through the campus, and at certain non-campus facilities. Primary reporting locations for Isothermal Community College are the Rutherford Campus, Rutherfordton Learning Center, and the Polk County Center. The crime awareness statistical report may be found on the college website at www.isothermal.edu by using the search box to find information regarding campus safety and crime awareness and the Human Resource Office located in the Administration Building.

The Safety Coordinator maintains a crime log that records, by date reported, all campus crimes reported to the Safety Coordinator. The crime log is available to the public during business hours. To contact the Safety Coordinator, call 828-395-4192.

In compliance with federal guidelines, all reports indicating a crime must be forwarded to the Safety Coordinator. The designated Campus Security Survey Administrator (CSSA) for the College is Amy Harper, Director of Human Resources and Safety Coordinator. For information regarding campus crime reporting, contact Campus Enforcement at 828-289-5850. Information regarding types of reportable crimes and definitions are available under the topic of Campus Safety on the college website at www.isothermal.edu. The College uses the Federal Bureau of Investigation's crime definitions.

Appendix E DISTANCE EDUCATION QUESTIONNAIRE

Are you new to distance learning? Curious about what to expect from an online course?

Then read these...**Tips for Successful Online Learning**

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In general, online learners should strive to possess the following qualities:

- 1. **Be open-minded about sharing life, work, and educational experiences as part of the learning process.** Introverts as well as extroverts find that online learning requires them to utilize their experiences. This forum for communication eliminates the visual barriers that hinder some individuals in expressing themselves. In addition, the learner is given time to reflect on the information before responding.
- 2. **Be able to communicate through writing.** In the virtual classroom, nearly all communication is written, so it is critical that

- learners feel comfortable in expressing themselves in writing.
3. **Be self-motivated and self-disciplined.** With the freedom and flexibility of the online environment comes responsibility. The online process takes a real commitment and discipline to keep up with the flow of the process.
 4. **Be willing to “speak up” if problems arise.** Many of the non-verbal communication mechanisms that instructors use in determining whether learners are having problems (confusion, frustration, boredom, absence, etc.) are not possible in the online paradigm. If a learner is experiencing difficulty on any level (either with the technology or with the course content), she/he must communicate this immediately. Otherwise the instructor will never know what is wrong.
 5. **Be willing and able to commit to five(5) to ten(10) hours per week per course.** Online is not easier than the traditional educational process. In fact, many learners say it requires much more time and commitment.
 6. **Be able to meet the minimum requirements for the program.** The requirements for online are no less than that of any other quality educational program. The successful learner will view online as a convenient way to receive their education, not an easier way.
 7. **Accept critical thinking and decision making as part of the learning process.** The learning process requires the learner to make decisions based on facts as well as experience. Assimilating information and executing the right decisions requires critical thought.
 8. **Have access to a computer and a modem.** The communication medium is a computer, phone line, and modem; the learner must have access to the necessary equipment.
 9. **Be able to think ideas through before responding.** Meaningful and quality input into the virtual classroom is an essential part of the learning process. Time is given in the process to allow for the careful consideration of responses. The testing and challenging of ideas is encouraged; you will not always be right, just be prepared to accept a challenge.
 10. **Feel that high quality learning can take place without going to a traditional classroom.** If the learner feels that a traditional classroom is a prerequisite to learning, she/he may be more comfortable in the traditional classroom. Online learning is not necessarily for everybody. An online learner should expect to:
 - Participate in the virtual classroom three(3)-five(5) days a week
 - Respond to classmates’ ideas and questions
 - Be able to use the technology properly
 - Be able to complete assignments on time
 - Enjoy communicating in writing

The online learning process is normally accelerated and requires commitment on the learner’s part. Staying up with the class and completing all work on time is vital. Once a learner gets behind, it is very difficult to catch up. Basically, the learner needs to want to be there, and needs to want the experience.
 11. **Participate!** Contribute your ideas, perspective, and comments on the subject you are studying, and read about those of your classmates. Your instructor is not the only source of information in your course--you can gain great insight from your peers and they can learn from you as well.
 12. **Take the program and yourself seriously.** Elicit the support of your colleagues, family, and friends before you start out on your online adventure. This built-in support system will help you tremendously since there will be times when you will have to sit at your computer for hours at a stretch in the evenings and on weekends. When most people are through with work and want to relax is most likely when you will be bearing down on your course work. It helps to surround yourself with people who understand and respect what you are trying to do.
 13. **Make sure you have a private space where you can study.** This will help lend importance to what you are doing as well. Your own space where you can shut the door, leave papers laying around, and work in peace is necessary. If you try to share study space with the dining room or bedroom, food or sleep might take priority over studying.
 14. **Become a true advocate of distance learning.** Discuss the merits of the process with whoever will listen. In order to be successful in this new educational environment, you must truly believe in its potential to provide quality education which is equal to, if not better than, the traditional face-to-face environment. In discussing the value of online learning, you will reinforce its merits for yourself.
 15. **Log on to your course every single day....** or a minimum of three(3)-five(5) days a week. Once you get into the online system, you will be eager to see who has commented on your posting and read the feedback of your instructor and peers. You will also be curious to see who has posted something new that you can comment on. If you let too many days go by without logging on to your course discussion group, you will get behind and find it very difficult to catch up.
 16. **Take advantage of your anonymity.** One of the biggest advantages of the online format is that you can pursue your studies without the judgments typical in a traditional classroom. Unless you are using video conferencing, no one can see you--there are no stereotypes and you don’t have to be affected by raised eyebrows, rolled eyeballs, other students stealing your thunder, or people making other non-verbal reactions to your contributions. You don’t have to feel intimidated or upstaged by classmates who can speak faster than you because you can take all of the time you need to think your ideas through and compose a response before posting your comments to your class.
 17. **Be polite and respectful.** Just because you are anonymous, doesn’t mean you should let yourself go. Remember, you are dealing with real people on the other end of your modem. Being polite and respectful is not only common sense, it is absolutely obligatory for a productive and supportive online environment. In a positive online environment, you will feel valued by your instructor, valued by your classmates, and your own work will have greater value as well.
 18. **Apply what you learn.** If you are able to apply everything you learn as you learn it, you will remember it more readily. If it is possible, take the things you learn in your online course today and use them in your workplace tomorrow. Also, try to make connections between what you are learning and what you do or will do in your job. Contributing advice or ideas about the real-world as it applies to the subject matter you are studying helps you to internalize what you are learning. Your classmates may also say that it counts for them, as they will gain valuable insight from the experiences you share.

Technical Requirements for Online Learning

To be successful in taking online courses, students should:

Be able to perform basic computer operations such as:

- Copying, saving, moving and deleting files on your computer
- Installing new software
- Using a web browser such as Firefox, Chrome, Internet Explorer, etc.
- Using word processing software such as MS Word
- Using email for communication and to exchange files

Have access to:

- a computer with Internet connection (or be able to come to campus computer labs)
- email. Students are required to use the free student email available at Isothermal.
- required software. This will vary by course - check with your instructor. Nearly all courses will require common software such as a web browser and MS Word. Many courses will require JAVA, Adobe Flash, and Adobe Reader which are all free downloadable software.

NOTE: While even very old computers may be able to connect to the Internet, many machines more than three(3)-four(4) years old may not be able to run required software. Check with your instructor if you think your computer may be too slow to run special software required for some courses.

Appendix F COPYRIGHT INFRINGEMENT

LEGAL PROTECTION OF COPYRIGHTED WORKS

United States Copyright Law (Title 17 U.S. Code) provides authors of original literary, dramatic, musical, artistic, and certain other intellectual works the ability to control how their work is used by others. Section 106 of the copyright law gives the author exclusive right to:

- * reproduce the copyrighted work,
- * prepare derivative works based upon the copyrighted work,
- * distribute copies of the copyrighted work by sale or loan,
- * perform or display the copyrighted work publicly,
- * perform the copyrighted work publicly by means of a digital audio transmission.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of these exclusive rights granted to the author. Under the current law, copyright protection is automatic at the moment the work is “fixed” in a “tangible medium” - no registration or copyright notice is required. The author may transfer ownership of copyright to another party such as a publisher, or choose to grant a license (give permission) to another to exercise one or more of these rights. For more information about copyright see Copyright Basics or the U.S. Copyright Office’s FAQ page at www.copyright.gov/help/faq.

PEER-TO-PEER FILE SHARING

Peer-to-peer (P2P) file sharing is a convenient way for people to share files directly between computers using an online service. Normally, for a file to be available for download it would first need to be uploaded onto a web server, a computer designed specifically to “serve” content on the Web. The file sits on the server available for download at any time to anyone who is allowed to access it. P2P networking software bypasses the need to upload a file to a web server by allowing a user to search through certain files that the other users’ have on their computers and download them directly from the other users’ computers. When a file is shared through P2P, the computer that the file comes from is uploading the file at the same time the computer receiving the file is downloading the file. File sharing through a P2P network is not illegal so long as the person responsible for uploading the file has the legal right to distribute that file. However, since authors have the exclusive right to reproduce and distribute copies of their own work, sharing copyrighted music, videos, movies, articles, eBooks, or images without an author’s permission is an infringement of the author’s copyright. P2P networking and file sharing carries certain risks for you and your computer. If you have P2P software installed on your computer and do not have it configured properly you could be exposing parts of your hard drive to the P2P network that you did not intend to be visible. This could result in a whole series of problems ranging from unknowingly uploading copyrighted material to having your identity stolen.

COLLEGE POLICES REGARDING COPYRIGHT AND PEER-TO-PEER FILE TRAFFICKING

The College’s “Computer Resources/Internet Policy,” beginning on page 295, outlines unacceptable uses of the college’s computer resources, including peer-to-peer file sharing. Sanctions for violations of college polices may be found in Appendix A, “Student Rights, Responsibilities, and Judicial Procedures.”

SUMMARY OF CIVIL AND CRIMINAL PENALTIES FOR VIOLATION OF FEDERAL COPYRIGHT LAWS

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. See 18 U.S.C. §§ 2319(b); 3571(b)(3). For more information, please see the web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ’s at www.copyright.gov/help/faq.

LEGAL ALTERNATIVES TO ILLEGAL DOWNLOADING

The Higher Education Opportunity Act requires all colleges and universities to offer legal alternatives to unauthorized downloading. EDUCAUSE maintains a list of Legal Sources of Online Content to fulfill this purpose at www.educause.edu/legalcontent. No endorsement or evaluation of any of the linked resources, on the part of EDUCAUSE or Isothermal Community College, is intended. More information on copyright is available at the Isothermal Community College Library's web site, <http://library.isothermal.edu/copyright/intro>

**Appendix G
REGISTRATION/ADVISING FORM STUDENT WORKSHEET**

SUMMER REGISTRATION FORM



Department: _____
Priority Status: _____

Name _____ ID # _____
Phone _____ Major _____
Advisor _____ Term: **SUMMER 2020**
Email _____

1. Are you planning to graduate at the end of the **2020 SUMMER** semester? YES NO

2. Are you planning to graduate at the end of the **2020 FALL** semester? YES NO

3. Are you planning to graduate at the end of the **2021 SPRING** semester? YES NO

Phone/Address Correct in Datatel
(Check SPRO) Yes No

Class Schedule Preference (check all that apply)
 Full Time ONLINE DAY Anytime
 Part Time HYBRID EVENING

Pre or Co-Requisite Courses Needed:
Math: _____
English: _____

PERC EVAL
 XRISEA (IASU, TSUM, STAC)
 STAC

SUBJ/CRSE/SECT	TITLE	DAYS	TIME	STATUS
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____
6. _____	_____	_____	_____	_____

Alternates:

1. _____
2. _____
3. _____

Payment:

Students are required to pay for the classes by **4:30 pm on May 1, 2020** unless stated otherwise. Exceptions include: Final Registration, Schedule Adjustment, etc. If you receive financial aid, please check your Patriot Port account or contact the Financial Aid Office to make sure your aid is available. (Student Initial) _____

Withdrawing from Courses:

To properly withdraw from a course, you must complete the Drop/Withdrawal form, which includes your advisor's signature, and turn it into Student Services. Failure to do so may result in a failing grade for the course. Forms can be found in Student Services, the Advising and Success Center, or academic departments. Students are encouraged to review the Tuition Refund Policy and consult the Financial Aid Office, if receiving aid, prior to completing the Drop/Withdrawal form. (Student Initial) _____

Attendance (Census Date):

Students must attend their classes by the census date (10% date) to remain in the course. If you fail to attend classes, or fail to complete the mandatory course enrollment activity in an online, hybrid or web-assisted course by this date, you will be removed from the course with a status of "No Show". (Student Initial) _____

Waitlists:

Waitlists are processed using an automated notification system. When a seat becomes available to the next student on the list, they will receive an invite through their Isothermal email account. The student then has 24 hours to add the course to their schedule via Student Planning in Self Service through Patriot Port. Failure to add the course in the allotted time will forfeit their place in line and the next student will be notified. (Student Initial) _____

Mandatory Orientation:

Students with an active orientation restriction will NOT be able to register for courses until they have completed mandatory orientation. Students may log into Patriot Port and select the link for Online Orientation. Once complete, it will be approximately 24 hours before the restriction will be removed and registration can occur. (Student Initial) _____

Student Signature _____ Date _____ Advisor Signature _____ Date _____

Appendix H STUDENT REGISTRATION SCHEDULE



Fall Semester 2020

Planned: 0 Credits Enrolled: 13 Credits Waitlisted: 0 Credits

Schedule Details

Status	Course Title	Time	Location	Instructor
Registered, but not started	BIO-168-700IN: Anatomy and Physiology I	8/17/2020 - 12/13/2020	Internet, INTERNET	Canterbury, R
Registered, but not started	ENG-112-001TR: Writing/Research in the Disc	MW 12:30 PM - 1:45 PM 8/17/2020 - 12/13/2020	Administration, 207	Balmer, E
Registered, but not started	HIS-111-700IN: World Civilizations I	8/17/2020 - 12/13/2020	Internet, INTERNET	Parker, B
Registered, but not started	MUS-110-001TR: Music Appreciation	TTh 11:00 AM - 12:20 PM 8/17/2020 - 12/13/2020	Administration, 125	Jones, J

Appendix I DRUG AND ALCOHOL POLICY (Board approved policy: 601-02-01BP)

The illegal use of controlled substances, substances that cause impairment, and alcohol misuse or abuse are harmful to the health, well-being and safety of Isothermal Community College's (College) employees and students. Students who illegally use controlled substances, substances that cause impairment, or abuse alcohol are less productive, less reliable and prone to greater absenteeism resulting in unnecessary delays and safety risks. The College is committed to maintaining a safe educational environment free from the influence of illegal controlled substances, substances that cause impairment and alcohol.

I. PROHIBITED BEHAVIOR

Isothermal Community College campuses have been designated as "Drug Free" and only under approved circumstances is the consumption of alcohol permitted. The possession and/or use of any non-prescribed controlled substance, as defined in Chapter 90 of the General Statutes of North Carolina and federal laws, is not permitted on the campuses of Isothermal Community College. The consumption of alcohol or the possession of an open container that contains alcoholic beverages is prohibited on the campuses of Isothermal Community College.

This policy does not apply to the use of alcohol in instructional situations (e.g., cooking classes, laboratory experiments), social activities outside of normal business hours when attendance is not required or in conjunction with events at The Foundation Performing Arts and Conference Center which meet the requirements of all state laws and the nonexclusive catering services agreement. This policy does not apply to the proper use of lawfully prescribed controlled substances by a licensed health-care provider. "Proper use" is defined as the manner in which the healthcare provider prescribed the medication.

II. DEFINITIONS

For purposes of this policy, the following definitions shall apply:

- A. Alcohol means any beverage containing at least one-half of one percent (0.5%) alcohol by volume, including malt beverages, unfortified wine, fortified wine, spirituous liquor and mixed beverages.
- B. Controlled Substance means any substance listed in 21 CFR Part 1308 and other federal regulations, as well as those listed in Article V, Chapter 90 of the North Carolina General Statutes. Generally, the term means any drug that has a high potential for abuse and includes, but is not limited to heroin, marijuana, cocaine, PCP, GHB, methamphetamines, fentanyl, opioids and crack. This term also includes any drugs that are illegal under federal, state, or local laws and legal drugs that have been obtained illegally or without a prescription by a licensed healthcare provider or are not intended for human consumption.
- C. Substance means any substance taken that may cause impairment, including but not limited to bath salts, inhalants, or synthetic herbs.
- D. Conviction means the entry in a court of law or military tribunal of (1) a plea of guilty, nolo contendere, no contest or the equivalent; (2) a verdict of guilty; or (3) a prayer for judgment continued or a deferred prosecution.

III. DUTY TO REPORT

Each student is required to inform the College, in writing, within five (5) days after they are convicted for violation of any federal, state, or local criminal drug statute where such violation occurred while on College premises or as part of any activity initiated by the College. A conviction means the entry in a court of law or military tribunal of (1) a plea of guilty, nolo contendere, no contest or

the equivalent; (2) a verdict of guilty; or (3) a prayer for judgment continued or a deferred prosecution.

If any student is convicted of violating any criminal drug or alcohol statute while on College premises or as part of any activity initiated by the College, they will be subject to disciplinary action up to and including expulsion. Furthermore, students or guests who are in violation of alcohol and/or drug laws may suffer legal consequences ranging from fines up to criminal prosecution. Alternatively, the College may require the student to obtain a substance abuse evaluation from a certified or licensed substance abuse treatment professional and successfully complete any drug educational counseling and aftercare recommended, consent to regular drug testing at their expense, and adhere to other conditions and restrictions, including community service, as a precondition for continued enrollment at the College.

IV. CONSEQUENCES FOR VIOLATION

Isothermal Community College does not differentiate between drug users, drug pushers, or sellers. Any student or guest who unlawfully possesses, uses, sells, gives, or manufactures a controlled substance while on College premises, or as part of any activity initiated by the College, will be subject to disciplinary action up to and including expulsion and prosecution.

When there is evidence that a student or guest of the College is impaired by alcohol or another substance (including controlled substances), disciplinary actions may be taken up to and including expulsion and prosecution. Alternatively, the College may require the student to obtain a substance abuse evaluation from a certified or licensed substance abuse treatment professional and successfully complete any drug education counseling and aftercare recommended, consent to regular drug testing at their own expense, and other conditions and restrictions as a precondition for enrollment at the College. Evidence of impairment may be determined by behavior and/or appearance and includes but is not limited to: dilated pupils, a lag in response to verbal request(s), staggering or unsteadiness, the smell of alcohol, and/or incoherent communication. In the event that a situation arises, it is the responsibility of the student to provide contact information for transporting purposes. If no other transportation is available, law enforcement may be contacted. This section does not apply to law enforcement officers serving the College through the local sheriff's department. Law enforcement officers must adhere to their normal standards when conducting a search.

A student employed by the College is considered an employee of the College and is subject to the Drug-Free Work Place Policy. Any student who unlawfully possesses, uses, sells, or transfers alcohol while in the workplace, on College premises, or as part of an activity initiated by the College, will be subject to disciplinary action up to and including expulsion and prosecution.

Visitors and/or guests are subject to College policies and sanctions and state and federal law. Violators will be dismissed from campus and could be referred for local prosecution.

Students in certain programs including, but not limited to, health sciences may be subject to additional requirements related to drugs and alcohol. Students should be advised that alternative instructional sites and future employers may also require drug testing, criminal background checks, etc.

Note: Drug and Alcohol Policy violations are handled by College Administrators, contracted Rutherford County Sheriff's Deputies, and/or local law enforcement when necessary.

DISSEMINATION TO STUDENTS

A copy of the drug and alcohol prevention program and policies will be distributed annually to each student taking one or more classes of any kind for academic credit regardless of the student's program of study.

POLICY REVIEW

The College will review this policy in even numbered years.

COUNSELING, TREATMENT, REHABILITATION, AND RE-ENTRY PROGRAMS

The Advising and Success Center maintains a list of public and private treatment agencies, many of which are listed below. This list is subject to change. Students may contact College counselors for more information on these services.

Local Help Agencies

Blue Ridge Counseling Services (828) 286-0501

Family Preservation Services (828) 287-7945

Lifeline Counseling Center (828) 289-0574

*Life Span Psychological Services (828) 894-2300

*New Hope Counseling Center (828) 894-2238

Partners Behavioral Health, LME, 1-888-235-4673

Preferred Choice Healthcare (828) 287-7806 or (828) 248-4403

Woodridge Psychological Associates (828) 287-7806

*Located in Polk County

Hotlines:

Alcoholics Anonymous - Western Piedmont Intergroup (for Rutherford meetings) (704) 865-1561

Alcoholics Anonymous - N.C. Mountain Central Office (for Polk meetings) (828) 254-8539

Alcohol/Drug Council of NC 1-800-688-4232

National Drug and Alcohol Treatment Referral Routing Service 1-800-662-4357

SUBSTANCE ABUSE EDUCATION PROGRAM

The College has developed a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The program provides services related to drug use and abuse including dissemination of informational materials, educational programs, counseling services, referrals, and college disciplinary actions. The Student Activities Coordinator supports an overall coordination of the Drug-Free School Program. However, many services are the responsibility of other areas of the institution. These include:

- Alcohol and Drug Education: College counselors, Employee Assistance Program, college health classes, orientation classes.
- Counseling Services: College counselors, Employee Assistance Program.
- Referral Services: College counselors, Employee Assistance Program.
- College Disciplinary Actions: Dean of students, director of human resources, REaCH principal, dean of continuing education.

HEALTH RISKS

Health risks associated with the use of illegal drugs and the abuse of alcohol are wide ranging and varied depending on the specific substance involved and individual misuse or abuse pattern. These risks include, but are not limited to, psychological and physical addiction; respiratory depression; depression of the immune system; increased risk of heart disease, cancer, accidents, hypertension; brain damage; damage to unborn fetus; impotence at high dosage levels; liver disease. Even low doses significantly impair judgement and coordination required to drive and operate equipment safely and may increase the incidence of a variety of aggressive acts. Moderate to high doses can cause marked impairments in higher mental functions, severely altering the user's ability to learn and remember. For more information on the health risks associated with drug and alcohol abuse, consult the National Institute on Drug Abuse website at www.drugabuse.gov.

TYPES OF DRUGS	HEALTH RISKS
<p>Schedule I Heroin, LSD, Peyote, Mescaline, Psilocybin (Shrooms), Other Hallucinogens, Methaqualone (Quaaludes), Phencyclidine (PCP) and MDA, Fentanyl, Ecstasy, GHB</p>	<p>Psychologically and physically addictive, depression, withdrawal symptoms, convulsions, death, unpredictable behavior with hallucinogens; possible damage to unborn fetus</p>
<p>Schedule II Morphine, Demerol, Codeine, Percodan, Percocet, Fentanyl, Dilaudid, Secondal, Nembutal, Cocaine, Amphetamines, Hydrocodone, Hydromorphone Oxycodone, Doriden, and any other opium and opium extracts and narcotics</p>	<p>Psychologically and physically addictive, withdrawal symptoms, convulsions, respiratory failure, frequent accidents, possible damage to unborn fetus; death; cocaine and amphetamines increase blood pressure which can lead to irregular heartbeat and death; amphetamines can cause agitation, increase in body temperature, hallucinations, convulsions, possible death</p>
<p>Schedule III Certain barbiturates such as amobarbitol and codeine containing medicine such as Fiorinal #3, Tylenol #3, Empirin #3, and codeine-based cough suppressants such as Tussionex; Hydrocodone, and all anabolic steroids</p>	<p>Psychologically and physically addictive, potential liver damage, nausea and vomiting, dizziness, disorientation, shallow breathing, cold and clammy skin, coma, possible death; withdrawal symptoms include anxiety, tremors, insomnia, convulsions, possible damage to unborn fetus</p>
<p>Schedule IV Barbiturates, narcotics, and stimulants including Valium, Talwin, Librium, Equanil, Placidyl, Tranzene, Serax, Ionamin (yellow jackets), Xanax</p>	<p>Psychologically and physically addictive; drowsiness, withdrawal symptoms, tremors, abdominal and muscle cramps, insomnia, anxiety, convulsions, possible death; possible damage to unborn fetus</p>
<p>Schedule V Compounds that contain very limited amounts of codeine, opium, and atropine, Robitussin AC</p>	<p>Psychologically and physically addictive; nausea, gastrointestinal symptoms, drowsiness, withdrawal symptoms including runny nose, watery eyes, panic, chills, cramps, irritability, possible damage to unborn fetus</p>
<p>Schedule VI Marijuana, THC, Hashish, Hash Oil, Tetrahydrocannabinol</p>	<p>Psychologically addictive; increased risk of lung cancer, bronchitis, and emphysema; contributes to heart disease, fatigue, paranoia, possible psychosis; withdrawal symptoms including insomnia, hyperactivity and decreased appetite; depression of the immune system; decreased sperm count in men and irregular ovulation in women</p>

USE OF TOBACCO PRODUCTS

Isothermal Community College is a tobacco-free campus effective January 1, 2019. This applies to all employees, students, contractors, vendors, and visitors. For policy details, see policy 802-02-01BP Use of Tobacco Products.

STATE AND FEDERAL LEGAL SANCTIONS

The possession, sale, manufacture, or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by contracted campus enforcement officers as well as local law enforcement. Violators are subject to College disciplinary action, criminal prosecution, fine, and imprisonment. For the most recent and complete Federal Trafficking Penalties information, visit the U.S. Drug Enforcement Administration webpage. North Carolina Controlled Substances Act describes state specific penalties at https://www.ncleg.net/EnactedLegislation/Statutes/HTML/BySection/Chapter_90/GS_90-95.html.

Appendix K
COMPLAINT POLICY AND PROCEDURES
(Board approved policy: 601-02-02BP)

Isothermal Community College students and members of the public have the right to file informal and written complaints regarding Isothermal Community College personnel or actions and to know Isothermal Community College's policy and procedures for responding to these complaints. As such, the president establishes and publishes procedures for filing and responding to informal and written complaints. Accordingly, the Written Complaint Policy is located in the *College Catalog and Student Handbook*, which is available in print and in electronic form on the website.

COMPLAINT PROCEDURES (As established and approved by the president)

Given the variety of situations in which complaints might arise, the response to concerns will follow either the informal or the written process. In order to make the process as clear as possible the following definitions will be used:

Informal Complaint: Complaints are considered informal when they are expressed verbally. In these cases, the procedure for informal complaints is to be followed.

Written Complaint: The Written Complaint Policy should be followed for any complaint received in writing.

Other Student Complaint: The College complies with all federal and state regulations regarding complaints and establishes procedures for responding to the concerns of students. Procedures for filing other student complaints can be found in the Student Grievance Procedure for In-State and Out-of-State Students section of the Distance Learning page on the College website.

This policy does not apply to (a) student grade appeals, (b) human resource policies, (c) appeal and grievance policies and procedures explicitly described in the Isothermal Community College Learning Manual, (d) any formal appeal or grievance covered by another Isothermal Community policy e.g., Code of Conduct, Student Unlawful Harassment/Discrimination Policy, etc. Information regarding student rights, responsibilities, and judicial procedures is available in the current *College Catalog and Student Handbook*.

Procedure for Informal Complaints

Informal (verbal) complaints by students or members of the public are to be dealt with through a discussion between the complainant and the initial college contact. If the complaint involves an instructor, the complainant should first discuss the issue with the instructor prior to initiating a conversation with the instructor's supervisor. If the complainant has a compelling reason not to discuss the issue with the instructor, he/she may take the issue directly to the instructor's supervisor. If through this process a mutually satisfactory resolution of the complaint cannot be reached, the complainant may put the complaint in writing and move to the policy and procedure on written complaints. Otherwise, the complaint will be considered inactive.

It is the responsibility of the administrator involved in an informal complaint to write a memorandum for the record detailing the nature of the complaint and the resolution. The administrator is to retain such memoranda in a file accessible to their supervisor upon request. Files must be maintained as required by the North Carolina Community College Records Retention and Disposition Schedule for complaints involved in litigation.

Procedure for Written Complaints

1. Written complaints by students or members of the public are to be dealt with by the responsible college administrator supervising an area. Faculty and staff who receive a written complaint should forward it to the supervisor of the area(s) involved in the complaint.
2. The administrator handling the complaint is to gather information as necessary. Information must be gathered from the complainant.
3. A written response (hard copy or e-mail) must be sent to the complainant. The administrator must maintain a copy of the complaint, information regarding how the complaint was investigated, and the written response as required by the North Carolina Community College Records Retention and Disposition Schedule for complaints involved in litigation. A brief description of the nature of the complaint, the name and contact information of the student or member of the public filing the complaint, a description of the steps involved in researching the complaint, and the date of the response will be sent to the dean of students/dean of continuing education who will also maintain a record of the complaint including the date of the College's response. The dean of students/dean of continuing education will examine the complaint record on an ongoing basis for patterns related to complaints. If a pattern of complaints is identified, this information will be communicated to the appropriate vice president immediately. If a pattern of written complaints directly involves an action(s) of a vice president, this information will be referred to the president.

Appeal Procedure for Written Student Complaints

The complainant may appeal the decision reached as a result of the aforementioned investigation with the appropriate vice president. The vice president will render a decision or convene a review committee. Disagreement with the responsible college administrator's findings or determination, by itself, is not grounds for an appeal. If a review committee is convened, the following will apply:

1. The committee will be composed of the appropriate vice president or designee, who serves as chair, faculty, staff, and/or administrators.
2. The complainant will be invited to the review committee meeting, but the meeting will proceed as planned if the complainant fails to appear. The complainant may have an advisor present during the review committee meeting. However, the complainant must inform the vice president in writing at least two days prior to the meeting that an advisor will be present.

3. The responsibility of the committee will be limited to:

Upon review, a written response (hard copy or email) from the review committee chair should be sent to the complainant. A copy of the complaint, minutes from the review committee meeting, information regarding the specific steps undertaken in the review process, and the written response must be maintained by the vice president. A brief description of the nature of the complaint, the name and contact information of the student filing the complaint, a brief description of the committee review process, and the date of the response will be sent to the dean of students who will maintain a record of the complaint including the date of the College's response.

If the complainant is not satisfied with the decision, the complainant may appeal within five working days through a signed, written statement to the president of the College. The decision of the president will be final. A record of the date of this final response will be sent to the dean of students /dean of continuing education who will also maintain a record of the response.

Ordinarily, processes associated with the written student complaint policy and related appeals should be handled by the College within six weeks from the date of receipt.

Appendix L
STUDENT UNLAWFUL HARASSMENT/DISCRIMINATION POLICY
(Board approved policy: 601-02-05BP)

Isothermal Community College ("College") strives to make its campus and centers safe and welcoming learning and working environments. Pursuant to the Clery Act, Title IX of the Education Amendments of 1972, the Violence Against Women Act, the Campus SaVE Act and other applicable federal and state laws and regulations, the College hereby adopts these procedures when investigating, disciplining and educating the College Community about sexual harassment and sexual-based violence.

I. DEFINITIONS

The following definitions shall apply to these Procedures and shall be collectively referred to herein as "discrimination, harassment and sexual-based violence".

- A. **Confidential Employee** – is not a Responsible Employee and is not required to report incidents of sexual misconduct to the College's Title IX Coordinator if confidentiality is requested by the student. Confidential Employees designated by the College are the Director of the Advising and Success Center and the Accessibility Support Counselor. If a student is unsure of someone's duties and ability to maintain one's privacy, the student should ask the person before he/she speaks to him/her.
- B. **Consent** – explicit approval to engage in sexual activity demonstrated by clear actions or words. This decision must be made freely and actively by all participants. Non-verbal communication, silence, passivity or lack of active resistance does not imply consent. In addition, previous participation in sexual activity does not indicate current consent to participate and consent to one form of sexual activity does not imply consent to other forms of sexual activity. Consent has not been obtained in situations where the individual: i) is forced, pressured, manipulated or has reasonable fear that they will be injured if they do not submit to the act; ii) is incapable of giving consent or is prevented from resisting due to physical or mental incapacity (including being under the influence of drugs or alcohol); or iii) has a mental or physical disability which inhibits his/her ability to give consent to sexual activity.
- C. **Dating Violence** – violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- D. **Discrimination** – any act or failure to act that unreasonably and unfavorably differentiates treatment of others based solely on their race, religion, ethnicity, national origin, gender, gender identity, sex, age, disability, pregnancy or parenting status, genetic information and veteran status. Discrimination may be intentional or unintentional.
- E. **Domestic Violence** – felony or misdemeanor crime of violence committed by:
 - A current or former spouse or intimate partner of the victim;
 - A person with whom the victim shares a child in common;
 - A person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
 - A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
 - Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- F. **Harassment** (see specific definition for Sexual Harassment) – behavior, including verbal or physical conduct, that is unwelcome; that denigrates or shows hostility toward an individual; and that is sufficiently severe, persistent, and pervasive from both a subjective perspective (i.e., the recipient's view) and from an objective perspective (i.e., a reasonable person's view) that it creates an intimidating, hostile, degrading, insulting or offensive work or learning environment; interferes unreasonably with an individual's work or academic performance; or otherwise unreasonably adversely affects an individual's employment or educational opportunities.
- G. **Responsible Employee** – a College employee who has the authority to take action to address sexual harassment/misconduct; who has been given the duty of reporting incidents of sexual harassment/misconduct or any other misconduct by students to the Title IX coordinator or other appropriate designee; or who a student reasonably believes has this authority or duty. The College's Responsible Employees include all College administrators (Deans, Directors, Coordinators and Vice Presidents). If a student is unsure of someone's duties and ability to maintain one's privacy, the student should ask the person before he/she speaks to him/her.
- H. **Sexual Assault** – any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.
- I. **Sexual Harassment** –unwelcome sexual advances, requests for sexual favors, verbal comments regarding a person's pregnant or parenting status, and other verbal or physical conduct of a sexual nature when:

- submission to the conduct is made a term or condition of an individual's employment or academic performance (either implicitly or explicitly);
 - when submission to or rejection of the conduct is used as the basis for employment or educational decisions affecting the individual; or
 - such conduct is sufficiently severe, persistent, and pervasive from both a subjective perspective (i.e., the recipient's view) and an objective perspective (i.e., a reasonable person's view) that it interferes with an individual's work or academic performance or to creates an intimidating, hostile, or offensive working or learning environment. Occasional compliments of a socially acceptable nature do not constitute sexual harassment.
- J. **Stalking** – engaging in a course of conduct directed to a specific person that would cause a reasonable person to fear for his/her safety or the safety of others or suffer substantial emotional distress.

II. REPORTING

All members of the College community are expected to take appropriate action to prevent discrimination, harassment and sexual-based violence. All Responsible Employees are required to report such alleged acts to the Title IX and/or Deputy Coordinator, or appropriate College officials. All Responsible Employees receiving a complaint of discrimination, harassment or sexual based violence shall immediately refer the complaint to the appropriate person. For acts of sexual based violence, Responsible Employees shall inform the reporting party of the right to contact law enforcement.

If a student wishes to keep the details of an alleged incident confidential, he/she should speak with a Confidential Employee, health service provider or off-campus counselors in order to maintain confidentiality. Campus counselors are available to help students free of charge. For information on the College's counseling services, contact the Director of the Advising and Success Center at 828-395-1660.

Reports of sexual harassment and sexual-based violence should be made to the College's appropriate Coordinator:

Employees and Community Members:

Amy Harper
 Director of Human Resources
 Administration Building, Main Campus
 aharper@isothermal.edu
 828-395-1294

Curriculum Students:

Sandra Lackner
 Dean of Students
 Student Center Building, Main Campus
 slackner@isothermal.edu
 828-395-1429

Continuing Education Students:

Donna Hood
 Dean of Continuing Education
 The Foundation Building, Main Campus
 dhood@isothermal.edu
 828-395-1404

PCEC Students:

Mary Metcalf Greene
 PCEC Director
 Polk County Early College, Columbus, NC
 mgreene@polkschools.org
 828-894-2698

REaCH Students:

Jeremiah McCluney
 REaCH Principal
 Lifelong Learning Center, Main Campus
 jsmcclun@rcsnc.org
 828-395-4164

The Coordinator shall receive annual training on issues related discrimination, harassment and sexual-based violence and how to conduct a fair and impartial investigation that protects alleged victims and promotes accountability. See Policy 602-03-00BP for reporting disability discrimination.

III. INITIAL INVESTIGATION

Members of the College community are encouraged, but not required, to resolve issues informally and may attempt to do so directly with the other party or with the assistance of a supervisor or other College official. In circumstances in which informal process fails or is inappropriate, in the cases of sexual harassment and sexual-based violence, or in which the reporting party requests formal procedures, the complaints will be investigated promptly, impartially and thoroughly according to the following procedures:

1. Individuals filing complaints ("reporting party") are urged to do so in writing as soon as possible but no later than thirty (30) days after disclosure or discovery of the facts giving rise to the complaint. Complaints submitted after the thirty (30) day period will still be investigated; however, the reporting party should recognize that delays in reporting may significantly impair the ability of College officials to investigate and respond to such complaints. The Title IX Coordinator will oversee the investigation process. Trained Title IX Investigators shall fully investigate any complaints, and if the complaint also involves an employee, they will collaborate with the College's Director of Human Resources or designee. During the course of the investigation, the Coordinator may consult with other relevant College administrators and the College Attorney.
2. During the investigation, the Coordinator and/or Investigator shall speak with the reporting party and the respondent and give each party an equal opportunity to provide evidence, including informing the Coordinator of any potential witnesses. Both parties will be provided access to any information provided by the other in accordance with any federal or state confidentiality laws.
3. During the investigation process, the Coordinator may implement interim measures in order to facilitate an efficient and thorough investigation process as well as to protect the rights of all parties involved. The interim actions include, but are not limited to: reassignment of class schedules; temporary suspension from campus (but be allowed to completed coursework); or directives that include no contact between the involved parties.

4. A confidential file regarding the complaint shall be maintained by the Coordinator. To the extent possible, the College will keep all information relating to the complaint and investigations confidential; however, to maintain compliance with the Clery Act, both parties will be informed of the outcome of any institutional proceeding alleging sexual harassment or sexual-based violence.
5. The Coordinator shall make every effort to conclude the investigation as soon as possible but no later than thirty (30) calendar days. If nature of the investigation requires additional time, the Coordinator shall notify the parties.
6. Upon making the complaint, reporting parties alleging sexual harassment and sexual-based violence will be immediately notified that they have to right to seek additional assistance from law enforcement and have the right to seek, among other things, judicial no-contact, restraining and protective orders. Reporting parties will also be notified of available counseling services and their options for changing academic situations.

IV. DETERMINATION AND APPEAL

A. Coordinator's Report

The Coordinator shall prepare a report of his/her investigation and review the report with both the reporting party and the respondent and, if appropriate, implement any corrective and/or disciplinary action based on the preponderance of the evidence. Appropriate disciplinary action shall depend upon the seriousness of the misconduct and may include: a warning, written reprimand, suspension, expulsion from College property or denial of access to College services or programs.

Any disciplinary action will be implemented immediately and shall not be delayed in the event of a pending appeal.

B. Appeal to the Vice President

If the reporting party or respondent is dissatisfied with the Coordinator's determination, s/he may appeal to the appropriate Vice President within ten (10) calendar days upon receipt of the Coordinator's report. The Vice President will render a decision or convene a review committee. Disagreement with the responsible college administrator's findings or determination, by itself, is not grounds for an appeal. If a review committee is convened, the following will apply:

1. The committee will be composed of the appropriate vice president or designee, who serves as chair, faculty, staff, and/or administrators.
2. The appealing party will be invited to the review committee meeting, but the meeting will proceed as planned if the appealing party fails to appear. The appealing party may have an advisor present during the review committee meeting. However, the appealing party must inform the vice president in writing at least two days prior to the meeting that an advisor will be present.
3. The responsibility of the committee will be limited to:
 - o A review of the investigation to determine whether or not any procedural or policy error(s) occurred which may change the outcome of the decision;
 - o A review of substantive and relevant new information that was not available at the time of complaint investigation that may change the outcome of the decision.

A written response (hard copy or email) from the review committee chair should be sent to the complaint. A copy of the complaint, minutes from the review committee meeting, information regarding the specific steps undertaken in the review process, and the written response must be maintained by the vice president. A brief description of the nature of the complaint, the name and contact information of the student filing the complaint, a brief description of the committee review process, and the date of the response will be sent to the Title IX Coordinator who will maintain a record of the complaint including the date of the College's response.

If the appealing party is not satisfied with the decision of the review committee, the appealing party may appeal within five (5) working days through a signed, written statement to the President of the College. The decision of the President will be final. A record of the date of this final response will be sent to the Title IX Coordinator who will maintain a record of the response.

V. PROTECTION AGAINST RETALIATION

The College will not in any way retaliate against an individual who makes a report of discrimination, harassment or sexual-based violence in good faith or who assists in an investigation. Retaliation includes, but is not limited to: intimidation, disciplinary action, reprisal or harassment. Retaliation is a serious violation and should be reported immediately. The College will take disciplinary action against any employee or student found to have retaliated against another in violation of these procedures.

VI. EMPLOYEE AND STUDENT RELATIONSHIPS

For detailed information see Policy 306.02.05BP.

VII. PREGNANT AND PARENTING STUDENTS

Title IX regulations specifically prohibit discrimination against a student based on pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from any of these conditions. Title IX regulations also prohibit the college from excluding a pregnant student from participating in any part of an educational program. If a pregnant student desires accommodations to assist with their participation in the educational process, the student may submit a Title IX Request for Academic Accommodations for Pregnancy form to the Accessibility Counselor. For more information, contact the Advising and Success Center.

VIII. SUSPENSION OF PROCEDURES

In cases of emergency or serious misconduct, the president or the president's designee reserves the right to suspend this process and may enact appropriate action for the welfare and safety of the College community.

IX. STUDENT AND EMPLOYEE EDUCATION AND ANNUAL TRAINING

All new students and all employees shall be required to participate in a primary prevention and awareness program that promotes awareness of discrimination, harassment and sexual-based violence. This program will be held annually during each fall semester.

At this annual training, students and employees must receive training in the following areas:

1. Information about safe and positive options for bystander intervention skills;
2. What "consent" means with reference to sexual activities.
3. Risk reduction programs so students recognize and can avoid abusive behaviors or potential attacks;
4. How and to whom to report an incident regarding discrimination, harassment and sexual-based violence;
5. The importance of preserving physical evidence in a sexual-based violent crime; and
6. Options about the involvement of law enforcement and campus authorities, including the alleged victim's option to: i) notify law enforcement; ii) being assisted by campus authorities in notifying law enforcement; iii) declining to notify law enforcement; and iv) obtaining "no-contact" or restraining orders.

Each year, the college will make reasonable efforts to see that all students and employees receive a copy of these procedures. They will be sent to the respective student and employees email address of record if one exists, and if not, reasonable efforts will be made to disseminate the information in another way. These Procedures will be maintained online in the College's website and a hard copy will be kept on file (in English and Spanish) in the Coordinator's office. Other translations will be made available upon request.

Appendix M TRESPASSING POLICY

(Administrative approved policy: 802-02-04AP)

Isothermal Community College is open to its faculty, staff, students, and members of the community. Under the Laws of North Carolina (GS 14-159.12 and 14-159.13), Isothermal Community College has the right to forbid a person to come on its property, in order to maintain an atmosphere in which people in the college community can go about their varied activities. Persons on campus that prevent or disrupt business activities and interfere with the mission of the college may be subject to trespass. The College President has authorized officers from the Rutherford County Sheriff's Department to issue a trespass notice and to enforce as necessary the rights of the College under the statutes cited. Persons to whom the campus is open do not always have the "right" to be in specific areas at any time. (Example: student center, classrooms, business offices, etc.) Therefore, any person can be trespassed from specific parts of the campus, and the rest of the campus may remain open to him or her.

The following procedures have been established when an officer has observed incidents involving person(s) who are a nuisance, a perceived threat, or a disruption to the learning environment. As a contracted officer for the College, should a situation arise dealing with a person(s) that is unruly, a nuisance, or is threatening, the officer may either advise this person that he or she should leave the premises or the officer may issue an OFFICIAL TRESPASS NOTICE as authorized by the College President. Refusal of the person to comply with the request by an officer may result in his or her arrest for trespassing.

GROUND FOR A TRESPASS NOTICE

It is necessary that the grounds for such warnings be consistent and that warnings be given and documented adequately whenever possible. Therefore, the following guidelines should be followed when such trespassing warnings are necessary.

Trespass Notice - In order to issue a trespass notice, there must be a reason based upon the individual's action(s), or the location and time of day. The person's race, age, or appearance cannot enter into the reason for the trespass warning. All faculty and staff are encouraged to notify the Campus Officers promptly when any of the reasons for trespass are observed. Reasons a person may be issued a trespass warning include, but are not limited to, the following reasons:

- Prowling around buildings or parking lots without explanation
- Committing any crime on campus
- Being a nuisance to any member of the College community
- Refusing to identify him or herself
- Camping on college property without permission
- Behaving in a disorderly manner
- Violation of the Student Code of Conduct

Arrest - When a trespass warning has been given it is hoped that an arrest will not be necessary; however, arrest may be necessary in some cases. The following situations clearly indicate that an arrest is indicated:

- A person has been warned but refused to leave the campus.
- A person is stopped and records indicate that the person has received a previous trespass warning.

Process for Requesting a Release of Trespass

1. A request for releasing a trespass will not be considered by the President within six months of the trespassed date. The form should be requested from the Dean of Student Services, Dean of Continuing Education or a Campus Officer.
2. Prior to submitting the request for release of the trespass, if the individual has been suspended by the Dean of Student Services or Dean of Continuing Education, the trespassed individual must communicate with the appropriate Dean the desire that the suspension be lifted. A REQUEST FOR LIFTING A SUSPENSION IS COMPLETELY SEPARATE FROM A CONTINGENCY RELEASE OF TRESPASS. IF A SUSPENSION IS LIFTED THERE IS NO EXPECTATION OR IMPLICATION THAT A CONTINGENCY RELEASE OF TRESPASS WILL BE GRANTED.
3. The trespassed individual must submit to the President's Office via direct mail the form requesting a Contingency Release of Trespass with a written request attached addressing the following items:
 - i. how the individual has or intends to alter behavior(s)/actions that contributed to the initial trespass
 - ii. the reason for desiring to return to campus
4. Upon receipt of the request, the President will consult with the appropriate Campus Enforcement Officer(s) and

- Administrator(s) for a recommendation to proceed or deny the request.
5. The President will review the recommendations and determine whether to proceed with the process or deny the request.
 6. If the determination is made by the President to proceed, the trespassed individual will be required to meet with the Campus Enforcement Officer(s) and the appropriate Administrator(s) to discuss, identify, and document the restrictions and stipulations of the release.
 7. The recommendation with outlined restrictions and/or stipulations will be forwarded to the President.
 8. The appropriate Vice-President will review the documentation and make a recommendation to the President.
 9. A determination will then be made by the President whether a meeting with the trespassed individual and the appropriate Vice-President is desired prior to rendering a decision.
 10. Following the review and the meeting, if applicable, the president will render the decision and notify the requesting party using the information provided on the request form. The decision of the President is final.
 11. To be effective, the request for release process must be completed in totality with the appropriate signatures.
 12. FAILURE TO COMPLY WITH THE STATED RESTRICTIONS AND/OR STIPULATIONS MAY RESULT IN THE REINSTATEMENT OF THE TRESPASS OR FURTHER SANCTIONS.

Appendix N
INTELLECTUAL PROPERTY POLICY
 (Board approved policy: 306-02-09BP)

Isothermal Community College in its effort to improve life through learning encourages the development of intellectual property which may enhance the learning process or environment.

A college employee or student owns all rights to copyrightable or patentable independent works created by that employee or student with out college support. However, unless otherwise provided for in a rights agreement, the college asserts that all intellectual property created by faculty, staff or students while using college resources or as a result of employment with the college will belong to the institution.

Intellectual property may be defined as any intellectual or creative works that can be copyrighted or patented. Such works may include but are not limited to literary, musical, dramatic or artistic works, computer software, multimedia presentations or inventions.

The following conditions and criteria will be used by a committee appointed by the president to determine the ownership of a copyright or patent and to determine the distribution of any benefits arising from any such intellectual property.

1. Ownership shall reside primarily with the employee or student if the following criteria are met:
 - a. The work is the result of an individual initiative, not requested by the college.
 - b. The work is not the product of a specific contract or assignment.
 - c. The work was not produced as a part of the employee's normal job duties as detailed in their job description.
 - d. The work involves less than 50% use of college facilities, time, and/or other resources and was not produced as a result of a previously existing college-owned copyright or patent.
2. Ownership shall reside primarily with the college if the above criteria are not met and/or if the following criteria apply:
 - a. The work is prepared within the scope of an employee's job duties.
 - b. The work is the product of a specific assignment made as a part of that employee's position with the college.
 - c. The development of the work involved more than 50% use of facilities, time and/or other resources. These resources may include, but are not limited to, released time, grant funds, college personnel, salary supplement, leave with pay, equipment or other materials.
3. Both the student and the college will retain portfolio rights to the works that may result from student assignments.
4. The college and the employee/student may enter into an agreement for joint ownership, sharing of royalties or reimbursement to the college for its resources and support. When it can be foreseen that copyrightable or patentable property may be created, an agreement for ownership of the sharing of benefits should be established before the creation of the property. In all cases the college will maintain the right to use the work without compensation to the individual for such use.
5. If an employee is granted full or partial leave, with pay, such as release time or educational leave, the employee and the college will share in any financial gain, and the college's share will be negotiated prior to the time the leave is taken. Earned annual leave is exempt from this provision.
6. In the case of a work created under the provisions of a grant, the terms of the grant will determine the ownership and benefits distribution of the property created.

Appendix O FACILITIES

ADMINISTRATION BUILDING

Located in the Administration building is Academic Development office, faculty, and classrooms, Arts and Sciences office, faculty, labs and classrooms, Assessment, Planning and Research Office, Business Office, Human Resources, Presidential Office Suite, Public Information Office, Webmaster, Tutoring Center, and Writing Center.

BUSINESS SCIENCES BUILDING

Located in the Business Sciences and Autobody building is Business Sciences office, faculty, and classrooms, Blue Room 112, Red Room 137, Chocolate Room 136, Agribusiness, Banking and Finance, Marketing and Retailing, Computer Programming, Computer Information Technology, Entrepreneurship, Information Systems Security, Medical Office Administration, Networking Technology, Office Administration, Web Technologies, Accounting Lab, Computer Lab, and Career Readiness Certification (CRC) lab.

COMMUNICATIONS BUILDING

Located in the Communications building is Advertising & Graphic Design, Campus Print Shop, Customized Training & Development Room, Electrical Technology, Broadcasting and Production Technology, WLOS, and WNCW.

ENGINEERING TECHNOLOGY AND WORKFORCE DEVELOPMENT CENTER BUILDING

Located in the Engineering Technology and Workforce Development Center building is Applied Sciences office, faculty, classrooms, Computer Engineering Technology, Electronics Technology, Small Business Center and Workforce Development offices.

THE FOUNDATION - A Center for Learning and the Arts

The ground floor includes offices and College and Career Readiness classrooms, customized training and development, continuing education, defensive driving, truck driving, Small Business Center, and visitor information.

Located on the second and third floors of The Foundation Building, the Performing Arts and Conference Center plays host to an array of events, from concerts to wedding receptions. Cultural events include a variety of performance disciplines including dance, theatre, popular and classical music, family friendly variety shows, plays produced specifically for young audiences, as well as lectures and seminars. Programming is presented by the College and by community and regional based promoters.

A listing of public events can be viewed on the facility web site at www.FoundationShows.org. Some special student ticket pricing is available for select events. The facility box office can be called at 828-286-9990 and is located at the second floor entrance of the North parking lot. The conference space is used for a variety of events including proms, weddings, seminars, trade shows, and reunions, as well as smaller meetings and retreats. For facility rental information, you may call the Director of the Performing Arts and Conference Center at 828-395-1454.

HEALTH AND PUBLIC SERVICES BUILDING

Located in the Health and Public Services building is Health and Public Services faculty and staff offices, classrooms, Basic Law Enforcement Training (BLET), Criminal Justice, Early Childhood Education, Emergency Services, and Human Services Technology.

INFORMATION TECHNOLOGY BUILDING

Located in the information technology building is the IT Department, Coordinator of Technology Enhanced Learning, and Isothermal Digital Education Academy (IDEA).

LIBRARY

The College library is located near the center of the Rutherford Campus overlooking the lake. It provides many materials and services you may need in support of your courses as well as a quiet place to study or relax. Public computers in the lobby provide access to Microsoft Office and the internet. Printing and copying services are available for a nominal fee.

Library Hours: Monday – Thursday 7:45 a.m. - 7:00 p.m.; Friday 7:45 a.m. - 4:30 p.m. Holiday, Summer and Semester Break hours as posted.

Telephone Reference and Circulation Desk: 828-395-1307. For more information about library services see “Library” under LEARNING AND SUPPORT RESOURCES section.

LIFELONG LEARNING CENTER

Located in the Lifelong Learning Center are Arts & Sciences faculty and classrooms and REaCH office, faculty, and classrooms.

MACHINING TECHNOLOGY BUILDING

Located in the machining technology building is manufacturing technology and mechanical engineering technology

MAINTENANCE BUILDING

Located in the Maintenance building is college vehicle reserve and shipping and receiving.

POLK CENTER

Polk Center offers a wide variety of non-credit courses (continuing education) ranging from self-enrichment courses to those that offer training to volunteer firemen, rescue personnel, certifications in allied health occupations and Dental Assisting. Courses to improve occupational skills are offered as well. Adult basic education, adult high school diploma, and adult high school equivalency programs are available. English as a second language (ESL) classes are offered for persons whose native language is not English. Polk Center is a vital part of the community. Non-profits, civic, and government agencies utilize the facility for meetings. Special events, including musical concerts, are offered to the public free of charge at least once a month. A Holiday Open House is held each year in mid-December.

The Polk Center is located at 1255 West Mills Street, Columbus, North Carolina. A continuous art exhibit of student work is displayed in the gallery. Regular hours of operation are Monday through Thursday, 8:00 a.m.–9:00 p.m., Friday, 8:00 a.m.–4:00 p.m. and other prearranged times including weekends. Additional information may be obtained by visiting the campus, calling 828-894-3092, or visiting our website at www.isothermal.edu/polk.

RUTHERFORDTON LEARNING CENTER

The Rutherfordton Learning Center is located at 134 Maple Street, Rutherfordton, North Carolina, five miles from the Rutherford Campus. The Center offers a variety of non-credit courses (continuing education) as well as the Associate Degree Nursing (ADN) and Practical Nursing Education (PNE) programs. The location is ideal for nursing programs due to its proximity to the county's hospital. The hospital collaborates with the College to provide clinical rotations for nursing students. Nursing students attend classes at this location only after gaining admission to the ADN or PNE program. Both programs require the completion of the majority of general education courses prior to entering the nursing program. Both the Director of the Foothills Nursing Consortium and the Director of the Practical Nursing Program are located at the Rutherfordton Learning Center along with their respective support personnel.

Nursing students will take nursing courses at this campus. Students who need to complete General Education courses for program will take those at the Rutherford Campus. Since these courses continue to be offered on the Rutherford Campus, students first access financial aid, admissions and pre-health science advising services on the Rutherford Campus. Once admitted into the nursing program, the nursing staff serve as advisors for nursing students. The nursing staff have offices at the Rutherfordton Learning Center, and they are available at the off-campus site.

The Rutherfordton Learning Center provides access to a variety of learning resources. Because the College currently leases another portion of this location for Continuing Education courses, some administrative staff are on site during normal office hours. A maintenance staff person is also on site during the evening for added security. The campus security staff is available and visits this site on a regular basis.

In addition to the services provided at the physical site, other college services are available for students to access online. Students have access to library services, student services, the bookstore, the *College Catalog and Student Handbook*, Patriot Port, and many other resources from the college website homepage. Student Services, including the Office of Accessibility (Disability Services), Financial Aid, Admissions, career counseling information, and assessment and testing are available at www.isothermal.edu. The college webpage also provides information including admissions requirements, an employee directory, student activities, and instructions for accessing student email, Moodle, and Patriot Port.

Students at the Rutherfordton Learning Center have access to a wide variety of online library resources, including NC LIVE. Members of the library staff can be reached for assistance by telephone or email during regular library hours. Additionally, they are available to visit classes at the Center for orientation to library services that are targeted toward their area of study. For the telephone number, hours, and more information refer to the "Library" section.

SMALL BUSINESS CENTER

Those considering a new business venture, thinking about expanding current business, or who need help in developing a business plan may access Isothermal Community College's Small Business Center. Generally designed for companies with fewer than 100 employees, the Small Business Center provides additional training, one-on-one confidential counseling, access to a statewide network of business experts, and the professional contacts and information needed by small businesses. All services through the Small Business Center are free. Our resource center also provides the latest literature.

STUDENT CENTER

The hub of student activity is the Student Center. A media center featuring important campus information and news is available. We also offer open gym time, intramurals, and vending machines access nearby. Just outside the Student Center are two tennis courts that may be used at any time outside scheduled tennis classes. Enjoy walking the beautiful route around the lake, relax at the benches and picnic tables along the path, or play the 9-hole disc golf course. Discs are available in the Student Activities Office.

Student Center hours in the fall and spring semesters are 8:00 a.m. - 6:00 p.m. Monday through Thursday. Summer hours are 7:30 a.m. - 5:30 p.m. Monday through Thursday.

Located in the Student Center are the Admissions Office, Advising and Success Center, Placement and High School Equivalency Testing, Campus Bookstore, Campus Enforcement, Arts & Sciences faculty and classrooms; Cosmetology, Employee Fitness Center, Financial Aid Office, Gym, Pool, Physical Education, Student Activities, Student Services, Visitor Information, Records Office, dean of students, Student Government Association, Workforce Innovation and Opportunity Act (WIOA), Veterans Affairs, Help Desk, Pearson Vue Test Center, REaCH classroom and lunchroom, Accessibility Services, Career and Academic Counseling, Pre-Health Sciences Advising, Success Coaching, College and Career Promise (CCP) liaison office, and Workforce Career Coach office.

TELEPHONES

Courtesy phones are conveniently located in the following locations: Administration: First floor, Business Sciences: Hallway, Applied Science: Lobby, and Information Technology: Hallway. A pay phone is located on the first floor hallway of the Foundation building.

WEBSITE

The College website is located at www.isothermal.edu. The website is the online information resource for admissions procedures, calendars, *College Catalog and Student Handbook*, financial aid, forms, schedules, scholarships, student accounts, college supports, student activities, and much more.

WELDING TECHNOLOGY BUILDING

Located in the Welding Technology building is classrooms, computer lab, metrology/inspection room, offices, indoor shop, and outdoor shop tool storage.

WHITE HOUSE

The White House is utilized by the Building Construction Technology program of study.

Appendix P SACSCOC APPROVED LOCATIONS

LOCATIONS

Rutherford Campus (Main)

Address:
Isothermal Community College
P.O. Box 804
286 ICC Loop Road
Spindale, NC 28160

The main campus is on 181 acres in Spindale and sits on an 11-acre lake. The Rutherford campus provides opportunities to our students for transferring to four-year colleges; preparing our students for jobs through workforce training; working with industry on customized training; and providing opportunities in adult education, continuing education and technical education. It is the location for the ReACH Early College, The Performing Arts and Conference Center, and the public radio station WNCW.

Polk Center

Address:
Polk Center
Isothermal Community College
1255 West Mills Street
Columbus, NC 28722

The Polk Center provides continuing education opportunities to our students in Allied Health, including Nurse Aide; College and Career Readiness, Customized Training, including Hospitality Institutes and the One-Minute Ambassador course; Groom Elite; Massage Therapy; Occupational Extension programs for emergency services personnel; Small Business Center services, including seminars and individual consultations.

Rutherfordton Learning Center

Address:
Rutherfordton Learning Center
Isothermal Community College
134 Maple Street
Rutherfordton, NC 28139

The Rutherfordton Learning Center (RLC) provides continuing education opportunities and allied health curriculum programs to our students. The RLC provides approximately 7,997 total square feet of classroom, lab and office space. It is located approximately four miles from the Rutherford (Main) Campus. It is also located less than one mile from Rutherford Regional Hospital.

Mountain Area Health Education Center (MAHEC)

Address:
Mountain Area Health Education Center
Isothermal Community College
130 Forest Glen Road
Columbus, NC 28722

Through an agreement with Mountain Area Health Education Center (MAHEC), the College provides classroom, laboratory, and clinical space for a Dental Assisting Diploma. One half of the MAHEC building is dedicated to dentistry and the other half is dedicated to medical services. Isothermal Dental Assisting students will have access to the dental facility, which has 3,582 usable sq. ft. The MAHEC Dental facility will function as a normal dental facility that is open to the public. Patients will make appointments to be seen for a variety of services to include cleanings, x-rays, cosmetic fillings, crowns, veneers, implants, reconstructive full-mouth dentistry, precision partial dentures, custom dentures, root canals, treatment for periodontal (gum) disease, routine dental extractions, and teeth whitening.

ISOTHERMAL ONLINE

Curriculum programs and courses are located at: <https://www.isothermal.edu/academics/distance-learning/index.html>

Fit for-credit courses and degrees into your schedule. ICC offers a variety of degrees, diplomas, or certificates completely online. For greater flexibility, you can also blend online courses with your face-to-face courses. Online students have access to the Help Desk at <https://www.isothermal.edu/services/helpdesk/index.html>. Help Desk is an email and phone technology support service. You will also find information about the Student Bridge, a self-paced introduction to using email and online classes.

Continuing Education courses are located at: <https://www.isothermal.edu/academics/continuing-education/online-courses.html>.

Attend non-credit classes in the comfort and convenience of your home or office. Just join an online continuing education. You will complete your lessons and quizzes online. You can also talk with your instructor and fellow students. There over 250 classes that start every month.

HIGH SCHOOL LOCATIONS ARE LISTED IN ALPHABETICAL ORDER

Chase High School

Address:
Chase High School
1603 Chase High Road
Forest City, NC 28043

In collaboration with Rutherford County Schools, Isothermal Community College offers college courses for high school students interested in technical career pathways and high school students interested in earning college credit designed for transfer to a four-year institution. The College offers diploma and certificates in Criminal Justice and Mechanical Drafting Technologies at Chase High School.

East Rutherford High School

Address:
East Rutherford High School
331 East High Road
Bostic, NC 28018

In collaboration with Rutherford County Schools, Isothermal Community College offers college courses for high school students interested in technical career pathways and high school students interested in earning college credit designed for transfer to a four-year institution. The College offers diploma and certificates in Criminal Justice and Mechanical Drafting Technologies and a certificate in Manicuring/Nail Technology at East Rutherford High School.

Lake Lure Classical Academy

Address:
Lake Lure Classical Academy
1058 Island Creek Road
Lake Lure, NC 28746

In collaboration with this charter school, Isothermal Community College offers college courses for Lake Lure Classical Academy high school students interested in earning college credit designed for transfer to a four year institution. The College offers the Associate in Arts (A.A.) at this location for Lake Lure Classical Academy students only.

Polk County Early College High School

Address:
Polk County Early College High School
1485 NC-108
Columbus, NC 28722

In collaboration with Polk County Schools, Isothermal Community College offers college courses for high school students interested in earning college credit designed for transfer to a four-year institution. The College offers an Associate in Arts and an Associate in Science at the Polk County Early College High School.

Polk County High School

Address:
Polk County High School
1681 East NC-108
Columbus, NC 28722

In collaboration with Polk County Schools, Isothermal Community College offers college courses for high school students interested in earning college credit designed for transfer to a four-year institution. The College offers an Associate in Arts and an Associate in Science as well as a diploma and certificate in Criminal Justice at Polk County High School.

RS Central High School

Address:
RS Central High School
641 US 221
Rutherfordton, NC 28139

In collaboration with Rutherford County Schools, Isothermal Community College offers college courses for students interested in technical career pathways and students interested in earning college credit designed for transfer to a four-year institution. The College offers diploma and certificates in Criminal Justice and Mechanical Drafting Technologies at RS Central High School.

Thomas Jefferson Classical Academy

Address:
Thomas Jefferson Classical Academy
2527 Highway 221A
Mooresboro, NC 28114

In collaboration with this charter school, Isothermal Community College offers college courses for Thomas Jefferson Classical Academy high school students interested in earning college credit designed for transfer to a four year institution. The College offers the Associate in Arts (A.A.) and a certificate in Agribusiness Technology Equine Science at this location for Thomas Jefferson Classical Academy students only.

STUDENT SUPPORT SERVICES

All Isothermal locations have access to library resources and other academic support services; wireless internet access; and support services that include admissions, advising, career counseling, disability support, and financial aid.

In addition to these services, the Main Campus offers a bookstore, open computer labs, a testing center, a performing arts center, a gymnasium and pool, and student activities offices.

Appendix Q EMERGENCY PROCEDURES, GUIDELINES, AND TIPS

BASIC EMERGENCY PROCEDURES

There are three basic emergency procedures. A description of each is available below. Please take time to familiarize yourself with these procedures as well as the other safety procedures of the College. Emergency Guidebooks are also provided in each classroom and throughout the campuses. Although it is unlikely that you will ever have to use this information, it is always best to be prepared. If you are informed that a basic emergency response is necessary, please cooperate with the proper authorities. Non-compliance may put you at greater risk.

Evacuation

Evacuate the building in an orderly fashion and wait for proper authorities to give the all clear to return inside the building.

Shelter in Place/Lock Out

A situation may occur at Isothermal where the safest action will be to shelter in place.

- Do not leave the building. Find a safe place within the building to stay and wait for further information.
- Follow procedures to protect yourself from the specific hazard. For example, if a tornado has been sighted, report to an interior room on the lowest floor. If a hazardous materials spill has occurred, close all doors and windows.
- If you have information about the hazard that can aid emergency responders, report it immediately by calling 911 (9-911 from a campus phone).
- Remain in the building until an “all clear” has been given by proper authorities.

Lockdown

- If you are informed of a lockdown situation, please cooperate with proper authorities. Leaving the classroom or building in such a situation may put you at greater risk.
- A lockdown is similar to sheltering in place, except that it is an imminent life-threatening situation, like an active shooter that has been sited on campus and requires individual decisions and a survival mindset.
- Interior doors including classroom and office doors should be locked or barricaded.
- Turn off lights, radios, TVs, close blinds, and silence cell phones.
- If a fire alarm is activated during a lockdown, proceed with extreme caution.
- Wait for the “all clear” to be given by proper authorities before leaving safe shelter.

EMERGENCY RESPONSE GUIDELINES

Guidelines for responding to specific types of emergencies that could potentially occur may be found below. Please take time to review the information, but keep in mind that these situations are incident specific. Each individual will have to make decisions based on the available information that they have at that time. Emergency Guidebooks are also provided in each classroom and throughout the campuses.

Active Shooter

If you are made aware that there are reports of an active shooter on campus, but the shooter is not inside your building and a lockdown has not been officially announced:

If it is possible to escape the building safely and avoid danger, do so by the nearest exit. Please remember that these situations are incident specific. Each individual will have to make a decision based on the available information that he or she has access to at the time. If possible, call 911 (9-911 from a campus phone) from a safe location to notify emergency officials of the event.

Remember the following:

1. Gunfire may sound artificial. Assume that any popping sound is gunfire.
2. Figure out your course of action immediately. In the initial moments, decide what is occurring and which option listed below will provide the greatest degree of security.

Get Out - If there is considerable distance between you and the gunfire, quickly move away from the sound of the gunfire and find a secure place to hide or at least a place that will provide protection from gunfire or explosions such as a brick wall, trees, or buildings.

Call Out - When you reach a safe location, call the emergency number, 911 or 9-911 from campus phone. DO NOT assume that someone else has reported the emergency. The information that you are able to provide law enforcement officers may be critical, e.g. number of shooters, physical description, number and type(s) of weapons, and location of the shooter.

Hide Out - If the shooter is in close proximity to your location, use the lockdown procedures and hide within the room.

Keep Out - Barricade doors with any heavy objects available.

Spread Out - If there are two or more persons in the same place when an active shooting begins, you should spread out in the room to avoid offering an easy target.

Take Out - If discovered or confronted by an active shooter, an attempt to overpower the shooter may be your only option.

Do the best you can - Choose to survive.

Bomb and Bomb Threat

- If anyone receives information about a bomb or a bomb threat, immediately call 911 or 9-911 from campus phone and 828-289-5850 to immediately notify Campus Enforcement Officers.
- If an evacuation of the building is ordered, take the information recorded with you and give it to law enforcement.

If You Find a Suspicious Device

- Do not touch, move or disturb any suspicious object you feel might be a bomb.
- Keep people away from the area where the suspicious object is and call Campus Enforcement Officers at 828-289-5850.
- Be sure to include the location and description of the device.

Explosion

- Take cover under sturdy furniture.
- Evacuate if safe and you are directed to do so by emergency responders.
- Stay away from windows.
- Do not utilize lighters or matches or create any spark or open flame.
- Move away from the hazard site to a safe location.
- If instructed to evacuate, use the stairs. Do not use the elevators.

Fire

- In case of a fire, activate the pull stations, give verbal notification when exiting the building, and leave the building quickly but in an orderly way. Use the exit route posted in the hallway of each building.
- Immediately notify the fire department by calling 911 (9-911 from a campus phone) from a safe location to provide details of the situation.
- If you have been trained and it would not place you in any immediate danger, use a fire extinguisher to extinguish the fire.
- Evacuate as quickly and as safely as possible. On your way out, warn others.
- Close doors and windows, if time permits, to delay the spread of the smoke and fire.
- Feel closed doors for heat before opening. Do not open them if they are hot.
- Use the stairs to evacuate. Do not use elevators.
- If you encounter smoke, stay low to the ground. If possible, cover mouth with a cloth to avoid inhaling smoke and gases.
- Once outside, go to your building's evacuation area, tell those in charge there that you are out of the building, and report injured or trapped persons and any signs of building damage you observed.
- Wait for instructions from emergency responders. Do not re-enter the building until the all clear is given by proper authorities.

If unable to leave the building, find a location away from the smoke and heat where you can signal for firefighter assistance.

- Seal the room. Use wet cloth to stuff around cracks in doors and seal up vents to protect against smoke.
- Do not break windows. Flames and smoke can come back in from the outside. If you need air, slightly open the window.
- Stay low under smoke. The freshest air is near the floor. Keep a wet cloth over your nose and mouth; breathe through your nose only.
- Signal for help. Call 911 (9-911 from a campus phone) or hang an article of clothing out the window to help signal for help.
- If you or someone near you inadvertently set clothing on fire, remember to stop, drop, and roll to extinguish the flames.

Note: Sounding the alarm when there is no fire is against the state law of North Carolina.

Hazardous Materials

- Call 911 (9-911 from a campus phone) immediately.
- Move away from the release area, informing others as you go.
- If spilled material is combustible or flammable, turn off ignition sources as you leave.
- Close doors to the affected area(s).
- Provide information to emergency personnel.
- Leave the area and warn others.

High Winds and Earthquake

In case of high winds or an earthquake warning, you will be instructed to take cover in the designated areas of each building. Most high wind and earthquake related deaths are caused by head injuries from flying debris. If you are outside during threatening weather, immediately enter the nearest building to shelter in place safely.

Tornado / High Winds / Hurricane

- Stay indoors.
- If possible, move to the lowest level of the building.
- Move to shelter weather areas in the building or interior room or hallway.
- Do not use elevators, electrical equipment or telephone.
- Crouch against an interior wall, lower and cover head with your arms.
- Remain in area until an "all clear" has been given by proper authorities.

Earthquake

- Stay indoors.
- If you can safely evacuate the building, do so quickly moving away from the building, utility poles, and utility lines.
- If unable to evacuate drop under a desk or table, cover your eyes and hold on. Stay away from windows, shelves, filing cabinets, bookcases, light fixtures, and heavy objects that could fall, tip over or shatter.
- Do not use elevators, electrical equipment or telephone.
- Be prepared for aftershocks.

Medical Emergencies

Dial 911 (9-911 from a campus phone) and tell the dispatcher that you require medical assistance.

Be prepared to provide the following information:

1. Location of injured person (e.g. which room, number, etc.)
2. Type of injury or problem
3. The individual's present condition
4. The sequence of events leading to the emergency
5. Medical history and name of injured person's doctor, if known
6. The phone number where you are

Remember:

1. Do not move victim unless it is necessary to remove them from a dangerous location or situation.
 2. If trained, use pressure to stop bleeding.
 3. If trained, use CPR if there is no pulse and the victim is not breathing. Call for an AED and begin following the device's instructions. Currently, AEDs are located in most buildings on campus and both centers. Campus Enforcement Officers carry portable AEDs in their vehicles as well.
 4. If possible, send someone to the closest entrance to advise emergency responders to enter there.
- For minor medical needs, first aid supplies are available in each building, the Physical Education Office, and the shop classrooms. The College has no facilities for medical treatment other than for minor first aid and can assume no responsibility for treatment of injuries or illness of students.

Psychological Crisis

A psychological crisis may occur as a result of emergencies, disasters, or other critical incidents such as suicide, sexual assault, violence, deaths, serious accidents, fires, explosions, bomb threats, threats to the public welfare, or other traumatic or tragic events affecting the campus community.

For an unusual or potentially dangerous situation:

- Never try to handle a dangerous situation by yourself.
- Call Campus Enforcement at 828-289-5850, and they will notify a counselor.
- Clearly state that you need immediate assistance. Give your name, your location, and state the nature of the problem.
- All suicide attempts should be reported to Campus Enforcement so that proper procedures might be followed to ensure the safety of those involved.
- Mobile Crisis is available 24/7/365 at 1-888-573-1006. For the most up-to-date contact information go to www.isotheermal.edu and click "Get Help".

Assisting Persons with Disabilities in an Emergency Persons Using Wheelchairs

When assisting a person in a wheelchair:

- Always ask what assistance is needed first.
- Individuals at ground floor locations may exit without help.
- In multi-level buildings, move the person to the nearest fire safe exit stairwell or elevator. Contact Campus Enforcement at 828-289-5850 immediately to give the location of the person needing assistance. Emergency responders will determine if the elevator can safely be used.
- Never try to move a person in a wheelchair down a stairway in their wheelchair. Evacuation chairs are available in the LLC, Rutherfordton Learning Center, Administration Building, and Performing Arts and Conference Center. Employees of the College are familiar with the location and proper usage of these chairs.
- If a wheelchair is left behind, DO NOT leave it in the exit path or doorway. This may block other people exiting the area and increase the chance of accidents.

Persons with Mobility Impairments

These individuals may use crutches, canes or walkers. Ask the individual if they need assistance and if they are able to use the stairs. If the person is unable to use stairs, follow the procedure for persons using wheelchairs (see above).

Persons Who Are Deaf or Hard of Hearing

Most buildings are equipped with both audio and visual fire alarm systems. In locations where no visual alarms are present, or notification has been given to evacuate or move to a safe location in the building, two methods of alerting hearing-impaired individuals are:

- Turn room lights on and off to gain the persons attention. Follow with hand gestures to show the person the direction to evacuate.
- Write a note and hand it to the hearing-impaired person or write a message on the white board, i.e. "Fire Alarm, Please Go!"

Persons Who Are Blind or Visually Impaired

Most persons who are blind or visually impaired will be familiar with their surrounding area and routes during normal activities on campus. In an emergency:

- Announce the type of emergency to the visually impaired person.
- Offer to guide the person by letting them take your arm.
- Tell the person where you are and any obstacles you encounter as you walk.
- When you reach the designated area, let the person know and ask if further assistance is needed.
- If the individual has a guide dog, let the person direct you on how to assist them.

SAFETY TIPS

Taking responsibility for your own safety is the first proactive step you can take to maintain your personal safety. Being vigilant and taking some common sense precautions are the best self-protection practices. Trust your instincts, avoid dangerous situations, and work with law enforcement officials. Remember the three basic elements necessary for a crime to occur: desire, ability, and opportunity. A criminal has the DESIRE and the ABILITY to commit a crime. Although the victim is not to blame, there is the OPPORTUNITY for the criminal to act. Minimize opportunity, which is the easiest of the three elements to control, and you minimize your risk of becoming a victim of crime.

Cyber Safety Tips

In the past few years, social networking sites, such as Facebook and Instagram, have become a rite of passage on college campuses. The best prevention tool for the dangers that students may face on these sites is education. The National Campus Safety Awareness Month organization recommends the following to keep yourself and your identity safe:

- Watch what you post on the Internet (especially social media sites). You never know who is looking at your information. It could be stalkers, future employers, or family members. You cannot control who accesses information about you that you post. Be careful.
- Only shop with companies you know. Always use a secure browser. NEVER give out bank account numbers, your social security number, or any other personal information that is not absolutely needed.
- Watch what you download. Don't ever download anything that could possibly harm your computer or invade your privacy.
- Never rush out to meet someone. If someone is trying to rush a meeting, then be suspicious. Make sure to talk on the phone before meeting, meet in a public place, and bring a friend.

Dating and Acquaintances Tips

These are some basic strategies to use to help make you less vulnerable to sexual assault while dating:

- Know whom you are dating.
- Let someone know where you are going and how long you expect to be gone.
- Realize that you do not have to accept any unwanted sexual attention.
- Learn to communicate clearly what you want and what your limits are.
- Be assertive.
- Act immediately when something happens that you do not like.
- Trust your feelings.
- Limit the use of alcohol and drugs.

More than one-half of all reported sexual assaults occur in a residence, usually that of the victim, and involve an attack by an acquaintance--someone known to the victim.

Safety Habits While Driving

- Keep your car in good running condition with at least a quarter tank of gas at all times.
- Keep some money hidden in your car in case of unexpected problems.
- Learn how to change a flat tire.
- Keep your car doors locked and windows rolled up at all times.
- Park in well-lit, well-traveled areas. Ask for an escort to your car if you feel at risk.
- Have your keys ready so that you can get in your car as quickly as possible.
- Be aware when walking to your car. Do not be distracted by texting, looking down at your phone, or on a phone call.
- Before entering your car, visually check inside, under and around it.
- If someone tries to enter your car, honk the horn, yell and attract attention.
- If you are being followed or harassed, drive to the nearest safe place.
- Don't hitchhike or pick up hitchhikers.
- Don't text while driving.

Carjackers Look For These Types Of Opportunities

- Intersections controlled by stoplights or signs
- Garages and parking lots for mass transit, shopping malls, and grocery stores
- Self-service gas stations and car washes
- ATMs (automated teller machines)
- Residential driveways and streets as people get into and out of cars
- Highway exit and entry ramps, or any place else where drivers slow down or stop

Warning Signs: How You Can Help Prevent Violence on Campus

Often people who act violently have trouble controlling their feelings. They may have been hurt by others, and may think that making people fear them through violence or threats of violence will solve their problems or earn them respect. This isn't true. People who behave violently lose respect. They find themselves isolated or disliked, and they still feel angry and frustrated.

If you see these immediate warning signs, violence is a serious possibility:

- Loss of temper on a daily basis
- Increase in risk-taking behavior
- Frequent physical fighting
- Detailed plans to commit acts of violence
- Significant vandalism or property damage
- Announcing threats or plans for hurting others
- Increase in use of drugs or alcohol
- Enjoying hurting animals
- Carrying a weapon

If you notice the following signs over a period of time, the potential for violence exists:

- A history of violent or aggressive behavior
- Serious drug or alcohol use
- Gang membership or strong desire to be in a gang
- Access to or fascination with weapons, especially guns
- Threatening others regularly
- Trouble controlling feelings like anger
- Withdrawal from friends and usual activities
- Feeling rejected or alone
- Having been a victim of bullying
- Poor school performance
- History of discipline problems
- Feeling constantly disrespected
- Frequent run-ins with authority
- Failing to acknowledge the feelings or rights of others

Source: American Psychological Association

If you ever feel endangered or threatened at any time on campus, we ask that you immediately contact Campus Enforcement at 828-289-5850, an instructor or an employee of the college for assistance.

Where Can You Go For Help?

Crime and personal safety are issues we all must face. We must do everything we can as individuals to reduce our risk of becoming victims of crime. Victims are vital reminders of our own vulnerability. On the Rutherford Campus of Isothermal Community College, you will find resources, classes, and workshops that are designed to promote a safer campus and community. There are also several agencies in the county that can help with any type of problem or criminal action.

Appendix R USE OF TOBACCO PRODUCTS (Board approved policy: 802-02-01BP)

Isothermal Community College exists to improve life through learning. As an expression of this mission, The College is committed to providing its employees, students, and visitors with a safe and healthy environment. Therefore, Isothermal Community College is tobacco-free effective January 1, 2019. This policy applies to all employees, students, contractors, vendors, and visitors.

The use of tobacco products is prohibited on the Isothermal Community College campus. This includes all buildings, facilities, property owned or leased by the College, and campus grounds. Smoking and tobacco use are also prohibited in vehicles owned, leased or rented by the College. Tobacco use is permitted in personal vehicles only. The sale or free distribution of tobacco products, including merchandise, is prohibited on campus or at school events.

DEFINITION

For the purposes of this policy, tobacco is defined as any type of tobacco product including, but not limited to: any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component part or accessory of a tobacco product, including but not limited to cigarettes; cigars; little cigars; cheroots; stogies; periques; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; Cavendish; plug and twist tobacco; fine-cut and other chewing tobacco; shorts; refuse scraps, clippings, cutting and sweepings of tobacco; e-cigarettes; pipes; vaporizers; and other kinds and forms of tobacco. A tobacco product excludes any product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

COMPLIANCE

Violations of the policy shall be handled as indicated below:

- Curriculum and continuing education students who repeatedly violate the policy will be issued a conduct violation through the college's Curriculum Code of Conduct (Refer to Student Rights, Responsibilities and Judicial Procedures 601-02-00BP).
- Adult high school and high school equivalency students who repeatedly violate the policy will be issued a conduct violation through the College and Career Readiness Code of Conduct.
- Employees who repeatedly violate the policy shall be referred to their supervisor and such actions may result in further personnel action such as reprimand (Refer to Employee Demotion, Dismissal, Probation and Non-Renewal 301-02-00BP).
- Visitors who repeatedly violate the policy may be asked to leave campus.

For the purposes of this policy, repeated student violations are defined as 3 incidents.

- First incident will be issued a verbal warning.
- Second incident will be issued a written warning.
- Third incident will be issued a formal violation of the respective Code of Conduct.
- Staff/Faculty must document each incident by completing an incident report form on the employee intranet.

COMMUNICATION AND SUPPORT

The College will provide appropriate signage and other notices of this policy to the campus and surrounding community. Information on available tobacco cessation programs for those who request assistance in ceasing the use of tobacco products can be attained by contacting the Advising and Success Center.

Appendix S
ANIMALS ON CAMPUS
(Board approved policy: 802-02-05AP)

I. PURPOSE

The mission of Isothermal Community College is focused on learning. For this reason, any disruptions or threats that impede another person's ability to learn on the campus and centers of Isothermal Community College are prohibited. To ensure the safety of employees, students and visitors, and to prevent the disruption of the educational process, these guidelines must be followed.

II. DEFINITIONS

- A. Domestic Animal means an animal that is a member of a species that is normally dependent on humans for food and shelter, including dogs, cats, and other common domestic animals.
- B. Service Animal is any dog or other animal as defined by the American with Disabilities Act that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a service animal must be directly related to the handler's disability. The potential crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.
- C. Service animal-in-training means an animal that is brought to campus by a trainer for the purpose of training the animal to become a service animal for individuals with disabilities and is allowed in accordance with N.C. G.S., 168-4.2.B and the provisions of this policy.

III. DOMESTIC ANIMALS

Domestic animals are permitted on College grounds, but not permitted to enter any college building. The owner must adhere to the responsibilities outlined in this policy.

IV. PLACES OF ACCESS

Service animals and service animals-in-training are permitted to accompany students and visitors with disabilities and student/visitor trainers in all areas of the College's campuses where the individual is normally allowed to go. Animals approved as part of an accommodation by the Accessibility Counselor and service animals-in-training are permitted to accompany employees with disabilities and employee trainers in all areas of the College's campuses where the employee is normally allowed to go. However, the College may prohibit the presence of animals in certain locations where health or safety restrictions prevent their presence, where animals may be in danger, or where the presence of animals may cause health issues, for example: laboratories, food preparation areas, mechanical rooms, or other places where the health or safety of others may be compromised.

Based on the location being considered, the appropriate office will be consulted when determining if the presence of the animal can be allowed. If the animal cannot be present, every effort will be made to provide reasonable accommodations to help the individual have equal access to the required tasks.

V. REQUIREMENTS

No request by a student or visitor to bring a service animal on campus is required, and no documentation supporting the need for a service animal is required. A student or visitor does not need to register the service animal with College in order to be accompanied by a service animal. However, when the need for a service animal by a student or visitor is not readily apparent, College staff may make the following two inquiries of the individual:

- 1. Is the animal required because of a disability?
- 2. What work or task has the animal been trained to perform?

Although not required to do so, students and visitors who wish to bring service animals to campus are encouraged to voluntarily make that known to the Office of Accessibility (for students) or the Office of Human Resources (for visitors). Advance notice can allow for effective communication with College staff and more flexibility in meeting an individual's specific needs.

Visiting trainers must provide prior documentation to the Office of Human Resources demonstrating that the animal is a service animal-in-training and must adhere to the responsibilities outlined in this policy.

An animal will not be permitted on campus if it behaves in a way that poses a direct threat to the health or safety of others, has a history of such behavior, or is not under the control of the owner/handler.

VI. RULES AND RESPONSIBILITIES REGARDING ANIMALS ON CAMPUS

- A. Responsibility for the Animal
 - a. The owner/handler is fully responsible for:
 - i. The care and supervision of the animal (including toileting, feeding, grooming, veterinary care, and the cleaning up after the animal and including any associated costs);
 - ii. The well-being of the animal; and
 - iii. Any damage or injury caused by the animal
 - b. Evidence of mistreatment or abuse may result in immediate removal of the animal and/or discipline for the owner/handler.
- B. Animal Health and Hygiene
 - a. Animals must be current on all state and local vaccination requirements. The College may, in its discretion, require the owner/handler to provide documentation establishing that such vaccination requirements have been met.

- b. Animals must be housebroken.
- C. Control over the Animal
 - a. The owner/handler must be in full control of the animal at all times; the animal may not be left unattended at any time.
 - b. An animal must have a harness, leash, or other tether, unless either the owner/handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash or other tether would interfere with the animal's safe, effective performance of work or tasks, in which case the animal must be otherwise under the owner's /handler's control (e.g. voice control, signals, or other effective means).
 - c. Upon approval of the President (or designee), an animal may be removed from campus if it is out of control (e.g. uncontrolled barking, wandering, displaying aggressive behavior) and the owner/handler does not take effective action to control it; if it poses a direct threat to the health or safety of others; or if it is not housebroken.
- D. Identification
 - a. It is recommended but not required, that animals for individuals with disabilities wear some type of commonly recognized identification symbol indicating the animal is a working animal.
 - b. A service animal-in-training must wear a collar and leash, harness, or cape that identifies the animal as a service animal-in-training.

VII. CONFLICTS

- A. Students who come into contact with an animal on campus regularly and who experience reactions to the animal (for example, as a result of allergies or a fear of dogs) should contact the Office of Accessibility.
- B. Employees who come into contact with an animal on campus regularly and who experience reactions to the animal (for example, as a result of allergies or a fear of dogs) should contact the Office of Human Resources.

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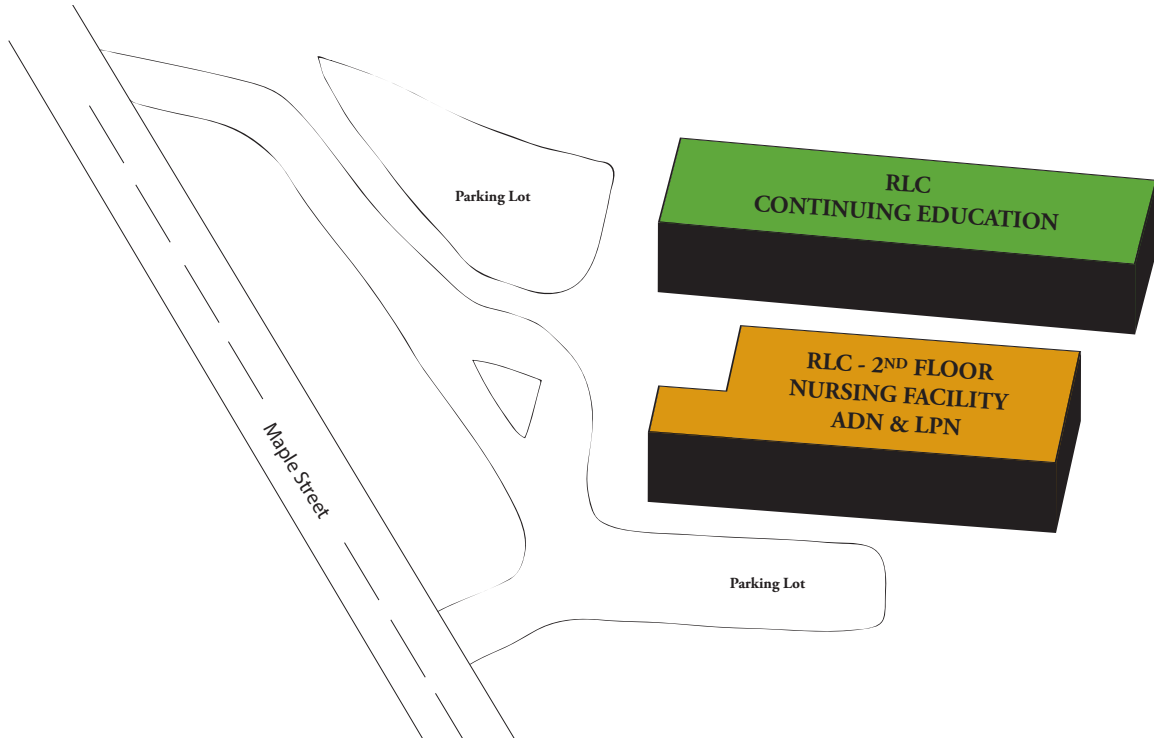
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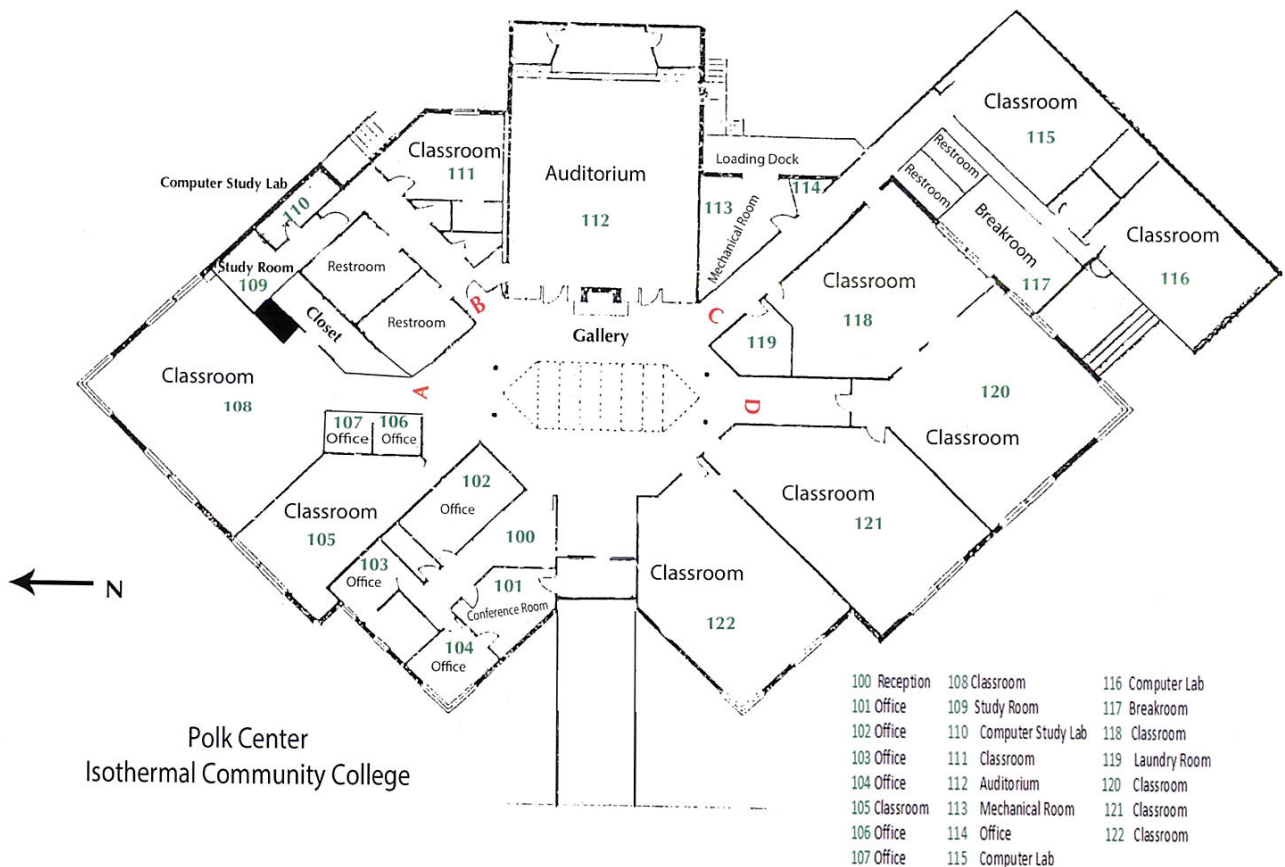
Rutherfordton Learning Center

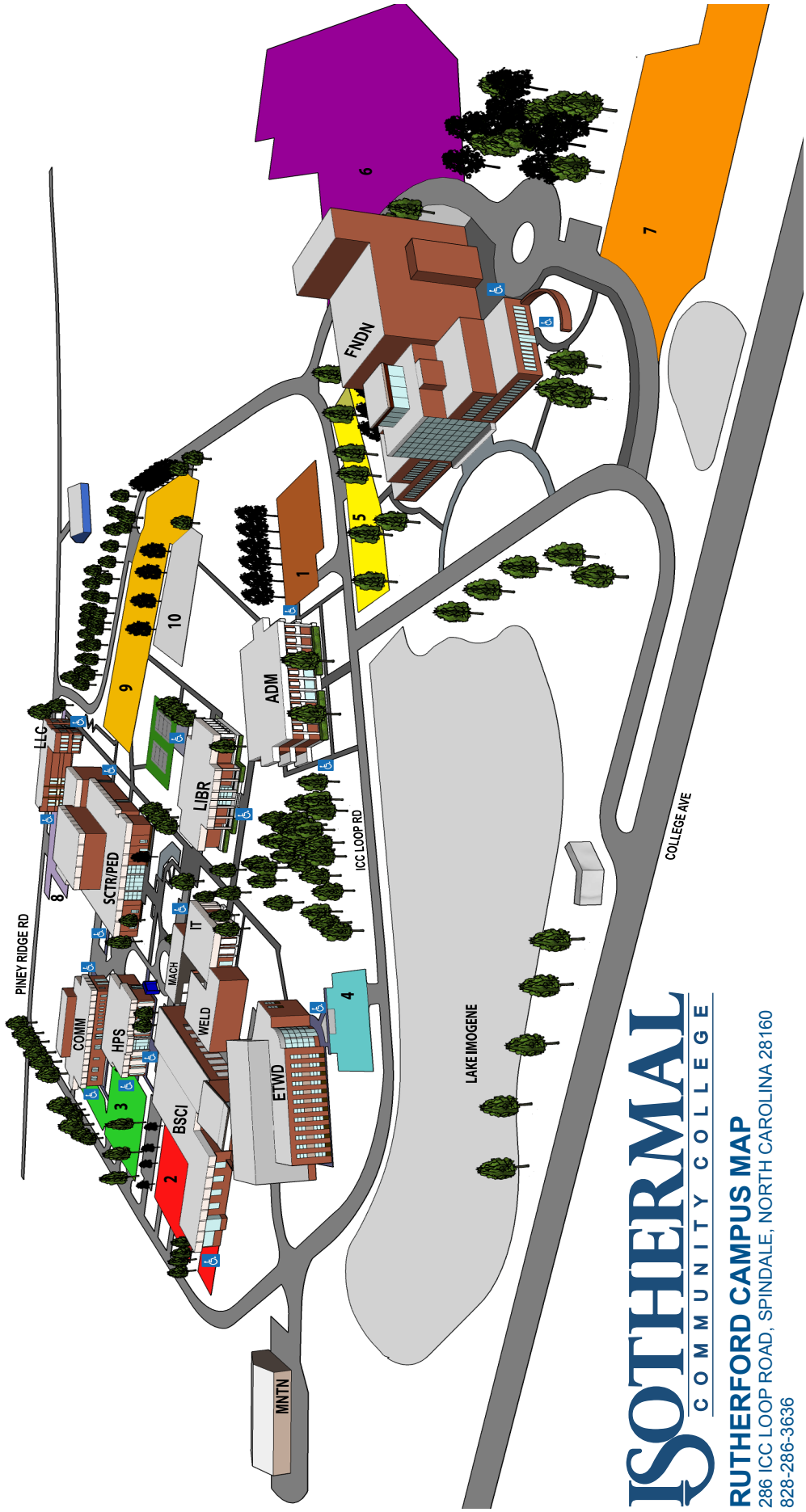
134 Maple Street, Rutherfordton, NC 28139



Polk Center

1255 West Mills Street, Columbus, NC 28722





ISO THERMAL

COMMUNITY COLLEGE

RUTHERFORD CAMPUS MAP
 286 ICC LOOP ROAD, SPINDALE, NORTH CAROLINA 28160
 828-286-3636

PARKING LOT LEGEND

- 1** Administration - ADM
- 2** Business Sciences
- 3** Communications/Health & Public Services
- 4** Engineering Technology and Workforce Dev. Center
- 5** The Foundation
- 6** The Foundation
- 7** The Foundation
- 8** Lifelong Learning Center
- 9** Student Center/PED
- 10** Student Center/PED

Wheelchair Accessible Entrances

Administration - ADM
 Academic Development
 Arts and Sciences
 Assessment, Planning and Development
 Business Office
 Human Resources
 Math Lab
 Marketing and Community Relations
 Presidential Office Suite
 Tutoring Center
 Writing Center

Business Sciences - BSCI
 Accounting and Finance
 Agriculture Technology
 Autobody
 Blue Room 112
 Business Administration
 Building Construction Technology
 Career Readiness Certification
 Chocolate Room 136
 Entrepreneurship
 Equine Business
 Information Technology
 Medical Office Administration
 Red Room 137

Communications - COMM
 Advertising and Graphic Design
 Broadcasting and Production tech.
 Campus Print Shop
 Electrical Systems Technology
 WNCW

Engineering Technology and Workforce Development - ETWD
 Computer Engineering Technology
 Customized Training & Development
 Electronics Engineering Technology
 Industrial System Technology
 Manufacturing Technology
 Mechanical Drafting Technology
 Mechanical Engineering Technology
 Small Business Center

The Foundation - FNDN
Ground Floor
 Allied High School/GED
 Adult Health - CNA, MedAid
 College and Career Readiness
 Continuing Education
 Defensive Driving
 Emergency Services
 Visitor Information

Health and Public Services - HPS
 BLET/Criminal Justice
 Early Childhood/School Age
 Emergency Services
 Human Services Technology
 Occupational Technology

Information Technology - IT
 IT Department

Life Long Learning Center - LLC
 Arts and Sciences Classrooms
 REACH
Library - LIBR
 Library Auditorium
 Old Tryon Room
Machining - MACH
 Computer Integrated Machining

Physical Education Dept - PED
 Advising and Success Center
 Arts and Sciences Faculty
 Career Counseling and Personal Asst.
 Career and Promise offices
 Cosmetology
 Disability Services
 Employee Fitness Center
 Esthetics
 Gym
 Intramural Sports
 Physical Education
 Placement/HS Equivalency Testing
 Pool
 Pre-Health Sciences Advising

The Foundation - FNDN
Second and Third Floor
 Performing Arts and Conference Center
 Box Office
 Seminar A and B
 Stage
Health and Public Services - HPS
 BLET/Criminal Justice
 Early Childhood/School Age
 Emergency Services
 Human Services Technology
 Occupational Technology

Information Technology - IT
 IT Department

Library - LIBR
 Arts and Sciences Computer Lab
 Library Auditorium
 Old Tryon Room

Student Center - SCTR
 Admissions Office
 Campus Bookstore
 Campus Enforcement
 Financial Aid Office
 Help Desk
 Student Activities
 Student Center Lobby
 Student Records
 Student Services
 Veterans Affairs
 Visitor Information

Business Sciences - BSCI
 Accounting and Finance
 Agriculture Technology
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 Student Center Lobby
 Student Records
 Student Services
 Veterans Affairs
 Visitor Information

Welding - WELD
 Welding Technology