Catalog Home

The Catalog and Student Handbook is an annual publication which lists academic policies and procedures, student code of conduct, and student resources. In addition, it includes information for fees, curriculum requirements, and courses for over 100 programs of study and course descriptions at Gaston College.

The Catalog and Student Handbook is not a contract, but does serve as a ready reference for Gaston College Students. As a student you are responsible for the information contained within it, so become familiar with the policies and procedures outlined. We know you will be studying and working diligently to be successful in your educational career. Be assured that the faculty and staff of Gaston College offer encouragement and support to make your educational experience on our campus one of success and enjoyment.

Publication Notice: This edition of the Catalog and Student Handbook was published July 2024. General college information and/or specific program information are subject to change. Please go to gaston.edu, click on "Quick Links", and then click on the "Catalog" or "Student Handbook" link to view the most up-to-date version of the Catalog and Student Handbook.

To view archived catalogs, select from the dropdown menu above.
Hard-copy of archived catalogs may be viewed on campus by contacting the Morris Library at 704-922-6359.
Digital copies of previous years' catalogs are available to view by clicking the link below.

Welcome

Dr. John Hauser

Like every student, you have a unique story and specific goals, and it's important to choose a college that fits your needs. Here at Gaston College, you'll find a welcoming and supportive learning community filled with the guidance and inspiration you need to build the momentum to reach those goals.

Whether you want to earn a two-year associate degree, earn credits that transfer toward a bachelor's, finish high school, or earn career and technical certifications, you'll find high-quality programs and caring faculty that ignite passions and empower you to reach further and achieve more.

We offer over 100 programs of study, the flexibility to take classes online or in-person, affordability, and three convenient campus locations serving Gaston and Lincoln counties. We'll help you explore opportunities outside the classroom as well. From student organizations and athletics to work-based learning and apprenticeships, we help you find the drive and knowledge to forge your own pathway to success.

Your story is unlike any other, and it deserves an experience as unique as you.

Welcome to Gaston College!

SGA President, 2023-24

Dear Students,

On the behalf of Gaston College, we welcome you. The Student Government Association (SGA) is the voice of the students. To have the students' voices heard is one of the main reasons for having this organization. Having an SGA unites the students, faculty, staff, administration, and community together as a whole.

Our focus is to see that every student has the opportunity to be involved in activities along with becoming more informed about what is happening on our campus. During SGA Senate meetings, students discuss campus activities, improvements, and issues. You do not have to be a senator in order to bring your thoughts to the group. Please come and voice your opinions. If you are interested in becoming more involved as a student leader you can contact us at 704.922.6472 or government.student@gaston.edu or simply stop by the second floor of the Myers Center. We look forward to meeting you!
Best Wishes,
Student Government Association
2023-24

About Gaston College

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Vision, Mission, Strategic Plan

For over 50 years, Gaston College has maintained a tradition of excellence through its commitment and dedication to student success. This tradition begins with a strong Vision, Mission, and Strategic Plan, and is further supported by the College's Values, Educational Philosophy, and Ethical Principles.

Vision

To provide innovative student learning opportunities to create momentum for economic and social success.

Mission

To educate and care for people.

Activities in Support of the Mission

- Provides comprehensive Associate in Applied Science (A.A.S.) degree programs designed primarily to prepare students to enter the workforce.
- Provides diploma and certificate programs consisting of a sequence of courses that frequently can be completed in one year or less by full-time students. These programs are intended for individuals seeking employment in a specific occupation.
- Provides Associate in Arts (A.A.), Associate in Arts Teacher Preparation Degree (A.A.T.P), Associate in Science Degree (A.S.), Associate in Science Teacher Preparation Degree (A.S.T.P), Associate in Fine Arts in Visual Arts (A.F.A.V.A.) Associate in Engineering (A.E.), or Associate in General Education-Nursing (AGE-Nursing) degree programs primarily designed to prepare students to transfer to a four-year college or university.
- Provides developmental education to prepare students for entry into a degree, diploma, or certificate program.
- Provides adult literacy, English as a Second Language, and high school diploma or equivalency for students seeking to improve basic skills, complete high school requirements, prepare for the workforce, or enter post-secondary education.

- Provides continuing education programs for individual, personal, and professional development and for employee education and training to satisfy the skill development needs of business, industry, and public agencies.
- Assures quality in all educational programs by measuring performance on a set of well-established criteria and by identifying and analyzing program needs.
- Assures quality instruction by establishing effective, innovative, and professional teaching practices; by frequent evaluation of instructor effectiveness; and by updating methods, materials, technology, equipment, and facilities.
- Provides support services for all students, including services for students with disabilities and other special needs to support student success and completion of academic goals.
- Promotes collaborative relationships with school systems, colleges and universities, and with business and industry.
- Promotes positive relationships with the community and provides services that support economic, educational, and cultural efforts.
- Promotes access to educational programs through off-campus offerings and through distance-learning opportunities.

Values

Integrity / Accountability:
We place public trust and honesty at the center of all interactions with accountability for our actions and decisions.

Student Success:
We are committed to the success of every student, as evidenced by a faculty and staff who invest themselves in the lives of our students and our communities.

Excellence:
We believe in setting high standards and expectations that empower faculty and staff to help students achieve their goals.

Learning:
We believe in conveying knowledge and skills through exemplary teaching that expands minds and changes lives.

Innovation:
We strive to create dynamic and innovative solutions in all facets of our work.

Equity / Diversity:
We believe in the principles of respect, equity, and access, and that our similarities and differences are opportunities for establishing a common bond that strengthens the College.

Collaboration / Partnerships:
We strive to be a leader and partner in building strong and vibrant relationships with businesses, industries, stakeholders, school districts, transfer institutions, and community organizations.

Ethical Principles

- Integrity
- Competence
- Equality and Acceptance
- Honor and Trust
- Privacy

Institutional Philosophy

Gaston College students, faculty and staff share a committed responsibility to nurture a mentoring, collaborative, caring, and diverse culture of skilled lifelong learners who are empowered to succeed in an ever-changing world. Self-growth and empowerment are realized through many innovative processes, including an effective balance of assessment and evaluation, challenging ourselves and others to support a caring learner-centered environment.

Strategic Priorities & Goals (2023- 2026)

Strategic Priority #1 | Student Recruitment and Enrollment
Strategic Goal #1: Gaston College is committed to enhancing its marketing efforts, improving recruitment strategies, and supporting students through the enrollment process, ultimately attracting and enrolling a diverse and engaged student body.

Strategic Priority #2 | Student Access and Success
Strategic Goal #2: Gaston College is committed to enhancing student access, success, and inclusivity in high-quality educational programs, ultimately empowering students to achieve their educational goals.

Strategic Priority #3 | Partnerships and Community Engagement
Strategic Goal #3: Gaston College is committed to establishing strong partnerships, actively engaging with the community, and creating meaningful opportunities for students, alumni, and the public to contribute to the college's mission and success.

Strategic Priority #4 | Organizational Development
Strategic Goal #4: Gaston College is committed to continuous improvement through organizational and employee development.

Strategic Priority #5 | Finance and Operations
Strategic Goal #5: Gaston College is committed to optimizing fiduciary and operational strategies to ensure long-term success and stability.

Strategic Priority #6 | Organizational Infrastructure
Strategic Goal #6: Gaston College is committed to investing in its operational infrastructure to enhance the working and learning environment.

Governance

The official governing body of Gaston College is the Board of Trustees of Gaston College, which consists of 15 members appointed by various agencies and government positions including the Gaston County Board of Education; the Gaston County Board of Commissioners; the Lincoln County Board of Commissioners; and the Governor of the State of North Carolina. The president of the College's Student Government Association is also a member. Regular board members serve a team of four years commencing on July 1. Standing Committee include the Finance and Facilities Committees and the Campus Affairs Committee. The Board of Trustees generally meets monthly, but not less than quarterly. Meetings are typically held in the Myers Center Multipurpose Auditorium located on the Dallas Campus.

For more information about the Board of Trustees of Gaston College, please visit Governance.

History of the College

Celebrating over 50 years of service, Gaston College is one of 58 community colleges in the North Carolina Community College System. Gaston College has a rich and vibrant history dating back to 1963. From its humble beginnings, the College has grown into one of the largest community colleges in North Carolina, boasting three campuses - Dallas, Lincoln, and Kimbrell - that serve Gaston and Lincoln Counties. In January 1963, the College was granted a charter by the State of North Carolina, and began its first classes in temporary headquarters in September 1964. The College moved to its permanent campus on Highway 321

between Dallas and Gastonia two months later. Gaston College enrolls over 6,000 students each term in curriculum programs and averages over 16,000 students annually in its Economic and Workforce Development/Continuing Education programs.

Key Historical Dates

February 8, 1963
The State of North Carolina grants the College its charter under the provisions of the 1957 Community College Act at the direction of the North Carolina Board of Higher Education.

September 23, 1964
The first classes begin at a First United Methodist Church on a temporary basis. A total of 19 faculty members were hired and 445 students had been accepted.

November 27, 1964
The College moves to the new Dallas Campus although the buildings were not completely finished.

May 31, 1965
The first graduating class holds its commencement ceremony.

July 1, 1965
The newly founded College merges with Gaston Technical Institute and the Gastonia Industrial Education Center and was chartered by the North Carolina State Board of Education and the State Board of Higher Education.

November 1967
The College receives accreditation by the Southern Association of Colleges and Schools.

January 1, 1981
The College begins to operate its Dallas (main) campus as a two-year community college under the newly formed North Carolina Board of Community Colleges.

2014
The College celebrates its 50th year.

Performance Measures

Performance Measures

In response to a mandate from the NC General Assembly (S.L. 1989; C. 752; S. 80), the State Board of Community Colleges adopted twelve (12) performance measures to ensure the effectiveness of community college programs and to provide public accountability. Modifications to the North Carolina Performance Measures and Standards were made in 2007 and 2012, reducing the number to eight (8) measures. In 2016, the measures were modified, reduced to seven (7) and were adopted by the General Assembly through section 10.1 of S.L.2016-94. Recommendations from the most recent review were approved in 2018. The results are published annually by the North Carolina Community College System (NCCCS) on the NCCCS Web page at http://www.nccommunitycolleges.edu/analytics.

Measure	Baseline	2024 Gaston College Performance Measures Results	NCCCS Average	Met Baseline

1. Basic Skills Student Progress	A 0.543 weighted index score of participation (POP) with a measurable skills gain (MSG)	0.831 weighted index score.	0.992	Yes
2. Student success rate in college level English	A 0.727 weighted index score of first-time fall associate degree seeking and transfer pathway students will successfully complete a credit-bearing English course with a "C" or better within three years.	0.1.039 weighted index score.	1.025	Yes
3. Student success rate in college level Math.	A 0.665 weighted index score of first-time fall associate degree seeking and transfer pathway students will successfully complete a credit-bearing math course with a "C" or better within three years.	0.862 weighted index score.	1.024	Yes
4. First year progression.	A 0.899 weighted index score of first-time full credential-seeking curriculum students will graduate prior to or enroll in postsecondary education the subsequent fall semester.	1.007 weighted index score.	1.009	Yes
5. Curriculum completion.	A 0.817 weighted index score of first-time fall credential-seeking curriculum students will graduate, transfer, or be still enrolled during the fourth academic year with 42 successfully completed non-developmental hours.	1.120 weighted index score.	1.002	Yes
6. Licensure and certification passing rate	A 0.811 weighted index score of first-time test-taker results on licensure and certification exams.	1.079 weighted index score.	0.985	Yes
7. College Transfer Performance.	A 0.917 weighted index score of Associate Degree completers and those who have completed 30 or more articulated transfer credits who subsequently transfer to a 4-year college or university during the fall semester will have graduated or remain enrolled at any 4-year college or university in the subsequent fall.	1.012 weighted index score.	0.993	Yes

Consumer Information

Gaston College is committed to providing prospective and current students, parents, and employees with information on a variety of topics as required by the Higher Education Opportunity Act of 2008. Please visit our Consumer Information webpage for links to information about financial aid, price of attendance, refund policy, student diversity, disability services, Title IX, Drug and Alcohol Abuse Prevention Program (DAAPP), Annual Security Report (ASR), and much more. The Consumer Information webpage is a one-stop shop of important information about Gaston College.

A paper copy of the required disclosure information is available upon request by contacting Student Affairs at 704.922.6217 or the Office of Financial Aid at 704.922.6227.

Gainful Employment

Gainful Employment was rescinded by Gaston College in 2019.

Notice of Nondiscrimination

Gaston College is an equal opportunity institution providing educational and employment opportunities, programs, services, and activities, and does not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, gender, gender identity or expression, pregnancy, disability, genetic information, age, or veteran status.

Inquiries regarding equal opportunity should be directed to: Chief of Staff (Employees) or Vice President for Student Affairs (Students), 201 Highway 321 South, Dallas, NC 28034 or call 704.922.6200.

Right to Change

The Gaston College Board of Trustees and/or Administration of Gaston College reserves the right to change at any time, and without notice, graduation requirements, fees and other charges, curriculums, course structure and content, and other such matters as may be within its control, notwithstanding any information set forth in this catalog. Gaston College reserves the right to cancel classes due to insufficient enrollment. Course offerings approved after publication of this catalog are described in class schedules, which are issued each semester. 2023-2024 tuition rates subject to change pending legislative action and approval.

Student Right to Know

The Student Right to Know Act requires an institution that participates in any student financial assistance program under Title IX of the Higher Education Act of 1965 (as amended) to disclose information about graduation rates to current and prospective students. The average rate of persistence toward degree completion by students at Gaston College is available in the Student Records Office and is also available on the Consumer Information webpage. The College also complies with the other reporting requirements of the Federal Right to Know and Campus Security Act.

Accreditations and Memberships

Gaston College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404.679.4500 for questions about the accreditation of Gaston College.

The Commission on Colleges should be contacted only on matters related to the accreditation status of Gaston College and not for general College information.

The College's diploma, certificate, Associate, and Applied Science Degree Programs are accredited by national accreditation boards, commissions, or service agencies. Additionally, the College is in good standing with over 20 institutional memberships. Students with institution or program accreditation questions should contact the Office of the Vice President for Academic Affairs.

Hours of Operation

Please email or call the office you need assistance from before visiting campus (see the Frequently Contacted Offices section in the Catalog and Student Handbook).

Dallas Campus **Lincoln Campus**

Admissions
Monday-Thursday: 8am-6pm
Friday: 8am-12 noon

Advising Services
Monday-Thursday: 8am-6pm
Friday: 8am-12 noon

Bookstore
Monday-Thursday: 8am-6pm
Friday: 8am-12 noon

Business Office & Sponsorship Office
Monday-Thursday: 8am-6pm
Friday: 8am-12 noon

Financial Aid & Veterans Affairs
Monday-Thursday: 8am-6pm
Friday: 8am-12 noon

Learning Center
Monday, Tuesday, Thursday: 8am-8pm
Wednesday: 8am-5:30pm
Friday: Closed

Mailroom
Monday-Thursday: 10am-12pm and 1:30pm-3pm
Friday: Closed

Morris Library
Monday-Thursday: 7am-9pm
Friday: 7am-12 noon
Saturday: 9am-1pm

Records & Registration
Monday-Thursday: 8am-6pm
Friday: 8am-12 noon

Student Life
Monday-Thursday: 8am-6pm
Friday: 8am-12 noon

Student Success and Retention
Monday-Thursday: 8am-6pm
Friday: 8am-12 noon

Technology Services
Monday-Thursday: 8am-5pm
Friday: 8am-12 noon

Bookstore
Monday-Thursday: 8am-6pm
8am-12 noon

Business Office
Monday-Thursday: 8am-6pm
Friday: 8am-12 noon

Harvey Jonas Library
Monday-Thursday: 8am-6pm
Friday: 8am-12 noon

Learning Center
Monday-Thursday: 11am-8pm
Friday: Closed

Student Affairs Office
Monday-Thursday: 8am-6pm
Friday: 8am-12 noon

Kimbrell Campus

Learning Center
Hours vary. Appointment only.

Student Affairs Office
Hours vary. KCC 116
Please call 704.825.6269

Switchboard Hours
Monday-Thursday: 7:30am-5:30pm
Friday: 8am-12 noon

Technology Services
Hours vary.
Please call 704.825.6258

FREQUENTLY CONTACTED OFFICES

Dallas Campus-Main Number	**704.922.6200**	Small Business Center	704.922.6447/6449
ACT Testing	704.922.6210	Student Success and Retention	704.922.2242
Academic Affairs	704.922.6240	Teacher Renewal	704.922.2241
Accessibility Services	704.922.6224	Technology Services	704.922.6420
Accounts Payable	704.922.6417	Testing Center- Katherine Harper (RISE, TEAS, GED)	704.922.2433/2375
Accounts Receivable	704.922.6410/6435	Transcripts	704.922.6232
Admissions	704.922.2383/2451/6216	Transfer Advising Center	704.922.6576
Adult High School	704.922.6319/6545	Veterans Affairs	704.922.6229/2453
Advising Services	704.922.6220	Veterinary Technology Program	704.922.6469/6393
Apprenticeship 321	704.922.2313	Work-Based Learning & Placement	704.922.6212/6360
Art Department	704.922.6343/6245/6344	**Lincoln Campus-Main Number**	**704.748.5200**
Arts & Sciences	704.922.6311/6310/6342	Admissions/Financial Aid	704.748.5214
Bell Tower	704.922.3361	Adult High School/GED	704.748.5205
BLET/Criminal Justice Academy	704.922.6531/6270	Bookstore	704.748.5251
Bookstore (The Rhino Shop)	704.922.6428/2265/6517	Business & Industrial Services	704.748.5259
Business & Information	704.922.6263/6262/2256	Business Office	704.748.5211
Technology		Certified Nurse Aide	704.748.5221
Business Office	704.922.6435/6410	College and Career Readiness (CCR)	704.748.5205
Campus Police	704.922.6480	Cosmetology	704.748.5252
Certified Medical Assistant	704.922.6377/2274	Counseling	704.748.5209
Certified Nurse Aide	704.922.6469/6372	Dean's Office	704.748.5212/5213
College and Career Readiness (CCR)	704.922.6548/6545/6320	English	704.748.5216
Continuing Education	704.922.2244	Learning Center	704.748.5236

Developmental Education	704.922.6569	Library	704.748.5208
Distance Education	704.922.6515/2307	Math	704.748.5228
Early Childhood Education	704.922.2275/6293/6533	Office Systems Technology	704.748.5240
Economic and Workforce Development	704.922.6476	Practical Nursing	704.922.6469/6366
Educational Partnerships	704.922.6297/6482	Pre-Nursing Advisors	704.922.6220
EMS Education	704.922.6241/2311	President's Office	704.922.6475/6207
Engineering Technology	704.922.6296/6295	Printing	704.922.6431
Financial Aid	704.922.6227	Science	704.748.5258
Fire/Rescue Training (RESTC)	704.922.6257/6256/6258	Security/Campus Police	704.922.6480
GED/HSE Transcripts	704.922.6545	Student Affairs	704.748.5214/5217
Health and Human Services	704.922.6379/6488/6486	Technology Services	704.748.5204
Identification (ID) Badges	704.922.2299	**Kimbrell Campus-Main Number**	**704.825.3737**
Industrial Technologies	704.922.6381/6380	Business Office	704.825.6255
Library	704.922.6359/6358/6356/2402	Campus Police	704.825.6283
Mailroom	704.922.6431	Dean's Office	704.825.6307
National Career Readiness Certification (NCRC)	704.922.6347	Enrollment Services/Student Affairs	704.825.6269
Nursing	704.922.6469/6366	Receptionist	704.825.3737
Phlebotomy	704.922.6377/2274	Technology Services	704.825.6258
		Textile Technology Center	704.825.6260

Academic Calendar

Academic Calendar Information

One of the most important resources available to you as a student is the Gaston College Academic Calendar. The Academic Calendar provides you with all of the important dates you need to be mindful of as you navigate fall (August to December), spring (January to May), and summer (May to August) semesters. The most up to date Academic Calendar is available online at gaston.edu. Click on "Quick Links" and search under "Students."

Educational Programs

Continuing Education Programs

Gaston College's Continuing Education Program offers a variety of short-term professional development programs, certifications and personal enrichment courses delivered traditionally or online. For more detailed information on Continuing Education programs visit the Continuing Education page of the Catalog. For more information and current course schedule visit: gaston.edu/economic-workforce-development/.

College Transfer Programs

(Associate in Arts, Associate in Science, Associate in Arts Teacher Preparation, Associate in Science Teacher Preparation, Associate in Fine Arts in Visual Arts, Associate in Engineering, and Associate in General Education-Nursing)

Gaston College offers a college transfer program for students intending to transfer to a four-year college or university by offering courses that parallel those offered during the first two years, typically the general education requirements, at the four-year institution. Students who transfer from Gaston College have the ability to pursue a variety of undergraduate degree programs at their four-year institution. Students are encouraged to meet with their Gaston College Academic Advisor to discuss the appropriate associate degree program and course selection that aligns with their future academic and career plans. Students may complete a 60-61 credit hour Associate in Arts (A.A.), Associate in Arts Teacher Preparation Degree (A.A.T.P), Associate in Science Degree (A.S.), Associate in Science Teacher Preparation Degree (A.S.T.P), Associate in Fine Arts in Visual Arts (A.F.A.V.A.) Associate in Engineering (A.E.), or Associate in General Education-Nursing (AGE-Nursing).

Gaston College has partnered with 10 North Carolina four-year institutions to provide a special pathway for guaranteed admission into the following four-year institutions: Appalachian State University, Belmont Abbey College, East Carolina University, Gardner-Webb University, Johnson C Smith University, Lees McRae College, Lenoir-Rhyne University, North Carolina State University, University of North Carolina at Charlotte, and University of North Carolina at Wilmington. These Transfer Admission Guarantee (TAG) agreements ensure Gaston College students a smooth transition from GC to the institution of their choice upon completion of their associate degrees with credits counting towards a bachelor's degree. For further information please visit Gaston College's Transfer Admission Guarantees (TAG) website.

A one semester credit hour college transfer success course, ACA 122, is included in the student's associate degree program requirements and a Work-Based Learning (WBL - 111) course of one semester hour of credit may be included in a 61 semester hour-credit degree program such as Associate in Arts (A.A.), Associate in Science Degree (A.S.), Associate in Fine Arts in Visual Arts (A.F.A.V.A.), or Associate in Engineering (A.E). The four-year institution the student attends upon transfer, will determine the type of transfer credit that is awarded for these two courses.

Each student should meet with their assigned academic advisor about course selection for the next academic term prior to registration. Any course substitutions, courses for those specifically required for graduation and those outside the area of specialization, must be approved by the appropriate academic dean. Students are responsible for the completion of their academic program of study based upon the requirements stated in the Gaston College Academic Catalog.

For more information on advising, transfer electives and graduation requirements visit the College Transfer page of the Catalog and Student Handbook.

Associate in Applied Science Degrees

The Associate in Applied Science (A.A.S.) degrees are two-year programs that prepare the student for the workforce. Additionally, there are some senior institutions where all or part of these degrees are accepted as the first two years of a four-year program. A few of the senior institutions that accept some of Gaston College A.A.S. degrees are the following: Appalachian State University, Belmont Abbey College, Gardner-Webb University, Lenoir Rhyne College, Pfeiffer College, Mars Hill College, University of N.C. at Charlotte, Western Carolina University, and Winston-Salem State University.

Some senior institutions will evaluate the Associate in Applied Science Degree on a course-by-course basis.

The minimum requirements for the Associate in Applied Science Degree vary with the degree program. The completion of no fewer than twenty (20) semester hours while in attendance at Gaston College is required.

A student is eligible to graduate with an Associate in Applied Science Degree upon completion of the curriculum requirements for the particular program listed in this catalog. A student must have a 2.00 grade point average on courses presented for graduation.

For more information on available programs here at Gaston College visit the Programs of Study page in the Catalog and Student Handbook.

College Now (Career and College Promise) / Early Colleges / University Center

- College Now-A Career and College Promise (CCP) Program
- Gaston Early College High School (GECHS)
- Gaston Early College of Medical Sciences (GECMS)
- The University Center at Gaston College

College Now-A Career and College Promise (CCP) Program

Session Law 2011-145, the Appropriations Act of 2011, authorizes the State Board of Education and the State Board of Community Colleges to establish the College Now Career and College Program. This program replaces all previous high school programs (Huskins, Dual Enrollment, and Learn & Earn Online). College Now provides seamless dual enrollment educational opportunities tuition free for eligible North Carolina private, public, charter, and home-schooled high school students, allowing them to accelerate completion of college certificates, diplomas, and associate degrees that lead to college transfer or provide entry-level job skills. College Now includes College Transfer Pathways, Career & Technical Education Pathways, and Cooperative Innovate High School Programs (Early College). Students are responsible for paying for registration fees and textbooks unless the School System incurs the cost. Information on current pathways being offered may be found through the College Now webpage.

Application requirements for the College Transfer Pathways and the Career Technical Pathways include: (1) High School Transcript, (2) Completed Career and College Promise Enrollment Form with required signatures, and (3) Completed College Application.

Entrance Requirements for the College Transfer Pathways is dependent upon a students' grade level. For junior and senior entrance requirements: (1) Must have an unweighted GPA of 2.8 or higher on high school course work OR demonstrate college readiness through approved assessment tests (Plan, PSAT, SAT, ACT, RISE, NCDAP, Accuplacer, Asset) and (2) Maintain 2.0 college GPA after two (2) courses. For freshman and sophomore entrance requirements (for College Transfer Pathways only): (1) Must be identified as academically or intellectually gifted in English, reading, and math as outlined in the local Board of Education's Academically & Intellectually Gifted (AIG) local plan or must be identified as academically or intellectually gifted in English, reading, and Math on an aptitude AND achievement test as evidenced by a score in the range of 92nd to 99th percentile on an aptitude and achievement test included in the Mental Measurements Yearbooks published by Buros Institute of Mental Measurements, (2) Must demonstrate college readiness in English, reading, AND mathematics on a diagnostic assessment test approved by the State Board of Community Colleges identified in Attachment A of the Career & College Promise Operating Procedures, and (3) Must have the maturity to justify admission to the Community College, as demonstrated by obtaining letters of recommendations from the Principal or designee at the high school and high school Academically Gifted Coordinator and have approval of the Community College President or designee.

Entrance requirements for the Career & Technical Education Pathways include (1) Must be a junior or senior, (2) Must have a unweighted GPA of 2.8 or higher on high school courses, demonstrate college readiness through approved assessment tests (Plan, PSAT, SAT, ACT, RISE, NCDAP, Accuplacer, Asset), or submit the Principal Readiness Waiver (which is only applicable for pathways that do not contain transfer courses), (3) Must meet prerequisites of courses in career pathway, and (4) Maintain 2.0 college GPA after two (2) courses.

Gaston Early College High School (GECHS)

Gaston Early College High School (GECHS) is an innovative high school located on the Dallas Campus of Gaston College. The Early College High School is operated by Gaston College and Gaston County Schools through a joint partnership.

This non-traditional high school offers Gaston County students a unique opportunity to receive a high school diploma while earning an Associate in Arts, Associate in Science, or Associate in Engineering degree from Gaston College. GECHS offers

state-of-the-art technology and rigorous academics. Students take college courses at no additional cost, and after graduation, they may transfer to a four-year college or university.

For further information on GECHS, please visit the Gaston Early College High School website.

Gaston Early College of Medical Sciences (GECMS)

Gaston Early College of Medical Sciences (GECMS) is an innovative, healthcare-focused high school located on the Dallas Campus of Gaston College. The Early College of Medical Sciences is operated by Gaston College and Gaston County Schools through a joint partnership.

This non-traditional high school offers Gaston County students a unique opportunity to receive a high school diploma while earning a diploma or associate degree in preparation for a career in the Medical/Healthcare field. Programs/pathways include the Associate in General Education in Nursing, Health Information Technology, Human Services Technology, and Biotechnology Sciences. Students take college courses at no additional cost, and after graduation, students may continue with post-secondary education and/or go directly into the workforce.

For more information on GECMS, please visit the Gaston Early College of Medical Sciences website.

The University Center at Gaston College

The University Center at Gaston College was established in 1990 through the efforts of Appalachian State University, The University of North Carolina at Charlotte, and Gaston College. Located on the Gaston College's Dallas Campus, the University Center coordinates a cooperative program with various area colleges and universities to bring four-year and graduate-level classes to Gaston College in order to make classes more accessible to the citizens of Gaston and Lincoln counties. Identifying the needs within the community and cooperation with various senior institutions are the dominating factors that determine the classes offered through the University Center. Most courses are offered during evenings for the convenience of working adults.

Tuition and Fees Information

- Cost to Attend - Curriculum
- Cost to Attend - Economic and Workforce Development / Continuing Education
- Fee Explanations
- Right to Change Fees
- Payments for Tuition and Fees
- Tuition Exceptions
- Resident Status for Tuition Payments
- Refund Policy
- Accident Insurance
- Student Outreach Services (SOS)

Gaston College, supported by the taxpayers of North Carolina, Gaston County and Lincoln County, maintains modest instructional and general fees, which are subject to change by the state of North Carolina and the Board of Trustees of Gaston College.

Tuition rates are subject to change by the North Carolina legislature.

Please visit the Business Office webpage for payment, refund, collection and transcript policies.

Cost to Attend - Curriculum

Gaston College Tuition* and Fee amounts for the 2024-25 academic year are listed below:

Tuition

Credit Hours	In-State Tuition	Out-of-State Tuition
1	76.00	268.00
2	152.00	536.00
3	228.00	804.00
4	304.00	1072.00
5	380.00	1340.00
6	456.00	1608.00
7	532.00	1876.00
8	608.00	2144.00
9	684.00	2412.00
10	760.00	2680.00

11	836.00	2948.00
12	912.00	3216.00
13	988.00	3484.00
14	1064.00	3752.00
15	1140.00	4020.00
16+	1216.00	4288.00

The maximum instructional fee for residents of North Carolina is $1,216 per semester for 16 or more credit hours.

The maximum instructional fee for out-of-state residents is $4,288 per semester for 16 or more credit hours.

**Tuition rates are subject to change by the North Carolina legislature.*

Curriculum Fees - Student Fees

Campus Access/Security Fee	$100.00 per semester
Lab and Clinical Fees	$6.00 per lab hour - Level 1 $12.00 per lab hour - Level 2 $18.00 per lab hour - Level 3 $24.00 per lab hour - Level 4
Student Success Fee	$15.00 per semester
Graduation Fee/Life Skills	$25.00
Student Activity Fee	$35.00 per term (Fall, Spring, Summer)
Student Assistance and Accident Insurance Fee - Curriculum	$4.00 per term
College Now (Career & College Promise) Fee	$15.00 per term
Career Readiness Certificate (CRC)	$20.00 to $25.00 per test (Pass through fee)
Official Student Transcript Fee	$7.00 each
Proctored Tests for Non-student Examinees	$20.00
TEAS Testing Fee[1]	$70.00 (Pass through fee)
Malpractice Insurance (Health Services/EMS Students)	$13.00 (Pass through fee)
Returned Check Fee	$25.00

Parking Violation Fine (Paid to Civil Penalty Forfeiture Fund)	$5.00 (pass through fee)
Technology Fee	$48.00 per semester
1098T (Pass through Fee of Penalty from IRS)	$100.00 (pass through fee)
BLET - Curriculum	$30.00 one-time fee

[1]TEAS (Test of Essential Academic Skills) measures reading comprehension, English skills (such as grammar and punctuation, basic math skills, and science knowledge). It is used as an admissions test for the RN, LPN-RN, Medical Assisting, and Vet Tech programs.

Cost to Attend - Economic and Workforce Development / Continuing Education Courses

Tuition and fees:
Continuing Education Occupational courses (state supported) vary, based upon the actual total hours of the course.

In addition to tuition, on-campus Economic and Workforce Development/Continuing Education classes are assessed a Usage Fee.

Please contact ConEd@gaston.edu or call 704.922.2244 for specific costs in each course.

Credit Hours	Tuition Fee	Usage Fee
1-24	$70.00	$2 per course
25-50	$125.00	$4 per course
51+	$180.00	$6 per course

Additional Fees:

Technology Fee	$5 per course
Accident Insurance Fee	$1 per course

Receipt supported (self-supporting) courses are individually priced.

Fee Explanations

Campus Access Fee - This supports the costs associated with campus safety and security, maintaining the college's parking facilities and security of college property, remote notification, enhancements of access to college facilities, public safety infrastructure, and internet/infrastructure/course delivery.

Lab and Clinical Fees - This covers the necessary supplies and equipment used in some courses or provides simulations for online courses with labs.

Required specific fees - This supports program-related costs for tools, uniforms, malpractice insurance, certification/licensure fees, e-text, lab and other consumable supplies

Student Activity Fee - This supports student government associations, student clubs and organizations, student life, enrichment and social activities, student identification cards, student athletics and capital improvement projects constructed for student activities.

Student Assistance and Accident Insurance Fee - This supports Student Outreach Services and may also be used for student accident insurance in the event a student gets injured on campus or at a campus activity.

Student Success - This supports graduation-related costs and student success initiatives.

Technology Fee - This supports student access to all instructional technology such as hardware (including printing) as well as the support positions necessary to operate, maintain, and repair this technology.

Other Fees - Depending on the program of study, other, specific fees may be applicable to support goods or services that are not required for enrolment such as those related to transcripts, optional assessment, library/equipment replacement, graduation, specific program insurance, or specific events and activities.

State Board Code Fee Reference

State Board Code	Fee Type
1E SBCCC 700.2	Student Activity Fees
1E SBCCC 700.3	Instructional Technology Fees
1E SBCCC 700.4	College Access, Parking and Security Fees
1E SBCCC 700.5	Required Specific Fees
1E SBCCC 700.6	Other Fees

Right To Change Fees

All College fees are subject to change without notice.

Payments for Tuition and Fees

Payments for tuition and fees are due to the Business Office and must be received by the stated deadline (day and time) on the academic calendar each semester. If you register during late registration, tuition and fee payments are due that day. Failure to pay by the stated deadline may result in your classes being dropped. If you register for late start classes after the last payment deadline, you may not be dropped for nonpayment. It is ultimately your responsibility to drop classes that you do not want to take. Please note that if you are not dropped from a class, you will be responsible for payment and will owe money to the College.

Tuition Exceptions

*College Now (Career and College Promise)***:**

Students enrolled in High School who are taking College courses (dual enrollment students) pay no tuition for state-funded courses, except for continuing education classes.

Resident Status for Tuition Payments

Students who are not North Carolina residents pay out-of-state tuition for credit (degree) classes. A student's official residency status is determined at the time they complete the admissions application according to the residency policy of the state of North Carolina, the North Carolina Community College System, and the Gaston College Board of Trustees. In order for a student to be considered a legal resident for tuition purposes, the applicant's residency must be established and maintained in North Carolina for at least 12 months preceding the date of enrollment. Immigrants lawfully admitted to the United States for permanent residence may establish North Carolina residence in the same manner as any other non-resident.

All applicants to Gaston College will be required to supply a Residency Certification Number upon application to the College. Applicants can acquire a Residency Certification Number by completing a residency application interview with the Residency Determination Service. An applicant's residency determination is based on the Residency Determination Service interview and will be used as the student's residency classification for Gaston College.

The legal residence of a person under 18 years of age is that of his or her parents, surviving parent, or legal guardian. In cases where parents are divorced or legally separated, the minor's domicile is deemed to be North Carolina for the time period that either parent, as a North Carolina legal resident, claims the minor as a taxable dependent.

A change of address does not automatically entitle a student to pay the same tuition as a North Carolina resident. A request to change one's residency status should be submitted to the Residency Determination Service. Students must disclose any change in residency to the Office of Admissions. More information on residency requirements may be obtained from the Office of Admissions.

Refund Policy (updated 11/8/19)

Curriculum

A 100% refund of tuition may be given if the student officially drops a class prior to the first official day of the term or the day before a short term class (late start) begins. A 75% refund of tuition may be given if the student officially drops a class prior to or on the 10% point of the term or the short term (late start) class. The drop deadlines are published on the student academic calendar. No refunds will be given after the 10% date. If a course is cancelled, refunds are automatically processed.

All paperwork for the drop must be processed before the drop date. The drop date is published each semester on the Gaston College website. It is the students' responsibility to ensure they are officially dropped from classes. If a course fails to materialize, refunds are automatically processed. The refund policy is subject to change. Refunds are not granted after the 10% point. Refunds of tuition will be issued in accordance with the current state and college policy. Refund checks will be mailed within 30 days after the last drop-add day.

Regardless of when the student officially drops/withdraws, the student is still responsible for any fees and/or balance remaining on your account.

Economic and Workforce Development / Continuing Education Courses

If a student officially drops from a state-supported class or classes before the 10 percent date of the class(es), a 75 percent tuition refund will be given for the class(es) dropped. A 100% refund will be made if the student withdraws from the class prior to the class start date. No refunds will be given after the 10 percent date. If a course fails to materialize, refunds are automatically processed. (The refund policy is subject to change. Refunds of tuition will be issued in accordance with the current state and college policy. Refund checks will be mailed within six weeks of class cancellation or notification of drop from the class.)

Textbook Inclusion Fees

If students drop a course with textbook inclusion fees, full refunds will be given ten calendar days from the start of the class. Students must request a refund of these fees with the Records and Registration Office by calling 704.922.6232. This refund policy excludes Cengage Unlimited as this is a subscription fee not associated with one particular course or textbook.

Students called to active military duty may be allowed special provisions for refunds. Contact the Records and Registration Office at 704-922-6232 or gcregistrar@gaston.edu for Active Duty Provisions.

Accident Insurance

Gaston College provides accident insurance coverage for students in case of injury on Gaston College campuses or in a College-related activity.

Student Accident Insurance provides coverage to all registered and enrolled curriculum and continuing education students for covered injuries sustained while the insured student is:

- Participating in activities sponsored and supervised by the school except for play and/or practice of intercollegiate sports;
- Traveling during such activities as a member of a group in transportation furnished or arranged by the school; or
- Traveling directly to or from the insured's home premises and the site of such activities.

This coverage is secondary coverage and applies only after the claim has been reviewed by the student's primary insurance provider.

For information concerning coverages, benefits, exclusions and definitions, please refer to the Student Accident Insurance Plan brochure, available in Student Affairs or on the College website under "Student Resources" and "Business Office."

To file a student accident insurance claim, the student must do the following:

1. Obtain a copy of the Incident Report from the Campus Police Department as soon as reasonably possible.
2. Complete the Student Claim Form in its entirety. The claim form is available from the Administrative Assistant to the Vice President for Finance, Operations and Facilities (Beam Administration Building Room 115, telephone 704.922.6406).
3. The student should make a copy of the Accident Report and Claim form for their records.
4. Return both forms to the Administrative Assistant to the Vice President for Finance, Operations and Facilities for the claim to be submitted.
5. The student is responsible for submitting all medical bills to the insurance carrier. Information for the carrier is provided on the claim form.

These are time sensitive documents. Please verify the forms are complete and accurate prior to submitting.

Student Outreach Services (SOS)

Student Outreach Services (SOS) provides coverage to all registered and enrolled curriculum and qualifying continuing education students and is very similar to an Employee Assistance Program. SOS provides students with access to clinicians that can assist with personal or academic-related challenges and concerns. Each eligible student is eligible for nine (9) counseling sessions per incident per year.

Students Services

Student Services Vision Statement

Our vision is to be the NC community college system's premier Student Affairs Division...

- collectively **cultivating** and **supporting** student success
- being the best at **creating a culture** of belonging and inclusion

Department	Goals in Support of *Mission and Reason for Goal	Relation to *Strategic Plan	
		Strategic Direction	Strategy
Admissions	Students who participate in a Campus tour will have a level of awareness of navigating the campus and the admissions process.	1	1
	Students served by the Admissions Office will demonstrate a high level of satisfaction with the Admissions Office.	1	1, 2
Advising and Testing Services	Students will demonstrate a high level of satisfaction with academic advising provided by Advising staff.	1	3
Financial Aid and Veterans Affairs	Students will demonstrate their ability to apply for financial aid by applying.	1	4, 11
	Students assisted in the Financial Aid Office will demonstrate a high level of satisfaction with the overall service provided by the Financial Aid Office staff.	1	1, 11
Records and Registration	Students will be able to demonstrate knowledge of the online graduation application in Self-Service.	1	8
Student Success and Retention	The student body will have a level of awareness of the Counseling department and available services.	1 4	1,2 3
	The student body will have a level of awareness of available campus and community resources.	1 4	1, 2 3
	Students who receive services through TRiO Student Support Services or Emergency Assistance funding will be more likely to re-enroll or graduate as of the next fall.	1	1, 11
Student Development	Student leaders will demonstrate an understanding of the skills necessary to lead teams, including but not limited to meeting management, motivation, budgeting, program planning, and effective communication skills.	1	1, 11
	Students involved in the conduct process will demonstrate improved behavior by not engaging in future violations of the Student Code of Conduct.	1	4, 11

	Students will demonstrate a high level of satisfaction with Student Life.	1	1,8

*Please visit the Gaston College website at gaston.edu for information on the College's Mission and 2019-2024 Strategic Plan.

Academic and Non-Academic Student Complaints

It is the policy of Gaston College to resolve academic and non-academic student complaints, grievances, and appeals in a prompt, fair, and cordial manner. The following information provides students with options regarding academic and non-academic complaints. Students can also find information about College complaint, grievance, and appeal procedures by visiting the College's Consumer Information webpage.

Student Academic Complaints

Student academic complaints are those matters involving concerns about course design and content, teaching performance, and instructor conduct in the classroom/lab setting, excluding final grade complaints (see Final Grade Appeal in the Catalog and Student Handbook under Records and Registration). Information and procedures for filing a formal written Student Academic Complaint can be found in Appendix H and Appendix I in the Catalog and Student Handbook.

Non-Academic Complaints

Student concerns about unfair and inequitable treatment, discrimination, and harassment should follow the appropriate process below for resolution.

Student non-academic complaints are those matters involving concern about a College employee or process outside the classroom/lab setting that may adversely affect the status, rights, or privileges of the students. This process does not cover matters where there is an established and defined appeal process or policy such as appeals regarding final grades, refunds, Student Code of Conduct, Title IX, accessibility/ disability, and financial aid. The Student Non-Academic Complaint Procedure can be found in Appendix J of the Catalog and Student Handbook.

- Disability Grievances-Any student who believes that they have been discriminated against because of a disability by any Gaston College employee, has the right to seek review of such concerns. The Disability Grievance Procedure can be found in Appendix K of the Catalog and Student Handbook.
- Title IX and Sexual Harassment-Gaston College is committed to providing an inclusive, safe, and welcoming working and learning environment for all members of the College Community. In accordance with applicable federal and state laws, administrative regulations, and College policy, the College prohibits discrimination in its educational programs and activities based upon sex that includes all forms of sexual harassment. This applies to conduct that occurs in a College Education Program or Activity located within the United States. Under Title IX, discrimination on the basis of sex includes quid pro quo harassment; sexual harassment; and sexual assault, stalking, dating, and domestic violence (collectively referred to as "sexual harassment"). More information is available in Appendix F of the Catalog and Student Handbook and on the College's Title IX webpage.

State Student Complaint Process

In compliance with state regulations and rules promulgated by the U.S. Department of Education, the University of North Carolina is committed to implementing a student complaint process that is fair, timely, and effective. This policy establishes a process by which students can initiate complaints against a post-secondary institution offering programs in the state of North Carolina when all other forums at the institutional level have been exhausted. The University of North Carolina System Office, serving as the clearinghouse for complaints concerning post-secondary institutions that are authorized to operate in North Carolina, will act upon those complaints within its purview and forward all other complaints to the appropriate agency. See the Gaston College Student Complaint Procedures on the College's Consumer Information webpage for more details on this process.

Campus Police and Safety

Campus Police and Safety

- Campus Police and Security Department
- Locations and Contact Information
- Annual Security Report (ASR)
- Crime Incident Logs
- Photo Identification (ID)
- Lost and Found
- Weather and Scheduling Modifications

Traffic and Parking

- Traffic and Parking
- Traffic Accidents
- Enforcement
- Fines and Penalties
- Handicapped Parking
- Internal Appeal Process for College Citations

Emergency Preparedness and Response

- Basic Emergency Preparedness
- Emergency Response Guide (ERG)
- Notification of Public Danger
- Emergency Notification System (GC Alert)
- Crime Prevention Tips
- Concerns about Conduct
- No Weapons Policy
- Hostile Intruder/Active Shooter
- Lockdown (Hostile Intruder/Active Shooter)

Sexual Misconduct

- Domestic and Dating Violence
- 24-Hour Crisis Line
- Notes Regarding Sex Crimes
- Registered Sex Offenders

Campus Police and Safety

Campus Police and Security Department

Gaston College is committed to providing a safe and secure campus and learning environment. The Campus Police and Security Department supports this mission by assisting others with the highest commitment to professionalism, service, respect, and integrity. All members of the Campus Community are expected to exercise responsible judgment and conduct themselves in accordance with generally accepted standards.

Gaston College's Campus Police and Security Department is comprised of both sworn Police Officers and non-sworn Security Officers. Campus Police Officers are armed and identified by their slate blue or white shirts and distinctive "Campus Police"

shoulder patch and badge. Security Officers are unarmed and identified by their dark blue shirts and distinctive "Campus Security" shoulder patch and badge.

Campus Police Officers have full police authority on College property, including College-owned or leased property and any portion of a public road or highway passing through the property and/or adjoining College property.

When needed, the Campus Police and Security Department works closely with other law enforcement agencies, including:

- NC State Bureau of Investigation
- NC Highway Patrol
- Gaston County Police (Dallas and Kimbrell Campuses)
- Gaston County Sheriff's Department (Dallas and Kimbrell Campuses)
- Dallas Police Department (Dallas Campus)
- Lincoln County Sheriff's Office (Lincoln Campus)
- Lincolnton Police (Lincoln Campus)
- Belmont Police (Kimbrell Campus)

Locations and Contact Information

Campus Police and Security have an office location on each campus.

- **Dallas Campus (Main Office)**

  Comer Engineering Technology Building

  CET 122

- **Lincoln Campus**

  Lincoln Classroom Building

  LC 113

- **Kimbrell Campus**

  Kimbrell Campus Classroom Building

  KCC 102

Campus Police and Security for all campuses can be contacted by dialing 704.922.6480, or extension 6480 from an on-campus phone.

Annual Security Report (ASR)

Gaston College publishes an Annual Security Report (ASR), which contains information related to safety and security including crime statistics for the prior three years **(see Appendix M: Gaston College Crime Statistics, CATALOG CONTENT CUSTOM PAGE),** various safety and security measures, and crime prevention information. To review the current ASR, you can contact Campus Police by telephone at 704.922.6480, in person on the Dallas Campus (Main Office), Comer Engineering Technology Building, Room CET 122, or online at www.gaston.edu - click About Us - Campus Police and Safety - Annual Security Report (ASR).

Crime Incident Logs

The Campus Police & Security Department maintains a log of all crimes reported to the Department, which is available for viewing in the main office in the Comer Engineering Technologies building room 122 at the Dallas Campus, room 113 of the main building at the Lincoln Campus, and room 107 of the classroom building at the Kimbrell Campus.

Photo Identification (ID)

Photo IDs are available for employees and curriculum students. There is no charge for the initial ID. Replacements are $10.00. Curriculum students must provide a current class schedule to receive an ID. A monthly schedule is published that lists specific dates, times, and locations. IDs may be obtained at the following locations:

- Dallas Campus: Comer Engineering Technology Building (CET 116A)
- Kimbrell Campus: Kimbrell Campus Classroom Building (KCC 116J)
- Lincoln Campus: Lincoln Classroom Building (LC 113)

For further information, contact the Campus Police and Security Department at 704.922.6480.

Lost and Found

Lost items should be turned in to one of the Campus Police and Security Department locations. To report a lost item, contact the Campus Police and Security Department at 704.922.6480. If you need to reclaim a lost item, contact Campus Police and Security. Please be prepared to provide the following:

- Your name, phone number, and e-mail address.
- Date and location the item was lost or last seen.
- Description of the item.
- If lost item is a cell phone, be prepared to give the brand, carrier, and number.
- After 120 days, unclaimed items will become the property of the College.

Weather and Scheduling Modifications

In the event of inclement weather, or other reasons such as a power failure, the College President or designee may close the College or modify its operating schedule. Closing the College or modifying its operating schedule is separate from Gaston and Lincoln County Schools or any other school system. For accurate information on College closings or modified schedules, check for weather-related notices specifically made by Gaston College. **In the event of inclement weather, persons are encouraged to use their best judgment when assessing their ability to travel safely.**

The following are ways to stay informed about weather and scheduling modifications. It is recommended that more than one method be used.

- GC Alert (Emergency Notification System -Text and/or Email). To subscribe to GC Alert, go to www.gaston.edu - click About Us - Campus Police and Safety - GC Alert.
- College Website www.gaston.edu.
- Recorded announcements on the College Switchboard at 704.922.6200.
- Radio and TV
    - WSGE 91.7FM - Gaston College
    - WBT 99.3FM - Charlotte
    - WBT 1110AM - Charlotte
    - WLNK 107.9FM - Charlotte
    - EDAC-TV Channel 21 (Education Access) - Gaston
    - WBTV-TV (CBS) - Charlotte
    - News 14-TV (Carolina) - Charlotte

Traffic and Parking

Traffic and Parking

Per N.C.G.S. 115D-21, all provisions relating to the operations of motor vehicles, public or private, on NC highways, street, roads, alleys, and driveways of the College apply on a 24-hour basis including any other rules and regulations approved by the

College's Board of Trustees. Additionally, an operator of any vehicle on College property is expected to follow the instructions of any Campus Police or Security Officer and all traffic signs. A copy of the Traffic and Parking policy is available upon request. Failure to obtain such a copy is not an excuse for violation of the policy.

The responsibility of finding a legal parking space rests with the motor vehicle operator. Failure to find a legal parking space does not permit the violation of parking rules and regulations. If a vehicle is illegally or improperly parked, the driver of the vehicle will be notified as quickly as possible, which may include calling the student out of class. Repeat violations may result in the loss of driving privileges on the College campus.

Some of the common offenses include:

- Reckless driving.
- Blocking or obstruction of traffic, street, crosswalk, sidewalk, fire hydrant, building entrance or exit, or another vehicle properly parked.
- Protruding into lane of traffic.
- Double parking.
- Parking on shoulder of road, except where parking is indicated by official signs.
- Driving in excess of posted speed limits.
- Failure to obey traffic signs.
- Failure to obey directions of Campus Police or Security Officers.
- Failure to yield right-of-way at pedestrian crossings.
- Following too closely.
- Driving under the influence of alcohol or narcotics.
- Operating a vehicle causing loud and unnecessary noise such as loud mufflers, horns, public address systems, stereo systems, and ultra-sensitive alarm systems.
- Failure to yield right-of-way to emergency vehicles.
- Operating or parking a vehicle in any manner that creates a safety hazard.
- Leaving a vehicle on campus overnight without notifying Campus Police.
- Parking, standing, or stopping so as to impede the flow of traffic.
- Improper parking so that any portion of a vehicle is outside the marked limits of a parking space.
- Parking in unauthorized areas such as those areas posted as visitor parking, faculty/staff parking, no parking, handicapped parking, loading zones, designated crosswalks, or areas other than those specified by the vehicle permit.
- Parking trailers or boats on campus.
- Passing moving vehicles going in the same direction.
- Traffic accidents such as collision with another vehicle, a person, sign, or immovable object.

Traffic Accidents

Traffic accidents are to be reported immediately to the Campus Police Department. Unless a person(s) requires medical treatment, those involved in an accident are to remain at the scene of the accident until an investigation is complete.

Enforcement

Campus Police and Security Officers, at their discretion, have several enforcement options that can be used singularly or in combination, including:

- Referral to Student Affairs.
- Verbal warning.
- Written citation.
- Gaston College citation.
- Initiating criminal charges, by arrest or issuing a NC Uniform Citation under NC State law, which are adjudicated by the General Court of Justice through the criminal courts system.

Fines and Penalties

Fines and/or penalties may be issued for violation of traffic and parking rules. Repeat violations may result in the loss of driving privileges on campus. The current fine amount for traffic or parking citations is $5.00 per violation. Fines are to be paid at the College's Business Office within five (5) calendar days of the date issued or immediately following any appeals, as applicable. Unpaid fines will be added to a student's financial account with the College.

Failure to pay fines may result in additional penalties including a hold on a student's ability to register or re-enroll for classes, the withholding of grades, transcripts, degrees, diplomas, and/or certificates, graduation denial, revocation of parking privileges, and any of the provisions as detailed in the NC General Statues. Additionally, the accumulation of three (3) or more citations for violation of parking and traffic rules during one term will subject a student to the College's Student Code of Conduct.

Handicapped Parking

Handicap parking is available for those with disabilities. To park in handicap parking spaces, a person must have and properly display an officially issued handicap license plate or appropriate windshield placard. Handicap parking placards and license plates are issued to individuals, not to vehicles. Using another person's handicapped placard or licensed vehicle is illegal.

Campus Police and Security routinely check the vehicle registration of those parking in handicap spaces to ensure compliance. Improper use of these handicap parking spaces is punishable by a maximum fine of $250.00, plus court costs.

Internal Appeal Process for College Citations

A student has the right to an internal appeal for receipt of a College citation or penalty in regards to parking and traffic rules. An appeal must be in writing and submitted to the Vice President for Student Affairs or designee within five (5) days of the date the citation or penalty is issued. Appeal forms are available in the Campus Police and Security Department. Decisions by the Vice President for Student Affairs are final. North Carolina Uniform Citations or arrests adjudicated by the General Court of Justice through the criminal courts system are not subject to an internal appeal.

Emergency Preparedness and Response

Basic Emergency Preparedness

Campus Police and Security recommends that you review the basic information below to ensure that you are prepared for potential emergency situations.

1. Program the Campus Police telephone number into your cell phone (704.922.6480).
2. Subscribe to GC Alert for text and/or email messages regarding weather and other important notices.
3. Review the Emergency Response Guide (ERG).
4. Know evacuation procedures (Exit-the-Building & Shelter-in-Place) located in the ERG.
5. Participate in drills and training.
6. Pay attention to emergency notifications (e.g., public address/PA announcements).
7. Report suspicious persons and packages immediately to Campus Police.
8. Be prepared for a hostile intruder/active shooter situation (Run-Hide-Fight & Lockdown)

Emergency Response Guide (ERG)

The College publishes an Emergency Response Guide (ERG) that is available in classrooms and other areas throughout the College. An online version is available at www.gaston.edu - click About Us - Campus Police and Safety - Emergency Preparedness and Emergency Response Guide (ERG). The ERG provides guidelines for various emergency situations, but does not cover every conceivable situation. Please take time to become familiar with the ERG.

Notification of Public Danger

In situations that are deemed to pose an immediate threat to the Campus Community, Campus Police will issue a notification or statement regarding the matter using various Emergency Notification Systems including: GC Alert, Public Address (PA System), webpage, College radio station, posting of notices and flyers, and College email.

Emergency Notification System (GC Alert)

Gaston College maintains several emergency notification systems including GC Alert, Public Address (PA System), webpage, and College email. The GC Alert System allows students and employees to receive text messages and/or emails to be notified of weather, emergencies, or other important situations. If you subscribe to GC Alert, please note the following:

- Phone numbers and/or email addresses will not be shared.
- Subscriptions are generally purged in January of odd-numbered years, which requires re-subscribing to GC Alert.
- There is no charge for signing up for GC Alert; however, depending on your cell phone plan, text-messaging rates may apply and are at the expense of the subscriber, not Gaston College.

Subscribing to GC Alert is easy. The subscription process is available at www.gaston.edu - click About Us - Campus Police and Safety - GC Alert.

Crime Prevention Tips

The Campus Police and Security Department strongly recommends that each person review the following tips in an effort to prevent crimes.

1. Report any suspicious person or activity to Campus Police at 704.922.6480.
2. Take a few minutes and think about how you would react to various crime-related situations such as a robbery.
3. Be aware of your surroundings at all times.
4. Be self-aware as to those times when you may be less alert such as during exams, when you are ill or not feeling well, or when tired, and focus on being vigilant.
5. Use discretion and caution when taking shortcuts through isolated areas, including on campus.
6. Do not leave personal items such as books, purses, keys, and cell phones unattended.
7. Whenever possible, try to travel with others (in a group).
8. Park your vehicle in lighted areas.
9. Do not leave valuables in your vehicle.
10. Always lock your vehicle and remember to take your keys with you. Note: If you lock your keys in your vehicle or need your battery "jumped," contact Campus Police for assistance at 704.922.6480.
11. As you approach your vehicle, have your keys in your hand and scan the area under and around your vehicle.
12. Check the back seat and floor before you enter your vehicle.
13. Lock your vehicle's doors immediately after entering and while driving.
14. If you have vehicle trouble, signal for help by raising the hood or tying a handkerchief to the door. Remain in your vehicle with doors locked until help arrives.
15. Keep an emergency kit in your vehicle that contains items such as a flashlight, distress signs, a blanket, and bottled water.
16. If someone tries to grab your bag or purse, it is often recommended that you let go of it because injuries can often occur by resisting.
17. When using ATM machines, try to only use those that are clearly seen or inside a building. Push the cancel button to cancel your transaction if you believe the security of your personal information is being compromised.
18. When using an elevator, try to remain next to the control panel. If you feel in danger, get off the elevator as soon as possible. (Note: Elevators are usually equipped with either an emergency phone or a push-button alarm).
19. If using public transportation such as a bus, become familiar with the schedule to avoid long waits.
20. If you believe someone might be following you, try to get to a public or populated area.

Concerns about Conduct

Gaston College has an expectation that all members of the College Community exercise responsible judgment and conduct themselves in accordance with generally accepted standards. If you are concerned about a conduct situation, you should do the following:

1. For conduct that poses an immediate threat to the safety, security, or the well-being of the College Community, contact Campus Police and Security at 704.922.6480, or via a Panic Button on a computer desktop, or dial 911.
2. If you have a concern about conduct that poses, or may reasonably be considered to pose, a threat to the College Community, you should report it.

3. When in doubt, report it!
4. If you have concerns about conduct or if you receive a report regarding concerns about conduct, use responsible judgment by reporting the information to one of the following persons or departments:
    i. Student Affairs (Vice President or Dean of Student Development)
    ii. Campus Police and Security
    iii. Dean
    iv. Vice President
    v. Human Resources Department

Please refer to the Student Code of Conduct section in this publication or the Emergency Response Guide (ERG) for additional information on Concerns about Conduct.

No Weapons Policy

It is a violation to possess or carry any weapon on College property including firearms, explosives, BB guns, stun guns, air rifles or pistols, sling shots, and knives or other sharp instruments. The only exceptions to this policy are for law enforcement and military personnel in the discharge of their official duties or as otherwise permitted by law, for ceremonial or educational purposes, or when tools such as knives are used for construction, maintenance, or food preparation.

Pursuant to G.S. 14-269, a person who has a concealed handgun permit in accordance with Article 54B, has a concealed handgun permit considered valid under G.S. 14-415.24, or is exempt from obtaining a permit pursuant to G.S. 14-415.25, is permitted to have a handgun provided it is in a closed compartment or container within the person's locked vehicle and the vehicle is parked in a College parking area. A person may unlock the vehicle to enter or exit, but the handgun must remain in the closed compartment at all times and the vehicle must be locked immediately following the entrance or exit.

Violators may be subject to criminal prosecution. Faculty, staff, or student violators may also be subject to disciplinary action up to and including suspension, expulsion and/or dismissal.

Hostile Intruder/Active Shooter

If you witness or encounter a hostile intruder/active shooter, contact Campus Police and Security at 704.922.6480, or via a Panic Button on a computer desktop, or dial 911. In response, you should choose the safest option: Run, Hide, or Fight.

Run If there is a safe accessible escape path, try to evacuate the area.

Hide If evacuation is not possible, find a place to hide where the intruder is less likely to find you and follow the Lockdown guidelines (below).

Fight As a last resort, and only when your life is in danger, attempt to disrupt and/or incapacitate the intruder.

Lockdown (Hostile Intruder/Active Shooter)

In the event that a Lockdown is implemented for a hostile intruder/active shooter, you should:

1. Remain calm and help others remain calm. Your actions will influence others.
2. Find a place to hide where the intruder is less likely to find you. If you are in an open area, immediately seek protection by placing a barrier between you and the intruder.
3. If safe to do so, check hallways or adjacent areas for others.
4. Do not activate a fire alarm. If a fire alarm sounds during a lockdown, do not exit the building unless you see or smell smoke. If you see or smell smoke, follow the fire evacuation procedures.
5. Silence your cell phone.
6. Turn off lights, and if possible, lock and barricade doors.
7. Take cover, stay out of sight, and remain quiet.
8. Stay where you are until otherwise directed by emergency responders.
9. If needed, and safe to do so, tear out the Red Crisis Card in the back of the ERG and use it to alert emergency responders of critical injuries or the need for attention by placing in a window or sliding under the door. If possible, write the room number in the white space on the card.

As part of hiding per the lockdown procedures, it may be necessary to move to a different location in a building, or in some cases run to avoid danger. If you determine that running is necessary, be sure it is safe to do so and have an escape plan in mind. If you are unsure, do not attempt to run, but continue to hide and follow the lockdown guidelines. Do not attempt to run if a hostile intruder/active shooter is between you and your escape path.

Sexual Misconduct

Domestic and Dating Violence

Domestic and dating violence is a serious problem and can happen to anyone. If you are a victim of domestic or dating violence, you should try to get to a safe place and contact Campus Police, another law enforcement agency, a shelter, and/or a friend or family member as soon as possible. Additional assistance is available at:

The Shelter of Gaston County

Department of Social Services

330 North Marietta Street

Gastonia, NC 28052

Telephone: 704.810.6495 or 704.810.6492

24-Hour Crisis Line: 704.852.6000

Additional information can be found online at **https://hopeunitedgaston.com/theshelter/** and on Gaston College's homepage (www.gaston.edu).

Notes Regarding Sex Crimes

A person who is a potential or actual victim of a sex-related incident should remember the following:

- Clearly state your sexual limits to the other person and say "no" forcefully if pressured for unwanted sex.
- If the other person does not respond to "no," try to get away by running and scream for help.
- To preserve any evidence, DO NOT wash your hands, bathe, shower, douche, change clothes, or disturb the area.
- Try to get to a safe place and contact Campus Police, another law enforcement agency, rape crisis or counseling center, and/or a friend or family member.
- Get medical attention as quickly as possible. The physician should collect specimens and make detailed notes about the physical evidence such as bruises, cuts, torn clothing, and traces of bodily fluids. You should be tested for sexually transmitted diseases and HIV. If you are female, you should be tested for pregnancy.

Reporting is a personal choice. Regardless of a person's personal choice to report or not to report, a person should write down the details of an incident and seek any necessary medical treatment, including counseling and/or testing for sexually transmitted diseases and/or pregnancy.

Registered Sex Offenders

The Campus Sex Crime Prevention Act (2002) requires the College to publish the web address of where information can be obtained about registered sex offenders. This information is located at http://sexoffender.ncsbi.gov/.

Appendices

Appendix A: 14-18.1 Academic Forgiveness Policy

Purposes

The Academic Forgiveness Policy allows Gaston College students who have experienced academic difficulty at Gaston College to have one opportunity to have grades below a 'C' excluded from the cumulative grade point average (GPA). Academic difficulty is defined as less than a 2.00 cumulative grade point average at Gaston College. This policy provides for raising the cumulative grade point average by excluding all grades of 'D' and/or 'F' earned prior to the date of eligibility for Academic Forgiveness. A student may be granted Academic Forgiveness only once.

Criteria for Applying for Academic Forgiveness

- A student must have been out of school for at least three sequential semesters OR have changed his/her major.
- Grades must reflect at least a 2.00 grade point average in at least 12 semester hours in the new major before a student is eligible to apply for Academic Forgiveness.

Procedures for Academic Forgiveness

- Students who are interested in applying for Academic Forgiveness must obtain the Academic Forgiveness Petition and information from the Office of Records and Registration.
- Once completed by the student, the Office of Records and Registration will review the petition to determine basic eligibility. Eligible petitions will be forwarded to the student's divisional dean for review and a final decision.
- The student's divisional dean will act upon the petition and return it to the Office of Records and Registration.
- If forgiveness is approved, the Office of Records and Registration will notify the student of the decision and include an updated student transcript, which will reflect the excluded grades.
- The new GPA calculation on the updated student transcript will exclude all 'D' and/or 'F' grades. All other grades that are 'A', 'B', and/or 'C' will be included in the GPA calculation and will count toward graduation requirements unless other policies supersede this policy.
- The student's GPA will be calculated based upon the date of eligibility and all criteria being met. The excluded courses will remain on the student's transcript but will not count toward program/graduation requirements or be calculated in the student's grade point average. No courses are removed from the transcript. If Academic Forgiveness is approved, the excluded course grades will be preceded by an 'E' on the student's transcript.
- If forgiveness is denied, the Office of Records and Registration will notify the student with a letter of explanation.

- Review and processing of Academic Forgiveness generally takes two to four weeks.

Exclusions and Limitations of Academic Forgiveness

- Any credits for courses earned with a grade of 'D' are not retained.
- Students who plan to transfer to another college or university should know that the receiving institution is not required to disregard the excluded course grades. Once approved, Academic Forgiveness cannot be reversed.
- The minimum grade point average needed for admission for specific programs may or may not utilize the new grade point average.
- Financial Aid policies regarding Satisfactory Academic Progress are still applicable. Students who receive any type of financial aid should contact the Office of Financial Aid prior to applying for Forgiveness.

Appendix B: Student Petition for Academic Forgiveness

Click here to view the Academic Forgiveness Policy form.

Appendix C: Academic Honesty & Integrity

It is the expectation that Gaston College students maintain integrity and high standards in every aspect of their academic work. Any student who violates the Gaston College standards of academic honesty and integrity is subject to disciplinary action. Actions which violate academic honesty and integrity may include, but are not limited to:

CHEATING - Intentional use or attempted use of unauthorized materials, information, notes, study aids, devices, technologies (including artificial intelligence), or other assistance in any academic exercise. This definition includes unauthorized communication of information during an academic exercise.

> Typical Examples: Copying from another student's paper or receiving unauthorized assistance during a quiz, test or examination using books, notes or other devices (e. g., communication devices) when these are not authorized; procuring without authorization tests or examinations before the scheduled exercise (including discussion of the substance of examinations and tests when it is expected they will not be discussed); copying reports, laboratory work, computer programs or files and the like from other students; collaborating on laboratory work, computer work or online work without authorization and without indication of the nature and extent of the collaboration; having a substitute take an examination, do an assignment or do online work; receiving assistance in locating or using sources of information in an assignment where such assistance has been forbidden by the instructor.

FABRICATION AND FALSIFICATION - Intentional alteration or invention of any information or citation in an academic exercise.

Fabrication refers to the invention or counterfeiting of information; falsification refers to the alteration of information.

> Typical Examples: (Fabrication) inventing or counterfeiting data, research results, information or procedures, inventing data or faking research procedures to make it appear that the results of one process are actually the results of several processes; counterfeiting a record of internship or practicum experiences; (Falsification) altering the record of data or experimental procedures or results; false citation of the source of information (e.g., reproducing a quotation from a book review while indicating that the quotation was obtained from the book itself); altering the record of or reporting false information about practicum or clinical experiences; altering grade reports or other academic records; submitting a false excuse for absence or tardiness in a scheduled academic exercise; altering a returned examination paper and seeking regrading.

Intentionally misleading a College official investigating a case of alleged academic dishonesty is also a form of fabrication and falsification.

MULTIPLE SUBMISSIONS - The submission of substantial portions of the same academic work (including oral reports) for credit more than once without authorization.

> Typical Examples: Submitting the same paper for credit in two courses without instructor permission; making minor revisions in a credited paper or report (including oral presentations) and submitting it again as if it were new work. (Different aspects of the same work may receive separate credit; for example, a report in history may receive credit for its content in a history course and for the quality of presentation in a speech course.)

PLAGIARISM - Intentional presentation of the work of another as one's own without proper acknowledgment of the source. The sole exception to the requirement of acknowledging sources is when the ideas or information are common knowledge.

> Typical Examples: Submitting as one's own the work of a "ghost writer" or commercial writing service; directly quoting from a source without citation; paraphrasing or summarizing another's work without acknowledging the source; using facts, figures, graphs, charts or information without acknowledgment of the source. Plagiarism may occur orally and in writing. It may involve computer programs and files, research designs, distinctive figures of speech, ideas and images, or generally any information, which belongs to another.

COMPLICITY IN ACADEMIC DISHONESTY -Intentionally helping or attempting to help another to commit an act of academic dishonesty.

> Typical Examples: Intentionally allowing another to copy from one's paper during an examination or test; intentionally distributing test questions or substantive information about the material to be tested before the scheduled exercise; collaborating on academic work knowing that the collaboration will not be reported; taking an examination or test for another student, or signing a false name on an academic exercise. This applies to traditional or online instruction. (Note: Collaboration and sharing information are characteristics of academic communities. These become violations when they involve dishonesty. Instructors should make expectations about collaborations clear to students. Students should seek clarification when in doubt.)

I. Investigation and Determination

An instructor suspecting an academic honesty and integrity violation shall follow these steps to address the concern:

1. The instructor suspecting the alleged violation shall first present concerns to the student and provide an opportunity for the student to explain or refute the concerns.
2. The student will be allowed to comment on the evidence or to present evidence to clarify the issue in question.
3. Based on the evidence presented and the student's comments, the instructor shall determine whether an academic honesty and integrity violation has occurred and will result in one of the following findings:
    a. An academic honesty and integrity violation did not occur, and the issue is resolved.
    b. An academic honesty and integrity violation did occur per the instructor's review.

II. Violations

A violation of academic honesty and integrity may result in progressive disciplinary action. Instituting disciplinary action steps in response to alleged violations of academic honesty and integrity can be initiated by any College faculty member, administrator, librarian, lab personnel, counselor or other personnel who have noted infractions of the standards of academic honesty and integrity. The disciplinary action steps are as follows:

- 1st offense - Informal coaching or a formal written warning. The College's Student Conduct Officer (Dean of Student Development and Support Services) may be notified of the offense with no further action requested, and a zero for that test or assignment may be given.
- 2nd offense -An official conduct violation form will be submitted to the College's Student Conduct Officer and a zero for that test or assignment will be given.
- 3rd offense - A reduced grade (including F) for the course, in addition to the above actions.

The following additional factors are considered in all determinations of the action steps:

1. The injury or damage resulting from the misconduct.
2. The student's motivation at the time of the violation.
3. The student's prior academic honesty and integrity disciplinary record, if any.
4. The student's behavior subsequent to the violation.
5. The nature and seriousness of the offense.
6. Program-specific rules (ex: integrity in occupations; health sciences which may pose safety concern to other students or patients, etc.)

Multiple violations of the standards of academic honesty and integrity occurring in multiple courses and/or over multiple semesters may result in acceleration of actions. Any actions taken will become a part of the student's disciplinary record at the College.

III. Academic Integrity Appeal

A student who would like to appeal an academic honesty and integrity decision by a faculty member that affects their status in a course should first appeal to the appropriate supervisor or curriculum chair/director. If not satisfied by the decision at this level, the student may appeal to the appropriate Dean. Failing to receive satisfaction at that level, the student may appeal to the appropriate Vice President. The decision of the Vice President is final.

Appendix D: Drug-Free Campus Policy - Students

A. It is the policy of Gaston College to make an ongoing effort to maintain a drug-free educational environment by meeting the requirements of the Drug-Free Schools and Communities Act (DFSCA) Amendments of 1989.

B. The misuse or abuse of drugs and/or alcohol pose serious health risks and result in various issues including unsatisfactory academic performance, poor decision making, absenteeism, injuries, interpersonal conflicts, and an increase in healthcare and healthcare costs. Additional risks or issues include: physical and mental impairment; emotional and psychological issues; short- and long-term physical health problems such as nausea, liver damage, and elevated blood pressure; negative effects on family, friends, and other students; and convictions for driving under the influence or while intoxicated.

C. Students are expected to arrive to campus free from the adverse effects of drugs and/or alcohol, including any adverse effects of illegal or legal controlled substances such as certain physician-prescribed medications.

D. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, illicit drug, or alcohol by students is prohibited in or on the College premises; in vehicles owned, leased, or rented by the College; as part of any College activity; or at sites of off-campus activities of student groups recognized by the College.

E. The College encourages and supports treatment for drug- and/or alcohol-related issues by providing students with campus programming, short-term counseling for personal issues and concerns, and referrals to community resources. The College may require a student to successfully complete a drug and/or alcohol rehabilitation program sponsored by an approved private or governmental institution as a precondition to continued enrollment or re-enrollment at the College.

F. A student who arrives on College premises under the influence of drugs and/or alcohol, unlawfully manufactures, distributes, dispenses, possesses, or uses a controlled substance, illicit drug, or alcohol, is convicted of a drug or alcohol offense, or violates any expectation as outlined in this or related policies and expectations regarding drugs and/or alcohol will be subject to Student Code of Conduct sanctions up to and including expulsion, termination of student employment, and referral for prosecution.

G. Per Policy 3-125, Sexual and Other Unlawful Harassment or Misconduct, the College recognizes that individuals may be reluctant to report instances of sexual misconduct when their own actions are violations of College policy related to the use of drugs and alcohol. While the College does not condone violations of its Drug-Free Campus-Students Policy, as

appropriate, it will consider extending immunity for alcohol or substance abuse violations as part of reporting instances of sexual misconduct.

H. Students employed by Gaston College (e.g., Work-Study, Work-Based Learning) are employees of the College and are also subject to Policy 3-131, Drug-Free Campus.

I. Gaston College follows Title IV Federal Financial Aid regulations as they relate to this policy.

J. Some Gaston College Health and Human Services programs require students to submit documentation of additional non-academic criteria such as, but not limited to, urine drug testing, as part of their program admissions requirements.

Effective: 9/18/17
Supersedes: 4/15/97

Information about Gaston College's Drug and Alcohol Abuse Prevention Program (DAAPP) is available online at www.gaston.edu - click Student Resources - Consumer Information. Below is a chart of the NC State Law Drug Penalties and Health Risks. For information about Federal drug laws, visit the Department of Justice Drug Enforcement Administration website at https://www.dea.gov/**.**

NC STATE LAW DRUG PENALTIES AND HEALTH RISKS

SCHEDULE	DRUGS	PENALTY: POSSESSION (maximum penalties)	PENALTY: SALE AND/OR MANUFACTURER	HEALTH RISKS
I	Heroin, LSD, Peyote, Mescaline, Psilocybin, Methaqualone, PCP, MDA	24 months (Felony)	47 months (Felony) Manufacture methamphetamine - 231 months (Felony)	Has a high potential for abuse. Has no medical use. Has a lack of accepted safety.
II	Morphine, Demerol, Codeine, Percodan, Percocet, Fentanyl, Dilaudid, Secondal, Nembutal, Cocaine, Amphetamines, Anabolic Steroids	120 days and fine at court's discretion (Misdemeanor) unless: • Exceeds 4 tablets of Hydromorphon • Exceeds 150 tablets, capsules, other dosage units or equivalent quantity • Any amount of Cocaine - 24 months (Felony)	47 months (Felony)	Has a high potential for abuse. Has accepted medical use with severe restrictions. Abuse may lead to physical or psychological dependence.
III	Certain Barbiturates in codeine containing medicine (Tylenol #3, Empirin #3, Tussinonex)	Less than 100 tablets: 120 days and fine (Misdemeanor) More than 100 tablets: 24 months (Felony)	39 months (Felony)	Has potential for abuse, but less than Schedule I or II substances. Has an accepted medical use. Abuse may lead to limited dependence.

IV	Barbiturates, narcotics and stimulants (including Valium, Talwin, Librium, Darvon, Tranzene, Serax, Equanil, Ionamin	Less than 100 tablets: 120 days and fine (Misdemeanor) More than 100 tablets: 24 months (Felony)	39 months (Felony)	Has a low potential for abuse. Has an accepted medical use. Abuse may lead to limited dependence.
V	Compounds with limited Codeine, such as Terpine Hydrate, Robitussin AC	60 days and $1000 fine (Misdemeanor)	39 months (Felony)	Has a low potential for abuse. Has an accepted medical use. Abuse may lead to limited dependence.
VI	Marijuana, THC, Hashish, Hash Oil	Less than 1/2 oz.: 20 days and $200 fine (Misdemeanor) More than 1/2 oz.: 120 days and fine at court's discretion (Misdemeanor)	39 months (Felony)	Has a low potential for abuse. Has no accepted medical use. Abuse may lead to limited dependence.

Revised June 2017

Appendix E: Communicable Disease Policy

The College is committed to assure, insofar as possible, that each student enjoys safe and healthful work and/or study conditions. To this end, the College offers the following information for students.

Persons infected or reasonably believed to be infected with communicable diseases shall not be excluded from enrollment or be restricted of access to the institution's services or facilities unless medically based judgments in individual cases establish that exclusion or restriction is necessary to the welfare of the individual or other members of the institution.

Persons who know or have a reasonable basis for believing that they have an infectious/communicable disease which may pose a threat to others have an obligation to conduct themselves in accordance with such knowledge so as to protect themselves and others. Students should report such information to the Vice President for Student Affairs. All information will be kept confidential except to those persons as determined who have a need to know. These persons will be informed after the individual is advised that such action will be taken.

Students or Applicants Currently Infected:

A. Any applicant or currently enrolled student in a health or related program who has tuberculosis, HIV, Hepatitis B infection, or other communicable diseases will be individually evaluated and all enrollment decisions concerning the individual shall be based upon a consideration of the following factors:

1. The potential harm that the individual poses to other people
2. The ability of the individual to accomplish the objectives of the course or curriculum
3. Whether or not a reasonable accommodation can be made that will enable the individual to safely and efficiently accomplish the objectives and/or tasks of the course or curriculum in question without significantly exposing the individual or other persons to the risk of infection

B. All students who have a communicable disease will be assessed as needed by a College approved physician(s) in keeping with the current standards, requirements, and recommendations of the Centers for Disease Control (CDC) and in keeping with the provisions of this policy.

C. The evaluation of an applicant or currently enrolled student with a known communicable disease will include a physician's statement of the individual's health status as it relates to the individual's ability to adequately and safely accomplish the essential objectives of his/her course or curriculum.

D. All students who are involved with nursing are required to adhere to universal precautions including the appropriate use of hand washing, protective barriers, and care in the use and disposal of needles and other sharp instruments.

The College will give the following instructions to nursing and allied health students as well as any student who is identified as positive for communicable diseases. These instructions are consistent with CDC Universal Guidelines used by affiliating agencies.

The student must be made aware by the College of the potential risks associated with patient care and the student will, at all times, follow recommendations regarding positive HIV/HBV or other infectious diseases for health care workers from the affiliating clinical agencies.

In each instance, a determination will be made as to an appropriate and limited release of the student's infectious disease status to the student's clinical instructor or Department Chair in order that performance may be adequately reviewed and supervised on an ongoing basis. When a student is known to be positive for HIV/ HBV or other infectious diseases, the student's College approved physician and the Dean of the Health and Human Services Division will carefully evaluate whether or not someone in the clinical agency needs to be informed of the student's positive infectious disease status. The student will be advised of this release of information.

In the event a patient is exposed to a student's blood or body fluids, the student will immediately report the incident to the clinical instructor who will report the incident to the infection control nurse/site physician. The clinical instructor will complete an accident/incident report and send it to the Dean of the Health and Human Services Division and the Vice President for Student Affairs. This procedure of reporting applies to ALL students regardless of their HIV/HBV status.

Disclaimer:

The foregoing policy and procedures are based upon the latest information available to Gaston College and do not purport to be, or to include, all the latest or most definitive information available. Gaston College makes no such claim and offers no assurance that this is the case. Information in this area changes frequently, and students, employees, and any others affected by this policy or procedures are responsible for keeping themselves informed and taking any necessary precautions for their own safety and the safety of others relating to any communicable disease.

Appendix F: Title IX and Sexual Harassment Policy

A. It is the policy of Gaston College to provide an inclusive, safe, and welcoming working and learning environment for all members of the College community. In accordance with applicable federal and state laws, administrative regulations, and College policy, the College prohibits discrimination in its education programs and activities based on sex. This Policy applies to conduct that occurs in a College Education Program or Activity located within the United States.

B. Under Title IX, discrimination on the basis of sex includes quid pro quo harassment; sexual harassment; and sexual assault, stalking, dating and domestic violence (collectively referred to as "sexual harassment"). At the time that a complaint is filed, the Complainant must be participating in (or attempting to participate in) an education program or activity of the College. An education program or activity includes locations, events, or circumstances over which the College exercises substantial control over both the Respondent and the context in which the sexual harassment occurs.

C. This policy applies to allegations and complaints of sexual harassment as defined herein. All other complaints of discrimination or misconduct that do not fall within the jurisdiction of Title IX may be made through other procedures.

D. To respond to a notice of sexual harassment or allegations thereof, the College's Title IX Coordinator (TIXC), Deputy Title IX Coordinator (DTIXC), or any College Official who has authority to institute corrective measures on behalf of the institution, must have actual knowledge of sexual harassment or allegations of sexual harassment, as

defined by Title IX. Actual knowledge does not necessarily trigger the obligation to investigate, but may trigger the obligation to provide supportive measures. Actual knowledge is not met when the only person with actual knowledge is a Respondent.

E. The College's Title IX Coordinator(s) (TIXC) and/or Deputy Title IX Coordinator(s) (DTIXC) has oversight responsibility for handling Title IX and Sexual Harassment complaints under this policy.

PROCEDURE

A. REPORTING AND SUPPORT SERVICES

1. The filing of a formal, written complaint initiates the formal complaint process and is available to any person who is participating in (or attempting to participate in) a College educational program or activity.
2. Any person wishing to make a report relating to Title IX and Sexual Harassment may do so by reporting the concern to the Title IX Coordinator (TIXC), Deputy Title IX Coordinator (DTIXC), or to any College Official who has authority to institute corrective measures on behalf of the institution such as a supervisor, Dean, or administrator. A formal written complaint can be submitted in person, by mail, or by email.
3. College Officials who receive information regarding a potential violation of this policy, are to report this information to the TIXC or DTIXC promptly. In some circumstances, there are individuals in positions such as licensed health-care professionals and professional counselors, who are not required, or statutorily prohibited, to report such information.
4. Employee complaints or reports about sex discrimination, including sexual harassment, should be submitted to the TIXC, and student complaints or reports should be submitted to the DTIXC. The contact information for the TIXC and DTIXC are as follows:

   Employee Reporting
   Todd Baney, Title IX Coordinator
   Chief of Staff
   Beam Administration Building - 102
   Gaston College
   Office: 704.922.6485
   baney.todd@gaston.edu

   Student Reporting
   Dr. Audrey Sherrill, Title IX Deputy Coordinator
   Vice President for Organizational Development & Advancement
   Dalpiaz Student Success Center - 128
   Gaston College
   Office: 704.923.8461
   sherrill.audrey@gaston.edu

5. Law Enforcement
   The College complaint process is not a substitute for instituting legal action, and individuals may also choose to report sexual misconduct directly to local law enforcement agencies. If required or warranted by the nature of the allegations, the College may notify appropriate law enforcement authorities. The College's investigation may be delayed temporarily while a criminal investigation gathers evidence. In the event of such a delay, the College will make available supportive measures when necessary. To file a report directly with local law enforcement agencies, individuals can dial 911. To file a report with Campus Police, or for assistance with filing a report, individuals may contact:

   Gaston College Campus Police & Security Department
   122 Comer Engineering Building
   Gaston College
   704.922.6480

6. Amnesty
   The College encourages reporting of incidents of prohibited conduct and seeks to remove any barriers to reporting. The College recognizes that an individual who has been drinking or using drugs at the time of an incident may be hesitant to make a report because of potential consequences for their own conduct. Individuals who report prohibited conduct or participate as witnesses will not be subject to disciplinary sanctions for personal consumption of alcohol and/or other substances; however, the College may initiate an educational discussion with individuals about their alcohol and/or drug use or may direct these individuals to services such as counseling for alcohol and/or drug use. Amnesty will not be extended for any violations of College policy other than alcohol/drug use. The use of alcohol, drugs, and/or legally prescribed medication does not justify or excuse behavior that constitutes prohibited conduct under this policy.

7. Preserving Evidence
   It is important that evidence of sexual assault be preserved, because it may be needed for prosecuting a criminal case. Victims and others should not alter the scene of an attack. The victim should not change clothes, bathe or shower, drink or eat anything, or brush his or her teeth before reporting the assault. Any items worn by the victim during the assault, but are not currently being worn, and any materials encountered during the assault (i.e., bed sheets, blankets, etc.) should be placed in a paper bag and brought along with the victim to a local hospital emergency department that has kits to collect and preserve evidence of sexual assault.

8. Off-Campus Conduct
   Conduct that occurs off-campus will be evaluated to determine whether the circumstances fall within the College's jurisdiction under Title IX or should be referred to a different department or official within the College.

9. Confidentiality
   Except as compelled by law or as required to conduct a full and fair complaint proceeding in response to a formal complaint, the College will treat the information obtained or produced as part of the Title IX procedures as confidential. The College will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any Complainant, any individual who has been reported to be the perpetuator of sex discrimination, any Respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act (FERPA), including the conduct of any investigation, hearing, or judicial proceedings arising thereunder.

10. Availability of Counseling and Support Services
    Counseling and other mental health services are available on campus and in the community. Students may use the Counseling Services department and may be able to seek help through the Student Outreach Services (SOS) program. Employees of the College may be able to seek help through the Employee Assistance Program. Local or community health agencies, and counselors and psychotherapists in private practice in the area can also provide needed services.

B. COMPLAINT PROCEDURE AND BASIC REQUIREMENTS

1. These procedures apply to all complaints regarding conduct that may constitute sexual harassment, including sexual assault, as defined in this policy. The College will respond promptly to a report of sexual harassment. All other complaints shall be addressed through other procedures.
2. The College's Title IX complaint process includes formal and informal procedures that encourage prompt resolution of complaints. In most cases, the Complainant's submission of a formal, written complaint to the TIXC or DIXC will initiate the formal complaint process. However, the TIXC or DTIXC may also submit a formal complaint under the circumstances described below.
3. The College's complaint process shall adhere to the following principles:
   a. A person who has been accused of sexual harassment (Respondent) is presumed not responsible for the alleged conduct until a determination of responsibility is made at the conclusion of the complaint process.
   b. All relevant evidence, including exculpatory and inculpatory evidence, will be evaluated.
   c. Credibility determinations may not be based on a person's status as a Complainant, Respondent, or witness.
   d. The TIXC, DTIXC, Investigator(s), hearing officer/decision-maker(s), and persons involved with the informal resolution, and any other persons that play a significant role in the Title IX complaint process, shall not have a conflict of interest or bias for (or against) Complainants or Respondents generally or for (or against) an individual Complainant or Respondent.

e. The time frames for concluding the complaint process shall be reasonably prompt, as set forth in more detail in the procedures below.
f. The complaint process may be temporarily delayed, and limited extensions of time frames may be granted, for good cause. In such instances, written notice to the Complainant and the Respondent of the delay or extension and the reasons for the action will be provided. Good cause may include considerations such as the absence of a party, a party's Advisor, or a witness; concurring law enforcement activity; or the need for language assistance or accommodations of disabilities.
g. Questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege will not be required, allowed, relied upon, or otherwise used. The College shall not consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in the capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the College obtains that person's voluntary, written consent to do so for a complaint under this section.
h. No party shall be restricted from discussing the allegations under investigation or to gather and present relevant evidence.
i. All parties participating in a hearing, investigative interview, or other meeting shall be provided with a written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate.

C. INITIAL INTAKE, RESPONSE, AND ASSESSMENT

1. Upon receiving a report of conduct that could potentially be a violation of this policy, the TIXC or DTIXC will contact the Reporting party, and:
    a. Provide the person a copy of this policy
    b. Explain the process for filing a formal complaint
    c. Explain avenues for resolution, including informal and formal
    d. Explain the steps involved in an investigation and hearing under this policy
    e. Discuss confidentiality standards
    f. Refer to law enforcement, counseling, medical, academic or other resources, as appropriate
    g. Implement any supportive measures deemed appropriate
    h. Determine whether the alleged conduct, as described by the reporting party, falls within the scope of this policy and if so, initiate the investigation and resolution procedures accordingly
2. If the reporting party (Complainant) requests that no further action be taken and/or that no formal complaint be pursued, the TIXC or DTIXC will inform the Complainant that retaliation is prohibited and that honoring the Complainant's request may limit the College's ability to fully respond to the matter.

3. The TIXC or DTIXC may initiate the complaint process, even where the Complainant declines to file a formal complaint, if it is determined that the particular circumstances require the College to formally respond to and address the allegations. Circumstances to be considered include, among others, a pattern of alleged misconduct by a Respondent and whether the complaint has alleged use of violence, weapons, or other similar conduct. The TIXC or DTIXC will also consider the Complainant's wishes with respect to supportive measures and desired response by the College. Where a report is made anonymously and the TIXC or DTIXC files the complaint, both the Complainant and Respondent will receive notice of the allegations with written details and identities of the parties, if known.

4. The TIXC or DTIXC may consolidate formal complaints as to allegations of sexual harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

5. Dismissal of Complaint Prior to Resolution
    a. A formal complaint must be dismissed by the TIXC or DTIXC if the alleged conduct:
        1. does not constitute sexual harassment, as defined in this policy, even if proven;
        2. did not occur in the College's educational program or activity; or
        3. did not occur against a person in the United States
    b. In addition, a complaint may be dismissed if:

1. at any time during the investigation or hearing, a Complainant notifies the TIXC or DTIXC in writing that the Complainant would like to withdraw the formal complaint or any allegations therein;
2. the Respondent is no longer enrolled or employed by the recipient; or
3. specific circumstances prevent the gathering of evidence sufficient to reach a determination as to the formal complaint or any allegations therein.

c. Upon dismissal of a formal complaint, the TIXC or DTIXC will send simultaneous, written notice of, and reason(s) for, the dismissal to the parties. Upon notification of dismissal of the complaint, the parties may appeal this interim status via email or mail a written appeal to the President within ten (10) business days of receiving official notice of the interim status. Appeals may not exceed seven (7) double-spaced pages on 8 ½ x 11 paper with one-inch margins and 11-point font. The President shall conduct a review of the record and issue a final written decision that describes the result of the appeal and the rationale for the result. The President's decision is final.

d. Dismissal of a complaint under this Title IX policy does not preclude a Complainant from pursuing a complaint through other appropriate campus procedures.

D. FORMAL COMPLAINT

1. Following the initial intake, response, and assessment step involving the reporting party, if it is determined that an alleged conduct falls within the scope of this policy, the investigation and resolution procedures will be initiated.
2. The TIXC or DTIXC will send notification of the complaint to the Complainant and the Respondent (if known) with sufficient details to allow the parties to respond and prepare for initial interviews. The TIXC or DTIXC will send updated notices to both parties when additional details become available. The TIXC or DTIXC may choose to contact both parties just prior to sending the initial written notice to inform each that a notice is being sent. The initial notice should include, but is not limited to, the following:
    a. The Complainant's allegations that potentially constitute sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview (including the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment under this policy, and the date and location of the alleged incident, if known)
    b. A copy of this policy
    c. A statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the complainant process
    d. A statement informing the parties that they have a right to have on Advisor of their choice to assist them throughout the proceedings who may be (but is not required to be) an attorney
    e. A statement regarding possible informal resolution
    f. A statement that the parties that they have a right to inspect and review all evidence collected during the complaint process
    g. A statement that any party who knowingly makes false statements or submits false information during the complaint process will be subject to disciplinary procedure
    h. A statement regarding non-retaliation
    i. A statement regarding confidentiality
    j. A statement regarding an investigation and hearing under this policy
    k. A statement about supportive measures that are already determined and being provided to the Complainant that would directly affect the Respondent
    l. A statement about available supportive measure
    m. If decided, the name of the Investigator appointed to investigate the allegations; however, if not decided, a subsequent written notice will need to be sent to both parties informing of the appointment

E. INFORMAL RESOLUTION

1. At any time after a formal written complaint is filed, but prior to reaching a determination regarding responsibility, the College may offer the parties the opportunity for voluntary informal resolution, or any party may request the College facilitate an information resolution. Note: A student allegation of sexual harassment against a College employee is not eligible for informal resolution.

2. Upon request for informal resolution, the TIXC or DTIXC will review the facts and circumstances of the case to determine if informal resolution is appropriate to ensure that any proposed informal resolution is consistent with the College's obligations to prevent and redress sexual harassment.

3. If information resolution is agreed upon by both parties, the TIXC or DTIXC will designate an independent person (i.e., Facilitator) to facilitate the informal resolution process and provide both parties written notice of proceeding with an informal resolution, which will include the following information:
    a. the allegations contained in the formal complaint, including dates, location(s), and identities of the parties
    b. any agreed-upon resolution reached at the conclusion of the informal complaint process will preclude the parties from resuming a formal complaint arising from the same allegations
    c. the name of the designated Facilitator
    d. The potential outcomes resulting from participating in the formal resolution process
    e. notice that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the complaint process with respect to the formal complaint
4. Informal resolution is voluntary. The Complainant and Respondent must provide written consent for informal resolution to take place.

5. Informal resolution concludes the matter only when all parties have signed a written agreement that confirms resolution of the allegations.
    a. The resolution agreement must include a waiver of the parties' right to have a formal hearing on the allegations that have been informally resolved.
    b. Parties of prohibited from revoking or appealing a resolution agreement. Should the Respondent violate the terms of an informal resolution agreement, such violation will subject the Respondent to an investigation and the formal grievance process contained in this procedures.
    c. If a resolution agreement is not reached, the College will continue with a formal investigation.

F. SUPPORTIVE MEASURES

1. Supportive measures, as defined in this policy, will be based on the facts and circumstances of each situation. The TIXC or DTIXC is responsible for coordinating the effective implementation of supportive measures.

2. The College will maintain as confidential any supportive measures provided to the Complainant or Respondent, to the extent that maintaining such confidentiality would not impair the ability of the College to provide the supportive measures.
3. Supportive measures may include, but are not limited to, the following:
    a. counseling
    b. extensions of deadlines or other course-related adjustments
    c. modifications of work or class schedules
    d. campus escort services
    e. mutual restrictions on contact between the parties
    f. changes in working or housing locations
    g. leaves of absence
    h. increased security or monitoring of certain areas of the campus

G. INVESTIGATION

1. If resolution of the allegations does not proceed through the informal process, the matter will proceed with an investigation and resolution through the formal complaint processes.

2. Parties and witnesses are expected to cooperate in the investigation process to the extent required by law and this policy.

3. The TIXC or DTIXC is responsible for overseeing the prompt, equitable, and impartial investigation during the formal complaint process; however, extensions of timeframe for good cause are allowed, so long as written notice and the reason for the delay is provided to the parties. Good cause includes: The complexity and/or number of the allegations;

The severity and extent of the alleged misconduct; The number of parties, witnesses, and other types of evidence involved; The availability of the parties, witnesses, and evidence; A request by a party to delay an investigation; The effect of a concurrent criminal investigation or proceeding; intervening holidays, College breaks, or other closures; good faith efforts to reach a resolution; or other unforeseen circumstances.

4. The TIXC or DTIXC will assign an Investigator and share the Investigator's name and contact information with the Complainant and the Respondent.

5. Immediately after the identity of the person who will conduct the investigation is determined and communicated to the parties, the Investigator, the Complainant, or the Respondent may identify to the TIXC or DTIXC in writing any real or perceived conflict of interest. The TIXC or DTIXC will carefully consider such statements and will assign a different individual as Investigator if it is determined that a material conflict of interest exists.

6. Investigations typically include interviews with the Complainant, the Respondent, and any witnesses, and the objective evaluation of any physical, documentary, or other evidence as appropriate and available. The College will give the Complainant and the Respondent written notice of any interview, meeting, or hearing at which a party is invited or expected to participate.
    a. If, after a safety and risk analysis, the TIXC or DTIXC determines that the Respondent poses an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment, the TIXC or DTIXC may recommend the Respondent be removed from the College's programs or activities. In such instances, the Respondent will be provided with a written notice of the reasons for the removal. Nothing in this policy precludes the College from placing a non-student employee Respondent on administrative leave during the pendency of the complaint process.
    b. Upon notification of interim suspension (student) or interim administrative leave (employee), the party may appeal this interim status via email or mail a written appeal to the President within ten (10) business days of receiving official notice of the interim status. Appeals may not exceed seven (7) double-spaced pages on 8 ½ x 11 paper with one-inch margins and 11-point font. The President shall conduct a review of the record and issue a final written decision that describes the result of the appeal and the rationale for the result. The President's decision is final.
7. Interviews conducted as part of an investigation under this Procedure may be recorded by the College. Recordings not authorized by the College are prohibited.

8. Both parties have the right to be accompanied by an Advisor of their choosing during all stages of an investigation.
    a. A party may elect to change Advisors during the process.
    b. All Advisors are subject to the same rules:
        1. During the investigation, the Advisor's role is limited to providing advice, guidance, and support to the Complainant or Respondent. An Advisor is not permitted to act as a participant or advocate during the investigative process.
        2. Advisors are expected to maintain the privacy of the records shared with them.
        3. Advisors are expected to refrain from interfering with investigations.
        4. Any Advisor who oversteps their role or interferes during an investigation process will be warned once. If the Advisor continues to disrupt or otherwise fails to respect the limits of the Advisor role, the Advisor will be asked to leave. The Title IX Coordinator determines whether the Advisor may return or should be replaced by a different Advisor.
        5. Note: Advisors must sign a Family Educational Rights and Privacy Act (FERPA) release to receive information related to a Title IX matter.
9. Prior to finalizing the Investigation Report, the Investigator will provide all parties an equal opportunity to review any evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, including evidence upon which the College does not intend to rely. The evidence will be provided in an electronic format or a hard copy. The parties may submit a written response to the evidence within 10 business days after receipt of the evidence. The investigator considers any responses received from the parties and conducts any further investigation necessary or appropriate.

10. The Investigation Report shall fairly summarize the relevant evidence and must include the following items and information that is relevant to the allegations in the formal complaint:
    a. the dates of the TIXC's or DTIXC's initial receipt of a report of alleged sexual harassment against the Complainant, intake meeting, and the filing of the formal complaint
    b. a statement of the allegation(s), a description of the incident(s), the date(s) and time(s) (if known), and location of the alleged incident(s)
    c. the names of all known witnesses to the alleged incident(s)
    d. the dates that the Complainant, Respondent, and other witnesses were interviewed, along with summaries of the interviews
    e. descriptions or summaries of any physical or documentary evidence that was obtained (e.g., text messages, emails, surveillance video footage, photographs)
    f. any written statements of the Complainant, Respondent, or other witnesses
    g. the response of College personnel and, if applicable, College-level officials, including any supportive measures taken with respect to the Complainant and Respondent
11. The Investigator shall provide a draft of the investigative report to the TIXC or DTIXC for review before the report becomes final. An electronic or hard-copy version of the final investigative report will be provided to each party (and each party's Advisor) concurrently.

H. DETERMINATION HEARING

1. At least 10 business days after the issuance of the Investigation Report, a Live Hearing will be conducted to determine outcome and resolution of the complaint. The parties and their Advisors, if any, will be notified of the date, time and location of the hearing.

2. **Hearing Officer/Decision-Maker**
    a. Within 5 business days of the release of the Investigation Report to the parties, or as soon as practicable thereafter, the TIXC or DTIXC will appoint a Hearing Officer/Decision-Maker, who may be (but is not required to be) an individual not employed by the College, who will be responsible for conducting the Live Hearing and making findings regarding responsibility and, if applicable, recommend any necessary remedies and sanctions. The TIXC or DTIXC will provide a copy of the formal complaint and the Investigation Report, along with the parties' written responses to the Investigative Report, to the Hearing Officer/Decision-Maker.
    b. Immediately after the identity of the person who will conduct the live hearing and act as the decision-maker is determined and communicated to the parties, the Hearing Officer/Decision-Maker, the complainant, or the respondent may identify to the TIXC or DTIXC in writing any real or perceived conflict of interest. The TIXC or DTIXC will carefully consider such statements and will assign a different individual as the Hearing Officer/Decision-Maker if it is determined that a material conflict of interest exists.
3. **Submission of Witnesses Lists**
   Within 5 business days after receipt of the notice of the Hearing Officer/Decision-Maker, both parties may provide to the Hearing Officer/Decision-Maker a list of witnesses, if any, that they propose to be called to testify, and a brief description of each proposed witness's connection to and/or knowledge of the issues in dispute. Absent good cause, a party cannot include a witness on the party's pre-hearing witness list unless the witness was identified during the investigation. The Hearing Officer/Decision-Maker reserves the right to call relevant witnesses who may not have been included on a party's witness list.

4. **Notice of the Live Hearing**
   The hearing shall be conducted promptly but no sooner than 10 business days after release of the Investigation Report. At least 10 business days prior to the Live Hearing date, the Hearing Officer/Decision-Maker will provide a separate notice to the Complainant, Respondent, and any other witnesses whose testimony the Hearing Officer/Decision-Maker deems relevant, requesting such individuals to appear at the hearing to determine responsibility. The notice shall set forth the date, time, and location for the individual's requested presence. The Hearing Officer/Decision-Maker shall provide, in the notice to the parties, the names of the witnesses that the Hearing Officer/Decision-Maker plans to call.

5. **Failure to Appear**
   If any party fails to appear at the hearing if requested to do so, and such party was provided notice of the hearing as set

forth above, then, absent extenuating circumstances, the Hearing Officer/Decision-Maker will proceed to determine the resolution of the complaint. For a party who fails to appear, the Hearing Officer/Decision-Maker will need to rely solely on the non- appearing party's version of events based as per the formal complaint, prior statements, and/or the Investigative Report.

6. **Option for Virtual Presence**
   Live hearings may be conducted with parties present in the same geographic location or, at the College's discretion, any or all parties and witnesses may appear at the live hearing virtually, with technology enabling participants simultaneously to see and hear each other. Either party may request not to be in the same room as the other party. If any party makes such a request, then both parties will be required to attend the hearing from a location or room different from where the Hearing Officer/Decision-Maker is sitting. If the hearing is virtual, or there is a request for separate rooms at a physical location, the College will ensure that all participants are able to simultaneously see and hear the party or the witness answering questions. Instructions will be provided for accessibility prior to the hearing date.

7. **Recordings**
   An audio or audio-visual recording will be created of the live hearing and will be made available for inspection and review at any party's request.

8. **Advisors**
   Both the Complainant and Respondent may be accompanied by an Advisor during the hearing. The Advisor's role at the hearing shall consist of (1) providing private advice to the party he/she is supporting and (2) questioning the opposing party and other witnesses because the parties are not permitted to ask questions or cross-examine the other party or witnesses during the hearing. The Advisor can be anyone, including an attorney. A party may arrange for the party's Advisor of choice to attend the hearing at the party's own expense. Alternatively, the College will select and provide an Advisor to assist a party at the hearing to determine responsibility, without fee or charge, upon a request for an Advisor at least 5 business days prior to the date of the hearing. In either scenario, the Advisor may only participate in the hearing to the extent allowed under this policy.

9. **Evidentiary Matters and Procedure**
   The parties, through their Advisors, shall have an equal opportunity to question the opposing party and other witnesses, including fact and expert witnesses, and present relevant evidence, including exculpatory and inculpatory evidence. Formal rules of evidence will not be observed during the hearing. The Hearing Officer/Decision-Maker will conduct the initial questioning of witnesses prior to the questioning by an Advisor. The Hearing Officer/Decision-Maker will make all determinations regarding the order of witnesses, relevancy of questions, and the evidence to be considered or excluded during the hearing and decision-making process. The Hearing Officer/Decision-Maker may, in his or her discretion, choose to call the Investigator for the purpose of providing an overview of the investigation and findings.

10. **Cross-Examination During the Live Hearing**
    Each party's Advisor is permitted to question the opposing party and the other witnesses, so long as the questions are relevant and not duplicative of the questions posed by the Hearing Officer/Decision-Maker. The questions may include challenges to credibility. No other questioning or speaking participation by an Advisor will be allowed. A party may not examine a party or witness directly; rather, a party must utilize the services of an Advisor for the purpose of posing questions to another party or witness.

11. **Relevancy of Questions**
    The Hearing Officer/Decision-Maker will make determinations regarding relevancy of questions before a party or witness answers. If a determination is made to exclude the question based on relevancy, the Hearing Officer/Decision-Maker will provide an explanation of why the question was deemed irrelevant and excluded.

12. **Advisor Notification and Expectations**
    A party should notify the Hearing Officer/Decision-Maker at least 5 business days in advance of the hearing if the party will be accompanied by an Advisor. The Hearing Officer/Decision- Maker may disallow the attendance of any Advisor if, in the discretion of the Hearing Officer/Decision-Maker, such person's presence becomes disruptive or obstructive to the hearing or otherwise warrants removal. Advisors will not be permitted to badger or question the opposing party or

any witness in an abusive or threatening manner. Absent accommodation for a disability, the parties may not be accompanied by any other individual during the hearing process except as set forth in this policy. College officials may seek advice from the College Attorney on questions of law, policy, and procedure at any time during the process.

13. **Prior Sexual Conduct**
    Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

14. **Refusal to Submit to Cross-Examination**
    If a party or witness does not submit to cross-examination at the live hearing, the Hearing Officer/Decision-Maker must not rely on any statement of that party or witness in reaching a determination regarding responsibility; provided, however, that the Hearing Officer/Decision- Maker cannot draw an inference about the determination of responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

15. **Confidentiality and Disclosure**
    To comply with FERPA and Title IX and to provide an orderly process for the presentation and consideration of relevant information without undue intimidation or pressure, the complaint process is not open to the general public. Accordingly, documents prepared in anticipation of the hearing (including the formal complaint, investigative report, evidentiary materials, notices, and prehearing submissions), recordings of the hearing, and documents, testimony, or other information used at the hearing may not be disclosed outside of the hearing proceedings, except as may be required or authorized by law. Records with a legally recognized privilege, such as medical treatment records, may not be used unless the individual or entity who holds the privilege waives the privilege. Any waiver must be written and made in advance of a hearing.

16. **Decision of the Hearing Officer/Decision-Maker and Standard of Evidence**
    Following the conclusion of the hearing, the Hearing Officer/Decision-Maker will determine whether the evidence establishes that it is more likely than not that the Respondent committed a violation of this policy. In other words, the standard of proof will be the preponderance of the evidence. This standard applies to complaints against both students and employees. Other standard Rules of Evidence do not apply in complaint hearings under these procedures. In reaching the determination, the Hearing Officer/Decision-Maker will objectively and thoroughly evaluate all relevant evidence, and reach an independent decision, without deference to the Investigation Report.

I. DETERMINATION APPEALS

1. The Complainant or the Respondent may appeal for one of the following permissible grounds:
    a. a procedural irregularity that affected the outcome of the decision;
    b. there is new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made and that could affect the outcome of the matter;
    c. the TIXC or DTIXC, Investigator(s), or Hearing Officer/Decision-Maker had a conflict of interest or bias for or against Complainants or Respondents in general or against an individual Complainant or Respondent that affected the outcome
2. Parties must submit via email or mail a written appeal to the President of the College within ten (10) business days of receiving official notice of the decision giving cause for appeal. Appeals may not exceed seven (7) double-spaced pages on 8 ½ x 11 paper with one-inch margins and 11-point font. The President will also receive the written record for the case.

3. Failure to submit a timely and proper appeal will constitute a waiver of any appeal rights related to this matter.

4. The person making the appeal may, in writing, withdraw their appeal at any time, which will constitute a waiver of any future appeal rights related to this matter, and result in the determination being final.

5. For an appeal of Tier 1 Remedies/Sanctions, the President shall conduct a review of the record and issue a final written decision that describes the result of the appeal and the rationale for the result. The President's decision is final.

6. For an appeal of Tier 2 Remedies/Sanctions, a Live Hearing will be scheduled before the President, with the President serving as the Hearing Officer/Decision-Maker. The hearing and appeal determination will follow the same procedures as set forth in this policy. The President's determination may be appealed to the College's Board of Trustees.

7. An Appeal to the Board of Trustees must be in writing and made through the President within ten (10) business days of receiving notice of the President's appeal determination. Appeals may not exceed seven (7) double-spaced pages on 8 ½ x 11 paper with one-inch margins and 11-point font.

8. The President will forward the written appeal to the Chair of the Board of Trustees, and include the written record of the case, including the President's appeal determination notice.

9. The Chair of the Board of Trustees will appoint a 3-member Board Panel to conduct a hearing of the appeal. The Chair of the Board of Trustees will also appoint one of the three members to be the Panel's Chair.

10. The Live Hearing will be scheduled before the 3-member Board panel, and the members of the Board panel will serve as the Hearing Officer/Decision-Makers. The hearing appeal determination will follow the same procedures as set forth in this policy. The 3-member Board Panel's decision is final.

J. STATEMENTS OF PROHIBITION

1. Retaliation against any person participating in connection with a complaint under this policy is strictly prohibited. Retaliation includes, but is not limited to, any form of intimidation, coercion, threats, punitive actions, reprisal (acts of vengeance) or harassment. Retaliation is a serious violation and should be reported immediately. Reports of retaliation will be addressed through this procedure and/or other applicable College procedures.

2. Willfully making a false report of sexual harassment or submitting false information as part of any proceedings is a violation of College policy and is a serious offense. Any person who makes or participates in making a false or frivolous report of sexual harassment, retaliation, or other misconduct will be subject to disciplinary action up to an including dismissal or expulsion.

K. TRAINING

1. Title IX Coordinators/Deputy, Hearing Officer/Decision-Makers, Investigators, involved in any informal or formal resolution processes shall receive annual relevant training pursuant to this Policy and Procedures.

2. Each year, all students and employees will receive an electronic copy of this Policy sent to their College email address of record.

3. The College will also provide prevention and awareness training of Violence Against Women Act (VAWA) offenses (i.e., domestic violence, sexual assault, dating violence, and stalking) and the information contained in the Policy and Procedures will be offered to students and employees.

L. RECORDKEEPING

The College maintains all records of Title IX proceedings and all materials used to train Title IX personnel for at least seven (7) years.

M. DEFINITION OF TERMS

The following definitions are not intended to operate as speech codes, promote content and viewpoint discrimination or suppress minority viewpoints in the academic setting. Because a student's speech or expression may be deemed offensive by others, it does not mean it constitutes discrimination or harassment. Speech or expression should be viewed in its context and totality using the standard that the alleged victim subjectively views the conduct as discrimination or harassment and that the conduct is so objectively severe or pervasive that a reasonable person would agree that the conduct is discriminatory or harassing.

Actual Knowledge: notice of sexual harassment (including allegations of sexual harassment) to the College's Title IX Coordinator, Deputy Title IX Coordinator, or any College Official who has authority to institute corrective measures on behalf of the institution.

Advisor: a person who can assist and support a Complainant or Respondent in understanding and navigating the investigation process, including attending hearing and asking questions of the other party or witness on behalf of the Complainant or Respondent.

Complainant: an individual who is alleged to be the victim of conduct that could constitute sexual harassment, as defined by Title IX.

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 is forced, pressured, manipulated or has reasonable fear that they will be injured if they do not submit to the act; 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 has a mental or physical disability which inhibits his/her ability to give consent to sexual activity.

Dating Violence: crimes of violence against a person with whom the person has or had a social relationship or a romantic or intimate relationship.

Days: Refers to working or business days, rather than calendar days, unless otherwise specified.

Decision-Maker: a person who conducts an objective evaluation of all relevant evidence and determines responsibility by applying the standard of evidence. Makes decisions regarding process appeals.

Domestic Violence: crimes of violence against a current or former spouse or intimate partner; a person with whom the student shares a child in common; a person with whom the student cohabitates or has cohabitated as a spouse or intimate partner; a person similarly situated to the student as a spouse under local domestic laws; or any person who is protected under local domestic laws of the jurisdiction.

Education Program or Activity: for purposes of these Procedures, this means any locations, events, or circumstances over which the College exercised substantial control over both the Respondent(s) and the context in which the alleged sexual harassment occurs.

Employee: a person who is hired and employed by the College to perform certain tasks in exchange for wages or a salary. Third-party vendors are not considered employees of the College as per this definition for Title IX purposes.

Formal Complaint: a document filed by a Complainant or signed by the Title IX Coordinator or the Deputy Title IX Coordinator alleging sexual harassment against a Respondent and requesting the College investigate the allegation(s). A Formal Complaint initiates a formal complaint process in which parties are entitled to due process protections.

Informal Resolution: a resolution reached regarding an allegation of sexual harassment without the filing of a Formal Complaint. Informal Resolution may include mediation, facilitated dialogue, conflict coaching, restorative justice, or other models of alternative dispute resolution. Informal Resolution cannot be used for a student's allegation of sexual harassment against a College employee.

Investigator: a person responsible for conducting investigations into allegations involving allegations of sexual harassment under Title IX.

Party: The Complainant or Respondent.

Preponderance of the Evidence: A standard of proof where the conclusion is based on facts that are more likely true than not.

Respondent: an individual who has been reported to be the committer of conduct that could constitute sexual harassment, as defined by Title IX.

Retaliation: to intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or because the individual has made a report or complaint, testified, assisted, participated, or refused to participate in any manner in an investigation, proceeding, or hearing under these Procedures.

Sexual Assault: an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting system.

Sexual Harassment: quid pro quo harassment; unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College's education program or activity, including conduct based on sex stereotyping; or any instance of sexual assault, dating violence, domestic violence, or stalking. Quid pro quo harassment is a person having power or authority over another and conditioning an educational or employment benefit or service or access to receiving the educational or employment benefit or service upon a person's participation in unwelcome sexual conduct.

Stalking: engaging in a course of conduct directed to a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress.

Student: a person who has applied to the College or is currently enrolled in credit or non- credit courses offered by the College at any location or online.

Supportive Measures: individualized services reasonably available that are non-punitive, non- disciplinary, and not unreasonably burdensome to the other party that are designed to ensure equal educational access, protect safety, or deter sexual harassment. Examples of support measures are counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, leaves of absences, increased security and monitoring of certain areas of the College, and other similar measures.

Title IX Coordinator and/or Deputy Title IX Coordinator: a person(s) who is designated by the College to coordinate the College's compliance with Title IX.

Witness: a person who may have knowledge of facts or circumstances concerning a claim of sexual harassment or misconduct under Title IX.

Effective: 11/16/20

Supersedes: 9/26/16

Additional Information on Sexual Harassment or Misconduct

Victim's Rights

Persons who report incidents related to a sexual crime or related offenses have certain rights as follows:

- Confidential on- and off-campus counseling. See the following section for a listing of College and Community Resources.
- Notify or not notify appropriate campus and/or local law enforcement authorities. If requested, the College will assist with notifying appropriate agencies and authorities.
- When reasonably possible, a change in class assignment, a no-contact order, or a change in working environment to prevent unwanted contact or close proximity with the accused.
- Have a person present for support during various College proceedings.
- Notified of the outcome of an investigation and the procedures for appeal.
- Not be retaliated against for filing a complaint of a sexual crime or related offense, including sexual harassment.

College and Community Resources

The following on- and off-campus counseling services are available to you. Gaston College does not endorse a particular community agency over another.

Counseling	
Provider	Telephone
Gaston College Counseling Services Student Outreach Services (SOS)	704.922.6220/704.748.5209 800.633.3353
Carolina Center for Counseling	704.861.2234
Family Services, Inc.	704.864.7704
Partners Behavior Health Management Referral Services	888.235.4673
Phoenix Counseling Center	704.842.6359
Piedmont Psychological Associates	704.861.0271
Crisis Lines	
Provider	Telephone
Gaston/Lincoln County 24-hour Rape Crisis Hotline	704.864.0060
National Sexual Assault Hotline	1.800.656.HOPE (4673)
National Domestic Violence Hotline	1.800.799.SAFE (7233)

Appendix G: Electronic Resources Acceptable Use Policy

A. It is the policy of Gaston College to provide users Electronic Resources to support administrative and academic activities and to outline the acceptable use of those resources.

B. **Scope & Responsibilities**
College Electronic Resources, whether owned or leased by the College, include, but are not limited to, desktop and laptop computers, tablets, printers, hard drives and other storage media, telephones, fax machines, copiers, cell phones, smart phones, cameras, video devices, smart boards, distance learning equipment, or any other electronic tools, communication apparatus, or other type of virtual electronic device that has the capability to connect either by cable or wirelessly, to a data, communication, or other similar network. College Electronic Resources also include access to, and use of, College networks, Internet, Intranet, voicemail, email, or software, either while on campus or from an off-campus location via the Internet, Virtual Private Network (VPN), or by any other means. This policy also covers personal electronic devices and resources that use College Electronic Resources.

1. The College reserves the right to update or revise this policy or implement additional policies as needed or required. The College shall provide the College community notice of any updates or revisions, which shall be effective regardless if a user reads such notice. Users are responsible for staying informed of College policies regarding the use of Electronic Resources.

2. Users are responsible for exercising good judgment regarding Electronic Resources and acceptable use of those resources in accordance with College policies, standards, and applicable laws as needed or required as technology changes. Inappropriate use exposes the College and the user to risks including virus attacks, data theft, compromise of network systems and services, and possible action by law enforcement or civil litigation.

C. **Acceptable Use**

Access to and privileges of College Electronic Resources are managed by the Chief Technology Officer (CTO) or designee. By accepting access to and privileges of College Electronic Resources, users agree to comply with the Electronic Resources "Rules for Acceptable Use."

D. **Backing Up Data and Data Retrieval**

Users are encouraged to back up data such as emails, calendar information, and other files deemed important. In the event that important data is lost, a user may request that Technology Services attempt to retrieve the lost information.

In order for a user to request that important information be retrieved, he or she must be authorized to have access to that information.

E. **Electronic Mail (Email) and Other Communication Activities**

1. Only Gaston College employees, students, and other persons who have been authorized by the College are permitted to use College Electronic Resources, including email systems.
2. The use of any College Electronic Resources for email must be related to College business and academic activities. Incidental and occasional use of College Electronic Resources for personal reasons may occur when such use does not generate a direct cost to the College. For employees of the College, incidental and occasional use of College Electronic Resources for personal reasons also must not detract from the time necessary to carry out the duties and responsibilities of their position with the College. All uses of College email and College Electronic Resources are subject to the provisions of this policy.
3. The College will make a reasonable effort to maintain the integrity and effective operation of its Electronic Resources and email systems; however, users are advised that College Electronic Resources, including email systems, should not, in any way, be regarded as a secure method for communicating sensitive or confidential information. Further, the College cannot, and does not, ensure the privacy or confidentiality of a user's emails that are created, transmitted, received, or stored.
4. Although the College does not routinely monitor email activity, it may do so to the extent permitted by law, especially when it is deemed necessary.
5. To the extent permitted by law, the College reserves the right to access and disclose the contents of a user's email, or other use of College Electronic Resources, without the consent of the user. Access and review of employee email must be authorized by the President or the Vice President responsible for Technology Services. Access and review of student email, or other use of College Electronic Resources, must be authorized by the President, Vice President for Student Affairs, or the Vice President responsible for Technology Services. Access and review of email may be done when there is a legitimate reason to do so including, but not limited to:
    a. As part of a College investigation.
    b. When there are indications of misconduct or misuse of College Electronic Resources, including the email system.
    c. When there are indications that College Electronic Resources have been used in a way that violates College policies and/or work rules.
    d. When it is determined that the health and safety of others may be at risk.
    e. When information is needed for College business, but is not more readily available by other means.
    f. When there is a need to ensure the integrity of the College's mission.
    g. As part of responding to a legal matter or to fulfill any obligations to third parties.

F. **Reservation of Rights, Privacy, and Limits of Liability**

1. The College reserves the right to audit and monitor College Electronic Resources on a periodic basis to ensure compliance with this policy, including the right to monitor and inspect computerized files, resources, and/or computer support services, or to terminate privileges or service at any time, for any reason, with or without notice or user permission.

2. The College makes no guarantees or representations, either explicit or implied, that user files and/or accounts are private or secure. All information, including email messages and files, that are created, sent, or retrieved using College Electronic Resources and technical resources, is the property of the College and should not be considered private or confidential. Users of College Electronic Resources have no expectations of the right of privacy, including any information or file transmitted or stored through the College's computer, voicemail, email, telephone, or related systems.
3. The College and its representatives are not liable for any damages and/or losses associated with the use of any of its Electronic Resources.
4. The College reserves the right to limit the allocation of College Electronic Resources to users, including, but not limited to, bandwidth and disk space.

G. **Public Inspection and Archiving of Email**
1. Student email may constitute "education records" and may be subject to the provisions of FERPA (Family Educational Rights and Privacy Act of 1974). The College may access, inspect, and disclose such records as permitted by FERPA.
2. North Carolina law provides that emails sent by College employees may constitute "correspondence" and may be considered public records subject to public inspection under NC General Statutes 121 and 132.
3. Electronic files, including email, that are considered to be public records are to be retained, archived, and/or disposed of in accordance with current guidelines established by the NC Department of Cultural Resources.

H. **Sanctions**
Violations of this policy may result in the revocation of a user's access to College Electronic Resources and privileges, and in disciplinary action up to and including dismissal or expulsion, and/or criminal charges.

Effective: 7/1/16

Supersedes: 6/1/11

Electronic Resources Rules for Acceptable Use

In accordance with Policy 7-7, Electronic Resources Acceptable Use, the Rules for Acceptable Use are applicable to all "users" of College Electronic Resources and/or Other Electronic Resources, and "users" agree to comply with these rules per the policy and as stated in this document.

A. **College Electronic Resources**, whether owned or leased by the College, include, but are not limited to, desktop and laptop computers, tablets, printers, hard drives and other storage media, telephones, fax machines, copiers, cell phones, smart phones, cameras, video devices, smart boards, distance learning equipment, or any other electronic tools, communication apparatus, or other type of virtual electronic device that has the capability to connect either by cable or wirelessly, to a data, communication, or other similar network. College Electronic Resources also include access to, and use of, College networks, Internet, Intranet, voicemail, email, or software, either while on campus or from an off-campus location via the Internet, Virtual Private Network (VPN), or by any other means. This policy also covers personal electronic devices and resources that use College Electronic Resources.

B. In accordance with Policy 7-7 Electronic Resources Acceptable Use, the following rules are applicable to all "users" of College Electronic Resources and/or Other Electronic Resources:
1. IDs and passwords are to be kept secure at all times and not transferred to another user or individual. Revealing account passwords to others or allowing use of an assigned account by others is prohibited, including family and other household members when work is being done at home.
2. Access to College Electronic Resources accounts are to be used only for the purpose for which they are assigned and are not to be used for commercial purposes, non-College related activities, or other personal business.
3. Unless specifically designated, no campus computer should be used to conduct credit card (e-commerce) transactions.
4. Most Electronic Resources, and specifically software, are protected by federal copyright law and are proprietary in nature. A user is responsible for complying with the licensing restrictions for any software used by Gaston College. Software piracy and unauthorized copying of software is not permitted.

5. Proprietary information stored on, or transmitted by, College Computer Resources remains the property of Gaston College. Users are responsible for promptly reporting the theft, loss, or unauthorized disclosure of proprietary information.
6. Users are advised that access to outside networks may result in encountering material that may be considered offensive in nature or content. The College is not responsible for the content of any outside network.
7. Users are not to use systems and/or networks in an attempt to gain unauthorized access to remote systems for any reason.
8. Users are not to make any deliberate attempt to damage and/or sabotage College Electronic Resources.
9. Users are advised that access to outside networks may result in the introduction of malicious programs into the network or server such as viruses. The college is not responsible for loss or damage of data on personal devices brought on any of the college campuses. Users must indemnify the College for any damage that may occur to personally owned Electronic Resources.
10. Users are not to damage College Electronic Resources by knowingly creating and spreading computer viruses, hacking, jailbreaking, and/or deleting, examining, copying, or modifying data files belonging to the College or other users. Users who access College Electronic Resources with a personally owned device are responsible for ensuring the security of their device such that they do not knowingly or unknowingly cause damage to College Electronic Resources.
11. Users are not to engage in deceptive activity while using College Electronic Resources such as communications that impersonate another person or user, stealing another user's login credentials, or using College Electronic Resources to gain unauthorized information of any kind.
12. Intentional access to or dissemination of pornography by any user is prohibited unless such use is specific to work- or academic-related research or activity that is specifically approved by the appropriate supervisor. Special care must be taken when engaging in approved activities of this nature to ensure that these types of materials are not displayed for public view. This provision applies to any electronic communication distributed or sent within the College network or to other networks while using the College network.
13. Users may not distribute or send unlawful communications of any kind, including but not limited to cyberstalking, threats of violence, obscenity, child pornography, or other illegal communications (as defined by law). This provision applies to any electronic communication distributed or sent within the College network or to other networks while using the College network.
14. Only systems, devices, or files containing sensitive College data are required and permitted to utilize encryption to protect the data in the event of unauthorized physical access to the system, devices, or files. Passwords to these entities must be provided to Technology Services in a sealed envelope to be stored in a secure location. The CTO will specify the method for encryption and report to the Vice President for Finance, Operations, and Facilities on the implementation and security of the electronic certificates and key management system.
15. Users are not to extend or share with the public or other users, the College Network beyond what has been configured and made available to the public by Technology Services. Users are not permitted to connect any network devices or systems (e.g., switches, routers, wireless access points, VPNs, cell phones, laptops, and firewalls) to the College Network without written approval from Technology Services.
16. Users are expected to maintain confidentiality of information stored on College Electronic Resources as prescribed by College policy and/or applicable law
17. Users must take special care not to open e-mail attachments received from unknown senders, which may contain computer viruses, malware, computer worms, or other destructive software. Users must examine all e-mail, texts, social media posts, and other forms of communications for suspicious links, attachments, and other indicators that the source may be suspicious. Users must contact Technology Services and report any suspicious communication.
18. Under no circumstances is a user authorized to engage in any activity that is illegal under local, state, federal, or international law while utilizing College Electronic Resources.
19. Users are not to violate the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of software products that are not appropriately licensed for use by the College. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books, software or other copyrighted sources, copyrighted music, and the installation of any

copyrighted software for which the College does not have an active license is strictly prohibited. Distribution of software licensed to the College outside of the College is strictly prohibited.

20. Accessing data, a server, or an account for any purpose other than conducting College-related business, even if a user has authorized access, is prohibited.
21. Preventing security breaches or disruptions of network communication is the responsibility of every user. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, network scanning, ping floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
22. Software that is not licensed and managed by the College is not allowed to run on Computer Resources without explicit permission by Technology Services.
23. Circumventing user authentication or security of any host, network, or account is not permitted.
24. Using any program, script, command, or sending messages of any kind, with the intent to interfere with, or disable, another user's use of College Electronic Resources, via any means, locally or via the Internet or Intranet, is prohibited.
25. Users are not to send unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).

Effective: 7/1/16

Supersedes: 6/1/11

Appendix H: Student Academic Complaint Procedure

Most academic matters generally will be left to the discretion of the faculty member. Instructors have the academic freedom to cover the material on the departmentally approved syllabus in a variety of ways. Some instructors may have primarily lecture formats while others may have class discussion/participation-driven formats. Some classes, by nature of the course, cover controversial topics. This does not mean the instructor personally espouses a particular point of view (lifestyle, religious affiliation, ethnic view, etc.).

Students must follow the procedure below concerning academic complaints. Academic complaints are defined as complaints regarding course design and content, teaching performance, and instructor conduct in the classroom/lab setting, excluding final grade complaints. No retaliation or adverse action will be taken against the student for filing the complaint.

1. The student is encouraged to communicate directly with the instructor informally as soon as possible. Gaston College believes that professional and courteous communication is the most effective way to address issues and concerns. The simplest, quickest, and most satisfactory solutions may be accomplished at this level.
2. If the complaint is not resolved between the student and instructor, or if there is good reason for the student not to speak directly with the faculty member, the student must complete the form 1A titled "Academic Complaint by Student." This form must be submitted to the appropriate Department Chair no later than 30-calendar days after the alleged incident that led to the complaint. (If the academic complaint involves a Department Chair/Program Chair, the form must be submitted to the appropriate academic dean.) The form may be found in any academic division office or in the online version of the Catalog and Student Handbook.
3. The department/program chair/dean will share the "Academic Complaint by Student" form with the faculty member (s) involved. The instructor should then complete Form 1B titled "Faculty Response to Academic Complaint by Student" and attach any supporting documentation. Form 1B should then be submitted to the department/program chair/dean within five (5) College business days of receipt of the complaint.
4. The department/program chair/dean will review Form 1A "Academic Complaint by Student" and Form 1B "Faculty Response to Academic Complaint by Student," along with any supporting documentation, before completing Form 1C "Department/Program Chair/Dean Academic Complaint Review."
5. In matters not involving the department/program chair, the Divisional Dean will review the sequence of events and all supporting documentation, including Forms 1A, 1B, and 1C. The Dean will make a final recommendation/resolution to the academic complaint and notify the student of the result in writing. In addition, the Dean will complete Form 1D "Dean Academic Student Complaint Review/Recommendation."

6. If all of the proceeding contacts have been made and the dean's decision does not resolve the issue to the student's satisfaction, then the student may appeal the decision to the Vice President for Academic Affairs by submitting a request in writing within five (5) College business days of the Dean's decision. The Vice President for Academic Affairs will contact the student requesting the appeal to acknowledge receipt of the appeal and discuss the timeline for the Academic Appeal Hearing Process. The Vice President for Academic Affairs will activate an Academic Complaint Appeals Committee to hear the student's complaint.

Appendix I: Student Academic Complaint Form

Click here to view the Academic Complaint form.

Appendix J: Student Non-Academic Complaint Procedure

Background

Student non-academic complaints are those matters involving concerns about a College employee or process outside of the classroom/lab setting that may adversely affect the status, rights, or privileges of the student. This process does not cover matters where there is an established and defined appeal process or policy such as appeals regarding final grades, refunds, Student Code of Conduct, Title IX, accessibility/disability, and financial aid. Students are expected to follow the procedures outlined below to resolve issues or concerns that are part of a non-academic complaint. It is the responsibility of College employees to fulfill their roles in accordance with these procedures.

Procedure

1. A student with non-academic concerns is encouraged to make an appointment to discuss the situation with the appropriate College employee. Gaston College believes that professional and courteous communication is the most effective way to address issues and concerns. The simplest, quickest, and most satisfactory solution may be accomplished at this level. If a student has difficulty in determining the sequence of supervisors, the Office of the Vice President for Student Affairs should be contacted for assistance.
2. If the situation is not resolved at this level, the student is encouraged to make an appointment to discuss the situation with the first level supervisor, if applicable.
3. A student seeking further recourse is encouraged to make an appointment with the next level supervisor/administrator to hear the complaint and determine an outcome.
4. If all of the preceding contacts have been made and the student is not satisfied with the outcome and chooses to appeal, the process is as follows:
    a. A written appeal is submitted to the Vice President for Student Affairs stating the sequence of events leading to the appeal and any personal interpretations related to the complaint. This written appeal must be submitted no later than 30 calendar days after the alleged incident that led to the complaint.
    b. If the complaint is about a College employee, the Vice President for Student Affairs notifies the person against whom the complaint has been made. If the complaint is regarding a College process, the Vice President for Student Affairs notifies the appropriate person within the organization. The Vice President for Student Affairs activates a committee to hear the student's appeal. Membership of the committee is as follows:

        (1) The Vice President for Student Affairs, or designee, who serves as the Chair of the Non-Academic Complaint Appeals Committee.

        (2) If a complaint involves a College staff member, the Director - Human Resources, or designee.

(3) If the complaint involves a College faculty member, the appropriate divisional vice president.

(4) A faculty member or staff member (faculty if complaint is against faculty, staff if complaint is against staff) appointed from the Appeals Committee Pool.

(5) A faculty member or staff member (faculty if complaint is against faculty, staff if complaint is against staff) is selected by the President of the Student Government Association.

(6) One additional person may be selected by the Vice President for Student Affairs, if needed, to ensure a balanced representation.

(7) If attorneys are present, they may advise their clients. They may not present the complaint or defend the complaint before the committee. They may address the committee only at the discretion of the Chair.

5. A meeting of the Non-Academic Complaint Appeals Committee is scheduled by the Vice President for Student Affairs, or designee. This meeting will be scheduled as quickly as possible, but will depend on the schedules of all involved parties.
    a. Involved parties are provided the opportunity to present their case to the Committee during the hearing, or to submit a written statement about their case for the Committee to review in absentia.
    b. The committee examines the evidence related to the case and arrives at a recommended outcome using the preponderance of the evidence (a "more likely than not" standard of proof). The recommended outcome is submitted to the appropriate member of Executive Council for final review.
    c. Once a final decision is made, all involved parties are notified and the appeal process is complete.

Appendix K: Disability Grievance Procedure

Background and the Law

(Draft Revised May 2015)

The law requires institutions, such as Gaston College, to have a set of grievance procedures that incorporate appropriate due process standards and that provide for the prompt and equitable resolution of complaints alleging actions prohibited by Section 504, Title II of the Americans with Disabilities Act of 1990, or the Americans with Disabilities Amendment Act of 2008.

Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 provide that qualified persons with disabilities cannot be excluded from participation in, denied the benefits of or be subjected to discrimination by any service, program or activity of a postsecondary institution. In order to meet the needs of students with disabilities and fulfill its legal obligations under Section 504 and the ADA, the Accessibility Counselor at Gaston College assists students with disabilities in accessing reasonable accommodations through the College's accommodations process.

Procedures for Filing a Complaint

If any student believes that he/she has been discriminated against because of a disability by any Gaston College employee, he/she has the right to seek review of such concerns. Students have the option of pursuing either an informal complaint or a formal grievance. If a student opts to pursue an informal complaint, he/she may later pursue a formal grievance if not satisfied with the resolution of the informal process. Additionally, at any point in the complaint process, students may file a complaint of discrimination with the Office of Civil Rights listed below. Although this is not required by law, the Office of Civil Rights encourages students to first follow the institution's grievance procedures.

U.S. Department of Education
Office for Civil Rights
400 Maryland Avenue, S.W.
Washington, D.C. 20202-1475
202.453.6020; 1.800.421.3481

FAX: 202.453.6021; TDD: 800.877.8339
E-mail: OCR@ed.gov
Web: http://www.ed.gov/ocr/

Informal Procedures for Resolving a Complaint

Prior to initiating a formal grievance as outlined in this procedure, it is strongly recommended and expected that the student first discuss his/her concerns with the person against whom the complaint is being made. Students should discuss the complaint with the Accessibility Counselor or the Dean of Student Development and Support Services; they are available to provide assistance and guidance. If the circumstances of the complaint prevent the student from having this discussion, or if the complaint is not resolved within five business days, the student should discuss the complaint with immediate and other supervisors involved.

Formal Grievance Procedures

The formal grievance is advised when the informal procedure has not brought about a satisfactory conclusion to a concern or complaint about a College policy or procedure or a state or federal law.

All formal grievances from students should be directed to the Vice President for Student Affairs at Gaston College and should be filed within 30 days of the incident. Due to the urgency of many issues, every effort will be made to come to a resolution as soon as possible. Formal complaint forms are available from the Accessibility Counselor and online at gaston.edu. The location of the Vice President's office and phone number are: Gaston College, Highway 321 South, Dallas, NC 28034, 704.922.6217.

All formal grievances should include the following:

- The exact nature of the complaint and how the student feels his/her rights have been denied and the person(s) they believe are responsible;
- The date, time and place of the incident (s);
- The names of witnesses or persons who have knowledge of the incident;
- Copies of any available written documentation or evidence;
- Actions that could be taken to correct the violation.

The Vice President for Student Affairs in consultation with the Vice President for Academic Affairs (or their designees) will investigate the complaint within seven (7) business days to determine whether or not College policy has been followed. If College policy has not been followed, the vice presidents will take steps to correct policy violations and to address the consequences that may have resulted.

If the Vice Presidents determine a hearing is warranted as a part of the investigation, they shall conduct such hearing providing full due process to the grieving party. The grieving party has the right to have legal counsel, faculty, staff or another student present to act as his/her representative or advocate. The student must provide the name of the representative or advocate three (3) days prior to the hearing. The person believed to be responsible for the complaint will be provided a copy of the formal complaint.

The Vice Presidents shall reach a decision within five (five) business days of the review. The student and other appropriate parties will be sent a written copy of the findings and the decision upon completion of the investigation. The decision shall include a summary of the complaint, the decision, a statement of the student's right to appeal, and instructions regarding the appeal process.

Appeal

A student who believes that a formal grievance has not been resolved to his or her satisfaction after a written finding is completed may appeal the outcome to the President of the College within 10 business days of receiving the written finding from the Vice Presidents. All appeals shall be made in writing and signed by the student. The President shall make a determination on the appeal and promptly inform the student in writing of that determination. The decision of the President is final.

Retaliation

A student who makes use of the grievance procedures shall not be retaliated against.

Appendix L: Tobacco-Free Campus Policy

A. Gaston College is committed to providing a healthy, safe, comfortable, and productive environment for its students, employees, and visitors.
B. Smoking and the use of any tobacco products is prohibited on College property and at College events. College property includes any College buildings, facilities, vehicles, and outside grounds owned and/or leased by the College. College events include any lectures, conferences, meetings, and social/cultural events held by the College.
C. Smoking is defined as the use or possession of a lighted cigarette, cigar, pipe, or any other lighted tobacco product, or the use of an electronic inhaler that employs a mechanical heating element, battery, electronic circuit, or similar device to heat a liquid nicotine solution or other product (e.g., vapor cartridge), such as an electronic cigarette, cigar, or pipe.
D. Other tobacco products include those that may be chewed, consumed, or used in any other form including, but not limited to, chewing tobacco, loose leaf, pellets, plugs, twist, pastes, dipping, pouches, dissolvable, and nasal/dry snuff.
E. The success of this tobacco-free policy depends on the thoughtfulness, consideration, and cooperation of tobacco users and non-tobacco users. All students, employees, and visitors are responsible for adhering to this policy.
F. For visitors, enforcement of this policy is the responsibility of the person(s) coordinating the visit.

Effective: 7/1/16

Supersedes: 3/1/14

Appendix M: Gaston College Crime Statistics

GASTON COLLEGE CRIME STATISTICS
CALENDAR YEARS 2019-2021

Crime /Year	Dallas Campus	Adjacent Public Property	Lincoln Campus	Adjacent Public Property	Kimbrell Campus	Adjacent Public Property	Non-Campus Property	TOTAL
Murder / Non-Negligent Manslaughter								
2021	0	0	0	0	0	0	0	0
2020	0	0	0	0	0	0	0	0
2019	0	0	0	0	0	0	0	0
Sex Offenses, Forcible								
2021	2	0	0	0	0	0	0	2
2020	0	0	0	0	0	0	0	0
2019	0	0	0	0	0	0	0	0
Sex Offenses, Non-Forcible								
2021	0	0	0	0	0	0	0	0

2020	0	0	0	0	0	0	0	0
2019	0	0	0	0	0	0	0	0
Robbery								
2021	0	0	0	0	0	0	0	0
2020	0	0	0	0	0	0	0	0
2019	0	0	0	0	0	0	0	0
Aggravated Assault								
2021	0	0	0	0	0	0	0	0
2020	0	0	0	0	0	0	0	0
2019	0	1	0	0	0	0	0	1
Burglary								
2021	0	1	0	0	0	0	0	1
2020	0	0	0	0	0	0	0	0
2019	0	0	0	0	0	0	0	0
Vehicle Theft								
2021	0	0	0	0	0	0	0	0
2020	0	0	0	0	0	0	0	0
2019	0	0	0	0	0	0	0	0
Arson								
2021	0	0	0	0	0	0	0	0
2020	0	0	0	0	0	0	0	0
2019	0	0	0	0	0	0	0	0
Negligent Manslaughter								
2021	0	0	0	0	0	0	0	0
2020	0	0	0	0	0	0	0	0
2019	0	0	0	0	0	0	0	0
Dating Violence, Domestic Violence, and Stalking (including Cyberstalking)								

Crime /Year	Dallas Campus	Adjacent Public Property	Lincoln Campus	Adjacent Public Property	Kimbrell Campus	Adjacent Public Property	Non-Campus Property	TOTAL
Dating Violence								
2021	0	0	0	0	0	0	0	0
2020	0	0	0	0	0	0	0	0
2019	1	0	0	0	0	0	0	1
Domestic Violence								
2021	0	0	0	0	0	0	0	0
2020	0	0	0	0	0	0	0	0
2019	1	0	0	0	0	0	0	1
Stalking								
2021	0	0	0	0	0	0	0	0
2020	0	0	0	0	0	0	0	0
2019	6	0	0	0	0	0	0	6
Other Referrals								
Crime /Year	Dallas Campus	Adjacent Public Property	Lincoln Campus	Adjacent Public Property	Kimbrell Campus	Adjacent Public Property	Non-Campus Property	TOTAL
Liquor Law Violations								
2021	0	0	0	0	0	0	0	0
2020	0	0	0	0	0	0	0	0
2019	1	0	0	0	0	0	0	1
Drug Law Violations								
2021	0	0	4	0	0	0	0	4
2020	1	0	0	0	0	0	0	1
2019	0	0	0	0	0	1	0	0
Weapon Law Violations								
2021	0	0	0	0	0	0	0	0

2020	0	0	0	0	0	0	0	0
2019	0	0	0	0	0	0	0	0
Hate Crimes								
Crime /Year	Dallas Campus	Adjacent Public Property	Lincoln Campus	Adjacent Public Property	Kimbrell Campus	Adjacent Public Property	Non-Campus Property	TOTAL
Simple Assault								
2021	0	0	0	0	0	0	0	0
2020	0	0	0	0	0	0	0	0
2019	0	0	0	0	0	0	0	0
Larceny-Theft								
2021	0	0	0	0	0	0	0	0
2020	0	0	0	0	0	0	0	0
2019	0	0	0	0	0	0	0	0
Intimidation								
2021	0	0	0	0	0	0	0	0
2020	0	0	0	0	0	0	0	0
2019	0	0	0	0	0	0	0	0
Vandalism/Damage of Property								
2021	0	0	0	0	0	0	0	0
2020	0	0	0	0	0	0	0	0
2019	0	0	0	0	0	0	0	0

Appendix N: Unlawful Discrimination and Harassment Policy

A. It is the policy of Gaston College to provide a working and learning environment that is free from unlawful discrimination and harassment. In accordance with federal and state laws, administrative regulations, and College policy, the College prohibits and does not practice or condone discrimination and harassment in its activities, services and programs based on race, color, national origin, religion, sex, sexual orientation, gender, gender identity or expression, pregnancy, disability, genetic information, age, or veterans' status.

B. For matters related to Title IX and Sexual Harassment, see policy 3-125 Title IX and Sexual Harassment, and for matters related to requesting accommodations, see Policy 3-3 Americans with Disabilities (ADA) and Reasonable job Accommodation(s).

PROCEDURE

A. **REPORTING**

1. Reports of unlawful discrimination and harassment should be submitted to the Office of Human Resources (Employees), the Student Affairs Division (Students), or a College official such as a supervisor or dean.

2. In order to enable the College to respond effectively and to proactively stop instances of unlawful discrimination and harassment, employees and students receiving information regarding a potential violation of this policy, should report this information to the Student Affairs Division, Office of Human Resources, or a College official.

3. To make a report directly to the Office of Human Resources or Student Affairs Division:

Employee Reporting
Michele Avendano
Director - Human Resources
Beam Administration Building
Gaston College
Office: 704.922.2266
avendano.michele@gaston.edu

Student Reporting
Dr. Audrey Sherrill
Vice President for Student Affairs
Myers Center
Gaston College
Office: 704.922.6217
sherrill.audrey@gaston.edu

B. RESOLUTION

1. Employee matters will be handled in accordance with Policy 3-137 Workplace Conflict and Complaint Resolution.

2. Student matters will be handled in accordance with Student Non-Academic Complaint Procedure published in the appendices of the Student Handbook, except in matters related to a disability grievance. Those grievances will follow the Disability Grievance Procedure in the Student Handbook.

3. For reports involving students and employees, the respective College divisions and/or offices will partner to resolve the matter.

Effective: 11/16/20

Supersedes: First Issue

General Education Competencies

Upon successful completion of any associate degree program at Gaston College, students will demonstrate general education competencies in the following areas:

Competency 1: Information Literacy and Educational Technology

Students will meet this competency through the completion of both objectives 1a and 1b.

Objective 1a: Access, use, and evaluate information in a variety of formats.

Objective 1b: Use educational technologies to achieve academic and work-related goals.

Competency 2: Communication

Students will meet this competency through assessments in both ENG 111 and ENG 112 or ENG 114,

COM 120, or COM 231.

Objective: Communicate effectively through writing, reading, and speaking

Competency 3: Computational and/or Scientific Reasoning

Students will meet this competency through the completion of objectives 3a, 3b, or 3c.

Objective 3a: Analyze mathematical problems and quantitative data to make logical decisions.

Objective 3b: Demonstrate knowledge of the natural sciences and use this knowledge to analyze problems and make rational decisions.

Objective 3c: Demonstrate knowledge of the role and function of computers to solve problems

Competency 4: Humanities and Fine Arts

Students will meet this competency through the completion of objectives 4a, 4b, or 4c.

Objective 4a: Demonstrate knowledge of philosophical and/or religious beliefs, assumptions, and values.

Objective 4b: Demonstrate knowledge of cultural and artistic significance within the fine arts.

Objective 4c: Demonstrate knowledge of literary works within a historical and cultural context.

Competency 5: Social and Behavioral Sciences

Students will meet this competency through the completion of objectives 5a or 5b.

Objective 5a: Demonstrate knowledge of the historical patterns in political, cultural, and economic life and their impact on human societies.

Objective 5b: Demonstrate knowledge of the reciprocal interactions among self, society, and the environment.

College Transfer

College Transfer Programs

(Associate in Arts, Associate in Arts Teacher Preparation, Associate in Science, Associate in Science Teacher Preparation, Associate in Fine Arts in Visual Arts, Associate in Engineering and Associate in General Education-Nursing)

Gaston College offers a college transfer program for students intending to transfer to a four-year college or university by offering courses that parallel those offered during the first two years, typically the general education requirements, at the four-year institution. Students who transfer from Gaston College have the ability to pursue a variety of undergraduate degree programs at their four-year institution. Students are encouraged to meet with their Gaston College Academic Advisor to discuss the appropriate associate degree program and course selection that aligns with their future academic and career plans. Students may complete a 60-61 credit hour Associate in Arts (A.A.), Associate in Arts Teacher Preparation Degree (A.A.T.P), Associate in Science Degree (A.S.), Associate in Science Teacher Preparation Degree (A.S.T.P), Associate in Fine Arts in Visual Arts (A.F.A.V.A.) Associate in Engineering (A.E.), or Associate in General Education-Nursing (AGE-Nursing).

Gaston College has partnered with 10 North Carolina four-year institutions to provide a special pathway for guaranteed admission into the following four-year institutions: Appalachian State University, Belmont Abbey College, East Carolina University, Gardner-Webb University, Johnson C Smith University, Lees McRae College, Lenoir-Rhyne University, North Carolina State University, University of North Carolina at Charlotte, and University of North Carolina at Wilmington. These Transfer Admission Guarantee (TAG) agreements ensure Gaston College students a smooth transition from GC to the institution of their choice upon completion of their associate degrees with credits counting towards a bachelor's degree. For further information please visit Gaston College's Transfer Admission Guarantees (TAG) website.

A one semester credit hour college transfer success course, ACA 122, is included in the student's associate degree program requirements and a Work-Based Learning (WBL - 111) course of one semester hour of credit may be included in a 61 semester hour-credit degree program such as Associate in Arts (A.A.), Associate in Science Degree (A.S.), Associate in Fine Arts in Visual Arts (A.F.A.V.A.), or Associate in Engineering (A.E). The four-year institution the student attends upon transfer, will determine the type of transfer credit that is awarded for these two course.

Each student should meet with their assigned academic advisor about course selection for the next academic term prior to registration. Any course substitutions, courses for those specifically required for graduation and those outside the area of specialization, must be approved by the appropriate academic dean. Students are responsible for the completion of their academic program of study based upon the requirements stated in the Gaston College Academic Catalog.

Arts and Sciences Advising

Academic advising is an essential part of student success as it assists students in understanding their requirements to complete their program of study and graduation requirements. All new students and first semester students are required to seek assistance with course planning from their assigned academic advisor. It is recommended that all students during their time at Gaston College meet with their assigned advisor and log into Watermark and Self-Service every semester to review academic plans and progress towards graduation.

The Arts and Sciences Advising Center (Transfer Advising Center) is located in Robinson Classroom Building (RCB) room 236 on the Dallas Campus.

Comprehensive Articulation Agreement (CAA)

Under the provisions of House Bill 739 and Senate Bill 1161, the North Carolina Community College System and the University of North Carolina (UNC) System have developed a Comprehensive Articulation Agreement (CAA) to assist with the transfer of credits for specific associate degree programs and courses for community college students to our 16 public, in-state UNC System institutions.

Gaston College graduates of Associate in Arts (A.A.) and Associate in Science (A.S.) degree programs who have made a "C" or better in each course completed in their program of study will be considered to have fulfilled the institution-wide, general education requirements of public, in-state University of North Carolina (UNC) System institution to which they are accepted and will be admitted with Junior status (60+ credit hours). Foreign language and physical education requirements of that UNC System institution must still be met.

The North Carolina Independent Colleges and Universities (NCICU) have adopted an equivalent version of the CAA, called the Independent Comprehensive Articulation Agreement (ICAA). The following 30 private and independent colleges and universities in North Carolina honor the ICAA: Barton College, Belmont Abbey College, Bennett College, Brevard College, Campbell University, Catawba College, Chowan University, Gardner-Webb University, Greensboro College, Guilford College, High Point University, Johnson C. Smith University, Lees-McRae College, Lenoir-Rhyne University, Livingstone College, Mars Hill University, Meredith College, Methodist University, Montreat College, North Carolina Wesleyan University, Pfeiffer University, Queens University of Charlotte, Saint Augustine's University, Salem College, Shaw University, St. Andrews University, University of Mount Olive, Warren Wilson College, William Peace University, and Wingate University.

Uniform and Bilateral Articulation Agreements

For students who complete an Associate in Arts Teacher Preparation (A.A.T.P.), Associate in Science Teacher Preparation Degree (A.S.T.P), Associate in Fine Arts in Visual Arts (A.F.A.V.A.) Associate in Engineering (A.E.), Associate in Applied Science in Nursing (A.A.S. - Nursing), or Associate in Applied Science in Early Childhood Education (A.A.S. - Early Childhood Education) degree program, there are some protections to the completed community college credits, which is determined by the institution the student was admitted to upon transfer. Completing one of the indicated associate degree programs prepares students for the admission requirements to a specific bachelor's degree program, but does not guarantee students admission to the institution nor to that specific degree program. This protection is through the Uniform Articulation Agreements (UAA) which are agreements between multiple North Carolina Community Colleges and specific public, in-state University of North Carolina (UNC) System four-year institutions.

There are opportunities students for who complete an Associate in Applied Science (A.A.S.) in other specific program of study to have some protection of their completed community college credits through Bilateral Articulation Agreements (BAA). Bilateral Articulation Agreements are between specific North Carolina community college Associate of Applied Science (A.A.S.) programs and a specific four-year institution and a specific bachelor's degree program at that institution. Students would need to speak with their Academic Advisor to learn about the current BAA opportunities for transfer. There are BAA opportunities at participating North Carolina public and private/independent four-year institutions.

Graduation Requirements

In order to graduate with an Associate in Arts, Associate in Arts in Teacher Preparation, Associate in Science, Associate in Science in Techer Preparation, Associate in Fine Arts in Visual Arts, Associate in Engineering, or Associate in General Education-Nursing Degree, students must have a grade of "C" or better in each course applied towards degree requirements. Students who make below a "C" in a course should either retake the course or complete an approved alternative course.

Students who wish to apply grades of "D" for graduation, may petition for graduation in the Associate in General Education degree program, which is not designed as a transfer program.

Transfer Electives

The following courses have been approved as electives for transfer degrees.

ACA 122 College Transfer Success (1 Credit Hour)

ACC 120 Prin of Financial Accounting (4 Credit Hours)

ACC 121 Prin of Managerial Accounting (4 Credit Hours)

ART 111 Art Appreciation (3 Credit Hours)

ART 114 Art History Survey I (3 Credit Hours)

ART 115 Art History Survey II (3 Credit Hours)

BIO 110 Principles of Biology (4 Credit Hours)

BIO 111 General Biology I (4 Credit Hours)

BIO 112 General Biology II (4 Credit Hours)

BIO 155 Nutrition (3 Credit Hours)

BIO 168 Anatomy and Physiology I (4 Credit Hours)

BIO 169 Anatomy and Physiology II (4 Credit Hours)

BIO 250 Genetics (4 Credit Hours)

BIO 275 Microbiology (4 Credit Hours)

BUS 110 Introduction to Business (3 Credit Hours)

BUS 115 Business Law I (3 Credit Hours)

BUS 137 Principles of Management (3 Credit Hours)

CHM 131 Introduction to Chemistry (3 Credit Hours)

CHM 131A Introduction to Chemistry Lab (1 Credit Hour)

CHM 132 Organic and Biochemistry (4 Credit Hours)

CHM 151 General Chemistry I (4 Credit Hours)

CHM 152 General Chemistry II (4 Credit Hours)

CHM 251 Organic Chemistry I (4 Credit Hours)

CHM 252 Organic Chemistry II (4 Credit Hours)

CIS 110 Introduction to Computers (3 Credit Hours)

CJC 111 Intro to Criminal Justice (3 Credit Hours)

CJC 121 Law Enforcement Operations (3 Credit Hours)

CJC 141 Corrections (3 Credit Hours)

COM 110 Introduction to Communication (3 Credit Hours)

COM 120 Intro Interpersonal Com (3 Credit Hours)

COM 231 Public Speaking (3 Credit Hours)

CSC 134 C++ Programming (3 Credit Hours)

CSC 151 JAVA Programming (3 Credit Hours)

DFT 170 Engineering Graphics (3 Credit Hours)

ECO 251 Prin of Microeconomics (3 Credit Hours)

ECO 252 Prin of Macroeconomics (3 Credit Hours)

EDU 216 Foundations of Education (3 Credit Hours)

EGR 150 Intro to Engineering (2 Credit Hours)

ENG 111 Writing and Inquiry (3 Credit Hours)

ENG 112 Writing/Research in the Disc (3 Credit Hours)

ENG 231 American Literature I (3 Credit Hours)

ENG 232 American Literature II (3 Credit Hours)

ENG 241 British Literature I (3 Credit Hours)

ENG 242 British Literature II (3 Credit Hours)

GEL 111 Geology (4 Credit Hours)

GEO 111 World Regional Geography (3 Credit Hours)

HEA 110 Personal Health/Wellness (3 Credit Hours)

HEA 112 First Aid & CPR (2 Credit Hours)

HIS 111 World Civilizations I (3 Credit Hours)

HIS 112 World Civilizations II (3 Credit Hours)

HIS 121 Western Civilization I (3 Credit Hours)

HIS 122 Western Civilization II (3 Credit Hours)

HIS 131 American History I (3 Credit Hours)

HIS 132 American History II (3 Credit Hours)

HUM 120 Cultural Studies (3 Credit Hours)

HUM 180 Internat Cultural Explor (3 Credit Hours)

MAT 143 Quantitative Literacy (3 Credit Hours)

MAT 152 Statistical Methods I (4 Credit Hours)

MAT 167 Discrete Mathematics (3 Credit Hours)

MAT 171 Precalculus Algebra (4 Credit Hours)

MAT 172 Precalculus Trigonometry (4 Credit Hours)

MAT 175 Precalculus (5 Credit Hours)

MAT 252 Statistical Methods II (4 Credit Hours)

MAT 263 Brief Calculus (4 Credit Hours)

MAT 271 Calculus I (4 Credit Hours)

MAT 272 Calculus II (4 Credit Hours)

MAT 273 Calculus III (4 Credit Hours)

MAT 280 Linear Algebra (3 Credit Hours)

MAT 285 Differential Equations (3 Credit Hours)

MUS 110 Music Appreciation (3 Credit Hours)

MUS 112 Introduction to Jazz (3 Credit Hours)

PED 110 Fit and Well for Life (2 Credit Hours)

PED 113 PED 113 Aerobics I (1 Credit Hour)

PED 118 Weight Training II (1 Credit Hour)

PED 119 Circuit Training (1 Credit Hour)

PED 123 Yoga II (1 Credit Hour)

PHI 215 Philosophical Issues (3 Credit Hours)

PHI 240 Introduction to Ethics (3 Credit Hours)

PHY 110 Conceptual Physics (3 Credit Hours)

PHY 110A Conceptual Physics Lab (1 Credit Hour)

PHY 151 College Physics I (4 Credit Hours)

PHY 152 College Physics II (4 Credit Hours)

PHY 251 General Physics I (4 Credit Hours)

PHY 252 General Physics II (4 Credit Hours)

POL 120 American Government (3 Credit Hours)

PSY 150 General Psychology (3 Credit Hours)

PSY 237 Social Psychology (3 Credit Hours)

PSY 241 Developmental Psych (3 Credit Hours)

PSY 281 Abnormal Psychology (3 Credit Hours)

REL 110 World Religions (3 Credit Hours)

SOC 210 Introduction to Sociology (3 Credit Hours)

SOC 220 Social Problems (3 Credit Hours)

SOC 225 Social Diversity (3 Credit Hours)

SPA 111 Elementary Spanish I (3 Credit Hours)

SPA 112 Elementary Spanish II (3 Credit Hours)

SPA 211 Intermediate Spanish I (3 Credit Hours)

SPA 212 Intermediate Spanish II (3 Credit Hours)

WBL 111 Work-Based Learning I (1 Credit Hour)

Continuing Education

Programs:

Customized Training Program

North Carolina's Customized Training Program supports economic development efforts through education and training opportunities for eligible businesses and industries. The program recognizes the fact that one of the most important factors for a business or industry considering locating, expanding, or remaining in North Carolina is the presence of a well-trained workforce. The Customized Training Program is designed to meet business needs and respect the confidential nature of proprietary processes and information within those businesses.

The Customized Training Program provides assistance for full-time production and direct customer service positions created in the State to enhance the growth potential of these companies and simultaneously prepare the State's workforce with the skills essential to successful employment in emerging industries.

Workforce Development/Continuing Education

The Workforce Development/Continuing Education department offers a wide variety of courses ranging from occupational training to personal enrichment interests. Courses in this department may also be customized to meet specific industry and agency requirements as requested. We offer licensing and certification courses in Notary, Electronic Notary, Nurse Aide I, II, and Refresher, Nursing Educator Training, Phlebotomy, Manicure/Nail Technician, Natural Hair Care Specialist, Real Estate Pre-Licensing, Escort Vehicle Operator, NC Auto Inspections and Truck Driver Training. Non-licensing/certification courses are offered in Defensive Driving and TEAS prep, as well as many online courses through our partnership with Ed2Go. We offer several personal enrichment classes range in subjects such as Genealogy, and Motorcycle 2-wheel and 3-wheel safety courses. Class availability is spread throughout Gaston College's three campuses located in Dallas, Belmont, and Lincolnton, as well as online. Continuing Education is also an approved provider for a wide variety of CEU classes that are required for many occupations. In addition to our seated classes, we offer over 400 internet-based courses in which many are approved for teacher renewal, as well as online Career Training Programs. All Continuing Education classes are convenient, affordable, and reflect the highest of quality. For additional information on any of these courses, call 704.922.2244 or email us at coned@gaston.edu.

Criminal Justice Academy

The Criminal Justice Academy provides professional in-service training for the regional criminal justice community. Courses include law enforcement, detention, and telecommunications. In-service training courses are designed to facilitate the state mandated training requirements for criminal justice personnel, state certification and recertification programs, and advanced specialized training. In addition to the mandated training, the Criminal Justice Academy also offers the following:

State Mandated In-Service Training Courses:

LAW ENFORCEMENT:

Firearms Training and Qualification.

TELECOMMUNICATOR:

Ethics: Preempting Misconduct and Increasing Integrity, Stress in the Communications Center: Developing Healthy Responses, Promoting Career Development and Survival, Duty-Related Trauma, The Telecommunicator's Role in Crisis Management, Community and Responder Engagement: Identifying the Telecommunicator's Role.

In-Service Training Topics - Departmental Topics of Choice:

LAW ENFORCEMENT:

Law Enforcement Driver Training.

TELECOMMUNICATOR:

Broadcasting Techniques and Radio Etiquette.

PARTNERSHIPS:

SPLETA-Southern Piedmont Law Enforcement Training Association.

Certification/Recertification Courses:

Radar Operator, Time-Distance Operator, Radar/Time-Distance Operator, LIDAR, Detention Officer Certification, Drug Recognition Expert, Telecommunicator and General Instructor Certification Training.

Specialized Training Courses:

Standardized Field Sobriety Testing (SFST), Oleoresin Capsicum (OC) Aerosol Spray, Rapid Deployment: Immediate Response to an Active Shooter, Law Enforcement Driving, SWAT Training, Patrol Rifle, Advanced Patrol Rifle, TASER Training, PRISim (Simulator) Use of Force Training, School Resource Officer Training, and Driving Simulator Training.

Emergency Medical Services (EMS) Education Continuing Education

The Department for EMS Education provides initial certification courses and specific continuing education courses and programs for public safety agencies, business and industry, and the public. The classes offered include the following:

Initial State Certification Classes: Emergency Medical Responder (EMR), Emergency Medical Technician (EMT), Paramedic Online Hybrid, EMS Instructor Methodology, Level I EMS Instructor, Level II EMS Instructor, EMS Administration.

Renewal State Mandated Classes: Recertification for Emergency Medical Responder, EMT, Advanced EMT and Paramedic, online and traditional classes, and Monthly EMS Continuing Education for Emergency Medical Technicians online and off campus.

Specialty Classes and Training Courses: Prehospital Trauma Life Support Provider, Instructor, and Renewal; Pediatric Education for Prehospital Professionals Provider, Instructor, and Renewal; Advanced Medical Life Support Provider, Instructor, and Renewal; FEMA/DHS, Professional Development for EMS Educators at all levels, TCCC, NREMT Prep Classes, etc.

American Heart Association Training Center (AHA): Gaston College is a full-service American Heart Association Training Center serving Gaston and Lincoln counties offering Healthcare Provider CPR, Heartsaver CPR, Heartsaver First Aid with CPR and AED, Bloodborne Pathogens, Advanced Cardiac Life Support (ACLS), Pediatric Life Support (PALS), online and traditional classes. AHA Instructor classes are available as needed.

Fire and Rescue Training

Gaston College leads the state in the delivery of Fire and Rescue Training. The program assists local municipal and volunteer fire departments and rescue squads in the overall training of firefighter and rescue personnel. Certification training is delivered in cooperation with the NC Office State Fire Marshal, NC Fire and Rescue Commission and the National Fire Academy, utilizing standards of the National Fire Protection Association. Programs offered for North Carolina certification are Firefighter, Technical Rescue, Hazardous Materials, Fire Officer, Fire Instructor, and Emergency Driver/Operator & Pumps, and Aerial Operations. Courses are offered on the Dallas Campus, at the Regional Emergency Services Training Center, and at various off-campus locations throughout Gaston and Lincoln counties.

Regional Emergency Services Training Center (RESTC)

The Regional Emergency Services Training Center (RESTC) provides basic, continuing, and advanced training in all areas of emergency services, including fire, rescue, law enforcement, and emergency medical services. The primary intent of the RESTC is to improve the training and level of expertise within emergency services across the state of North Carolina.

The facility began operation in January 1991 and is located on 25 acres on Gaston College's Dallas campus. The RESTC includes a five-story, 21,000 square foot commercial burn structure, which is used for live fire and emergency training. The burn structure is the largest of its type in the United States. The burn structure houses a flat roof ventilation training area, industrial simulation areas, interior combustible liquid area, five-story vertical confined space shaft, and 1,800 square foot simulated smoke maze. A second 1,500 square foot burn building, simulating a three bedroom ranch style house was added in 2004. It has two pitched-roof ventilation areas. In addition to the burn structures, there are also 12 flammable liquid/liquid petroleum gas pits, confined space areas, hazardous materials areas, and a training pavilion with restroom and shower facilities at the RESTC. The center also operates a mobile Swede Flashover Survival training unit which is used for firefighter survival training on campus and across the southeast. Also located at the RESTC is the Bernard Dalton Driving Track which is used for small vehicle (police and ambulance) emergency driving training. Offices and classroom facilities for the RESTC are housed in the Albright Public Safety Building, along with additional locker room facilities, refreshment area, and a fitness center. For more information, visit the RESTC website at gaston.edu/economic-workforce-development/public-safety-non-credit/restc/.

Industrial Emergency Response Team and Fire Brigade Training: Gaston College's RESTC specializes in Nuclear Fire Brigade and High-Risk Response Training and leads the state in the delivery of Industrial Fire Brigade Training. This program provides training for local, regional, and national industry through the delivery of customized programs of training addressing the specific needs of each customer. These programs include on-site visits, consultations, and specialized courses in the areas of confined space; hazardous materials, basic and advanced fire suppression techniques, and rescue operations.

College and Career Readiness (CCR) - *Formerly Life Skills Program*

The College and Career Readiness (CCR) is designed to raise the literacy level in Gaston and Lincoln counties. Depending on the program you plan on entering, you will first need to attend a Student Success Class. For Adult High School please call 704.748.5205 or 704.748.5215 (Lincolnton). For Adult Basic Education/High School Equivalency and English as a Second Language please call, 704.922.6319, 704.922.6320 or 704.922.6545.

Students age sixteen and seventeen must complete a Minor Student Application which can be obtained in the Craig Building (2nd floor), or on the Lincoln Campus, or on our web page.

CCR programs include the following:

Adult Basic Education Program (ABE): Some students may need to refresh their basic skills in reading, math, and writing before they begin the High School Equivalency program. Adult Basic Education (ABE) provides basic skills preparation for adults who are seeking a High School Equivalency diploma and focuses on developing the skills to get a job, including reading, math, writing, and critical thinking.

High School Equivalency (HSE) High School Equivalency focuses on the preparation for the GED® exam, which includes four tests in the areas of Reasoning through Language Arts (RLA), Social Studies, Science, and Math.

Adult High School (AHS): AHS offers traditional high school courses for adults 16 years or older in 100% online setting. Program participants are awarded a NC high school diploma upon successful completion of the necessary coursework. AHS is 100% virtual, enabling students to work anytime day or night. For additional information call 704.748.5215 or 704.748.5205.

English as a Second Language (ESL): ESL provides instruction for individuals with limited English proficiency. ESL stresses development of basic language skills and preparation for daily life, employment, and citizenship. Classes are offered on the Dallas Campus and the Lincoln Campus at no charge. For additional information, call 704.922.6320, email esl@gaston.edu or visit gaston.edu/esl.

GED® Testing: GED® Testing is designed to measure academic skills in Reasoning through Language Arts, Mathematics, Science, and Social Studies. Persons who pass the GED® Test receive a high school equivalency diploma. GED® Testing services are provided at the Dallas and Lincoln Campuses. For additional information call 704.922.6321.

WIOA NextGen Program: NextGen is a federally funded program designed to help young adults, ages 14 - 24, achieve their educational and employment goals. The program offers a variety of supportive services to assist in-school, out-of-school and at risk youth, which include: academic assistance, occupational training, employability skills, work experience, career exploration, on-the-job training, post-secondary education, leadership development, employment and more. NextGen's ultimate goal is to educate and prepare young adults for self-sufficiency in the world of work and life. For additional information and program eligibility call 704.923.8410.

Senior Community Service Employment Program (SCSEP): Serves low-income unemployed persons who are 55 years of age and older, by training them in part-time community service assignments and by assisting them in developing skills and experience to facilitate their transition to unsubsidized employment. The SCSEP is locally sponsored by Gaston College. Funding comes from Senior Service America, Inc. (SSAI), headquartered in Silver Spring, Maryland. SSAI administers the SCSEP on behalf of the U.S. Department of Labor. For additional information and program eligibility call 704.922.6461.

Human Resources Development (HRD) Program

The Human Resources Development Program offers courses that provide employability skills training and career development for adults who are trying to find employment, transitioning back into the workforce, or working to redefine their professional vocation in today's workforce. Courses are taught to equip individuals with the knowledge, values, and practical skills essential to applying, keeping and advancing in their careers. Many of the HRD courses are tuition-waived for qualifying adults and are offered at convenient locations throughout Gaston and Lincoln counties. For additional information on any of these courses, call 704.922.2244 or email us at hrd@gaston.edu.

Small Business Center

The Small Business Center is a specially funded program that provides no-fee consulting and seminars for prospective and existing small business owners. The Gaston College Small Business Center is one of 58 Small Business Centers comprising the NC Community College Small Business Center Network. The Small Business Center provides assistance in business planning, marketing, accounting, financing, and management concerns relating to small business. To register for Small Business Center seminars, or to schedule a counseling appointment, please visit gaston.edu/sbc-events.

Work-Based Learning

Work-Based Learning (WBL) is an academic program that integrates classroom study with practical work experience in industry, business, and public agencies. The work experience constitutes a regular and essential element in the educational process by allowing students to apply their studies in a real work environment.

The WBL work experience is concurrent or alternates with academic studies. It is a paid or non-paid work experience, and students receive academic credit toward degree, diploma, or certificate requirements. Students work either part-time or full-time jobs with employers selected and/or approved by the College. Students are contacted and evaluated periodically by a faculty coordinator and receive on-the-job supervision by the employers.

WBL Eligibility

Students must meet the following criteria to be accepted into the program:

- Be enrolled in an approved WBL curriculum.
- Have a minimum 2.00 GPA or departmental approval.
- Be recommended by a faculty member.
- Completed at least 9 credit hours within your program of student.

(Note: Enrollment in the WBL program does not guarantee placement for every student.)

Application Procedure

Interested students must speak with a member of the Work-Based Learning staff and complete a WBL application packet. Note: WBL staff will advise students to determine the correct WBL course(s) based on program area and state requirements.

Presently Employed Students

Students may qualify to receive academic credit if they are already employed in an area directly related to their academic major. The following general criteria will be used to determine eligibility:

1. The student must be acquiring new skills or knowledge related to their academic major
   AND/OR
2. The student must be developing a recently learned skill or applying recently-learned knowledge related to their academic major
   AND/OR
3. The student must be receiving increased levels of responsibility related to their academic major
   AND
4. The employer agrees to assist with an evaluation of the student's progress and to permit on-the-job visits by WBL Faculty Coordinator.

Student Employment Services

Student Employment Services assists students and graduates who are seeking employment by making them aware of the range of career opportunities available, helping them present themselves effectively as candidates, and aiding them in finding part-time, full-time, temporary, or summer employment.

Some of the specific services and activities offered are Career Fair; employer on campus visits; recruiting events; resume writing information/workshops; interview techniques information/workshops; and posting of part-time, full-time, and temporary job openings on electronic Job Board (collegecentral.com/gastoncollege) and the bulletin board outside the Myers Center Cafeteria.

Distance Education Information

Distance Education

Distance Education at Gaston College expands learning opportunities by using nontraditional delivery methods to meet the growing scheduling needs of students throughout Gaston and Lincoln counties. A wide range of Internet-based courses is available through the curriculum (credit) or continuing education (non-credit) programs. These courses are designed for students with some Internet background. Students must have access to a computer linked to the Internet. Students may also use the Internet-accessible computers in the Morris Library to take the courses. The current technologies available include two-way interactive video and Internet-based courses. For curriculum course information contact the Distance Education office at 704.922.6515 or for continuing education (non-credit) course information visit *www.ed2go.com/gaston* or call Community Education at 704.922.6251.

Gaston College offers three main types of online distance education courses:

Internet courses meet online, where students receive lessons, complete assignments, and communicate in a virtual classroom. Students must have regular access to a computer and the internet; have good computer skills; work independently; and be self-motivated. Internet courses have course content, a schedule for completing online assignments, and require a minimum of 2-4 hours of independent study per course credit hour. Generally students are NOT required to come to campus; however, some Internet courses may require proctored tests/presentations or labs to complete the course.

Hybrid/Web Blended courses meet onsite and online, as designated on the course schedule. While these courses utilize some of the same technologies as Internet courses, students also attend some face-to-face sessions.

Many of our traditional face-to-face courses will use Blackboard to supplement instruction. In addition, Gaston College provides a few courses between the three (3) campuses via the two-way Interactive audio/video network. Students meet in one (1) of the video classrooms and have class with students at the other campuses. The instructor is physically at one of the three campuses.

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

Students may attend this class in-person as scheduled or virtually as scheduled. Attendance is required either on-campus or virtually as scheduled.

Out of State Online Student Grievance

Gaston College students residing outside the state of North Carolina who desire to resolve a grievance are encouraged to follow the College's Student Complaint Procedure. If an issue cannot be resolved internally, a complaint may be filed with the appropriate state agency for handling complaints or with Gaston College's accrediting agency. Please visit the Distance Education webpage at Gaston College Complaint Resolution for Online/Distance Education Students for more information.

North Carolina Information Highway

Through the North Carolina Information Highway, Gaston College can receive courses or teleconferences from other institutions using two-way interactive televisions in classrooms. Participants at the receiving sites interact with the presenters and participants at the originating sites. The Dallas Campus also delivers two-way interactive classes and presentations to the Lincoln Campus and Kimbrell Campus of Gaston College and to other institutions.

FERPA

The Family Educational Rights and Privacy Act (FERPA) requirements and guidelines apply and extend to distance education students. Gaston College ensures the integrity of its courses and programs offered through distance education by verifying the identity of students participating in classes and completing coursework. The primary method for verification is a required secure login and password to Blackboard. Students are advised to protect their username and password at all times. In addition to secure login credentials, some distance education classes may require proctored examinations. The College provides proctoring services free of charge at the Learning, Persistence & Completion Center (LPCC). The College does not charge students related to verification identity, though students are required to present a photo ID, i.e., driver's license or Gaston College ID (for which there is additional charge) at the LPCC. Students who are unable to take an exam at the LPCC may often use proctoring services at local libraries or colleges free of charge. For students who are unable to use any of the free-of-charge proctoring services, any proctoring charges incurred are the responsibility of the student.

Developmental Education

The Developmental Education Program, **Reinforced Instruction for Student Excellence (RISE)**, provides students with the opportunity to build academic skills and acquire knowledge needed to facilitate success in their desired curriculum program. For most students, RISE will consist of corequisite remediation, with a goal of providing students an opportunity to successfully complete their gateway math and English courses on their first attempts.

Developmental courses include both transition courses and corequisite courses in English (ENG) and math (MAT). The Transition English and Transition Math courses will provide one semester (or less) of developmental education prior to enrollment in the gateway English and math courses. The corequisite courses will allow students to enroll directly into their gateway English and math courses while receiving academic support alongside their gateway classes.

Developmental Education Courses

Transition Courses

- ENG 002 Transition English (3 credit hours)
- MAT 003 Transition Math (3 credit hours)

English Co-Requisite Course

- ENG 011 Writing and Inquiry Support (2 Credit Hours)

Math Co-Requisite Courses

- MAT 021 Algebra/Trigonometry I Support (2 Credit Hours)
- MAT 071 Precalculus Algebra Suppor (2 Credit Hours)

Programs of Study

To determine which of the courses in these programs are transferable, please review the Transfer Course List found on the Comprehensive Articulation Agreement webpage at http://www.nccommunitycolleges.edu/academic-programs/college-transferarticulation-agreements/comprehensive-articulation-agreement-caa. Check at the college to which you plan to transfer for information and guidance on the transfer of credits.

Note: Work Based Learning staff will advise students to determine the correct WBL course(s) based on program area and state requirements.

Accounting and Finance

Associate of Applied Science

Accounting and Finance, A.A.S. (A25800)

This Associate in Applied Science (A.A.S.) degree is a two-year program that prepares students for the workforce. However, there are some senior institutions where all or part of this degree is accepted as the first two years of a four-year program. Students interested in pursuing a four-year degree should consult an advisor.

The Accounting and Finance curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting and finance profession. Accountants and finance professionals assemble and analyze, process, and communicate essential information about financial operations.

Course work may include accounting, finance, ethics, business law, computer applications, financial planning, insurance, marketing, real estate, selling, and taxation. Related skills are developed through the study of communications, computer applications, financial analysis, critical thinking skills, and ethics.

Graduates should qualify for entry-level accounting positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies.

Program Learning Outcomes

Graduates will:

1. Demonstrate the ability to use General Journal to record business transactions.
2. Demonstrate the ability to adjust the accounts and prepare a trial balance at the end of the period.
3. Demonstrate the ability to prepare Income Statement, Statement of Retained Earnings, and Balance Sheet.

Course Selection Information

Students, to help you progress in your degree program, take prerequisite courses along with English and Math early in your academic career. This will align you for greater success in completing your program of study. Click on the courses listed below to ensure you are aware of prerequisites. The order shown below under the student program priorities is a guide.

Student Program Priorities:

1. ACC 120
2. ACC 121, ACC 122, ACC 129
3. ACC 220

FIRST YEAR

Fall

- ACA 122 College Transfer Success (1 Credit Hour)
- ACC 120 Prin of Financial Accounting (4 Credit Hours)
- BUS 115 Business Law I (3 Credit Hours)
- CIS 110 Introduction to Computers (3 Credit Hours)
- ENG 111 Writing and Inquiry (3 Credit Hours)
- Humanities/Fine Arts Elective (3 Credit Hours)

Total Credit Hours: 17

Spring

- ACC 121 Prin of Managerial Accounting (4 Credit Hours)
- ACC 129 Individual Income Taxes (3 Credit Hours)
- ACC 149 Intro to ACC Spreadsheets (2 Credit Hours)
- ENG 112 Writing/Research in the Disc (3 Credit Hours)
  OR
- COM 231 Public Speaking (3 Credit Hours)
- MAT 110 or Higher Elective (3 Credit Hours)

Total Credit Hours: 15

Summer

- ACC 122 Prin of Financial Acct II (3 Credit Hours)
- Social/Behavioral Science Elective (3 Credit Hours)

Total Credit Hours: 6

SECOND YEAR

Fall

- ACC 130 Business Income Taxes (3 Credit Hours)
- ACC 150 Accounting Software Appl (2 Credit Hours)
- ACC 220 Intermediate Accounting I (4 Credit Hours)
- ACC 225 Cost Accounting (3 Credit Hours)
- ECO 252 Prin of Macroeconomics (3 Credit Hours)

Total Credit Hours: 15

Spring

- ACC 140 Payroll Accounting (2 Credit Hours)

- ACC 221 Intermediate Acct II (4 Credit Hours)
- BUS 225 Business Finance (3 Credit Hours)
- ACC 240 Gov & Not-for-Profit Acct (3 Credit Hours)
- OST 286 Professional Development (3 Credit Hours)
  OR
- Work-Based Learning Electives (3 Credit Hours)

Total Credit Hours: 15

Humanities/Fine Arts Electives

Select one (1) course from the following:

- ART 111 Art Appreciation (3 Credit Hours)
- HUM 120 Cultural Studies (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- PHI 215 Philosophical Issues (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)
- REL 110 World Religions (3 Credit Hours)

Social/Behavioral Science Electives

Select one (1) course from the following:

- ECO 251 Prin of Microeconomics (3 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)
- POL 120 American Government (3 Credit Hours)
- SOC 210 Introduction to Sociology (3 Credit Hours)

MAT 110 or Higher Electives

Select one (1) course from the following:

- MAT 110 Math Measurement & Literacy (3 Credit Hours)
- MAT 121 Algebra/Trigonometry I (3 Credit Hours)
- MAT 143 Quantitative Literacy (3 Credit Hours)
- MAT 152 Statistical Methods I (4 Credit Hours)
- MAT 171 Precalculus Algebra (4 Credit Hours)
- MAT 172 Precalculus Trigonometry (4 Credit Hours)

Electives

Select three (3) credit hours from the following:

- OST 286 Professional Development (3 Credit Hours)
- WBL 111 Work-Based Learning I (1 Credit Hour)
- WBL 121 Work-Based Learning II (1 Credit Hour)

- WBL 131 Work-Based Learning III (1 Credit Hour)
- WBL 112 Work-Based Learning I (2 Credit Hours)
- WBL 122 Work-Based Learning II (2 Credit Hours)

Total Program Hours: 68

Note(s):

Students may complete up to three hours from WBL courses. Please contact the Work-Based Learning office for more information.

Diploma

Accounting and Finance Diploma (D25800)

The Accounting and Finance diploma is designed for individuals entering, upgrading, or retraining in the accounting profession. Special emphasis is placed upon the use of technology resources in assembling, analyzing, processing, and communicating information about financial operations.

In addition to course work in accounting principles, income taxes, payroll accounting, and accounting spreadsheet applications, students will study business law and computers. Related skills are developed through the study of expository writing and professional research and reporting.

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 Learning Outcomes

Graduates will:

1. Identify and prepare journal entries for the three most commonly used methods of depreciation.
2. Account for payroll transactions.

Fall

- ACA 122 College Transfer Success (1 Credit Hour)
- ACC 120 Prin of Financial Accounting (4 Credit Hours)
- BUS 115 Business Law I (3 Credit Hours)
- CIS 110 Introduction to Computers (3 Credit Hours)
- ECO 251 Prin of Microeconomics (3 Credit Hours)
  OR
- ECO 252 Prin of Macroeconomics (3 Credit Hours)
- ENG 111 Writing and Inquiry (3 Credit Hours)

Total Credit Hours: 17

Spring

- ACC 121 Prin of Managerial Accounting (4 Credit Hours)
- ACC 129 Individual Income Taxes (3 Credit Hours)
- ACC 140 Payroll Accounting (2 Credit Hours)
- ACC 149 Intro to ACC Spreadsheets (2 Credit Hours)
- OST 286 Professional Development (3 Credit Hours)
  OR
- Work-Based Learning Electives (3 Credit Hours)
- BUS 225 Business Finance (3 Credit Hours)

Total Credit Hours: 17

Summer

- ACC 122 Prin of Financial Acct II (3 Credit Hours)
- ENG 112 Writing/Research in the Disc (3 Credit Hours)
  OR
- COM 231 Public Speaking (3 Credit Hours)

Total Credit Hours: 6

Electives

Select three (3) credit hours from the following:

- OST 286 Professional Development (3 Credit Hours)
- WBL 111 Work-Based Learning I (1 Credit Hour)
- WBL 121 Work-Based Learning II (1 Credit Hour)
- WBL 131 Work-Based Learning III (1 Credit Hour)
- WBL 112 Work-Based Learning I (2 Credit Hours)
- WBL 122 Work-Based Learning II (2 Credit Hours)

Total Program Hours: 40

Note(s):

The credits obtained from this diploma may be applied toward the Associate Degree in Accounting and Finance.

Certificate

Accounting and Finance - Bookkeeping Certificate (C25800A)

The Bookkeeping Certificate is designed to provide students with the basic knowledge and skills necessary to utilize a computer to record accounting transactions using general ledger accounting software and also to utilize spreadsheet software for accounting applications.

In addition to course work in accounting principles, theories, and practices, students will complete a course in computer fundamentals and an introductory course in accounting spreadsheets utilizing Microsoft Excel.

Program Learning Outcome

Graduates will:

1. Maintain effective accounting systems and controls.

Major Courses

- ACC 120 Prin of Financial Accounting (4 Credit Hours)
- ACC 121 Prin of Managerial Accounting (4 Credit Hours)
- CIS 110 Introduction to Computers (3 Credit Hours)
- ACC 149 Intro to ACC Spreadsheets (2 Credit Hours)
- ACC 150 Accounting Software Appl (2 Credit Hours)
- ACC 122 Prin of Financial Acct II (3 Credit Hours)

Total Program Hours: 18

Note(s):

The credits obtained from this certificate may be applied toward the Associate Degree or Diploma in Accounting and Finance.

This certificate is issued by Gaston College and is not associated with third-party certifications.

Accounting and Finance - Federal Income Tax Certificate (C25800B)

The Federal Income Tax Certificate is designed to provide students with the knowledge and skills necessary to prepare basic federal income tax returns.

In addition to course work in accounting principles, students will complete two courses in federal income taxation and an introductory course in accounting spreadsheets utilizing Microsoft Excel.

Program Learning Outcome

Graduates will:

1. Utilize computer software to prepare Federal Income Tax returns.

Major Courses

- ACC 120 Prin of Financial Accounting (4 Credit Hours)
- ACC 122 Prin of Financial Acct II (3 Credit Hours)

- ACC 129 Individual Income Taxes (3 Credit Hours)
- ACC 130 Business Income Taxes (3 Credit Hours)
- ACC 149 Intro to ACC Spreadsheets (2 Credit Hours)

Total Program Hours: 15

Note(s):

The credits obtained from this certificate may be applied toward the Associate Degree or Diploma in Accounting and Finance.

This certificate is issued by Gaston College and is not associated with third-party certifications.

Accounting and Finance - Financial Accounting Certificate (C25800C)

The Financial Accounting Certificate is designed to provide students with first, the basic knowledge and skills necessary to record accounting transactions and then to expand that knowledge through the intermediate level to produce relevant and thorough financial statements.

In addition to two courses in financial accounting principles, students will complete course work in intermediate accounting and business law.

Program Learning Outcomes

Graduates will:

1. Identify and prepare journal entries for the three most commonly used methods of depreciation.
2. Identify the basic difference among businesses organized as sole proprietorships and corporations with regards to exemplary transactions.

Major Courses

- ACC 120 Prin of Financial Accounting (4 Credit Hours)
- ACC 122 Prin of Financial Acct II (3 Credit Hours)
- ACC 220 Intermediate Accounting I (4 Credit Hours)
- ACC 221 Intermediate Acct II (4 Credit Hours)
- BUS 115 Business Law I (3 Credit Hours)

Total Program Hours: 18

Note(s):

The credits obtained from this certificate may be applied toward the Associate Degree or Diploma in Accounting and Finance.

This certificate is issued by Gaston College and is not associated with third-party certifications.

Accounting and Finance - Managerial Accounting Certificate (C25800D)

The Managerial Accounting Certificate is designed to provide students with the basic knowledge and skills necessary to record transactions so that relevant information is available to business managers for planning, controlling, and evaluating business decisions.

In addition to coursework in managerial and cost accounting principles, students will also complete course work in accounting spreadsheets and business law.

Program Learning Outcome

Graduates will:

1. Gather relevant information to prepare sales and related budgets.

Major Courses

- ACC 120 Prin of Financial Accounting (4 Credit Hours)
- ACC 121 Prin of Managerial Accounting (4 Credit Hours)
- ACC 149 Intro to ACC Spreadsheets (2 Credit Hours)
- ACC 225 Cost Accounting (3 Credit Hours)
- BUS 115 Business Law I (3 Credit Hours)

Total Program Hours: 16

Note(s):

The credits obtained from this certificate may be applied toward the Associate Degree or Diploma in Accounting and Finance.

This certificate is issued by Gaston College and is not associated with third-party certifications.

Air Conditioning, Heating, and Refrigeration Technology

Diploma

Air Conditioning, Heating, and Refrigeration Technology Diploma (D35100)

The Air Conditioning, Heating, and Refrigeration Technology curriculum provides the basic knowledge to develop skills necessary to work with residential and light commercial systems.

Topics include mechanical refrigeration, heating and cooling theory, electricity, controls, and safety. The diploma program covers air conditioning, furnaces, heat pumps, tools and instruments. Diploma graduates should be able to assist in the start up, preventive maintenance, service, repair, and/or installation of residential and light commercial systems.

Program Learning Outcomes

Graduates will:

1. Install HVAC equipment compliant with local codes.
2. Employ the skills to service and repair HVAC equipment in a timely and cost efficient manner.
3. Practice human relations skills with the diverse population requiring the services of HVAC technicians.
4. Complete the Environmental Protection Agency certification to handle refrigerants.
5. Demonstrate basic tool usage.
6. Integrate a commitment to ethical and professional behavior in all activities.
7. Exhibit knowledge and hands on ability to perform electrical repairs in an efficient and safe manner.
8. Exhibit knowledge and hands on ability to perform soldering techniques in a safe manner.
9. Exhibit knowledge of safety equipment used in the HVAC field.

Course Selection Information

Students, to help you progress in your degree program, take prerequisite courses along with English and Math early in your academic career. This will align you for greater success in completing your program of study. Click on the courses listed below to ensure you are aware of prerequisites. The order shown below under the student program priorities is a guide.

Student Program Priorities:

1. AHR 110 AHR 111
2. AHR 112 AHR 113

Fall

- ACA 122 College Transfer Success (1 Credit Hour)
- AHR 110 Intro to Refrigeration (5 Credit Hours)
- AHR 111 HVACR Electricity (3 Credit Hours)
- AHR 112 Heating Technology (4 Credit Hours)
- AHR 151 HVAC Duct Systems I (2 Credit Hours)
- COM 110 Introduction to Communication (3 Credit Hours)
  OR
- ENG 111 Writing and Inquiry (3 Credit Hours)

Total Credit Hours: 18

Spring

- AHR 113 Comfort Cooling (4 Credit Hours)
- AHR 114 Heat Pump Technology (4 Credit Hours)
- AHR 130 HVAC Controls (3 Credit Hours)
- AHR 160 Refrigerant Certification (1 Credit Hour)
- AHR 210 Residential Building Code (2 Credit Hours)
- MAT 110 Math Measurement & Literacy (3 Credit Hours)

Total Credit Hours: 17

Summer

- AHR 133 HVAC Servicing (4 Credit Hours)
- CIS 111 Basic PC Literacy (2 Credit Hours)

Total Credit Hours: 6

Total Program Hours: 41

Certificate

Air Conditioning, Heating & Refrigeration Technology - Cooling Certificate (C35100A)

This curriculum is designed to give the individual basic skills and related information needed to gain limited employment in the air conditioning industry.

Program Learning Outcomes

Graduates will:

1. Employ the skills to service and repair air conditioning equipment in a timely and cost efficient manner.
2. Demonstrate basic tool usage.

Major Courses

- AHR 110 Intro to Refrigeration (5 Credit Hours)
- AHR 111 HVACR Electricity (3 Credit Hours)
- AHR 113 Comfort Cooling (4 Credit Hours)
- AHR 133 HVAC Servicing (4 Credit Hours)
- AHR 160 Refrigerant Certification (1 Credit Hour)

Total Program Hours: 17

Note(s):

The courses taken in this certificate program may be applied toward the Diploma in Air Conditioning, Heating, and Refrigeration Technology.

Air Conditioning, Heating & Refrigeration Technology - Heat Pump Certification (C35100B)

This curriculum is designed to give the individual basic skills and related information needed to gain limited employment in the air conditioning industry.

Program Learning Outcomes

Graduates will:

1. Employ the skills to service and repair heat pump equipment in a timely and cost efficient manner.
2. Demonstrate basic tool usage.

Major Courses

- AHR 110 Intro to Refrigeration (5 Credit Hours)
- AHR 111 HVACR Electricity (3 Credit Hours)
- AHR 114 Heat Pump Technology (4 Credit Hours)
- AHR 130 HVAC Controls (3 Credit Hours)
- AHR 160 Refrigerant Certification (1 Credit Hour)

Total Program Hours: 16

Note(s):

The courses taken in this certificate program may be applied toward the Diploma in Air Conditioning, Heating, and Refrigeration Technology.

Air Conditioning, Heating & Refrigeration Technology - Heating Certificate (C35100C)

This curriculum is designed to give the individual basic skills and related information needed to gain limited employment in the air conditioning industry.

Program Learning Outcomes

Graduates will:

1. Employ the skills to service and repair heating equipment in a timely and cost efficient manner.
2. Demonstrate basic tool usage.

Major Courses

- AHR 111 HVACR Electricity (3 Credit Hours)
- AHR 112 Heating Technology (4 Credit Hours)
- AHR 130 HVAC Controls (3 Credit Hours)
- AHR 133 HVAC Servicing (4 Credit Hours)

Total Program Hours: 14

Note(s):

The courses taken in this certificate program may be applied toward the Diploma in Air Conditioning, Heating, and Refrigeration Technology.

Applied Engineering Technology

Associate of Applied Science

Applied Engineering Technology - Industrial & Manufacturing, A.A.S. (A40130IM)

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

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

Program Learning Outcomes:

1. Interpersonal Skills and Teamwork-The ability to work effectively with others, especially to analyze situations, establish priorities, and apply resources for solving problems or accomplishing task.
2. Communication- The ability to effectively exchange ideas and information with others through oral, written, or visual means.
3. Integrity and Professionalism- Workplace behavior that relate to ethical standards, honesty, fairness, respect, responsibility, self-control, criticism, and demeanor.
4. Problem-solving-The ability to identify problems and potential causes while developing and implementing practical action plans for solutions.
5. Initiative and Dependability- Workplace behaviors that relate to seeking out new responsibilities, establishing and meeting goals, completing tasks, following directions, complying with rules, and consistent reliability.
6. Information processing- The ability to acquire, evaluate, organize, manage, and interpret information.

FIRST YEAR

Fall

- ACA 122 College Transfer Success (1 Credit Hour)
- DFT 119 Basic CAD (2 Credit hours)
- EGR 111 Engineer Comp and Careers (3 Credit Hours)
- ELC 112 DC/AC Electricity (5 Credit Hours)
  OR
- ELC 131 Circuit Analysis I (4 Credit Hours)
- ISC 112 Industrial Safety (2 Credit Hours)
- MAT 121 Algebra/Trigonometry I (3 Credit Hours)
  OR

- MAT 175 Precalculus (5 Credit Hours)

Total Credit Hours: 15-18

Spring

- ELC 117 Motors and Controls (4 Credit Hours)
- ENG 111 Writing and Inquiry (3 Credit Hours)
- MEC 161 Manufacturing Processes I (3 Credit Hours)
- Professional Elective (3 Credit Hours)

Total Credit Hours: 13

Summer

- HYD 110 Hydraulics/Pneumatics I (3 Credit Hours)
- ENG 112 Writing/Research in the Disc (3 Credit Hours)
- Professional Elective (4 Credit Hours)

Total Credit Hours: 10

SECOND YEAR

Fall

- ATR 112 Intro to Automation (3 Credit Hours)
- ELC 128 Intro to PLC (3 Credit Hours)
  OR
- ELN 260 Prog Logic Controllers (4 Credit Hours)
- MAC 141 Machine Applications I (4 Credit Hours)

Total Credit Hours: 13-14

Spring

- ATR 211 Robot Programming (3 Credit Hours)
- MEC 130 Mechanisms (3 Credit Hours)
- Professional Elective (4 Credit Hours)
- Humanities/Fine Arts Elective

Total Credit Hours:13

Humanities/Fine Arts Electives

Select 3 SHC from the following courses:

- ART 111 Art Appreciation (3 Credit Hours)
- ART 114 Art History Survey I (3 Credit Hours)
- ART 115 Art History Survey II (3 Credit Hours)
- ENG 231 American Literature I (3 Credit Hours)
- ENG 232 American Literature II (3 Credit Hours)
- ENG 241 British Literature I (3 Credit Hours)
- ENG 242 British Literature II (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- MUS 112 Introduction to Jazz (3 Credit Hours)
- PHI 215 Philosophical Issues (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)
- REL 110 World Religions (3 Credit Hours)

Social/Behavioral Science Electives

Select 3 SHC from the following courses:

- ECO 251 Prin of Microeconomics (3 Credit Hours)
- ECO 252 Prin of Macroeconomics (3 Credit Hours)
- HIS 111 World Civilizations I (3 Credit Hours)
- HIS 112 World Civilizations II (3 Credit Hours)
- HIS 131 American History I (3 Credit Hours)
- HIS 132 American History II (3 Credit Hours)
- POL 120 American Government (3 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)
- SOC 210 Introduction to Sociology (3 Credit Hours)
- SOC 220 Social Problems (3 Credit Hours)

Professional Electives

Select 11 SHC from the following courses:

- CHM 151 General Chemistry I (4 Credit Hours)
- CHM 152 General Chemistry II (4 Credit Hours)
- CTI 120 Network & Sec Foundation (3 Credit Hours)
- ELC 115 Industrial Wiring (4 Credit Hours)
- ISC 110 Workplace Safety (1 Credit Hour)
- MAC 142 Machine Applications II (4 Credit Hours)
- MEC 180 Engineering Materials (3 Credit Hours)
- WBL 111 Work-Based Learning I (1 Credit Hour)
- WBL 121 Work-Based Learning II (1 Credit Hour)
- WBL 131 Work-Based Learning III (1 Credit Hour)
- WBL 211 Work-Based Learning IV (1 Credit Hour)
- WBL 221 Work-Based Learning V (1 Credit Hour)
- WBL 231 Work-Based Learning VI (1 Credit Hour)
- WBL 232 Work-Based Learning VI (2 Credit Hours)
- WLD 110 Cutting Processes (2 Credit Hours)

Total Program Hours: 64-68

Applied Engineering Technology-Mechatronics (A40130EM)

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

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

Learning Outcomes

1. Interpersonal Skills and Teamwork-The ability to work effectively with others, especially to analyze situations, establish priorities, and apply resources for solving problems or accomplishing tasks.
2. Communication- The ability to effectively exchange ideas and information with others through oral, written, or visual means.
3. Integrity and Professionalism- Workplace behaviors that relate to ethical standards, honesty, fairness, respect, responsibility, self-control, criticism, and demeanor.
4. Problem-solving-The ability to identify problems and potential causes while developing and implementing practical action plans for solutions.
5. Initiative and Dependability-Workplace behaviors that relate to seeking out new responsibilities, establishing and meeting goals, completing tasks, following directions, complying with rules, and consistent reliability.
6. Information processing-The ability to acquire, evaluate, organize, manage , and interpret information.

First Year

Fall

- ACA 122 College Transfer Success (1 Credit Hour)
- DFT 119 Basic CAD (2 Credit hours)
- EGR 111 Engineer Comp and Careers (3 Credit Hours)
- ELC 112 DC/AC Electricity (5 Credit Hours)
  OR
- ELC 131 Circuit Analysis I (4 Credit Hours)
- ISC 112 Industrial Safety (2 Credit Hours)
- MAT 121 Algebra/Trigonometry I (3 Credit Hours)
  OR
- MAT 175 Precalculus (5 Credit Hours)

Total Credit Hours: 15-18

Spring

- ELC 117 Motors and Controls (4 Credit Hours)

- ELN 133 Digital Electronics (4 Credit Hours)
- ENG 111 Writing and Inquiry (3 Credit Hours)
- MEC 161 Manufacturing Processes I (3 Credit Hours)

Total Credit Hours: 14

Summer

- HYD 110 Hydraulics/Pneumatics I (3 Credit Hours)
- ENG 112 Writing/Research in the Disc (3 Credit Hours)
- Professional Elective (3 Credit Hours)

Total Credit Hours: 9

Second Year

Fall

- ATR 112 Intro to Automation (3 Credit Hours)
- ELN 131 Analog Electronics I (4 Credit Hours)
- ELC 128 Intro to PLC (3 Credit Hours)
  OR
- ELN 260 Prog Logic Controllers (4 Credit Hours)
- Social Behavorial Science Elective (3 credit hours)

Total Credit Hours: 13-14

Spring

- ATR 211 Robot Programming (3 Credit Hours)
- MEC 130 Mechanisms (3 Credit Hours)
- Professional Elective (4 Credit Hours)
- Humanities/Fine Arts Elective

Total Credit Hours: 13

Humanities/Fine Arts Electives

Students must select **3 SHC** from the following **HUMANITIES/FINE ARTS** Electives:

- ART 111 Art Appreciation (3 Credit Hours)
- ART 114 Art History Survey I (3 Credit Hours)
- ART 115 Art History Survey II (3 Credit Hours)
- ENG 231 American Literature I (3 Credit Hours)
- ENG 232 American Literature II (3 Credit Hours)

- ENG 241 British Literature I (3 Credit Hours)
- ENG 242 British Literature II (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- MUS 112 Introduction to Jazz (3 Credit Hours)
- PHI 215 Philosophical Issues (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)
- REL 110 World Religions (3 Credit Hours)

Social/Behavioral Science Electives

Students must select **3 SHC** from the following **SOCIAL/BEHAVIORAL SCIENCE** Electives:

- ECO 251 Prin of Microeconomics (3 Credit Hours)
- ECO 252 Prin of Macroeconomics (3 Credit Hours)
- HIS 111 World Civilizations I (3 Credit Hours)
- HIS 112 World Civilizations II (3 Credit Hours)
- HIS 131 American History I (3 Credit Hours)
- HIS 132 American History II (3 Credit Hours)
- POL 120 American Government (3 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)
- SOC 210 Introduction to Sociology (3 Credit Hours)
- SOC 220 Social Problems (3 Credit Hours)

Professional Electives

Students must take at least **7 SHC** from the following **PROFESSIONAL** Electives:

- CHM 151 General Chemistry I (4 Credit Hours)
- CHM 152 General Chemistry II (4 Credit Hours)
- CTI 120 Network & Sec Foundation (3 Credit Hours)
- EGR 250 Statics/Strength of Materials (5 Credit Hours)
- ELC 115 Industrial Wiring (4 Credit Hours)
- ELC 133 Circuit Analysis II (4 Credit Hours)
- ISC 110 Workplace Safety (1 Credit Hour)
- MAC 141 Machine Applications I (4 Credit Hours)
- MAC 142 Machine Applications II (4 Credit Hours)
- MEC 180 Engineering Materials (3 Credit Hours)
- MEC 270 Machine Design (4 Credit Hours)
- WBL 111 Work-Based Learning I (1 Credit Hour)
- WBL 121 Work-Based Learning II (1 Credit Hour)
- WBL 131 Work-Based Learning III (1 Credit Hour)
- WBL 211 Work-Based Learning IV (1 Credit Hour)
- WBL 221 Work-Based Learning V (1 Credit Hour)
- WBL 231 Work-Based Learning VI (1 Credit Hour)
- WBL 232 Work-Based Learning VI (2 Credit Hours)
- WLD 110 Cutting Processes (2 Credit Hours)

Total Program Hours: 64-68

Diploma

Applied Engineering Technology - Manufacturing Diploma (D40130M)

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

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

FIRST YEAR

Fall

- ACA 122 College Transfer Success (1 Credit Hour)
- DFT 119 Basic CAD (2 Credit hours)
- EGR 111 Engineer Comp and Careers (3 Credit Hours)
- ELC 112 DC/AC Electricity (5 Credit Hours)
- ISC 112 Industrial Safety (2 Credit Hours)
- MAT 175 Precalculus (5 Credit Hours)

Total Credit Hours: 18

Spring

- ELC 117 Motors and Controls (4 Credit Hours)
- MEC 161 Manufacturing Processes I (3 Credit Hours)
- ENG 111 Writing and Inquiry (3 Credit Hours)

Total Credit Hours: 10

Summer

- HYD 110 Hydraulics/Pneumatics I (3 Credit Hours)
- MEC 180 Engineering Materials (3 Credit Hours)

Total Credit Hours: 6

SECOND YEAR

Fall

- ATR 112 Intro to Automation (3 Credit Hours)

Total Credit Hours: 3

Total Program Hours: 37

Applied Engineering Technology-Industrial (D40130I)

Applied Engineering Technology is a course of study that prepares students to use basic engineering principals and technical skills to solve technical problems in various types of industry. The course work emphasizes analytical and problem solving skills. The curriculum includes courses in safety, math, physics, electricity, engineering technology, and technology specific specialty areas.

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

First Year

Fall

- ACA 122 College Transfer Success (1 Credit Hour)
- DFT 119 Basic CAD (2 Credit hours)
- EGR 111 Engineer Comp and Careers (3 Credit Hours)
- ELC 112 DC/AC Electricity (5 Credit Hours)
- ISC 112 Industrial Safety (2 Credit Hours)
- MAT 121 Algebra/Trigonometry I (3 Credit Hours)
  OR
- MAT 175 Precalculus (5 Credit Hours)

Total Credit Hours: 16-18

Spring

- ELC 115 Industrial Wiring (4 Credit Hours)
- ELC 117 Motors and Controls (4 Credit Hours)
- ELC 128 Intro to PLC (3 Credit Hours)
- ENG 111 Writing and Inquiry (3 Credit Hours)
- MEC 130 Mechanisms (3 Credit Hours)

Total Credit Hours: 17

Summer

- HYD 110 Hydraulics/Pneumatics I (3 Credit Hours)
- WLD 110 Cutting Processes (2 Credit Hours)

Total Credit Hours: 5

Second Year

Fall

- ATR 112 Intro to Automation (3 Credit Hours)
- MAC 141 Machine Applications I (4 Credit Hours)

Total Credit Hours: 7

Total Program Hours: 45-47

Certificate

Applied Engineering Technology - Robotics Certificate (C40130A)

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

First Year

Fall

- EGR 111 Engineer Comp and Careers (3 Credit Hours)
- ISC 112 Industrial Safety (2 Credit Hours)

Total Credit Hours: 5

Spring

- ATR 112 Intro to Automation (3 Credit Hours)
- ELN 260 Prog Logic Controllers (4 Credit Hours)

Total Credit Hours: 7

Second Year

Fall

- ATR 211 Robot Programming (3 Credit Hours)

Total Credit Hours: 3

Total Program Hours: 15

Applied Engineering Technology Certificate (C40130)

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

First Year

Fall

- DFT 119 Basic CAD (2 Credit hours)
- EGR 111 Engineer Comp and Careers (3 Credit Hours)
- ISC 110 Workplace Safety (1 Credit Hour)
- ISC 112 Industrial Safety (2 Credit Hours)

Total Credit Hours: 8

Spring

- ELN 260 Prog Logic Controllers (4 Credit Hours)

Total Credit Hours: 4

Total Program Hours: 12

Audio and Video Production

Associate of Applied Science

Audio and Video Production Technology, A.A.S. (A30120)

Students enrolled in the Audio and Video Production Technology curriculum will develop professional skills in audio, video, and related applications.

Training will emphasize speech, writing, production planning, postproduction, and distribution. Students will also study the evolution of media, revenue models, entrepreneurial opportunities, and governmental regulations. Hands-on training, troubleshooting, collaboration, and time management skills are essential to the instructional process.

Upon successful completion, students are prepared to obtain audio and/or video-related employment.

Program Learning Outcomes

Graduates will:

1. Apply proper operation and care for broadcast equipment including:

- Audio console
- Microphones
- Digital Audio Editing
- Studio and field video cameras/camcorders
- Video Editing

2. Employ professional speech techniques including proper articulation, pronunciation, rate, pitch, breathing, inflection, projection, phrasing, and connecting with the audience.
3. Formulate standard script writing techniques and formats for radio, television, internet/new media for news, entertainment, and advertising messages.
4. Demonstrate the ability to complete an audio or video project from pre-production to post-production according to industry standards.

Course Selection Information

Students, to help you progress in your degree program, take prerequisite courses along with English and Math early in your academic career. This will align you for greater success in completing your program of study. Click on the courses listed below to ensure you are aware of prerequisites. The order shown below under the student program priorities is a guide.

Student Program Priorities

BPT 140, BPT 131, BPT 231

FIRST YEAR

Fall

- ACA 122 College Transfer Success (1 Credit Hour)
- BPT 110 Media Evolution (3 Credit Hours)
- BPT 121 Media Speech Techniques (3 Credit Hours)
- BPT 140 Intro to Media Production (3 Credit Hours)
- ENG 111 Writing and Inquiry (3 Credit Hours)

Total Credit Hours: 13

Spring

- BPT 112 Media Writing (4 Credit Hours)
- BPT 131 Audio Production I (4 Credit Hours)
- BPT 220 Emerging Technologies (4 Credit Hours)
- BPT 231 Video Production I (4 Credit Hours)

Total Credit Hours: 16

Summer

- ENG 112 Writing/Research in the Disc (3 Credit Hours)
- Natural Science/Math Elective (3 Credit Hours)
- Humanities/Fine Arts Elective (3 Credit Hours)
- Social/Behavioral Science Elective (3 Credit Hours)

Total Credit Hours: 12

SECOND YEAR

Fall

- BPT 132 Audio Production II (4 Credit Hours)
- BPT 241 Multimedia Journalism I (4 Credit Hours)
- BPT 250 Corporate Video (3 Credit Hours)
- BPT 260 Multi-Track Recording (3 Credit Hours)

Total Credit Hours: 14

Spring

- BPT 135 Audio Performance I (2 Credit Hours)
  OR
- BPT 235 Video Performance I (2 Credit Hours)
- BPT 215 Industry Career Preparation (3 Credit Hours)
- BPT 232 Video Production II (4 Credit Hours)
- BPT 240 Sports Media (4 Credit Hours)

Total Credit Hours: 13

Humanities/Fine Arts Electives

Select three (3) credit hours from the following:

- ART 111 Art Appreciation (3 Credit Hours)
- HUM 120 Cultural Studies (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)

- MUS 112 Introduction to Jazz (3 Credit Hours)
- PHI 215 Philosophical Issues (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)
- REL 110 World Religions (3 Credit Hours)

Social/Behavioral Sciences

Select three (3) credit hours from the following:

- ECO 251 Prin of Microeconomics (3 Credit Hours)
- ECO 252 Prin of Macroeconomics (3 Credit Hours)
- HIS 111 World Civilizations I (3 Credit Hours)
- HIS 112 World Civilizations II (3 Credit Hours)
- POL 120 American Government (3 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)
- SOC 210 Introduction to Sociology (3 Credit Hours)
- SOC 220 Social Problems (3 Credit Hours)

Natural Science/Math Elective (3 Credit Hours)

Select one (1) course from the following:

- BIO 110 Principles of Biology (4 Credit Hours)
- BIO 111 General Biology I (4 Credit Hours)
- GEL 111 Geology (4 Credit Hours)
- MAT 110 Math Measurement & Literacy (3 Credit Hours)
- MAT 121 Algebra/Trigonometry I (3 Credit Hours)
- MAT 143 Quantitative Literacy (3 Credit Hours)
- MAT 152 Statistical Methods I (4 Credit Hours)
- MAT 171 Precalculus Algebra (4 Credit Hours)
- MAT 172 Precalculus Trigonometry (4 Credit Hours)

Total Program Hours: 68

Certificate

Audio and Video Production Technology - Audio Production Certificate (C30120A)

Students enrolled in the Audio and Video Production Technology-Audio Production certificate will develop professional skills in radio, audio, and multi-track recording. Training will emphasize speech, script writing, production planning, editing, and post production. 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 Learning Outcome

Graduates will:

1. Demonstrate the ability to complete an audio project from pre-production to post-production according to industry standards.

Major Courses

- BPT 121 Media Speech Techniques (3 Credit Hours)
- BPT 131 Audio Production I (4 Credit Hours)
- BPT 132 Audio Production II (4 Credit Hours)
- BPT 140 Intro to Media Production (3 Credit Hours)

Total Program Hours: 14

Note(s):

The credits obtained from this certificate may be applied toward the Associate Degree in Audio and Video Production Technology.

This certificate is issued by Gaston College and is not associated with third-party certifications.

Audio and Video Production Technology - Audio/Video Production Certificate (C30120C)

Students enrolled in the Audio and Video Production Technology-Audio/Video Production certificate will develop professional skills in radio, television, audio, video, and related applications.

Training will emphasize speech, script writing, production planning, editing, and post production. 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 Learning Outcome

Graduates will:

1. Demonstrate the ability to complete an audio or video project from pre-production to post-production according to industry standards.

Major Courses

- BPT 131 Audio Production I (4 Credit Hours)
- BPT 110 Media Evolution (3 Credit Hours)
- BPT 140 Intro to Media Production (3 Credit Hours)
- BPT 231 Video Production I (4 Credit Hours)

Total Program Hours: 14

Note(s):

The credits obtained from this certificate may be applied toward the Associate Degree in Audio and Video Production Technology.

This certificate is issued by Gaston College and is not associated with third-party certifications.

Audio and Video Production Technology - Video Production Certificate (C30120B)

Students enrolled in the Audio and Video Production Technology-Video Production Certificate will develop professional skills in television, audio for television, video, and related applications. Training will emphasize speech, script writing, production planning, editing, and post production. 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 Learning Outcome

Graduates will:

1. Demonstrate the ability to complete a video project from pre-production to post-production according to industry standards.

Major Courses

- BPT 121 Media Speech Techniques (3 Credit Hours)
- BPT 140 Intro to Media Production (3 Credit Hours)
- BPT 231 Video Production I (4 Credit Hours)
- BPT 232 Video Production II (4 Credit Hours)
- BPT 250 Corporate Video (3 Credit Hours)

Total Program Hours: 17

Note(s):

The credits obtained from this certificate may be applied toward the Associate Degree in Audio and Video Production Technology.

This certificate is issued by Gaston College and is not associated with third-party certifications.

Automotive Systems Technology

Associate of Applied Science

Automotive Systems Technology, A.A.S. (A60160)

This Associate in Applied Science (A.A.S.) degree is a two-year program that prepares students for the workforce. However, there are some senior institutions where all or part of this degree is accepted as the first two years of a four-year program. Students interested in pursuing a four-year degree should consult an advisor.

Curriculums in the Mobile Equipment Maintenance and Repair pathway prepare individuals for employment as entry-level transportation service technicians. The program provides an introduction to transportation industry careers and increases student awareness of the diverse technologies associated with this dynamic and challenging field.

Course work may include transportation systems theory, braking systems, climate control, design parameters, drive trains, electrical/electronic systems, engine repair, engine performance, environmental regulations, materials, product finish, safety, steering/suspension, transmission/transaxles, and sustainable transportation, depending on the program major area chosen.

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

Automotive Systems Technology: A program that prepares individuals to apply technical knowledge and skills to repair, service, and maintain all types of automobiles. Includes instruction in brake systems, electrical systems, engine performance, engine repair, suspension and steering, automatic and manual transmissions and drive trains, and heating and air condition systems.

Program Learning Outcomes

Graduates will:

1. Communicate effectively, both written and orally.
2. Demonstrate a thorough knowledge of automotive systems technology through formative, summative, and performance assessments.
3. Demonstrate proper use of automotive related tools and electronic equipment.
4. Demonstrate good reasoning skills, troubleshooting various automotive drivability issues.
5. Demonstrate good computer skills to locate automotive repair information.
6. Demonstrate automotive knowledge that is current, complete, and applicable to today's industry standards.
7. Demonstrate professionalism and manual dexterity.

Course Selection Information

Students, to help you progress in your degree program, take prerequisite courses along with English and Math early in your academic career. This will align you for greater success in completing your program of study. Click on the courses listed below to ensure you are aware of prerequisites. The order shown below under the student program priorities is a guide.

Student Program Priorities:

1. AUT 181
2. TRN 120

Admission Information

A valid driver's license is required for full participation in the program.

FIRST YEAR

Fall

- ACA 122 College Transfer Success (1 Credit Hour)
- AUT 116 Engine Repair (3 Credit Hours)

- AUT 116A Engine Repair Lab (1 Credit Hour)
- MAT 121 Algebra/Trigonometry I (3 Credit Hours)
  OR
- MAT 143 Quantitative Literacy (3 Credit Hours)
- TRN 110 Intro to Transport Tech (2 Credit Hours)
- TRN 120 Basic Transp Electricity (5 Credit Hours)

Total Credit Hours: 15

Spring

- AUT 141 Suspension & Steering System (3 Credit Hours)
- AUT 141A Suspension & Steering Lab (1 Credit Hour)
- AUT 181 Engine Performance 1 (3 Credit Hours)
- ENG 111 Writing and Inquiry (3 Credit Hours)
- TRN 145 Adv Transp Electronics (3 Credit Hours)

Total Credit Hours: 13

Summer

- AUT 151 Brake Systems (3 Credit Hours)
- AUT 151A Brakes Systems Lab (1 Credit Hour)
- CIS 111 Basic PC Literacy (2 Credit Hours)
- TRN 140 Transp Climate Control (2 Credit Hours)
- TRN 140A Transp Climate Cont Lab (2 Credit Hours)
- WLD 110 Cutting Processes (2 Credit Hours)

Total Credit Hours: 12

SECOND YEAR

Fall

- AUT 231 Man Trans/Axles/Drtrains (3 Credit Hours)
  OR
- LDD 116 Diesel Electric-Drive (4 Credit Hours)
- AUT 113 Automotive Servicing I (2 Credit Hours)
  OR
- WBL 112 Work-Based Learning I (2 Credit Hours)
- TRN 130 Intro to Sustainable Transp (3 Credit Hours)
  OR
- LDD 112 Intro Light-Duty Diesel (3 Credit Hours)
- Humanities/Fine Arts Elective (3 Credit Hours)
- AUT 281 Adv Engine Performance (3 Credit Hours)

Total Credit Hours: 14

Spring

- AUT 183 Engine Performance 2 (4 Credit Hours)
  OR
- LDD 181 Ldd Fuel Systems (4 Credit Hours)
- AUT 221 Auto Transm/Transaxles (3 Credit Hours)
- ENG 112 Writing/Research in the Disc (3 Credit Hours)
- AUT 213 Automotive Servicing 2 (2 Credit Hours)
  OR
- WBL 122 Work-Based Learning II (2 Credit Hours)
- Social/Behavioral Science Elective (3 Credit Hours)

Total Credit Hours: 15

Humanities/Fine Arts Electives

- ART 111 Art Appreciation (3 Credit Hours)
- ART 114 Art History Survey I (3 Credit Hours)
- ART 115 Art History Survey II (3 Credit Hours)
- ENG 231 American Literature I (3 Credit Hours)
- ENG 232 American Literature II (3 Credit Hours)
- ENG 241 British Literature I (3 Credit Hours)
- ENG 242 British Literature II (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- MUS 112 Introduction to Jazz (3 Credit Hours)
- PHI 215 Philosophical Issues (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)
- REL 110 World Religions (3 Credit Hours)

Social/Behavioral Science Electives

- ECO 251 Prin of Microeconomics (3 Credit Hours)
- ECO 252 Prin of Macroeconomics (3 Credit Hours)
- HIS 111 World Civilizations I (3 Credit Hours)
- HIS 112 World Civilizations II (3 Credit Hours)
- HIS 131 American History I (3 Credit Hours)
- HIS 132 American History II (3 Credit Hours)
- POL 120 American Government (3 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)
- SOC 210 Introduction to Sociology (3 Credit Hours)
- SOC 220 Social Problems (3 Credit Hours)

Total Program Hours: 69

Diploma

Automotive Systems Technology Diploma (D60160)

Curriculums in the Mobile Equipment Maintenance and Repair pathway prepare individuals for employment as entry-level transportation service technicians. The program provides an introduction to transportation industry careers and increases student awareness of the diverse technologies with this dynamic and challenging field.

Course work may include transportation systems theory, braking systems, climate control, design parameters, drive trains, electrical/electronic systems, engine repair, engine performance, environmental regulations, materials, product finish, safety, steering/suspension, transmission/transaxles, and sustainable transportation, depending on the program major area chosen.

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

Automotive Systems Technology: A program that prepares individuals to apply technical knowledge and skills to repair, service, and maintain all types of automobiles. Includes instruction in brake systems, electrical systems, engine performance, engine repair, suspension and steering, automatic and manual transmissions and drive trains, and heating and air condition systems.

Program Learning Outcomes

Graduates will:

1. Demonstrate hands-on competence in theory, service, and operation of automotive systems.
2. Demonstrate basic knowledge of computers.
3. Demonstrate the ability to think critically about technical mechanical problems.
4. Communicate effectively.
5. Perform as a responsible professional.
6. Demonstrate a commitment to quality, timeliness, and continuous improvement.

Course Selection Information

Students, to help you progress in your degree program, take prerequisite courses along with English and Math early in your academic career. This will align you for greater success in completing your program of study. Click on the courses listed below to ensure you are aware of prerequisites. The order shown below under the student program priorities is a guide.

Student Program Priorities:

1. AUT 181
2. TRN 120

Admission Information

A valid driver's license is required for full participation in the program.

Fall

- ACA 122 College Transfer Success (1 Credit Hour)
- AUT 116 Engine Repair (3 Credit Hours)
- AUT 116A Engine Repair Lab (1 Credit Hour)
- COM 110 Introduction to Communication (3 Credit Hours)

OR

- ENG 111 Writing and Inquiry (3 Credit Hours)
- TRN 110 Intro to Transport Tech (2 Credit Hours)
- TRN 120 Basic Transp Electricity (5 Credit Hours)

Total Credit Hours: 15

Spring

- AUT 141 Suspension & Steering System (3 Credit Hours)
- AUT 141A Suspension & Steering Lab (1 Credit Hour)
- AUT 181 Engine Performance 1 (3 Credit Hours)
- TRN 145 Adv Transp Electronics (3 Credit Hours)
- MAT 110 Math Measurement & Literacy (3 Credit Hours)
  OR
- MAT 121 Algebra/Trigonometry I (3 Credit Hours)
  OR
- MAT 143 Quantitative Literacy (3 Credit Hours)

Total Credit Hours: 13

Summer

- AUT 151 Brake Systems (3 Credit Hours)
- AUT 151A Brakes Systems Lab (1 Credit Hour)
- CIS 111 Basic PC Literacy (2 Credit Hours)
- TRN 140 Transp Climate Control (2 Credit Hours)
- TRN 140A Transp Climate Cont Lab (2 Credit Hours)
- WLD 110 Cutting Processes (2 Credit Hours)

Total Credit Hours: 12

Total Program Hours: 40

Note(s):

Courses taken in this diploma program may be applied toward the Associate in Applied Science degree in Automotive Systems Technology.

Certificate

Automotive Systems Technology - Automotive Engines and Power Trains Certificate (C60160A)

This curriculum is designed to give the individual basic skills and related information needed to gain limited employment in the automotive industry.

It is recommended that students have the necessary math and reading skills before enrollment in this program.

Program Learning Outcomes

Graduates will:

1. Demonstrate hands-on competence in the theory, service, and operation of automotive systems.
2. Demonstrate basic knowledge of computers.
3. Demonstrate the ability to think critically about technical mechanical problems.
4. Communicate effectively.
5. Perform as a responsible professional.
6. Demonstrate a commitment to quality, timeliness, and continuous improvement.

Admission Information

A valid driver's license is required for full participation in the program.

Major Courses

- AUT 116 Engine Repair (3 Credit Hours)
- AUT 116A Engine Repair Lab (1 Credit Hour)
- AUT 221 Auto Transm/Transaxles (3 Credit Hours)
- AUT 231 Man Trans/Axles/Drtrains (3 Credit Hours)
- TRN 110 Intro to Transport Tech (2 Credit Hours)

Total Program Hours: 12

Note(s):

The courses taken in this certificate program may be applied toward the Associate in Applied Science degree in Automotive Systems Technology.

Automotive Systems Technology - Automotive Fuel and Electrical Systems Certificate (C60160B)

This curriculum is designed to give the individual basic skills and related information needed to gain limited employment in the automotive industry.

It is recommended that students have the necessary math and reading skills before enrollment in this program.

Program Learning Outcomes

Graduates will:

1. Demonstrate hands-on competence in the theory, service, and operation of automotive systems.
2. Demonstrate basic knowledge of computers.

3. Demonstrate the ability to think critically about technical mechanical problems.
4. Communicate effectively.
5. Perform as a responsible professional.
6. Demonstrate a commitment to quality, timeliness, and continuous improvement.

Admission Information

A valid driver's license is required for full participation in the program.

Major Courses

- AUT 181 Engine Performance 1 (3 Credit Hours)
- TRN 110 Intro to Transport Tech (2 Credit Hours)
- TRN 120 Basic Transp Electricity (5 Credit Hours)
- TRN 145 Adv Transp Electronics (3 Credit Hours)

Total Program Hours: 13

Note(s):

The courses taken in this certificate program may be applied toward the Associate in Applied Science degree in Automotive Systems Technology.

Basic Law Enforcement Training (BLET)

Certificate

Basic Law Enforcement Training Certificate (C55120)

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

Program Learning Outcomes

Graduates will:

1. Demonstrate a basic understanding of legal issues required to be a beginning level police officer.
2. Demonstrate proper patrol techniques required to be a beginning level police officer.
3. Demonstrate the basic communication skills required to be a beginning level police officer.
4. Demonstrate proper investigative techniques required to be a beginning level police officer.
5. Demonstrate acceptable practical skills required to be a beginning level police officer.
6. Demonstrate the sheriff specific duties required to be a beginning level police officer.

Admission Requirements

1. Student must be twenty (20) years old at the time of course registration.
2. Student must be a high school graduate or equivalent.

3. Student is required to have a personal interview with the Criminal Justice Academy Director.
4. Student is required to have a letter of employment or sponsorship from the Chief/Sheriff of a law enforcement agency.
5. Student must present an acceptable criminal record report.
6. Student must present an acceptable criminal record report (no felonies or class B misdemeanors).
7. Student must present an acceptable driving history report.
8. Student must complete the TABE Reading Comprehension Test administered by the staff of Gaston College prior to enrollment. Contact the Admissions Office at 704.922.6214 for an appointment to schedule your test.
9. Student must possess a valid driver's license.

*Priority admission is granted to those individuals holding full-time employment with criminal justice agencies.

Major Courses

- LET 110 Basic Law Enforcement BLET (37 Credit Hours)

Total Program Hours: 37

Note(s):

Students successfully completing the Basic Law Enforcement Training (BLET) course accredited by the North Carolina Criminal Justice Education and Training Standards Commission and the North Carolina Sheriffs' Education and Training Standards Commission will receive 18 hours credit toward an associate degree in Criminal Justice.

Biotechnology

Associate of Applied Science

Biotechnology, A.A.S. (A20100)

The Biotechnology curriculum, which has emerged from molecular biology and chemical engineering, is designed to meet the increasing demands for skilled laboratory technicians in various fields of biological and chemical technology. Course work emphasizes biology, chemistry, mathematics, and technical communications. The curriculum objectives are designed to prepare graduates to serve in three distinct capacities: research assistant to a biologist or chemist, laboratory technician/instrumentation technician, and quality control/quality assurance technician. Graduates should be qualified for employment in various areas of industry and government, including research and development, manufacturing, sales, and customer service.

The biotechnology program focuses on the application of the biological sciences, biochemistry, and genetics to the preparation of new and enhanced agricultural, environmental, clinical, and industrial products, including the commercial exploitation of microbes, plants, and animals. Potential course work includes instruction in general biology, general and organic chemistry, physics, biochemistry, molecular biology, immunology, microbiology, genetics, and cellular biology.

Program Learning Outcomes

Graduates will:

1. Apply knowledge of cellular and molecular structure and function to written scientific reports and communications.
2. Illustrate the proper use of a variety of laboratory techniques and procedures with accuracy, precision, and safety.
3. Integrate the laboratory and lecture components of the program through the use of an experimental approach.

Course Selection Information

Students, to help you progress in your degree program, take prerequisite courses along with English and Math early in your academic career. This will align you for greater success in completing your program of study. Click on the courses listed below to ensure you are aware of prerequisites. The order shown below under the student program priorities is a guide.

Student Program Priorities:

1. BIO 111, BIO 168

General Education Courses (19 SHC)

English Composition (6 SHC)

The following two (2) courses are required.

- ENG 111 Writing and Inquiry (3 Credit Hours)
- ENG 112 Writing/Research in the Disc (3 Credit Hours)

Humanities/Fine Arts (3 SHC)

The following course is required.

- PHI 240 Introduction to Ethics (3 Credit Hours)

Social/Behavioral Sciences (6 SHC)

The following two (2) courses are required.

- PSY 150 General Psychology (3 Credit Hours)
- SOC 210 Introduction to Sociology (3 Credit Hours)

Mathematics (4 SHC)

The following course is required.

- MAT 152 Statistical Methods I (4 Credit Hours)

Major Courses (28 SHC)

The following courses are required.

- BIO 111 General Biology I (4 Credit Hours)
- BIO 112 General Biology II (4 Credit Hours)
- BIO 250 Genetics (4 Credit Hours)
- BIO 275 Microbiology (4 Credit Hours)
- BTC 181 Basic Lab Techniques (4 Credit Hours)
- CHM 151 General Chemistry I (4 Credit Hours)
- CHM 152 General Chemistry II (4 Credit Hours)

Other Required Hours (13 SHC)

- ACA 122 College Transfer Success (1 Credit Hour)
- BIO 168 Anatomy and Physiology I (4 Credit Hours)
- BIO 169 Anatomy and Physiology II (4 Credit Hours)
- MAT 171 Precalculus Algebra (4 Credit Hours)

Other Major Hours (8 SHC)

Select at least eight (8) credit hours from the following courses:

- CIS 110 Introduction to Computers (3 Credit Hours)
- COM 231 Public Speaking (3 Credit Hours)
- HEA 110 Personal Health/Wellness (3 Credit Hours)
- MAT 172 Precalculus Trigonometry (4 Credit Hours)
- SPA 111 Elementary Spanish I (3 Credit Hours)

Total Program Hours: 68

Diploma

Biotechnology Diploma (D20100)

This curriculum will prepare students for careers through the study of principles in science, laboratory techniques and applied processes. Graduates should be qualified to obtain occupations as process and manufacturing technicians in the life science, food and agricultural sectors.

Program Learning Outcomes

Graduates will:

1. Apply knowledge of cellular and molecular structure and function to written scientific reports and communications.
2. Illustrate the proper use of a variety of laboratory techniques and procedures with accuracy, precision, and safety.
3. Integrate the laboratory and lecture components of the program through the use of an experimental approach.

Course Selection Information

Students, to help you progress in your degree program, take prerequisite courses along with English and Math early in your academic career. This will align you for greater success in completing your program of study. Click on the courses listed below to ensure you are aware of prerequisites. The order shown below under the student program priorities is a guide.

Student Program Priorities:

1. BIO 111, BIO 168

English (6 SHC)

- ENG 111 Writing and Inquiry (3 Credit Hours)
- ENG 112 Writing/Research in the Disc (3 Credit Hours)

Other Required Hours (3 SHC)

Select one (1) of the following courses:

- PSY 150 General Psychology (3 Credit Hours)
- SOC 210 Introduction to Sociology (3 Credit Hours)

Major Requirements (24 SHC)

- BIO 111 General Biology I (4 Credit Hours)
- BIO 112 General Biology II (4 Credit Hours)
- BIO 250 Genetics (4 Credit Hours)
- BIO 275 Microbiology (4 Credit Hours)
- BTC 181 Basic Lab Techniques (4 Credit Hours)
- CHM 151 General Chemistry I (4 Credit Hours)

Other Major Requirements (13 SHC)

- ACA 122 College Transfer Success (1 Credit Hour)
- BIO 168 Anatomy and Physiology I (4 Credit Hours)
- BIO 169 Anatomy and Physiology II (4 Credit Hours)

Select one (1) of the following courses:

- MAT 171 Precalculus Algebra (4 Credit Hours)
- MAT 152 Statistical Methods I (4 Credit Hours)

Total Program Hours: 46

Certificate

Biotechnology - Basic Biotechnology Certificate (C20100A)

A certificate in Biotechnology is designed for high school students, high school graduates, four-year students, career transfers, and any interested adults who are seeking a job in the biotechnology field.

Program Learning Outcomes

Graduates will:

1. Apply knowledge of cellular and molecular structure and function to written scientific reports and communications.
2. Illustrate the proper use of a variety of laboratory techniques and procedures with accuracy, precision, and safety.
3. Integrate the laboratory and lecture components of the program through the use of an experimental approach.

Major Courses

- BIO 111 General Biology I (4 Credit Hours)
- BIO 112 General Biology II (4 Credit Hours)

- BIO 275 Microbiology (4 Credit Hours)
  Select one (1) of the following:
- BIO 250 Genetics (4 Credit Hours)
  OR
- MAT 152 Statistical Methods I (4 Credit Hours)

Total Program Hours: 16

Note(s):

The courses taken in this certificate program may be applied toward the Diploma in Biotechnology. See the diploma listing for specific requirements.

Biotechnology - Foundations of Biotechnology Certificate (C20100B)

A certificate in Biotechnology is designed for high school students, high school graduates, four-year students, career transfers, and any interested adults who are seeking a job in the biotechnology field.

Program Learning Outcomes

Graduates will:

1. Apply knowledge of cellular and molecular structure and function to written scientific reports and communications.
2. Illustrate the proper use of a variety of laboratory techniques and procedures with accuracy, precision, and safety.
3. Integrate the laboratory and lecture components of the program through the use of an experimental approach.

Major Courses

- ENG 111 Writing and Inquiry (3 Credit Hours)
- BIO 168 Anatomy and Physiology I (4 Credit Hours)
- BIO 169 Anatomy and Physiology II (4 Credit Hours)
- SOC 210 Introduction to Sociology (3 Credit Hours)

Total Program Hours: 14

Note(s):

The courses taken in this certificate program may be applied toward the Diploma in Biotechnology. See the diploma listing for specific requirements.

Biotechnology - Foundations of Healthcare Certificate (C20100C)

A certificate in Biotechnology is designed for high school students, high school graduates, four-year students, career transfers, and any interested adults who are seeking a job in the biotechnology field.

Program Learning Outcomes

Graduates will:

1. Apply knowledge of cellular and molecular structure and function to written scientific reports and communications.
2. Illustrate the proper use of a variety of laboratory techniques and procedures with accuracy, precision, and safety.
3. Integrate the laboratory and lecture components of the program through the use of an experimental approach.

Major Courses

- ENG 111 Writing and Inquiry (3 Credit Hours)
- BIO 168 Anatomy and Physiology I (4 Credit Hours)
- BIO 169 Anatomy and Physiology II (4 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)

Total Program Hours: 14

Note(s):

The courses taken in this certificate program may be applied toward the Diploma in Biotechnology. See the diploma listing for specific requirements.

Biotechnology-Foundations of Agriculture Certificate (C20100D)

The Foundations of Agriculture Technology curriculum is a program that focuses on the study of bio-molecular structures, functions, and processes specific to plant and plant substances and a basic understanding of livestock production practices. Students will be exposed to the livestock industry, plant production schedules, develop a deep understanding of plant and livestock growth processes and their implications for strategic management decisions. This curriculum intersects agriculture and biology.

Program Learning Outcomes:

This curriculum emphasizes precision, safety, ethics, and environmental responsibility, ensuring completers of this pathway contribute positively to innovation and sustainability in livestock and plant production.

Major Courses

- AGR 139 Introduction to Sustainable Ag (3 Credit Hours)
- AGR 160 Plant Science (3 Credit Hours)
- AGR 170 Soil Science (3 Credit Hours)
- ANS 110 Animal Science (3 Credit Hours)

Total Credit Hours: 12

Business Administration

Associate of Applied Science

Business Administration - General, A.A.S. (A25120BU)

This Associate in Applied Science (A.A.S.) degree is a two-year program that prepares students for the workforce. However, there are some senior institutions where all or part of this degree is accepted as the first two years of a four-year program. Students interested in pursuing a four-year degree should consult an advisor.

The Business Administration curriculum is designed to introduce 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.

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

Program Learning Outcomes

Graduates will:

1. Recognize and explain the influence of supply and demand theories in various business situations.
2. Analyze promotional strategies for various companies and products.
3. Identify offer, acceptance, and mutual assent as they relate to contracts.

This program is also available completely online.

Course Selection Information

Students, to help you progress in your degree program, take prerequisite courses along with English and Math early in your academic career. This will align you for greater success in completing your program of study. Click on the courses listed below to ensure you are aware of prerequisites. The order shown below under the student program priorities is a guide.

Student Program Priorities:

1. BUS 115, ACC 120
2. BUS 137, MKT 120, ECO 251 or ECO 252

FIRST YEAR

Fall

- ACA 122 College Transfer Success (1 Credit Hour)
- ACC 120 Prin of Financial Accounting (4 Credit Hours)
- BUS 110 Introduction to Business (3 Credit Hours)
- BUS 115 Business Law I (3 Credit Hours)
- ECO 251 Prin of Microeconomics (3 Credit Hours)
- OST 137 Office Applications I (3 Credit Hours)
  OR
- CIS 110 Introduction to Computers (3 Credit Hours)

Total Credit Hours: 17

Spring

- ACC 121 Prin of Managerial Accounting (4 Credit Hours)
- BUS 116 Business Law II (3 Credit Hours)
- BUS 137 Principles of Management (3 Credit Hours)
- ECO 252 Prin of Macroeconomics (3 Credit Hours)
- MKT 120 Principles of Marketing (3 Credit Hours)

Total Credit Hours: 16

Summer

- Humanities/Fine Arts Elective (3 Credit Hours)
- Major Hour Elective (1 Credit Hour)

Total Credit Hours: 4

SECOND YEAR

Fall

- BUS 125 Personal Finance (3 Credit Hours)
- BUS 217 Employment Law and Regs (3 Credit Hours)
- ENG 111 Writing and Inquiry (3 Credit Hours)
- Math Elective (MAT 110 or Higher) (3 Credit Hours)
- LOG 110 Introduction to Logistics (3 Credit Hours)

Total Credit Hours: 15

Spring

- BUS 225 Business Finance (3 Credit Hours)
- BUS 230 Small Business Management (3 Credit Hours)
- BUS 239 Bus Applications Seminar (2 Credit Hours)
- COM 231 Public Speaking (3 Credit Hours)
  OR
- ENG 112 Writing/Research in the Disc (3 Credit Hours)
- INT 110 International Business (3 Credit Hours)

Total Credit Hours: 14

Humanities/Fine Arts Electives

Select one (1) course from the following:

- ART 111 Art Appreciation (3 Credit Hours)
- HUM 120 Cultural Studies (3 Credit Hours)

- MUS 110 Music Appreciation (3 Credit Hours)
- PHI 215 Philosophical Issues (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)
- REL 110 World Religions (3 Credit Hours)

Math Elective (MAT 110 or Higher)

Select one (1) course from the following:

- MAT 110 Math Measurement & Literacy (3 Credit Hours)
- MAT 121 Algebra/Trigonometry I (3 Credit Hours)
- MAT 143 Quantitative Literacy (3 Credit Hours)
- MAT 152 Statistical Methods I (4 Credit Hours)
- MAT 171 Precalculus Algebra (4 Credit Hours)
- MAT 172 Precalculus Trigonometry (4 Credit Hours)

Major Hour Electives

Select one (1) credit hour from the following:

- ACC 149 Intro to ACC Spreadsheets (2 Credit Hours)
- BUS 234 Training and Development (3 Credit Hours)
- BUS 260 Business Communication (3 Credit Hours)
- LDR 110 Introduction to Leadership (3 Credit Hours)
- LOG 120 Global Logistics (3 Credit Hours)
- LOG 220 Logistics Management (3 Credit Hours)
- MKT 223 Customer Service (3 Credit Hours)
- OST 138 Office Applications II (3 Credit Hours)
- OST 153 Office Finance Solutions (3 Credit Hours)
- WBL 111 Work-Based Learning I (1 Credit Hour)

Total Program Hours: 66

Note(s):

Students may complete one hour credit from WBL courses. Please contact the Work-Based Learning office for more information.

Business Administration - Human Resources Management, A.A.S. (A25120HR)

This Associate in Applied Science (A.A.S.) degree is a two-year program that prepares students for the workforce. However, there are some senior institutions where all or part of this degree is accepted as the first two years of a four-year program. Students interested in pursuing a four-year degree should consult an advisor.

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

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

Program Learning Outcomes

Graduates will:

1. Recognize and explain the influence of supply and demand theories in various business situations.
2. Analyze promotional strategies for various companies and products.
3. Identify offer, acceptance, and mutual assent as they relate to contracts.
4. Apply the Fair Labor Standards Act to various personnel situations.
5. Compare and contrast methods used for selection and placement of human resources.

This program is also available completely online.

Course Selection Information

Students, to help you progress in your degree program, take prerequisite courses along with English and Math early in your academic career. This will align you for greater success in completing your program of study. Click on the courses listed below to ensure you are aware of prerequisites. The order shown below under the student program priorities is a guide.

Student Program Priorities:

1. ACC 120
2. BUS 217, BUS 234, BUS 256, BUS 258

FIRST YEAR

Fall

- ACA 122 College Transfer Success (1 Credit Hour)
- ACC 120 Prin of Financial Accounting (4 Credit Hours)
- BUS 110 Introduction to Business (3 Credit Hours)
- BUS 115 Business Law I (3 Credit Hours)
- ECO 251 Prin of Microeconomics (3 Credit Hours)
- OST 137 Office Applications I (3 Credit Hours)
  OR
- CIS 110 Introduction to Computers (3 Credit Hours)

Total Credit Hours: 17

Spring

- ACC 140 Payroll Accounting (2 Credit Hours)
- BUS 234 Training and Development (3 Credit Hours)
- BUS 256 Recruit Select & Per Plan (3 Credit Hours)
- DBA 110 Database Concepts (3 Credit Hours)
- ECO 252 Prin of Macroeconomics (3 Credit Hours)

Total Credit Hours: 14

Summer

- Humanities/Fine Arts Elective (3 Credit Hours)
- Major Hour Elective (1 Credit Hour)

Total Credit Hours: 4

SECOND YEAR

Fall

- BUS 125 Personal Finance (3 Credit Hours)
- BUS 217 Employment Law and Regs (3 Credit Hours)
- BUS 258 Compensation and Benefits (3 Credit Hours)
- ENG 111 Writing and Inquiry (3 Credit Hours)
- Math Elective (MAT 110 or higher) (3 Credit Hours)

Total Credit Hours: 15

Spring

- BUS 137 Principles of Management (3 Credit Hours)
- BUS 259 HRM Applications (3 Credit Hours)
- COM 231 Public Speaking (3 Credit Hours)
  OR
- ENG 112 Writing/Research in the Disc (3 Credit Hours)
- CTS 130 Spreadsheet (3 Credit Hours)
- MKT 120 Principles of Marketing (3 Credit Hours)

Total Credit Hours: 15

Humanities/Fine Arts Electives

Select one (1) course from the following:

- ART 111 Art Appreciation (3 Credit Hours)
- HUM 120 Cultural Studies (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- PHI 215 Philosophical Issues (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)
- REL 110 World Religions (3 Credit Hours)

Math Elective (MAT 110 or Higher)

Select one (1) course from the following:

- MAT 110 Math Measurement & Literacy (3 Credit Hours)
- MAT 121 Algebra/Trigonometry I (3 Credit Hours)
- MAT 143 Quantitative Literacy (3 Credit Hours)
- MAT 152 Statistical Methods I (4 Credit Hours)
- MAT 171 Precalculus Algebra (4 Credit Hours)
- MAT 172 Precalculus Trigonometry (4 Credit Hours)

Major Hour Electives

Select one (1) credit hour from the following:

- ACC 149 Intro to ACC Spreadsheets (2 Credit Hours)
- BUS 116 Business Law II (3 Credit Hours)
- BUS 225 Business Finance (3 Credit Hours)
- BUS 230 Small Business Management (3 Credit Hours)
- BUS 260 Business Communication (3 Credit Hours)
- INT 110 International Business (3 Credit Hours)
- MKT 223 Customer Service (3 Credit Hours)
- OST 138 Office Applications II (3 Credit Hours)
- OST 153 Office Finance Solutions (3 Credit Hours)
- WBL 111 Work-Based Learning I (1 Credit Hour)

Total Program Hours: 65

Note(s):

Students may complete one hour credit from WBL courses. Please contact the Work-Based Learning office for more information.

Certificate

Business Administration - Core Certificate (C25120D)

The Business Administration Core Certificate introduces students to the fundamental concepts of business administration. It provides fundamental knowledge necessary for lifelong learning and application of collective business practices.

Program Learning Outcomes

Graduates will:

1. Demonstrate the influence of supply and demand theories in various business situations.
2. Demonstrate the ability to analyze promotional strategies for various companies and products.

Major Courses

- BUS 110 Introduction to Business (3 Credit Hours)

- BUS 115 Business Law I (3 Credit Hours)
- BUS 137 Principles of Management (3 Credit Hours)
- ECO 251 Prin of Microeconomics (3 Credit Hours)

Total Program Hours: 12

Note(s):

The credits obtained from this certificate may be applied toward an Associate Degree in Business Administration-General or Business Administration-Human Resources Management.

This certificate is issued by Gaston College and is not associated with third-party certifications.

Business Administration - Human Resources Management Certificate (C25120C)

The Human Resources Management Certificate provides an opportunity for individuals to gain the basic knowledge necessary for entry-level skills in human resources or for individuals already in the human resources field who desire updated and/or in-depth information.

Program Learning Outcomes

Graduates will:

1. Apply the Fair Labor Standards Act to various personnel situations.
2. Compare and contrast methods used for selection and placement of human resources.

Major Courses

- BUS 217 Employment Law and Regs (3 Credit Hours)
- BUS 234 Training and Development (3 Credit Hours)
- BUS 256 Recruit Select & Per Plan (3 Credit Hours)
- BUS 258 Compensation and Benefits (3 Credit Hours)

Total Program Hours: 12

Note(s):

The credits obtained from this certificate may be applied toward the Associate Degree in Business Administration-Human Resources Management Track.

This certificate is issued by Gaston College and is not associated with third-party certifications.

Business Administration - Leadership Certificate (C25120L)

The Business Administration - Leadership certificate introduces students to leadership strategies that are effective in a variety of organizations. To reinforce these strategies, students will also focus on management, communication, and ethical

frameworks. Upon completion, students should be able to identify the proper leadership strategy for a given situation, analyze management and ethical concerns, and communicate effectively within an organization.

Program Learning Outcome

Graduates will:

1. Recognize and apply the elements of effective leadership in a variety of contexts.

Major Courses

- BUS 137 Principles of Management (3 Credit Hours)
- ENG 111 Writing and Inquiry (3 Credit Hours)
- LDR 110 Introduction to Leadership (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)

Total Program Hours: 12

Note(s):

The credits obtained from this certificate may be applied toward the Associate Degree in Business Administration.

This certificate is issued by Gaston College and is not associated with third-party certifications.

Business Administration - Small Business Management Certificate (C25120B)

The Small Business Management Certificate is designed for the entrepreneur who wants to start and own a small business. Through this certificate students will learn how to successfully finance, market, and operate a local or e-commerce business. This certificate provides the fundamental knowledge necessary to launch a business through proper planning and sound managerial principles.

Program Learning Outcomes

Graduates will:

1. Analyze promotional strategies for various companies and products.
2. Demonstrate the effective use of computer software applications to perform office functions related to business administration.

Major Courses

- BUS 110 Introduction to Business (3 Credit Hours)
- BUS 125 Personal Finance (3 Credit Hours)
- BUS 230 Small Business Management (3 Credit Hours)
- MKT 120 Principles of Marketing (3 Credit Hours)
- OST 137 Office Applications I (3 Credit Hours)
- BUS 217 Employment Law and Regs (3 Credit Hours)

Total Program Hours: 18

Note(s):

The credits obtained from this certificate may be applied toward the Associate Degree in Business Administration-General or Business Administration-Human Resources Management.

This certificate is issued by Gaston College and is not associated with third-party certifications.

Business Administration - Supply Chain Management Certificate (C25120SC)

The Business Administration - Supply Chain Management Certificate provides the basic knowledge necessary for a diverse set of occupations in transportation, warehousing, logistics, and inventory control.

Program Learning Outcome

Graduates will:

1. Describe the dynamics of foreign exchange rates and their effect on international shipping.

Major Courses

- BUS 110 Introduction to Business (3 Credit Hours)
- LOG 110 Introduction to Logistics (3 Credit Hours)
- LOG 120 Global Logistics (3 Credit Hours)
- LOG 220 Logistics Management (3 Credit Hours)

Total Program Hours: 12

Note(s):

The credits obtained from this certificate may be applied toward the Associate Degree in Business Administration - General.

This certificate is issued by Gaston College and is not associated with third-party certifications.

Business Administration-Foundations Certificate (C25120F)

The Business Administration-Foundations Certificate introduces students to some fundamental concepts of business administration. It provides the foundation for lifelong learning and application of business practices.

Program Learning Outcomes

Graduates will:

1. Demonstrate an understanding of business concepts as a foundation for studying other business subjects.

2. Demonstrate an understanding of the role and function of computers and use the computer to solve problems.

Major Courses

- BUS 110 Introduction to Business (3 Credit Hours)
- BUS 115 Business Law I (3 Credit Hours))
- BUS 137 Principles of Management (3 Credit Hours)
- CIS 110 Introduction to Computers (3 Credit Hours)

Total Program Hours: 12

Note(s):

The credits obtained from this certificate may be applied toward an Associate Degree in Business Administration-General or Business Administration-Human Resources Management.

This certificate is issued by Gaston College and is not associated with third-party certifications.

Central Sterile Processing

Certificate

Central Sterile Processing (C45180)

The Central Sterile Processing curriculum is designed to prepare individuals for the field of Sterile Processing and Central Service Supply.

Students will develop skills necessary to properly disinfect, prepare, process, store, and issue both sterile and nonsterile supplies, instrumentation, and equipment for patient care. Additionally, students will learn to operate sterilizing units and monitor effectiveness of the sterilization process.

Graduates will be eligible to take the Certification Board for Sterile Processing and Distribution, Inc. "Sterile Processing and Distribution (SPD) Technician Exam", earning the title of Central Sterile Processing and Distribution Technician (CSPDT). Employment opportunities include surgery centers, central sterile processing departments in hospitals, and traveling consultation services.

Program Learning Outcomes:

Graduates Will:

1. Demonstrate competency in the knowledge and skills required for entry-level sterile processing technician.
2. Use and apply critical thinking skills to recognize, analyze, and solve problems related to sterile processing.
3. Display professionalism in working with colleagues within other ancillary departments while modeling sensitivity to cultural diversity.
4. Demonstrate effective written and oral communication skills in the role of a sterile processing technician with coworkers and colleagues within other ancillary departments.

5. Effectively store, inspect, and control inventory of supplies, instruments, and equipment used to be an effective central sterile technician.
6. Demonstrate mastery of skills required to successfully practice as a sterile processing technician.

Admission Information

Students applying for admission to this program MUST meet all Gaston College admission requirements for General Admission to the College. In addition, students will need to demonstrate college readiness for English and math as exhibited through the college placement test, a placement test waiver, or completion of the acceptable coursework. Your academic advisor will be able to assist you in determining your college readiness and will develop an academic plan, review progress, address issues, and confirm all minimum requirements are met for this program.

Major Courses

- STP 101 Intro Sterile Processing (8 Credit Hours)
- STP 102 STP Clinical Practice (3 Credit Hours)
- STP 103 Prof Success Prep (1 Credit Hour)

Total Program Hours: 12

Civil Engineering Technology

Associate of Applied Science

Civil Engineering Technology, A.A.S. (A40140)

This Associate in Applied Science (A.A.S.) degree is a two-year program that prepares students for the workforce. However, there are some senior institutions where all or part of this degree is accepted as the first two years of a four-year program. Students interested in pursuing a four-year degree should consult a program advisor.

The Civil Engineering Technology curriculum is a course of study that prepares students to use basic engineering principles and technical skills to carry out planning, documenting and supervising tasks in sustainable land development and public works and facilities projects. Includes instruction in the communication and computational skills required for materials testing, structural testing, field and laboratory testing, site analysis, estimating, project management, plan preparation, hydraulics, environmental technology, and surveying.

Graduates should qualify for technician-level jobs with both public and private engineering, construction, and surveying agencies.

Program Learning Outcomes

Graduates will:

1. Apply knowledge, techniques, skills and modern tools of mathematics, science, engineering, and technology to solve well-defined problems appropriate to the discipline of Civil Engineering Technology.
2. Design solutions for well-defined technical problems and assist with the engineering design of systems, components, or processes appropriate to the discipline.
3. Apply written, oral, and graphical communication in well-defined technical and non technical environments; and to identify and use appropriate technical literature.

4. Conduct standard tests, measurements, and experiments and to analyze and interpret the results.
5. Function effectively as a member of a technical team.

Course Selection Information

Students, to help you progress in your degree program, take prerequisite courses along with English and Math early in your academic career. This will align you for greater success in completing your program of study. Click on the courses listed below to ensure you are aware of prerequisites. The order shown below under the student program priorities is a guide.

Student Program Priorities:

1. CEG 115, MAT 171
2. SRV 110, PHY 151
3. EGR 250

FIRST YEAR

Fall

- ACA 122 College Transfer Success (1 Credit Hour)
- CEG 111 Intro to GIS and GNSS (4 Credit Hours)
- CEG 115 Intro to Tech & Sustainability (3 Credit Hours)
- ENG 111 Writing and Inquiry (3 Credit Hours)
- MAT 171 Precalculus Algebra (4 Credit Hours)

Total Credit Hours: 15

Spring

- ENG 112 Writing/Research in the Disc (3 Credit Hours)
- MAT 172 Precalculus Trigonometry (4 Credit Hours)
- PHY 151 College Physics I (4 Credit Hours)
- SRV 110 Surveying I (4 Credit Hours)

Total Credit Hours: 15

Summer

- CEG 151 CAD for Engineering Technology (3 Credit Hours)
- CEG 235 Project Management/Estimating (3 Credit Hours)

Total Credit Hours: 6

SECOND YEAR

Fall

- CEG 210 Construction Materials & Methods (3 Credit Hours)

- EGR 250 Statics/Strength of Materials (5 Credit Hours)
- SRV 111 Surveying II (4 Credit Hours)
- Math/Science Electives (4 Credit Hours)

Total Credit Hours: 16

Spring

- CEG 211 Hydrology & Erosion Control (3 Credit Hours)
- CEG 212 Intro to Environmental Tech (3 Credit Hours)
- CIV 111 Soils and Foundations (4 Credit Hours)
- CIV 250 Civil Eng Tech Project (2 Credit Hours)
- Social/Behavioral Science Elective (3 Credit Hours)
- Humanities/Fine Arts Elective (3 Credit Hours)

Total Credit Hours: 18

Math/Science Electives

Select four (4) credit hours from the following:

- PHY 152 College Physics II (4 Credit Hours)
  OR
- CHM 151 General Chemistry I (4 Credit Hours)
  OR
- CHM 131 Introduction to Chemistry (3 Credit Hours)
  AND
- CHM 131A Introduction to Chemistry Lab (1 Credit Hour)
- MAT 152 Statistical Methods I (4 Credit Hours)
- MAT 271 Calculus I (4 Credit Hours)

Humanities/Fine Arts Electives

Select three (3) credit hours from the following:

- ART 111 Art Appreciation (3 Credit Hours)
- ART 114 Art History Survey I (3 Credit Hours)
- ART 115 Art History Survey II (3 Credit Hours)
- ENG 231 American Literature I (3 Credit Hours)
- ENG 232 American Literature II (3 Credit Hours)
- ENG 241 British Literature I (3 Credit Hours)
- ENG 242 British Literature II (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- MUS 112 Introduction to Jazz (3 Credit Hours)
- PHI 215 Philosophical Issues (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)
- REL 110 World Religions (3 Credit Hours)

Social/Behavioral Science Electives

Select three (3) credit hours from the following:

- ECO 251 Prin of Microeconomics (3 Credit Hours)
- ECO 252 Prin of Macroeconomics (3 Credit Hours)
- HIS 111 World Civilizations I (3 Credit Hours)
- HIS 112 World Civilizations II (3 Credit Hours)
- HIS 131 American History I (3 Credit Hours)
- HIS 132 American History II (3 Credit Hours)
- POL 120 American Government (3 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)
- SOC 210 Introduction to Sociology (3 Credit Hours)
- SOC 220 Social Problems (3 Credit Hours)

Total Program Hours: 70

Certificate

Civil Engineering Technology - Foundations of Construction & Surveying Certificate (C40140A)

The primary objective of the Certificate Program of the Civil Engineering Technology curriculum is to introduce students to the employment opportunities in civil engineering technology in general and to surveying in particular. The objective is fulfilled through the study and application of civil engineering technology courses.

Program Learning Outcomes

Graduates will:

1. Apply written, oral, and graphical communication in well-defined technical and nontechnical environments; and to identify and use appropriate technical literature.
2. Conduct standard tests, measurements, and experiments and to analyze and interpret the results.

Major Courses

- CEG 115 Intro to Tech & Sustainability (3 Credit Hours)
- CEG 210 Construction Materials & Methods (3 Credit Hours)
- MAT 171 Precalculus Algebra (4 Credit Hours)
- SRV 110 Surveying I (4 Credit Hours)

Total Program Hours: 14

Note(s):

The courses taken in this certificate program may be applied toward the Associate in Applied Science degree in Civil Engineering Technology.

Civil Engineering Technology Certificate (C40140)

The primary objective of the Certificate Program of the Civil Engineering Technology curriculum is to introduce students to the employment opportunities in civil engineering technology in general and to surveying in particular. The objective is fulfilled through the study and application of civil engineering technology courses.

Program Learning Outcomes

Graduates will:

1. Apply written, oral, and graphical communication in well-defined technical and nontechnical environments; and to identify and use appropriate technical literature.
2. Conduct standard tests, measurements, and experiments and to analyze and interpret the results.

Major Courses

- CEG 111 Intro to GIS and GNSS (4 Credit Hours)
- CEG 115 Intro to Tech & Sustainability (3 Credit Hours)
- MAT 171 Precalculus Algebra (4 Credit Hours)
- SRV 110 Surveying I (4 Credit Hours)

Total Program Hours: 15

Note(s):

The courses taken in this certificate program may be applied toward the Associate in Applied Science degree in Civil Engineering Technology.

College Transfer

College Transfer Associate in Arts

Associate in Arts (A10100)

The Associate in Arts degree shall be granted for planned programs of study consisting of a minimum of 60 and a maximum of 61 semester hours of approved college transfer courses with a grade of C or better in each course.

Within the degree programs, the College shall include opportunities for the achievement of competence in reading, writing, oral communications, fundamental mathematical skills, and the basic use of computers.

Program Learning Outcomes

Graduates will:

Demonstrate general education competencies in the following areas:

Competency 1: Information Literacy and Educational Technology

Students will meet this competency through the completion of both objectives 1a and 1b.

Objective 1a: Access, use, and evaluate information in a variety of formats.

Objective 1b: Use educational technologies to achieve academic and work-related goals.

Competency 2: Communication

Students will meet this competency through assessments in both ENG 111 and ENG 112, ENG 114, COM 120, or COM 231.

Objective: Communicate effectively through writing, reading, and speaking.

Competency 3: Computational and/or Scientific Reasoning

Students will meet this competency through the completion of objectives 3a, 3b, or 3c.

Objective 3a: Analyze mathematical problems and quantitative data to make logical decisions.

Objective 3b: Demonstrate knowledge of the natural sciences and use this knowledge to analyze problems and make rational decisions.

Objective 3c: Demonstrate knowledge of the role and function of computers to solve problems.

Competency 4: Humanities and Fine Arts

Students will meet this competency through the completion of objectives 4a, 4b, or 4c.

Objective 4a: Demonstrate knowledge of philosophical and/or religious beliefs, assumptions, and values.

Objective 4b: Demonstrate knowledge of cultural and artistic significance within the fine arts.

Objective 4c: Demonstrate knowledge of literary works within a historical and cultural context.

Competency 5: Social and Behavioral Sciences

Students will meet this competency through the completion of objectives 5a or 5b.

Objective 5a: Demonstrate knowledge of the historical patterns in political, cultural, and economic life and their impact on human societies.

Objective 5b: Demonstrate knowledge of the reciprocal interactions among self, society, and the environment.

General Education Courses (45 SHC)*

English Composition (6 SHC)

The following two (2) courses are required.

- ENG 111 Writing and Inquiry (3 Credit Hours)
- ENG 112 Writing/Research in the Disc (3 Credit Hours)

Humanities/Fine Arts (9 SHC)

Select three courses from at least two (2) of the following discipline areas.

- ART 111 Art Appreciation (3 Credit Hours)
- ART 114 Art History Survey I (3 Credit Hours)
- ART 115 Art History Survey II (3 Credit Hours)
- COM 120 Intro Interpersonal Com (3 Credit Hours)
- COM 231 Public Speaking (3 Credit Hours)
- ENG 231 American Literature I (3 Credit Hours)
- ENG 232 American Literature II (3 Credit Hours)
- ENG 241 British Literature I (3 Credit Hours)
- ENG 242 British Literature II (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- MUS 112 Introduction to Jazz (3 Credit Hours)
- PHI 215 Philosophical Issues (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)

Social/Behavioral Sciences (9 SHC)

Select three courses from at least two (2) of the following discipline areas.

- ECO 251 Prin of Microeconomics (3 Credit Hours)
- ECO 252 Prin of Macroeconomics (3 Credit Hours)
- HIS 111 World Civilizations I (3 Credit Hours)
- HIS 112 World Civilizations II (3 Credit Hours)
- HIS 131 American History I (3 Credit Hours)
- HIS 132 American History II (3 Credit Hours)
- POL 120 American Government (3 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)
- SOC 210 Introduction to Sociology (3 Credit Hours)

Mathematics (3-5 SHC)

Select one (1) of the following courses.

- MAT 143 Quantitative Literacy (3 Credit Hours)
- MAT 152 Statistical Methods I (4 Credit Hours)
- MAT 171 Precalculus Algebra (4 Credit Hours)
- MAT 175 Precalculus (5 Credit Hours)

Natural Sciences (4 SHC)

Select one (1) of the following courses.

- BIO 110 Principles of Biology (4 Credit Hours)
- BIO 111 General Biology I (4 Credit Hours)
- CHM 151 General Chemistry I (4 Credit Hours)
- GEL 111 Geology (4 Credit Hours)
- PHY 110 Conceptual Physics (3 Credit Hours)

AND

- PHY 110A Conceptual Physics Lab (1 Credit Hour)

Additional General Education Hours (13-14 SHC)

An additional 13-14 SHC of courses should be selected from courses classified as general education courses within the Comprehensive Articulation Agreement. Students should select these courses based on their intended major and transfer university.

- ART 111 Art Appreciation (3 Credit Hours)
- ART 114 Art History Survey I (3 Credit Hours)
- ART 115 Art History Survey II (3 Credit Hours)
- BIO 110 Principles of Biology (4 Credit Hours)
- BIO 111 General Biology I (4 Credit Hours)
- BIO 112 General Biology II (4 Credit Hours)
- CHM 131 Introduction to Chemistry (3 Credit Hours)
- CHM 131A Introduction to Chemistry Lab (1 Credit Hour)
- CHM 132 Organic and Biochemistry (4 Credit Hours)
- CHM 151 General Chemistry I (4 Credit Hours)
- CHM 152 General Chemistry II (4 Credit Hours)
- CIS 110 Introduction to Computers (3 Credit Hours)
- COM 110 Introduction to Communication (3 Credit Hours)
- COM 120 Intro Interpersonal Com (3 Credit Hours)
- COM 231 Public Speaking (3 Credit Hours)
- ENG 231 American Literature I (3 Credit Hours)
- ENG 232 American Literature II (3 Credit Hours)
- ENG 241 British Literature I (3 Credit Hours)
- ENG 242 British Literature II (3 Credit Hours)
- ECO 251 Prin of Microeconomics (3 Credit Hours)
- ECO 252 Prin of Macroeconomics (3 Credit Hours)
- GEL 111 Geology (4 Credit Hours)
- GEO 111 World Regional Geography (3 Credit Hours)
- HIS 111 World Civilizations I (3 Credit Hours)
- HIS 112 World Civilizations II (3 Credit Hours)
- HIS 121 Western Civilization I (3 Credit Hours)
- HIS 122 Western Civilization II (3 Credit Hours)
- HIS 131 American History I (3 Credit Hours)
- HIS 132 American History II (3 Credit Hours)
- HUM 120 Cultural Studies (3 Credit Hours)
- MAT 143 Quantitative Literacy (3 Credit Hours)
- MAT 152 Statistical Methods I (4 Credit Hours)
- MAT 171 Precalculus Algebra (4 Credit Hours)
- MAT 172 Precalculus Trigonometry (4 Credit Hours)
- MAT 175 Precalculus (5 Credit Hours)
- MAT 263 Brief Calculus (4 Credit Hours)
- MAT 271 Calculus I (4 Credit Hours)
- MAT 272 Calculus II (4 Credit Hours)
- MAT 273 Calculus III (4 Credit Hours)

- MUS 110 Music Appreciation (3 Credit Hours)
- MUS 112 Introduction to Jazz (3 Credit Hours)
- PHI 215 Philosophical Issues (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)
- PHY 110 Conceptual Physics (3 Credit Hours)
- PHY 110A Conceptual Physics Lab (1 Credit Hour)
- PHY 151 College Physics I (4 Credit Hours)
- PHY 152 College Physics II (4 Credit Hours)
- PHY 251 General Physics I (4 Credit Hours)
- PHY 252 General Physics II (4 Credit Hours)
- POL 120 American Government (3 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)
- PSY 237 Social Psychology (3 Credit Hours)
- PSY 241 Developmental Psych (3 Credit Hours)
- PSY 281 Abnormal Psychology (3 Credit Hours)
- REL 110 World Religions (3 Credit Hours)
- SOC 210 Introduction to Sociology (3 Credit Hours)
- SOC 220 Social Problems (3 Credit Hours)
- SOC 225 Social Diversity (3 Credit Hours)
- SPA 111 Elementary Spanish I (3 Credit Hours)
- SPA 112 Elementary Spanish II (3 Credit Hours)
- SPA 211 Intermediate Spanish I (3 Credit Hours)
- SPA 212 Intermediate Spanish II (3 Credit Hours)

Other Required Hours (15 SHC)

Required:

- ACA 122 College Transfer Success (1 Credit Hour)

  An additional 14 SHC of courses should be selected from courses classified as pre-major, elective or general education courses within the Comprehensive Articulation Agreement. Students should select these courses based on their intended major and transfer university. A maximum of 6 SHC of HEA and/or PED can be applied toward graduation requirements.
- ACC 120 Prin of Financial Accounting (4 Credit Hours)
- ACC 121 Prin of Managerial Accounting (4 Credit Hours)
- ART 111 Art Appreciation (3 Credit Hours)
- ART 114 Art History Survey I (3 Credit Hours)
- ART 115 Art History Survey II (3 Credit Hours)
- BIO 110 Principles of Biology (4 Credit Hours)
- BIO 111 General Biology I (4 Credit Hours)
- BIO 112 General Biology II (4 Credit Hours)
- BIO 155 Nutrition (3 Credit Hours)
- BIO 168 Anatomy and Physiology I (4 Credit Hours)
- BIO 169 Anatomy and Physiology II (4 Credit Hours)
- BIO 250 Genetics (4 Credit Hours)
- BIO 275 Microbiology (4 Credit Hours)
- BUS 110 Introduction to Business (3 Credit Hours)

- BUS 115 Business Law I (3 Credit Hours)
- BUS 137 Principles of Management (3 Credit Hours)
- CHM 131 Introduction to Chemistry (3 Credit Hours)
- CHM 131A Introduction to Chemistry Lab (1 Credit Hour)
- CHM 132 Organic and Biochemistry (4 Credit Hours)
- CHM 151 General Chemistry I (4 Credit Hours)
- CHM 152 General Chemistry II (4 Credit Hours)
- CHM 251 Organic Chemistry I (4 Credit Hours)
- CHM 252 Organic Chemistry II (4 Credit Hours)
- CIS 110 Introduction to Computers (3 Credit Hours)
- CJC 111 Intro to Criminal Justice (3 Credit Hours)
- CJC 121 Law Enforcement Operations (3 Credit Hours)
- CJC 141 Corrections (3 Credit Hours)
- COM 110 Introduction to Communication (3 Credit Hours)
- COM 120 Intro Interpersonal Com (3 Credit Hours)
- COM 231 Public Speaking (3 Credit Hours)
- CSC 151 JAVA Programming (3 Credit Hours)
- ECO 251 Prin of Microeconomics (3 Credit Hours)
- ECO 252 Prin of Macroeconomics (3 Credit Hours)
- EDU 216 Foundations of Education (3 Credit Hours)
- ENG 231 American Literature I (3 Credit Hours)
- ENG 232 American Literature II (3 Credit Hours)
- ENG 241 British Literature I (3 Credit Hours)
- ENG 242 British Literature II (3 Credit Hours)
- GEL 111 Geology (4 Credit Hours)
- GEO 111 World Regional Geography (3 Credit Hours)
- HEA 110 Personal Health/Wellness (3 Credit Hours)
- HEA 112 First Aid & CPR (2 Credit Hours)
- HIS 111 World Civilizations I (3 Credit Hours)
- HIS 112 World Civilizations II (3 Credit Hours)
- HIS 121 Western Civilization I (3 Credit Hours)
- HIS 122 Western Civilization II (3 Credit Hours)
- HIS 131 American History I (3 Credit Hours)
- HIS 132 American History II (3 Credit Hours)
- HUM 120 Cultural Studies (3 Credit Hours)
- HUM 180 Internat Cultural Explor (3 Credit Hours)
- MAT 143 Quantitative Literacy (3 Credit Hours)
- MAT 152 Statistical Methods I (4 Credit Hours)
- MAT 167 Discrete Mathematics (3 Credit Hours)
- MAT 171 Precalculus Algebra (4 Credit Hours)
- MAT 172 Precalculus Trigonometry (4 Credit Hours)
- MAT 175 Precalculus (5 Credit Hours)
- MAT 252 Statistical Methods II (4 Credit Hours)
- MAT 263 Brief Calculus (4 Credit Hours)
- MAT 271 Calculus I (4 Credit Hours)
- MAT 272 Calculus II (4 Credit Hours)
- MAT 273 Calculus III (4 Credit Hours)
- MAT 280 Linear Algebra (3 Credit Hours)

- MAT 285 Differential Equations (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- MUS 112 Introduction to Jazz (3 Credit Hours)
- PED 110 Fit and Well for Life (2 Credit Hours)
- PED 113 Aerobics I (1 Credit Hour)
- PED 117 Weight Training I (1 Credit Hour)
- PED 118 Weight Training II (1 Credit Hour)
- PED 119 Circuit Training (1 Credit Hour)
- PED 122 Yoga I (1 Credit Hour)
- PED 123 Yoga II (1 Credit Hour)
- PHI 215 Philosophical Issues (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)
- PHY 110 Conceptual Physics (3 Credit Hours)
- PHY 110A Conceptual Physics Lab (1 Credit Hour)
- PHY 151 College Physics I (4 Credit Hours)
- PHY 152 College Physics II (4 Credit Hours)
- PHY 251 General Physics I (4 Credit Hours)
- PHY 252 General Physics II (4 Credit Hours)
- POL 120 American Government (3 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)
- PSY 237 Social Psychology (3 Credit Hours)
- PSY 241 Developmental Psych (3 Credit Hours)
- PSY 281 Abnormal Psychology (3 Credit Hours)
- REL 110 World Religions (3 Credit Hours)
- SOC 210 Introduction to Sociology (3 Credit Hours)
- SOC 220 Social Problems (3 Credit Hours)
- SOC 225 Social Diversity (3 Credit Hours)
- SPA 111 Elementary Spanish I (3 Credit Hours)
- SPA 112 Elementary Spanish II (3 Credit Hours)
- SPA 211 Intermediate Spanish I (3 Credit Hours)
- SPA 212 Intermediate Spanish II (3 Credit Hours)
- WBL 111 Work-Based Learning I (1 Credit Hour)

Total Program Hours: 60-61

Note(s):

**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.*

Students will not receive credit for both BIO 110 and BIO 111. Students will not receive credit for both CHM 131 and CHM 151. Students will not receive credit for MAT 171, MAT 172, and MAT 175. Students will not receive credit for both PHY 151 and PHY 251. Students will not receive credit for both PHY 152 and PHY 252. Students will not receive credit for both MAT 263 and MAT 271.

Associate in Arts in Teacher Preparation (A1010T)

The Associate in Arts in Teacher Preparation degree shall be granted for planned programs of study consisting of a minimum of 60 and a maximum of 61 semester hours of approved college transfer courses with a grade of C or better in each course.

Within the degree programs, the college shall include opportunities for the achievement of competence in reading, writing, oral communications, fundamental mathematical skills, and the basic use of computers.

Program Learning Outcomes

Graduates will:

Demonstrate general education competencies in the following areas:

Competency 1: Information Literacy and Educational Technology

Students will meet this competency through the completion of both objectives 1a and 1b.

Objective 1a: Access, use, and evaluate information in a variety of formats.

Objective 1b: Use educational technologies to achieve academic and work-related goals.

Competency 2: Communication

Students will meet this competency through assessments in both ENG 111 and ENG 112 or ENG 114.

Objective: Communicate effectively through writing, reading, and speaking

Competency 3: Computational and/or Scientific Reasoning

Students will meet this competency through the completion of objectives 3a, 3b, or 3c.

Objective 3a: Analyze mathematical problems and quantitative data to make logical decisions.

Objective 3b: Demonstrate knowledge of the natural sciences and use this knowledge to analyze problems and make rational decisions.

Objective 3c: Demonstrate knowledge of the role and function of computers to solve problems.

Competency 4: Humanities and Fine Arts

Students will meet this competency through the completion of objectives 4a, 4b, or 4c.

Objective 4a: Demonstrate knowledge of philosophical and/or religious beliefs, assumptions, and values.

Objective 4b: Demonstrate knowledge of cultural and artistic significance within the fine arts.

Objective 4c: Demonstrate knowledge of literary works within a historical and cultural context.

Competency 5: Social and Behavioral Sciences

Students will meet this competency through the completion of objectives 5a or 5b.

Objective 5a: Demonstrate knowledge of the historical patterns in political, cultural, and economic life and their impact on human societies.

Objective 5b: Demonstrate knowledge of the reciprocal interactions among self, society, and the environment.

General Education Courses (45 SHC)*

English Composition (6 SHC)

The following two (2) courses are required.

- ENG 111 Writing and Inquiry (3 Credit Hours)
- ENG 112 Writing/Research in the Disc (3 Credit Hours)

Humanities/Fine Arts (9 SHC)

Select three courses from at least two (2) of the following discipline areas.

- ART 111 Art Appreciation (3 Credit Hours)
- ART 114 Art History Survey I (3 Credit Hours)
- ART 115 Art History Survey II (3 Credit Hours)
- COM 120 Intro Interpersonal Com (3 Credit Hours)
- COM 231 Public Speaking (3 Credit Hours)
- ENG 231 American Literature I (3 Credit Hours)
- ENG 232 American Literature II (3 Credit Hours)
- ENG 241 British Literature I (3 Credit Hours)
- ENG 242 British Literature II (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- MUS 112 Introduction to Jazz (3 Credit Hours)
- PHI 215 Philosophical Issues (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)

Social/Behavioral Sciences (6 SHC)

Select two courses from at least two (2) of the following discipline areas.

- ECO 251 Prin of Microeconomics (3 Credit Hours)
- ECO 252 Prin of Macroeconomics (3 Credit Hours)
- HIS 111 World Civilizations I (3 Credit Hours)
- HIS 112 World Civilizations II (3 Credit Hours)
- HIS 131 American History I (3 Credit Hours)
- HIS 132 American History II (3 Credit Hours)
- POL 120 American Government (3 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)
- SOC 210 Introduction to Sociology (3 Credit Hours)

Mathematics (3-4 SHC)

Select one (1) of the following courses.

- MAT 143 Quantitative Literacy (3 Credit Hours)
- MAT 152 Statistical Methods I (4 Credit Hours)
- MAT 171 Precalculus Algebra (4 Credit Hours)

Natural Sciences (4 SHC)

Select one (1) of the following courses.

- BIO 110 Principles of Biology (4 Credit Hours)
- BIO 111 General Biology I (4 Credit Hours)
- CHM 151 General Chemistry I (4 Credit Hours)
- GEL 111 Geology (4 Credit Hours)
- PHY 110 Conceptual Physics (3 Credit Hours)
  AND
- PHY 110A Conceptual Physics Lab (1 Credit Hour)

Additional General Education Hours (17 SHC)

Required:

- SOC 225 Social Diversity (3 Credit Hours)
  An additional 14 SHC of courses should be selected from courses classified as general education courses within the Comprehensive Articulation Agreement. Students should select these courses based on their intended major and transfer university.
- ART 111 Art Appreciation (3 Credit Hours)
- ART 114 Art History Survey I (3 Credit Hours)
- ART 115 Art History Survey II (3 Credit Hours)
- BIO 110 Principles of Biology (4 Credit Hours)
- BIO 111 General Biology I (4 Credit Hours)
- BIO 112 General Biology II (4 Credit Hours)
- CHM 131 Introduction to Chemistry (3 Credit Hours)
- CHM 131A Introduction to Chemistry Lab (1 Credit Hour)
- CHM 132 Organic and Biochemistry (4 Credit Hours)
- CHM 151 General Chemistry I (4 Credit Hours)
- CHM 152 General Chemistry II (4 Credit Hours)
- CIS 110 Introduction to Computers (3 Credit Hours)
- COM 110 Introduction to Communication (3 Credit Hours)
- COM 120 Intro Interpersonal Com (3 Credit Hours)
- COM 231 Public Speaking (3 Credit Hours)
- ECO 251 Prin of Microeconomics (3 Credit Hours)
- ECO 252 Prin of Macroeconomics (3 Credit Hours)
- ENG 231 American Literature I (3 Credit Hours)
- ENG 232 American Literature II (3 Credit Hours)
- ENG 241 British Literature I (3 Credit Hours)
- ENG 242 British Literature II (3 Credit Hours)
- GEL 111 Geology (4 Credit Hours)
- GEO 111 World Regional Geography (3 Credit Hours)
- HIS 111 World Civilizations I (3 Credit Hours)
- HIS 112 World Civilizations II (3 Credit Hours)
- HIS 121 Western Civilization I (3 Credit Hours)
- HIS 122 Western Civilization II (3 Credit Hours)
- HIS 131 American History I (3 Credit Hours)
- HIS 132 American History II (3 Credit Hours)

- MAT 143 Quantitative Literacy (3 Credit Hours)
- MAT 152 Statistical Methods I (4 Credit Hours)
- MAT 171 Precalculus Algebra (4 Credit Hours)
- MAT 172 Precalculus Trigonometry (4 Credit Hours)
- MAT 263 Brief Calculus (4 Credit Hours)
- MAT 271 Calculus I (4 Credit Hours)
- MAT 272 Calculus II (4 Credit Hours)
- MAT 273 Calculus III (4 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- MUS 112 Introduction to Jazz (3 Credit Hours)
- PHI 215 Philosophical Issues (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)
- PHY 110 Conceptual Physics (3 Credit Hours)
- PHY 110A Conceptual Physics Lab (1 Credit Hour)
- PHY 151 College Physics I (4 Credit Hours)
- PHY 152 College Physics II (4 Credit Hours)
- PHY 251 General Physics I (4 Credit Hours)
- PHY 252 General Physics II (4 Credit Hours)
- POL 120 American Government (3 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)
- PSY 237 Social Psychology (3 Credit Hours)
- PSY 241 Developmental Psych (3 Credit Hours)
- PSY 281 Abnormal Psychology (3 Credit Hours)
- REL 110 World Religions (3 Credit Hours)
- SOC 210 Introduction to Sociology (3 Credit Hours)
- SOC 220 Social Problems (3 Credit Hours)
- SPA 111 Elementary Spanish I (3 Credit Hours)
- SPA 112 Elementary Spanish II (3 Credit Hours)
- SPA 211 Intermediate Spanish I (3 Credit Hours)
- SPA 212 Intermediate Spanish II (3 Credit Hours)

Other Required Hours (15 SHC)

The following courses are required:

- ACA 122 College Transfer Success (1 Credit Hour)
- EDU 187 Teaching and Learning for All (4 Credit Hours) *
- EDU 216 Foundations of Education (3 Credit Hours)
- EDU 250 Teacher Licensure Preparation (3 Credit Hours)
- EDU 279 Literacy Develop and Instruct (4 Credit Hours)

Total Program Hours: 60-61

Note(s):

**Students who have completed Teacher Cadet or Teaching as a Profession courses in high school with a B or better may substitute that course for EDU 187 Teaching and Learning for All.*

College Transfer Associate in Science

Associate in Science (A10400)

The Associate in Science degree shall be granted for planned programs of study consisting of minimum of 60 and a maximum of 61 semester hours of approved college transfer courses with a grade of "C" or better in each course.

Within the degree programs, the college shall include opportunities for the achievement of competence in reading, writing, oral communications, fundamental mathematical skills, and the basic use of computers.

Program Learning Outcomes

Graduates will:

Demonstrate general education competencies in the following areas:

Competency 1: Information Literacy and Educational Technology

Students will meet this competency through the completion of both objectives 1a and 1b.

Objective 1a: Access, use, and evaluate information in a variety of formats.

Objective 1b: Use educational technologies to achieve academic and work-related goals.

Competency 2: Communication

Students will meet this competency through assessments in both ENG 111 and ENG 112, ENG 114, COM 120, or COM 231.

Objective: Communicate effectively through writing, reading, and speaking

Competency 3: Computational and/or Scientific Reasoning

Students will meet this competency through the completion of objectives 3a, 3b, or 3c.

Objective 3a: Analyze mathematical problems and quantitative data to make logical decisions.

Objective 3b: Demonstrate knowledge of the natural sciences and use this knowledge to analyze problems and make rational decisions.

Objective 3c: Demonstrate knowledge of the role and function of computers to solve problems.

Competency 4: Humanities and Fine Arts

Students will meet this competency through the completion of objectives 4a, 4b, or 4c.

Objective 4a: Demonstrate knowledge of philosophical and/or religious beliefs, assumptions, and values.

Objective 4b: Demonstrate knowledge of cultural and artistic significance within the fine arts.

Objective 4c: Demonstrate knowledge of literary works within a historical and cultural context.

Competency 5: Social and Behavioral Sciences

Students will meet this competency through the completion of objectives 5a or 5b.

Objective 5a: Demonstrate knowledge of the historical patterns in political, cultural, and economic life and their impact on human societies.

Objective 5b: Demonstrate knowledge of the reciprocal interactions among self, society, and the environment.

General Education Courses (45 SHC)*

English Composition (6 SHC)

The following two (2) courses are required.

- ENG 111 Writing and Inquiry (3 Credit Hours)
- ENG 112 Writing/Research in the Disc (3 Credit Hours)

Humanities/Fine Arts (6 SHC)

Select two (2) courses from at least two (2) of the following discipline areas.

- ART 111 Art Appreciation (3 Credit Hours)
- ART 114 Art History Survey I (3 Credit Hours)
- ART 115 Art History Survey II (3 Credit Hours)
- COM 120 Intro Interpersonal Com (3 Credit Hours)
- COM 231 Public Speaking (3 Credit Hours)
- ENG 231 American Literature I (3 Credit Hours)
- ENG 232 American Literature II (3 Credit Hours)
- ENG 241 British Literature I (3 Credit Hours)
- ENG 242 British Literature II (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- MUS 112 Introduction to Jazz (3 Credit Hours)
- PHI 215 Philosophical Issues (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)

Social/Behavioral Sciences (6 SHC)

Select two courses from at least two (2) of the following discipline areas.

- ECO 251 Prin of Microeconomics (3 Credit Hours)
- ECO 252 Prin of Macroeconomics (3 Credit Hours)
- HIS 111 World Civilizations I (3 Credit Hours)
- HIS 112 World Civilizations II (3 Credit Hours)
- HIS 131 American History I (3 Credit Hours)
- HIS 132 American History II (3 Credit Hours)
- POL 120 American Government (3 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)
- SOC 210 Introduction to Sociology (3 Credit Hours)

Mathematics (8-9 SHC)

Select two (2) of the following courses.

- MAT 171 Precalculus Algebra (4 Credit Hours)
- MAT 172 Precalculus Trigonometry (4 Credit Hours)
- MAT 175 Precalculus (5 Credit Hours)
- MAT 263 Brief Calculus (4 Credit Hours)
- MAT 271 Calculus I (4 Credit Hours)
- MAT 272 Calculus II (4 Credit Hours)

Natural Sciences (8 SHC)

A two-course sequence in general biology, general chemistry, or physics is required.

Biology

- BIO 111 General Biology I (4 Credit Hours)
- BIO 112 General Biology II (4 Credit Hours)

Chemistry

- CHM 151 General Chemistry I (4 Credit Hours)
- CHM 152 General Chemistry II (4 Credit Hours)

Physics

- PHY 151 College Physics I (4 Credit Hours)
- PHY 152 College Physics II (4 Credit Hours)
  OR
- PHY 251 General Physics I (4 Credit Hours)
- PHY 252 General Physics II (4 Credit Hours)

Additional General Education Hours (11 SHC)

An additional 11 SHC of courses should be selected from courses classified as general education courses within the Comprehensive Articulation Agreement. Students should select these courses based on their intended major and transfer university.

- ART 111 Art Appreciation (3 Credit Hours)
- ART 114 Art History Survey I (3 Credit Hours)
- ART 115 Art History Survey II (3 Credit Hours)
- BIO 110 Principles of Biology (4 Credit Hours)
- BIO 111 General Biology I (4 Credit Hours)
- BIO 112 General Biology II (4 Credit Hours)
- CHM 131 Introduction to Chemistry (3 Credit Hours)
- CHM 131A Introduction to Chemistry Lab (1 Credit Hour)
- CHM 132 Organic and Biochemistry (4 Credit Hours)
- CHM 151 General Chemistry I (4 Credit Hours)

- CHM 152 General Chemistry II (4 Credit Hours)
- CIS 110 Introduction to Computers (3 Credit Hours)
- COM 110 Introduction to Communication (3 Credit Hours)
- COM 120 Intro Interpersonal Com (3 Credit Hours)
- COM 231 Public Speaking (3 Credit Hours)
- ENG 231 American Literature I (3 Credit Hours)
- ENG 232 American Literature II (3 Credit Hours)
- ENG 241 British Literature I (3 Credit Hours)
- ENG 242 British Literature II (3 Credit Hours)
- ECO 251 Prin of Microeconomics (3 Credit Hours)
- ECO 252 Prin of Macroeconomics (3 Credit Hours)
- GEL 111 Geology (4 Credit Hours)
- GEO 111 World Regional Geography (3 Credit Hours)
- HIS 111 World Civilizations I (3 Credit Hours)
- HIS 112 World Civilizations II (3 Credit Hours)
- HIS 121 Western Civilization I (3 Credit Hours)
- HIS 122 Western Civilization II (3 Credit Hours)
- HIS 131 American History I (3 Credit Hours)
- HIS 132 American History II (3 Credit Hours)
- HUM 120 Cultural Studies (3 Credit Hours)
- MAT 143 Quantitative Literacy (3 Credit Hours)
- MAT 152 Statistical Methods I (4 Credit Hours)
- MAT 171 Precalculus Algebra (4 Credit Hours)
- MAT 172 Precalculus Trigonometry (4 Credit Hours)
- MAT 175 Precalculus (5 Credit Hours)
- MAT 263 Brief Calculus (4 Credit Hours)
- MAT 271 Calculus I (4 Credit Hours)
- MAT 272 Calculus II (4 Credit Hours)
- MAT 273 Calculus III (4 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- MUS 112 Introduction to Jazz (3 Credit Hours)
- PHI 215 Philosophical Issues (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)
- PHY 110 Conceptual Physics (3 Credit Hours)
- PHY 110A Conceptual Physics Lab (1 Credit Hour)
- PHY 151 College Physics I (4 Credit Hours)
- PHY 152 College Physics II (4 Credit Hours)
- PHY 251 General Physics I (4 Credit Hours)
- PHY 252 General Physics II (4 Credit Hours)
- POL 120 American Government (3 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)
- PSY 237 Social Psychology (3 Credit Hours)
- PSY 241 Developmental Psych (3 Credit Hours)
- PSY 281 Abnormal Psychology (3 Credit Hours)
- REL 110 World Religions (3 Credit Hours)
- SOC 210 Introduction to Sociology (3 Credit Hours)
- SOC 220 Social Problems (3 Credit Hours)
- SOC 225 Social Diversity (3 Credit Hours)

- SPA 111 Elementary Spanish I (3 Credit Hours)
- SPA 112 Elementary Spanish II (3 Credit Hours)

Other Required Hours (15 SHC)*

Required:

- ACA 122 College Transfer Success (1 Credit Hour)
  An additional 14 SHC of course should be selected from courses classified as pre-major, elective or general education courses within the Comprehensive Articulation Agreement. Students should select these courses based on their intended major and transfer university. A maximum of 3 SHC of HEA and/or PED can be applied towards graduation requirements.
- ACC 120 Prin of Financial Accounting (4 Credit Hours)
- ACC 121 Prin of Managerial Accounting (4 Credit Hours)
- ART 111 Art Appreciation (3 Credit Hours)
- ART 114 Art History Survey I (3 Credit Hours)
- ART 115 Art History Survey II (3 Credit Hours)
- BIO 110 Principles of Biology (4 Credit Hours)
- BIO 111 General Biology I (4 Credit Hours)
- BIO 112 General Biology II (4 Credit Hours)
- BIO 155 Nutrition (3 Credit Hours)
- BIO 168 Anatomy and Physiology I (4 Credit Hours)
- BIO 169 Anatomy and Physiology II (4 Credit Hours)
- BIO 250 Genetics (4 Credit Hours)
- BIO 275 Microbiology (4 Credit Hours)
- BUS 110 Introduction to Business (3 Credit Hours)
- CHM 131 Introduction to Chemistry (3 Credit Hours)
- CHM 131A Introduction to Chemistry Lab (1 Credit Hour)
- CHM 132 Organic and Biochemistry (4 Credit Hours)
- CHM 151 General Chemistry I (4 Credit Hours)
- CHM 152 General Chemistry II (4 Credit Hours)
- CHM 251 Organic Chemistry I (4 Credit Hours)
- CHM 252 Organic Chemistry II (4 Credit Hours)
- CIS 110 Introduction to Computers (3 Credit Hours)
- COM 110 Introduction to Communication (3 Credit Hours)
- COM 120 Intro Interpersonal Com (3 Credit Hours)
- COM 231 Public Speaking (3 Credit Hours)
- CSC 134 C++ Programming (3 Credit Hours)
- CSC 151 JAVA Programming (3 Credit Hours)
- DFT 170 Engineering Graphics (3 Credit Hours)
- ECO 251 Prin of Microeconomics (3 Credit Hours)
- ECO 252 Prin of Macroeconomics (3 Credit Hours)
- EGR 150 Intro to Engineering (2 Credit Hours)
- ENG 231 American Literature I (3 Credit Hours)
- ENG 232 American Literature II (3 Credit Hours)
- ENG 241 British Literature I (3 Credit Hours)
- ENG 242 British Literature II (3 Credit Hours)
- GEL 111 Geology (4 Credit Hours)

- GEO 111 World Regional Geography (3 Credit Hours)
- HEA 110 Personal Health/Wellness (3 Credit Hours)
- HEA 112 First Aid & CPR (2 Credit Hours)
- HIS 111 World Civilizations I (3 Credit Hours)
- HIS 112 World Civilizations II (3 Credit Hours)
- HIS 121 Western Civilization I (3 Credit Hours)
- HIS 122 Western Civilization II (3 Credit Hours)
- HIS 131 American History I (3 Credit Hours)
- HIS 132 American History II (3 Credit Hours)
- HUM 120 Cultural Studies (3 Credit Hours)
- HUM 180 Internat Cultural Explor (3 Credit Hours)
- MAT 143 Quantitative Literacy (3 Credit Hours)
- MAT 152 Statistical Methods I (4 Credit Hours)
- MAT 167 Discrete Mathematics (3 Credit Hours)
- MAT 171 Precalculus Algebra (4 Credit Hours)
- MAT 172 Precalculus Trigonometry (4 Credit Hours)
- MAT 175 Precalculus (5 Credit Hours)
- MAT 252 Statistical Methods II (4 Credit Hours)
- MAT 263 Brief Calculus (4 Credit Hours)
- MAT 271 Calculus I (4 Credit Hours)
- MAT 272 Calculus II (4 Credit Hours)
- MAT 273 Calculus III (4 Credit Hours)
- MAT 280 Linear Algebra (3 Credit Hours)
- MAT 285 Differential Equations (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- MUS 112 Introduction to Jazz (3 Credit Hours)
- PED 110 Fit and Well for Life (2 Credit Hours)
- PED 113 Aerobics I (1 Credit Hour)
- PED 117 Weight Training I (1 Credit Hour)
- PED 118 Weight Training II (1 Credit Hour)
- PED 119 Circuit Training (1 Credit Hour)
- PED 122 Yoga I (1 Credit Hour)
- PED 123 Yoga II (1 Credit Hour)
- PHI 215 Philosophical Issues (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)
- PHY 110 Conceptual Physics (3 Credit Hours)
- PHY 110A Conceptual Physics Lab (1 Credit Hour)
- PHY 151 College Physics I (4 Credit Hours)
- PHY 152 College Physics II (4 Credit Hours)
- PHY 251 General Physics I (4 Credit Hours)
- PHY 252 General Physics II (4 Credit Hours)
- POL 120 American Government (3 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)
- PSY 237 Social Psychology (3 Credit Hours)
- PSY 241 Developmental Psych (3 Credit Hours)
- PSY 281 Abnormal Psychology (3 Credit Hours)
- REL 110 World Religions (3 Credit Hours)
- SOC 210 Introduction to Sociology (3 Credit Hours)

- SOC 220 Social Problems (3 Credit Hours)
- SOC 225 Social Diversity (3 Credit Hours)
- SPA 111 Elementary Spanish I (3 Credit Hours)
- SPA 112 Elementary Spanish II (3 Credit Hours)
- WBL 111 Work-Based Learning I (1 Credit Hour)

Total Program Hours: 60-61

Note(s):

**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.*

Students will not receive credit for both BIO 110 and BIO 111. Students will not receive credit for both CHM 131 and CHM 151. Students will not receive credit for MAT 171, MAT 172, and MAT 175. Students will not receive credit for both PHY 151 and PHY 251. Students will not receive credit for both PHY 152 and PHY 252. Students will not receive credit for both MAT 263 and MAT 271.

Associate in Science in Teacher Preparation (A1040T)

The Associate in Science degree shall be granted for planned programs of study consisting of minimum of 60 and a maximum of 61 semester hours of approved college transfer courses with a grade of "C" or better in each course.

Within the degree programs, the college shall include opportunities for the achievement of competence in reading, writing, oral communications, fundamental mathematical skills, and the basic use of computers.

Program Learning Outcomes

Graduates will:

Demonstrate general education competencies in the following areas:

Competency 1: Information Literacy and Educational Technology

Students will meet this competency through the completion of both objectives 1a and 1b.

Objective 1a: Access, use, and evaluate information in a variety of formats.

Objective 1b: Use educational technologies to achieve academic and work-related goals.

Competency 2: Communication

Students will meet this competency through assessments in both ENG 111 and ENG 112 or ENG 114.

Objective: Communicate effectively through writing, reading, and speaking

Competency 3: Computational and/or Scientific Reasoning

Students will meet this competency through the completion of objectives 3a, 3b, or 3c.

Objective 3a: Analyze mathematical problems and quantitative data to make logical decisions.

Objective 3b: Demonstrate knowledge of the natural sciences and use this knowledge to analyze problems and make rational decisions.

Objective 3c: Demonstrate knowledge of the role and function of computers to solve problems.

Competency 4: Humanities and Fine Arts

Students will meet this competency through the completion of objectives 4a, 4b, or 4c.

Objective 4a: Demonstrate knowledge of philosophical and/or religious beliefs, assumptions, and values.

Objective 4b: Demonstrate knowledge of cultural and artistic significance within the fine arts.

Objective 4c: Demonstrate knowledge of literary works within a historical and cultural context.

Competency 5: Social and Behavioral Sciences

Students will meet this competency through the completion of objectives 5a or 5b.

Objective 5a: Demonstrate knowledge of the historical patterns in political, cultural, and economic life and their impact on human societies.

Objective 5b: Demonstrate knowledge of the reciprocal interactions among self, society, and the environment.

General Education Courses (45 SHC)*

English Composition (6 SHC)

The following two (2) courses are required.

- ENG 111 Writing and Inquiry (3 Credit Hours)
- ENG 112 Writing/Research in the Disc (3 Credit Hours)

Humanities/Fine Arts (6 SHC)

Select two (2) courses from at least two (2) of the following discipline areas.

- ART 111 Art Appreciation (3 Credit Hours)
- ART 114 Art History Survey I (3 Credit Hours)
- ART 115 Art History Survey II (3 Credit Hours)
- COM 120 Intro Interpersonal Com (3 Credit Hours)
- COM 231 Public Speaking (3 Credit Hours)
- ENG 231 American Literature I (3 Credit Hours)
- ENG 232 American Literature II (3 Credit Hours)
- ENG 241 British Literature I (3 Credit Hours)
- ENG 242 British Literature II (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- MUS 112 Introduction to Jazz (3 Credit Hours)
- PHI 215 Philosophical Issues (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)

Social/Behavioral Sciences (3 SHC)

Select one (1) course from the following discipline areas.

- ECO 251 Prin of Microeconomics (3 Credit Hours)
- ECO 252 Prin of Macroeconomics (3 Credit Hours)
- HIS 111 World Civilizations I (3 Credit Hours)
- HIS 112 World Civilizations II (3 Credit Hours)
- HIS 131 American History I (3 Credit Hours)
- HIS 132 American History II (3 Credit Hours)
- POL 120 American Government (3 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)
- SOC 210 Introduction to Sociology (3 Credit Hours)

Mathematics (8 SHC)

Select two (2) of the following courses.

- MAT 171 Precalculus Algebra (4 Credit Hours)
- MAT 172 Precalculus Trigonometry (4 Credit Hours)
- MAT 263 Brief Calculus (4 Credit Hours)
- MAT 271 Calculus I (4 Credit Hours)
- MAT 272 Calculus II (4 Credit Hours)

Natural Sciences (8 SHC)

Select one (1) of the following groups.

Group 1

- BIO 111 General Biology I (4 Credit Hours)
- BIO 112 General Biology II (4 Credit Hours)

Group 2

- CHM 151 General Chemistry I (4 Credit Hours)
- CHM 152 General Chemistry II (4 Credit Hours)

Group 3

- PHY 151 College Physics I (4 Credit Hours)
- PHY 152 College Physics II (4 Credit Hours)

Group 4

- PHY 251 General Physics I (4 Credit Hours)

- PHY 252 General Physics II (4 Credit Hours)

Group 5

- BIO 110 Principles of Biology (4 Credit Hours)
- GEL 111 Geology (4 Credit Hours)

Group 6

- BIO 110 Principles of Biology (4 Credit Hours)
- PHY 110 Conceptual Physics (3 Credit Hours)
- PHY 110A Conceptual Physics Lab (1 Credit Hour)

Group 7

- GEL 111 Geology (4 Credit Hours)
- PHY 110 Conceptual Physics (3 Credit Hours)
- PHY 110A Conceptual Physics Lab (1 Credit Hour)

Additional General Education Hours (14 SHC)

Required:

- SOC 225 Social Diversity (3 Credit Hours)

An additional 11 SHC of courses should be selected from courses classified as general education courses within the Comprehensive Articulation Agreement. Students should select these courses based on their intended major and transfer university.

- ART 111 Art Appreciation (3 Credit Hours)
- ART 114 Art History Survey I (3 Credit Hours)
- ART 115 Art History Survey II (3 Credit Hours)
- BIO 110 Principles of Biology (4 Credit Hours)
- BIO 111 General Biology I (4 Credit Hours)
- BIO 112 General Biology II (4 Credit Hours)
- CHM 131 Introduction to Chemistry (3 Credit Hours)
- CHM 131A Introduction to Chemistry Lab (1 Credit Hour)
- CHM 132 Organic and Biochemistry (4 Credit Hours)
- CHM 151 General Chemistry I (4 Credit Hours)
- CHM 152 General Chemistry II (4 Credit Hours)
- CIS 110 Introduction to Computers (3 Credit Hours)
- COM 110 Introduction to Communication (3 Credit Hours)
- COM 120 Intro Interpersonal Com (3 Credit Hours)
- COM 231 Public Speaking (3 Credit Hours)
- ECO 251 Prin of Microeconomics (3 Credit Hours)
- ECO 252 Prin of Macroeconomics (3 Credit Hours)
- ENG 231 American Literature I (3 Credit Hours)
- ENG 232 American Literature II (3 Credit Hours)
- ENG 241 British Literature I (3 Credit Hours)
- ENG 242 British Literature II (3 Credit Hours)

- GEL 111 Geology (4 Credit Hours)
- GEO 111 World Regional Geography (3 Credit Hours)
- HIS 111 World Civilizations I (3 Credit Hours)
- HIS 112 World Civilizations II (3 Credit Hours)
- HIS 121 Western Civilization I (3 Credit Hours)
- HIS 122 Western Civilization II (3 Credit Hours)
- HIS 131 American History I (3 Credit Hours)
- HIS 132 American History II (3 Credit Hours)
- MAT 143 Quantitative Literacy (3 Credit Hours)
- MAT 152 Statistical Methods I (4 Credit Hours)
- MAT 171 Precalculus Algebra (4 Credit Hours)
- MAT 172 Precalculus Trigonometry (4 Credit Hours)
- MAT 263 Brief Calculus (4 Credit Hours)
- MAT 271 Calculus I (4 Credit Hours)
- MAT 272 Calculus II (4 Credit Hours)
- MAT 273 Calculus III (4 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- MUS 112 Introduction to Jazz (3 Credit Hours)
- PHI 215 Philosophical Issues (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)
- PHY 110 Conceptual Physics (3 Credit Hours)
- PHY 110A Conceptual Physics Lab (1 Credit Hour)
- PHY 151 College Physics I (4 Credit Hours)
- PHY 152 College Physics II (4 Credit Hours)
- PHY 251 General Physics I (4 Credit Hours)
- PHY 252 General Physics II (4 Credit Hours)
- POL 120 American Government (3 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)
- PSY 237 Social Psychology (3 Credit Hours)
- PSY 241 Developmental Psych (3 Credit Hours)
- PSY 281 Abnormal Psychology (3 Credit Hours)
- REL 110 World Religions (3 Credit Hours)
- SOC 210 Introduction to Sociology (3 Credit Hours)
- SOC 220 Social Problems (3 Credit Hours)
- SPA 111 Elementary Spanish I (3 Credit Hours)
- SPA 112 Elementary Spanish II (3 Credit Hours)
- SPA 211 Intermediate Spanish I (3 Credit Hours)
- SPA 212 Intermediate Spanish II (3 Credit Hours)

Other Required Hours (15 SHC)

The following courses are required:

- ACA 122 College Transfer Success (1 Credit Hour)
- EDU 187 Teaching and Learning for All (4 Credit Hours) *
- EDU 216 Foundations of Education (3 Credit Hours)
- EDU 250 Teacher Licensure Preparation (3 Credit Hours)
- EDU 279 Literacy Develop and Instruct (4 Credit Hours)

Total Program Hours: 60-61

Note(s):

**Students who have completed Teacher Cadet or Teaching as a Profession courses in in high school with a B or better may substitute that course for EDU 187 Teaching and Learning for All.*

College Transfer Associate in Fine Arts in Visual Arts

Associate in Fine Arts in Visual Arts (A10600)

The Associate in Fine Arts in Visual Arts (A.F.A.) is a 60-61 credit hour degree intended for students transferring to a Bachelor in Fine Arts (B.F.A.) four year program or those with a strong interest in visual art. The degree shall be granted for planned programs of study consisting of approved college transfer courses with a grade of "C" or better in each course. The A.F.A. is designed to encourage students to focus their course work to achieve an associate degree that builds a strong foundation in art and design fundamentals. This degree combines a high concentration of art course work with general education courses. A culminating show of student work will be required for graduation.

The Associate in Fine Arts in Visual Arts degree program prepares students for many career options in art and design. Each participant receives foundational training for entry into a career as an art professional. Students who transfer from Gaston College pursue majors such as: Animation, Architecture, Art Education, Art History, Art Therapy, Computer Art/Design, Commercial Art, Design, Fashion Design, Fine Arts, Graphic Design, Illustration, Interior Design, Museum Studies, Photography, Studio Arts, Visual Communications, or Web Design.

Upon completion of the degree, our students traditionally transfer into a B.F.A. program at a four-year university. Students who intend to transfer their credits into a bachelor's degree art program should carefully plan their courses with a Gaston College advisor to be certain they will meet the requirements at the four-year college or university. Students who have not decided upon a major but intend to transfer their credits towards a four-year degree should also consult with a counselor from the four-year school to be certain they will fulfill all of the general education requirements.

Program Learning Outcomes

Graduates will:

1. Demonstrate use of the elements of art and apply the principles of design to create original compositions.
2. Produce a body of work that demonstrates fundamental competence with traditional and current art methods, processes, and techniques in a variety of art media.
3. Recognize and analyze the aesthetic, social, and historical context of major and diverse artistic periods and styles.
4. Use the terminology of visual arts to communicate effectively through writing and/or speaking.
5. Demonstrate competence in the preparation of a digital portfolio and a culminating pre-graduation exhibition.

A culminating show of student work will be required for graduation.

General Education Courses (25 SHC)*

English Composition (6 SHC)

The following two (2) courses are required.

- ENG 111 Writing and Inquiry (3 Credit Hours)
- ENG 112 Writing/Research in the Disc (3 Credit Hours)

Humanities/Fine Arts (6 SHC)

Select two (2) courses from two (2) of the following discipline areas.

- ART 111 Art Appreciation (3 Credit Hours)
- COM 120 Intro Interpersonal Com (3 Credit Hours)
- COM 231 Public Speaking (3 Credit Hours)
- ENG 231 American Literature I (3 Credit Hours)
- ENG 232 American Literature II (3 Credit Hours)
- ENG 241 British Literature I (3 Credit Hours)
- ENG 242 British Literature II (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- MUS 112 Introduction to Jazz (3 Credit Hours)
- PHI 215 Philosophical Issues (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)

Social/Behavioral Sciences (6 SHC)

Select two (2) courses from two (2) of the following discipline areas.

- ECO 251 Prin of Microeconomics (3 Credit Hours)
- ECO 252 Prin of Macroeconomics (3 Credit Hours)
- HIS 111 World Civilizations I (3 Credit Hours)
- HIS 112 World Civilizations II (3 Credit Hours)
- HIS 131 American History I (3 Credit Hours)
- HIS 132 American History II (3 Credit Hours)
- POL 120 American Government (3 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)
- SOC 210 Introduction to Sociology (3 Credit Hours)

Mathematics (3-4 SHC)

Select one (1) of the following courses.

- MAT 143 Quantitative Literacy (3 Credit Hours)
- MAT 152 Statistical Methods I (4 Credit Hours)
- MAT 171 Precalculus Algebra (4 Credit Hours)

Natural Sciences (4 SHC)

Select one (1) course, including accompanying laboratory work, from the following courses.

- BIO 110 Principles of Biology (4 Credit Hours)
- BIO 111 General Biology I (4 Credit Hours)
- CHM 151 General Chemistry I (4 Credit Hours)
- GEL 111 Geology (4 Credit Hours)
- PHY 110 Conceptual Physics (3 Credit Hours)
  AND

- PHY 110A Conceptual Physics Lab (1 Credit Hour)

Other Required Hours (35 SHC)

The following courses are required.

- ACA 122 College Transfer Success (1 Credit Hour)
- ART 114 Art History Survey I (3 Credit Hours)
- ART 115 Art History Survey II (3 Credit Hours)
- ART 121 Two-Dimensional Design (3 Credit Hours)
- ART 122 Three-Dimensional Design (3 Credit Hours)
- ART 131 Drawing I (3 Credit Hours)
- ART 214 Portfolio and Resume (1 Credit Hour)

Electives (12 SHC)

Select twelve (12) credit hours from the following courses.

- ART 171 Digital Design I (3 Credit Hours)
- ART 231 Printmaking I (3 Credit Hours)
- ART 240 Painting I (3 Credit Hours)
- ART 264 Digital Photography I (3 Credit Hours)
- ART 281 Sculpture I (3 Credit Hours)
- ART 283 Ceramics I (3 Credit Hours)

Electives (6 SHC)

Select six (6) credit hours from the following courses.

- ART 113 Art Methods and Materials (3 Credit Hours)
- ART 132 Drawing II (3 Credit Hours)
- ART 171 Digital Design I (3 Credit Hours)
- ART 231 Printmaking I (3 Credit Hours)
- ART 232 Printmaking II (3 Credit Hours)
- ART 240 Painting I (3 Credit Hours)
- ART 241 Painting II (3 Credit Hours)
- ART 244 Watercolor (3 Credit Hours)
- ART 264 Digital Photography I (3 Credit Hours)
- ART 265 Digital Photography II (3 Credit Hours)
- ART 266 Videography I (3 Credit Hours)
- ART 267 Videography II (3 Credit Hours)
- ART 271 Digital Design II (3 Credit Hours)
- ART 275 Introduction to Graphic Design (3 Credit Hours)
- ART 281 Sculpture I (3 Credit Hours)
- ART 282 Sculpture II (3 Credit Hours)
- ART 283 Ceramics I (3 Credit Hours)
- ART 284 Ceramics II (3 Credit Hours)
- ART 285 Ceramics III (3 Credit Hours)

- ART 286 Ceramics IV (3 Credit Hours)
- ART 288 Studio (3 Credit Hours)
- SPA 111 Elementary Spanish I (3 Credit Hours)
- SPA 112 Elementary Spanish II (3 Credit Hours)
- WBL 111 Work-Based Learning I (1 Credit Hour)

Total Program Hours: 60-61

Note(s):

**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

Associate in Engineering (A10500)

The Associate in Engineering includes required general education and prerequisite courses that are acceptable to all state funded Bachelor of Engineering programs. Students who follow the degree progression plan will meet the entrance requirements at all of the North Carolina public Bachelor of Science Engineering programs. Associate in Engineering graduates may then apply to any of these programs without taking additional and sometimes duplicative courses.

Admission to Engineering programs is highly competitive and admission is not guaranteed. To be eligible for the transfer of credits under the AE to the Bachelor of Science in Engineering Articulation Agreement, community college graduates must obtain a grade of "C" or better in each course and an overall GPA of at least 2.5 on a 4.0 scale.

Program Learning Outcomes

Graduates will:

Demonstrate general education competencies in the following areas:

Competency 1: Information Literacy and Educational Technology

Students will meet this competency through the completion of both objectives 1a and 1b.

Objective 1a: Access, use, and evaluate information in a variety of formats.

Objective 1b: Use educational technologies to achieve academic and work-related goals.

Competency 2: Communication

Students will meet this competency through assessments in both ENG 111 and ENG 112, ENG 114, COM 120, or COM 231.

Objective: Communicate effectively through writing, reading, and speaking

Competency 3: Computational and/or Scientific Reasoning

Students will meet this competency through the completion of objectives 3a, 3b, or 3c.

Objective 3a: Analyze mathematical problems and quantitative data to make logical decisions.

Objective 3b: Demonstrate knowledge of the natural sciences and use this knowledge to analyze problems and make rational decisions.

Objective 3c: Demonstrate knowledge of the role and function of computers to solve problems.

Competency 4: Humanities and Fine Arts

Students will meet this competency through the completion of objectives 4a, 4b, or 4c.

Objective 4a: Demonstrate knowledge of philosophical and/or religious beliefs, assumptions, and values.

Objective 4b: Demonstrate knowledge of cultural and artistic significance within the fine arts.

Objective 4c: Demonstrate knowledge of literary works within a historical and cultural context.

Competency 5: Social and Behavioral Sciences

Students will meet this competency through the completion of objectives 5a or 5b.

Objective 5a: Demonstrate knowledge of the historical patterns in political, cultural, and economic life and their impact on human societies.

Objective 5b: Demonstrate knowledge of the reciprocal interactions among self, society, and the environment.

General Education Requirements (45 SHC)*

English (6 SHC)

Take six (6) credit hours.

- ENG 111 Writing and Inquiry (3 Credit Hours)
- ENG 112 Writing/Research in the Disc (3 Credit Hours)

Humanities/Fine Arts (6 SHC)

Select three (3) credit hours.

- ENG 231 American Literature I (3 Credit Hours)
- ENG 232 American Literature II (3 Credit Hours)
- ENG 241 British Literature I (3 Credit Hours)
- ENG 242 British Literature II (3 Credit Hours)
- PHI 215 Philosophical Issues (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)

Select three (3) credit hours.

- ART 111 Art Appreciation (3 Credit Hours)
- ART 114 Art History Survey I (3 Credit Hours)
- ART 115 Art History Survey II (3 Credit Hours)
- COM 231 Public Speaking (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- MUS 112 Introduction to Jazz (3 Credit Hours)

Social/Behavioral Sciences (6 SHC)

Take three (3) credit hours.

- ECO 251 Prin of Microeconomics (3 Credit Hours)

Select three (3) credit hours.

- HIS 111 World Civilizations I (3 Credit Hours)
- HIS 112 World Civilizations II (3 Credit Hours)
- HIS 131 American History I (3 Credit Hours)
- HIS 132 American History II (3 Credit Hours)
- POL 120 American Government (3 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)
- SOC 210 Introduction to Sociology (3 Credit Hours)

Natural Sciences/Math (24 SHC)

Take 24 credit hours.

- CHM 151 General Chemistry I (4 Credit Hours)
- MAT 271 Calculus I (4 Credit Hours)
- MAT 272 Calculus II (4 Credit Hours)
- MAT 273 Calculus III (4 Credit Hours)
- PHY 251 General Physics I (4 Credit Hours)
- PHY 252 General Physics II (4 Credit Hours)

Other General Education (3-4 SHC)

Select one (1) of the following courses.

- BIO 111 General Biology I (4 Credit Hours)
- CHM 152 General Chemistry II (4 Credit Hours)
- COM 110 Introduction to Communication (3 Credit Hours)
- COM 231 Public Speaking (3 Credit Hours)
- ECO 252 Prin of Macroeconomics (3 Credit Hours)
- GEL 111 Geology (4 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)

Total Credit Hours: 45

Other Required Hours

Select three (3) credit hours.

- ACA 122 College Transfer Success (1 Credit Hour)
- EGR 150 Intro to Engineering (2 Credit Hours)

Select twelve (12) credit hours.

- BIO 111 General Biology I (4 Credit Hours)
- CHM 152 General Chemistry II (4 Credit Hours)
- CHM 251 Organic Chemistry I (4 Credit Hours)
- CHM 252 Organic Chemistry II (4 Credit Hours)
- COM 110 Introduction to Communication (3 Credit Hours)

- COM 231 Public Speaking (3 Credit Hours)
- CSC 134 C++ Programming (3 Credit Hours)
- CSC 151 JAVA Programming (3 Credit Hours)
- DFT 170 Engineering Graphics (3 Credit Hours)
- ECO 252 Prin of Macroeconomics (3 Credit Hours)
- EGR 220 Engineering Statics (3 Credit Hours)
- GEL 111 Geology (4 Credit Hours)
- MAT 280 Linear Algebra (3 Credit Hours)
- MAT 285 Differential Equations (3 Credit Hours)
- PED 110 Fit and Well for Life (2 Credit Hours)
- WBL 111 Work-Based Learning I (1 Credit Hour)

Total Credit Hours: 15

Total Program Hours: 60

Note(s):

**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 General Education

Associate in General Education-Nursing (A1030N)

The Associate in General Education (AGE) - Nursing degree is designed for students who wish to begin their study toward the Associate in Nursing degree and a Baccalaureate Degree in Nursing based on the Registered Nurse to Bachelor of Science in Nursing Articulation Agreement (RN to BSN AA) between the State Board of North Carolina Community Colleges and The University of North Carolina Board of Governors. It applies to all NC community colleges that operate associate degree nursing programs and to those eleven constituent institutions of The University of North Carolina that operate RN to BSN Programs (Appalachian State University, Fayetteville State University, East Carolina University, North Carolina Agricultural & Technical University, North Carolina Central University, UNC-Charlotte, UNC-Greensboro, UNC-Pembroke, UNC-Wilmington, Western Carolina University and Winston-Salem State University).

The AGE - Nursing degree shall be granted for planned programs of study consisting of a minimum of 61 semester hours of approved college transfer courses with a grade of C or better in each course.

Program Learning Outcomes

Graduates will:

Demonstrate general education competencies in the following areas:

Competency 1: Information Literacy and Educational Technology

Students will meet this competency through the completion of both objectives 1a and 1b.

Objective 1a: Access, use, and evaluate information in a variety of formats.

Objective 1b: Use educational technologies to achieve academic and work-related goals.

Competency 2: Communication

Students will meet this competency through assessments in both ENG 111 and ENG 112, ENG 114, COM 120, or COM 231.

Objective: Communicate effectively through writing, reading, and speaking.

Competency 3: Computational and/or Scientific Reasoning

Students will meet this competency through the completion of objectives 3a, 3b, or 3c.

Objective 3a: Analyze mathematical problems and quantitative data to make logical decisions.

Objective 3b: Demonstrate knowledge of the natural sciences and use this knowledge to analyze problems and make rational decisions.

Objective 3c: Demonstrate knowledge of the role and function of computers to solve problems.

Competency 4: Humanities and Fine Arts

Students will meet this competency through the completion of objectives 4a, 4b, or 4c.

Objective 4a: Demonstrate knowledge of philosophical and/or religious beliefs, assumptions, and values.

Objective 4b: Demonstrate knowledge of cultural and artistic significance within the fine arts.

Objective 4c: Demonstrate knowledge of literary works within a historical and cultural context.

Competency 5: Social and Behavioral Sciences

Students will meet this competency through the completion of objectives 5a or 5b.

Objective 5a: Demonstrate knowledge of the historical patterns in political, cultural, and economic life and their impact on human societies.

Objective 5b: Demonstrate knowledge of the reciprocal interactions among self, society, and the environment.

General Education Courses (54 SHC)*

English Composition (6 SHC)

The following two (2) courses are required.

- ENG 111 Writing and Inquiry (3 Credit Hours)
- ENG 112 Writing/Research in the Disc (3 Credit Hours)

Humanities/Fine Arts (9 SHC)

Select two (2) courses from the following.

- ART 111 Art Appreciation (3 Credit Hours)
- ART 114 Art History Survey I (3 Credit Hours)
- ART 115 Art History Survey II (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- MUS 112 Introduction to Jazz (3 Credit Hours)

- PHI 215 Philosophical Issues (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)

Select one (1) course from the following.

- ENG 231 American Literature I (3 Credit Hours)
- ENG 232 American Literature II (3 Credit Hours)

Social/Behavioral Sciences (15 SHC)

The following three (3) courses are required.

- PSY 150 General Psychology (3 Credit Hours)
- PSY 241 Developmental Psych (3 Credit Hours)
- SOC 210 Introduction to Sociology (3 Credit Hours)

Select one (1) course from the following.

- SOC 220 Social Problems (3 Credit Hours)
- SOC 225 Social Diversity (3 Credit Hours)

Select one (1) course from the following.

- HIS 111 World Civilizations I (3 Credit Hours)
- HIS 112 World Civilizations II (3 Credit Hours)
- HIS 131 American History I (3 Credit Hours)
- HIS 132 American History II (3 Credit Hours)

Natural Sciences (16 SHC)

The following four (4) courses are required.

- BIO 168 Anatomy and Physiology I (4 Credit Hours)
- BIO 169 Anatomy and Physiology II (4 Credit Hours)
- BIO 275 Microbiology (4 Credit Hours)
- CHM 151 General Chemistry I (4 Credit Hours)

Mathematics (8 SHC)

The following two (2) courses are required.

- MAT 152 Statistical Methods I (4 Credit Hours)
- MAT 171 Precalculus Algebra (4 Credit Hours)

Other Required Hours (7 SHC)

The following course is required.

- ACA 122 College Transfer Success (1 Credit Hour)

Select six (6) Credit Hours from the following courses.

- BIO 155 Nutrition (3 Credit Hours)
- CHM 152 General Chemistry II (4 Credit Hours)
- CIS 110 Introduction to Computers (3 Credit Hours)
- COM 110 Introduction to Communication (3 Credit Hours)
- COM 231 Public Speaking (3 Credit Hours)
- HEA 110 Personal Health/Wellness (3 Credit Hours)

- HEA 112 First Aid & CPR (2 Credit Hours)
- PSY 281 Abnormal Psychology (3 Credit Hours)
- SPA 111 Elementary Spanish I (3 Credit Hours)
- SPA 112 Elementary Spanish II (3 Credit Hours)

Total Program Hours: 61

Note(s):

**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.*

Computer-Integrated Machining

Diploma

Computer - Integrated Machining Diploma (D50210)

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 Learning Outcomes

Graduates will:

1. Demonstrate hands-on concepts of CNC and Manual Lathe including, Turning OD shoulders, Drilling, and Boring, Parting off, OD and ID Threading as well as OD and ID Grooving.
2. Demonstrate hands-on concepts of CNC and Manual Milling including Facing, End Milling, Drilling, Tapping, Counter Boring, and Counter Sinking.
3. Demonstrate the ability to read blueprints as well as the ability to think critically in complex problem solving tasks.
4. Demonstrate the ability and knowledge to use and properly care for shop inspecting equipment including Dial and Veneer Calipers, OD and ID Micrometers, Metal Scales, Depth Micrometers, Height Gages, and Gage Blocks.
5. Demonstrate the ability to use an Offline tool pre-setter.
6. Demonstrate Intermediate level skills using CAM (Computer Aided Manufacturing) software with both CNC Turning Centers and Milling Machines
   a. Software used includes Fusion 360, and HSM Edit

Fall

- ACA 122 College Transfer Success (1 Credit Hour)

- BPR 111 Print Reading (2 Credit Hours)
- MAC 122 CNC Turning (2 Credit Hours)
- MAC 141 Machine Applications I (4 Credit Hours)
- MAC 231 CAMCNC Turning (3 Credit Hours)

Total Credit Hours: 12

Spring

- MAC 124 CNC Milling (2 Credit Hours)
- MAC 142 Machine Applications II (4 Credit Hours)
- MAC 232 CAMCNC Milling (3 Credit Hours)

Total Credit Hours: 9

Summer

- CIS 111 Basic PC Literacy (2 Credit Hours)

Total Credit Hours: 2

Fall

- MAT 110 Math Measurement & Literacy (3 Credit Hours)

or

- MAT 121 Algebra/Trigonometry I (3 Credit Hours)
- MAC 180 CNC Turn: Prog Set & Oper (4 Credit Hours)

Total Credit Hours: 7

Spring

- COM 110 Introduction to Communication (3 Credit Hours)

or

- ENG 111 Writing and Inquiry (3 Credit Hours)
- MAC 181 CNC Mill: Prog Set & Oper (4 Credit Hours)

Total Credit Hours: 7

Summer

- MAC 233 Appl in CNC Machining (6 Credit Hours)

Total Credit Hours: 6

Total Program Hours: 43

Note(s):

Most courses taken in this diploma program may be applied toward the Associate in Applied Science degree in Computer-Integrated Machining.

Certificate

Computer-Integrated Machining - CNC and Manual Turning Operator Certificate (C50210A)

This curriculum is designed to give an individual entry-level skills needed to gain employment as a machinist or (CNC) Computer Numerical Control Programmer.

It is recommended that students have the necessary math and reading skills before enrollment in this program.

Program Learning Outcomes

Graduates will:

1. Demonstrate hands-on concepts of CNC and Manual Lathe including, Turning OD shoulders, Drilling, and Boring, Parting off, OD and ID Threading as well as OD and ID Grooving.
2. Demonstrate the ability to read blueprints as well as the ability to think critically in complex problem solving tasks.
3. Demonstrate the ability and knowledge to use and properly care for shop inspecting equipment including Dial and Veneer Calipers, OD and ID Micrometers, Metal Scales, Depth Micrometers, Height Gages, and Gage Blocks.

Major Courses

- BPR 111 Print Reading (2 Credit Hours)
- MAC 122 CNC Turning (2 Credit Hours)
- MAC 141 Machine Applications I (4 Credit Hours)
- MAC 180 CNC Turn: Prog Set & Oper (4 Credit Hours)
- MAC 231 CAMCNC Turning (3 Credit Hours)

Total Program Hours: 15

Note(s):

The courses taken in this certificate program may be applied toward the Associate in Applied Science degree in Computer-Integrated Machining.

Computer-Integrated Machining - CNC and Manual Milling Operator Certificate (C50210B)

This curriculum is designed to give an individual entry-level skills needed to gain employment as a machinist or Computer Numerical Control Programmer (CNC).

It is recommended that students have the necessary math and reading skill before enrollment in this program.

Program Learning Outcomes

Graduates will:

1. Demonstrate hands-on concepts of CNC Milling including Facing, End Milling, Drilling, Tapping, Counter Boring, and Counter Sinking.
2. Demonstrate the ability to read blueprints as well as the ability to think critically in complex problem solving tasks.
3. Demonstrate the ability and knowledge to use and properly care for shop inspecting equipment including Dial and Veneer Calipers, OD and ID Micrometers, Metal Scales, Depth Micrometers, Height Gages, and Gage Blocks.

Major Courses

- MAC 124 CNC Milling (2 Credit Hours)
- MAC 142 Machine Applications II (4 Credit Hours)
- MAC 181 CNC Mill: Prog Set & Oper (4 Credit Hours)
- MAC 232 CAMCNC Milling (3 Credit Hours)

Total Program Hours: 13

Note(s):

The courses taken in this certificate program may be applied toward the Associate in Applied Science degree in Computer-Integrated Machining.

Computer-Integrated Machining - General Machine Operator Certificate (C50210C)

This curriculum is designed to give an individual entry-level skills needed to gain employment as a General Machine Operator for any major manufacturing, processing or packaging company.

It is recommended that students have the necessary math and reading skills before enrollment in this program.

Program Learning Outcomes

Demonstrate hands-on concepts of Manual Milling including Facing, End Milling, Drilling, Tapping, Counter Boring, and Counter Sinking.

- Demonstrate hands-on concepts Manual Lathe including, Turning OD shoulders, Drilling, and Boring, Parting off, OD and ID Threading as well as OD and ID Grooving.
- Demonstrate the ability to read blueprints as well as the ability to think critically in complex problem solving tasks.

- Demonstrate the ability and knowledge to use and properly care for shop inspecting equipment including Dial and Veneer Calipers, OD and ID Micrometers, Metal Scales, Depth Micrometers, Height Gages, and Gage Blocks.

Major Courses

- MAC 122 CNC Turning (2 Credit Hours)
- MAC 124 CNC Milling (2 Credit Hours)
- MAC 141 Machine Applications I (4 Credit Hours)
- MAC 142 Machine Applications II (4 Credit Hours)

Total Program Hours: 12

Note(s):

The courses taken in this certificate program may be applied toward the Associate in Applied Science degree in Computer-Integrated Machining.

Cosmetology

Associate of Applied Science

Cosmetology, A.A.S. (A55140)

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 North Carolina 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 Learning Outcomes

Graduates will:

1. Demonstrate the use of safety and infection control practices as they perform client services.
2. Conduct cosmetic services successfully by applying Professional Ethics.
3. Develop cosmetology skills including hairstyling, haircutting, chemical applications, various hair color services, wet setting, thermal styling, ethnic hairstyling, manicures, pedicures, artificial nails, artificial hair, and skin care services.
4. Pass a mock final examination of the North Carolina Board of Cosmetic Arts examination prior to completing the program.
5. Demonstrate appropriate customer service attributes to ensure effective client consultations and customer relations.
6. Demonstrate effective public speaking skills to ensure effective client consultations and customer relations.
7. Demonstrate effective management skills to maximize daily business operations.

Course Selection Information

Students, to help you progress in your degree program, take prerequisite courses along with English and Math early in your academic career. This will align you for greater success in completing your program of study. Click on the courses listed below to ensure you are aware of prerequisites. The order shown below under the student program priorities is a guide.

Student Program Priorities:

1. COS 111, COS 112

Licensure

Gaston College Cosmetology Associate Degree program is licensed by the N.C. Board of Cosmetic Art Examiners.

Admission Information

Students applying for admission to this program MUST meet all Gaston College admission requirements for General Admission to the College. In addition, students will need to demonstrate college readiness for English and math as exhibited through the college placement test, a placement test waiver, or completion of the acceptable coursework. Your academic advisor will be able to assist you in determining your college readiness.

For students interested in applying to this program at Gaston College, please note that it has limited enrollment and participates in a selective admission criteria process to select the most qualified applicants for admission. Students will need to make an appointment with their Admissions Specialist/Advisor in order to review admission requirements and to verify if the student has met selective admission criteria in order to submit an application by the deadline. Students interested in participating in the selective admission process for this program can find additional information and program admission requirements under the subheading "limited enrollment/selective admission" in the College Catalog.

FIRST YEAR

Fall

- ACA 122 College Transfer Success (1 Credit Hour)
- COS 111 Cosmetology Concepts I (4 Credit Hours)
- COS 112 Salon I (8 Credit Hours)

Total Credit Hours: 13

Spring

- COS 113 Cosmetology Concepts II (4 Credit Hours)
- COS 114 Salon II (8 Credit Hours)
- CIS 110 Introduction to Computers (3 Credit Hours)
- COS 250 Computerized Salon Ops (1 Credit Hour)

Total Credit Hours: 16

Summer

- COS 115 Cosmetology Concepts III (4 Credit Hours)

- COS 116 Salon III (4 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)

Total Credit Hours: 11

SECOND YEAR

Fall

- COS 117 Cosmetology Concepts IV (2 Credit Hours)
- COS 118 Salon IV (7 Credit Hours)
- ENG 111 Writing and Inquiry (3 Credit Hours)
- COS 240 Contemporary Design (2 Credit Hours)

Total Credit Hours: 14

Spring

- BIO 110 Principles of Biology (4 Credit Hours)
- BUS 125 Personal Finance (3 Credit Hours)
- BUS 230 Small Business Management (3 Credit Hours)
- COM 231 Public Speaking (3 Credit Hours)
- Humanities/Fine Arts Elective (3 Credit Hours)

Total Credit Hours: 16

Humanities/Fine Arts Electives

Select one (1) course from the following:

- ART 111 Art Appreciation (3 Credit Hours)
- ART 114 Art History Survey I (3 Credit Hours)
- ART 115 Art History Survey II (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- MUS 112 Introduction to Jazz (3 Credit Hours)
- PHI 215 Philosophical Issues (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)

Total Program Hours: 70

Note(s):

Upon completion of these requirements the student is eligible for an Associate of Applied Science degree, and may apply for the State Board of Cosmetic Arts examination. Upon successfully passing the State Board exam, graduates will be issued a license.

Diploma

Cosmetology Diploma (D55140)

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 profession 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 North Carolina 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 Learning Outcomes

Graduates will:

1. Demonstrate the use of safety and infection control practices as they perform client services.
2. Conduct cosmetic services successfully by applying Professional Ethics.
3. Develop cosmetology skills including hairstyling, haircutting, chemical applications, various hair color services, wet setting, thermal styling, ethnic hairstyling, manicures, pedicures, artificial nails, artificial hair, and skin care services.
4. Pass a mock final examination of the North Carolina Board of Cosmetic Arts examination prior to completing the program.

Licensure

Gaston College Cosmetology Diploma program is licensed by the N.C. Board of Cosmetic Art Examiners.

Admission Information

Students applying for admission to this program MUST meet all Gaston College admission requirements for General Admission to the College. In addition, students will need to demonstrate college readiness for English and math as exhibited through the college placement test, a placement test waiver, or completion of the acceptable coursework. Your academic advisor will be able to assist you in determining your college readiness.

For students interested in applying to this program at Gaston College, please note that it has limited enrollment and participates in a selective admission criteria process to select the most qualified applicants for admission. Students will need to make an appointment with their Admissions Specialist/Advisor in order to review admission requirements and to verify if the student has met selective admission criteria in order to submit an application by the deadline. Students interested in participating in the selective admission process for this program can find additional information and program admission requirements under the subheading "limited enrollment/selective admission" in the College Catalog.

FIRST YEAR

Fall

- COS 111 Cosmetology Concepts I (4 Credit Hours)
- COS 112 Salon I (8 Credit Hours)
- ENG 111 Writing and Inquiry (3 Credit Hours)

- COS 250 Computerized Salon Ops (1 Credit Hour)

Total Credit Hours: 16

Spring

- COS 113 Cosmetology Concepts II (4 Credit Hours)
- COS 114 Salon II (8 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)

Total Credit Hours: 15

Summer

- COS 115 Cosmetology Concepts III (4 Credit Hours)
- COS 116 Salon III (4 Credit Hours)

Total Credit Hours: 8

SECOND YEAR

Fall

- COS 117 Cosmetology Concepts IV (2 Credit Hours)
- COS 118 Salon IV (7 Credit Hours)

Total Credit Hours: 9

Total Program Hours: 48

Note(s):

Upon completion of these requirements the student is eligible for a diploma and may apply for the State Board of Cosmetic Arts examination. Upon successfully passing the State Board exam, graduates will be issued a license.

The courses taken in this diploma program may be applied toward the Associate in Applied Science degree in Cosmetology.

Certificate

Cosmetology Instructor Certificate (C55160)

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 Learning Outcomes

Graduates will:

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 North Carolina Board of Cosmetic Arts standards.
5. Keep accurate records of student performances in a clinical setting.

Licensure

Gaston College Cosmetology Instructor Certificate program is licensed by the N.C. Board of Cosmetic Art Examiners.

Admission Information

Students applying for admission to this program MUST meet all Gaston College admission requirements for General Admission to the College. In addition, students will need to demonstrate college readiness for English and math as exhibited through the college placement test, a placement test waiver, or completion of the acceptable coursework. Your academic advisor will be able to assist you in determining your college readiness.

For students interested in applying to this program at Gaston College, please note that it has limited enrollment and participates in a selective admission criteria process to select the most qualified applicants for admission. Students will need to make an appointment with their Admissions Specialist/Advisor in order to review admission requirements and to verify if the student has met selective admission criteria in order to submit an application by the deadline. Students interested in participating in the selective admission process for this program can find additional information and program admission requirements under the subheading "limited enrollment/selective admission" in the College Catalog.

Major Courses

- COS 271 Instructor Concepts I (5 Credit Hours)
- COS 272 Instructor Practicum I (7 Credit Hours)
- COS 273 Instructor Concepts II (5 Credit Hours)
- COS 274 Instructor Practicum II (7 Credit Hours)

Total Program Hours: 24

Note(s):

Upon completion of these requirements the student is eligible for a certificate and may apply for the State Board of Cosmetic Arts examination. Upon successfully passing the State Board exam, graduates will be issued a teaching certificate.

Criminal Justice Technology

Associate of Applied Science

Criminal Justice Technology, A.A.S. (A55180)

This Associate in Applied Science (A.A.S.) degree is a two-year program that prepares students for the workforce. However, there are some senior institutions where all or part of this degree is accepted as the first two years of a four-year program. Students interested in pursuing a four-year degree should consult an advisor.

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 Learning Outcomes

Graduates will:

1. Identify the roles and interrelationships between the principal components of the criminal justice system (i.e., law enforcement, the courts, parole, juvenile justice system, and corrections).
2. Describe criminal law and the elements of various crimes.
3. Interpret the constitutional rights of those accused of crimes and the related restrictions on law enforcement.
4. Identify detection and investigation procedures and techniques utilized in the criminal justice system.
5. Complete a search warrant application and seized item inventory.

Course Selection Information

Students, to help you progress in your degree program, take prerequisite courses along with English and Math early in your academic career. This will align you for greater success in completing your program of study. Click on the courses listed below to ensure you are aware of prerequisites. The order shown below under the student program priorities is a guide.

Student Program Priorities:

1. CJC 111, CJC 221, CJC 231

FIRST YEAR

Fall

- ACA 122 College Transfer Success (1 Credit Hour)
- CJC 111 Intro to Criminal Justice (3 Credit Hours)
- CJC 121 Law Enforcement Operations (3 Credit Hours)
- CJC 141 Corrections (3 Credit Hours)
- ENG 111 Writing and Inquiry (3 Credit Hours)

Total Credit Hours: 13

Spring

- CJC 112 Criminology (3 Credit Hours)
- CJC 160 Terrorism: Underlying Issues (3 Credit Hours)
- CJC 161 Intro Homeland Security (3 Credit Hours)
- CJC 231 Constitutional Law (3 Credit Hours)
- ENG 112 Writing/Research in the Disc (3 Credit Hours)

Total Credit Hours: 15

Summer

- Natural Science/Math Elective (3 Credit Hours)
- Humanities/Fine Arts Elective (3 Credit Hours)
- Social/Behavioral Science Elective (3 Credit Hours)

Total Credit Hours: 9

SECOND YEAR

Fall

- CJC 131 Criminal Law (3 Credit Hours)
- CJC 132 Court Procedure & Evidence (3 Credit Hours)
- CJC 221 Investigative Principles (4 Credit Hours)
- CJC 214 Victimology (3 Credit Hours)

Total Credit Hours: 13

Spring

- CJC 113 Juvenile Justice (3 Credit Hours)
- CJC 120 Interviews/Interrogations (2 Credit Hours)
- CJC 212 Ethics & Comm Relations (3 Credit Hours)
- CJC 225 Crisis Intervention (3 Credit Hours)
- CJC or Work-Based Learning Elective (3 Credit Hours)

Total Credit Hours: 14

CJC and Work-Based Learning Electives

Select three (3) credit hours from the following:

- CJC 170 Critical Incident Mgmt Pub Saf (3 Credit Hours)
- CJC 232 Civil Liability (3 Credit Hours)

- CJC 240 Law Enfor Mgt. & Supervis (3 Credit Hours)
- WBL 111 Work-Based Learning I (1 Credit Hour)
- WBL 112 Work-Based Learning I (2 Credit Hours)
- WBL 121 Work-Based Learning II (1 Credit Hour)
- WBL 122 Work-Based Learning II (2 Credit Hours)
- WBL 131 Work-Based Learning III (1 Credit Hour)

Humanities/Fine Arts Electives

Select one (1) course from the following:

- ART 111 Art Appreciation (3 Credit Hours)
- HUM 120 Cultural Studies (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- PHI 215 Philosophical Issues (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)
- REL 110 World Religions (3 Credit Hours)

Social/Behavioral Science Electives

Select one (1) course from the following:

- HIS 112 World Civilizations II (3 Credit Hours)
- HIS 132 American History II (3 Credit Hours)
- POL 120 American Government (3 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)
- SOC 210 Introduction to Sociology (3 Credit Hours)
- SOC 220 Social Problems (3 Credit Hours)

Natural Science/Math Electives

Select one (1) course from the following:

- BIO 110 Principles of Biology (4 Credit Hours)
- BIO 111 General Biology I (4 Credit Hours)
- GEL 111 Geology (4 Credit Hours)
- MAT 110 Math Measurement & Literacy (3 Credit Hours)
- MAT 121 Algebra/Trigonometry I (3 Credit Hours)
- MAT 143 Quantitative Literacy (3 Credit Hours)
- MAT 152 Statistical Methods I (4 Credit Hours)
- MAT 171 Precalculus Algebra (4 Credit Hours)
- MAT 172 Precalculus Trigonometry (4 Credit Hours)

Total Program Hours: 64

Note(s):

Students successfully completing a Basic Law Enforcement Training (BLET) course accredited by the North Carolina Criminal Justice Education and Training Standards Commission and the North Carolina Sheriffs' Education and Training Standards Commission will receive 18 hours credit for CJC-120 Interviews/Interrogations, CJC 131-Criminal Law, CJC 132-Court Procedures and Evidence, CJC 221-Investigative Principles, CJC 225-Crisis Intervention and CJC 231-Constitutional Law.

Students may complete up to three credit hours from WBL courses. Please contact the Work-Based Learning office for more information.

Criminal Justice Technology - Forensic Science, A.A.S. (A5518C)

This Associate in Applied Science (A.A.S.) degree is a two-year program that prepares students for the workforce. However, there are some senior institutions where all or part of this degree is accepted as the first two years of a four-year program. Students interested in pursuing a four-year degree should consult an advisor.

Forensic Science is a concentration under the curriculum of Criminal Justice Technology, which focuses on the application of the physical, biomedical, and social sciences to the analysis and evaluation of physical evidence, human testimony and criminal suspects. Study will focus on local, state, and federal law enforcement, evidence processing and procedures.

Students will learn both theory and hands-on analysis of latent evidence. They will learn fingerprint classification, identification, and chemical development. Students will record, cast, and recognize footwear and tire-tracks; and process crime scenes. Issues and concepts of communications and the use of computers and computer assisted design programs in crime scene technology will be discussed.

Graduates should qualify for employment in a variety of criminal justice organizations especially in local, state, and federal law enforcement, and correctional agencies.

Program Learning Outcomes

Graduates will:

1. Identify the roles and interrelationships between the principal components of the criminal justice system (law enforcement, the courts, parole, juvenile justice system, and corrections).
2. Describe criminal law and the elements of various crimes.
3. Interpret the constitutional rights of those accused of crimes and the related restrictions on law enforcement.
4. Identify investigation procedures and techniques utilized in the criminal justice system.
5. Complete a search warrant application and seized item inventory.
6. Demonstrate proper crime scene techniques in the securing, searching, handling, collection, and preservation of evidence.

Course Selection Information

Students, to help you progress in your degree program, take prerequisite courses along with English and Math early in your academic career. This will align you for greater success in completing your program of study. Click on the courses listed below to ensure you are aware of prerequisites. The order shown below under the student program priorities is a guide.

Student Program Priorities:

1. CJC 111, CJC 221, CJC 231, CJC 245

FIRST YEAR

Fall

- ACA 122 College Transfer Success (1 Credit Hour)

- CJC 111 Intro to Criminal Justice (3 Credit Hours)
- CJC 144 Crime Scene Processing (3 Credit Hours)
- CJC 245 Friction Ridge Analysis (3 Credit Hours)
- CJC 246 Adv. Friction Ridge Analy (3 Credit Hours)
- ENG 111 Writing and Inquiry (3 Credit Hours)

Total Credit Hours: 16

Spring

- CJC 112 Criminology (3 Credit Hours)
- CJC 231 Constitutional Law (3 Credit Hours)
- ENG 112 Writing/Research in the Disc (3 Credit Hours)
- Major Hour Elective (3 Credit Hours)

Total Credit Hours: 12

Summer

- Humanities/Fine Arts Elective (3 Credit Hours)
- Social/Behavioral Science Elective (3 Credit Hours)
- Natural Science/Math Elective (3 Credit Hours)

Total Credit Hours: 9

SECOND YEAR

Fall

- CJC 131 Criminal Law (3 Credit Hours)
- CJC 132 Court Procedure & Evidence (3 Credit Hours)
- CJC 146 Trace Evidence (3 Credit Hours)
- CJC 221 Investigative Principles (4 Credit Hours)

Total Credit Hours: 13

Spring

- CJC 113 Juvenile Justice (3 Credit Hours)
- CJC 120 Interviews/Interrogations (2 Credit Hours)
- CJC 212 Ethics & Comm Relations (3 Credit Hours)
- CJC 225 Crisis Intervention (3 Credit Hours)
- Major Hour Elective (3 Credit Hours)

Total Credit Hours: 14

Humanities/Fine Arts Electives

Select one (1) course from the following:

- ART 111 Art Appreciation (3 Credit Hours)
- HUM 120 Cultural Studies (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- PHI 215 Philosophical Issues (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)
- REL 110 World Religions (3 Credit Hours)

Social/Behavioral Science Electives

Select one (1) course from the following:

- HIS 112 World Civilizations II (3 Credit Hours)
- HIS 132 American History II (3 Credit Hours)
- POL 120 American Government (3 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)
- SOC 210 Introduction to Sociology (3 Credit Hours)
- SOC 220 Social Problems (3 Credit Hours)

Natural Science/Math Electives

Select one (1) course from the following:

- BIO 110 Principles of Biology (4 Credit Hours)
- BIO 111 General Biology I (4 Credit Hours)
- GEL 111 Geology (4 Credit Hours)
- MAT 110 Math Measurement & Literacy (3 Credit Hours)
- MAT 121 Algebra/Trigonometry I (3 Credit Hours)
- MAT 143 Quantitative Literacy (3 Credit Hours)
- MAT 152 Statistical Methods I (4 Credit Hours)
- MAT 171 Precalculus Algebra (4 Credit Hours)
- MAT 172 Precalculus Trigonometry (4 Credit Hours)

Major Hour Electives

Select six (6) credit hours from the following:

- CJC 115 Crime Scene Photography (3 Credit Hours)
- CJC 170 Critical Incident Mgmt Pub Saf (3 Credit Hours)
- CJC 222 Criminalistics (3 Credit Hours)
- CJC 232 Civil Liability (3 Credit Hours)
- CJC 240 Law Enfor Mgt. & Supervis (3 Credit Hours)
- WBL 111 Work-Based Learning I (1 Credit Hour)
- WBL 112 Work-Based Learning I (2 Credit Hours)

- WBL 121 Work-Based Learning II (1 Credit Hour)
- WBL 122 Work-Based Learning II (2 Credit Hours)
- WBL 131 Work-Based Learning III (1 Credit Hour)

Total Program Hours: 64

Note(s):

Students successfully completing a Basic Law Enforcement Training (BLET) course accredited by the North Carolina Criminal Justice Education and Training Standards Commission and the North Carolina Sheriffs' Education and Training Standards Commission will receive 18 hours credit for CJC 120-Interviews/Interrogations, CJC 131-Criminal Law, CJC 132-Court Procedures and Evidence, CJC 221-Investigative Principles and CJC 231-Constitutional Law.

Students may complete up to six hours credit from WBL courses. Please contact the Work-Based Learning office for more information.

Certificate

Criminal Justice Technology - General Certificate (C55180E)

The Criminal Justice Technology - General Certificate provides a base-level knowledge in the criminal justice field. Topics include the American Justice System, functions of the correctional system and statutory and case law in various scenarios.

Program Learning Outcome

Graduates will:

1. Identify the roles and interrelationships between the principal components of the criminal justice system (i.e., law enforcement, the courts, parole, juvenile justice, and corrections.)

Major Courses

- CJC 111 Intro to Criminal Justice (3 Credit Hours)
- CJC 121 Law Enforcement Operations (3 Credit Hours)
- CJC 141 Corrections (3 Credit Hours)
- CJC 212 Ethics & Comm Relations (3 Credit Hours)

Total Program Hours: 12

Note(s):

The credits obtained from this certificate may be applied toward the Associate Degree in Criminal Justice.

This certificate is issued by Gaston College and is not associated with third-party certifications.

Criminal Justice Technology - Forensic Science Certificate (C5518C)

The Criminal Justice Technology - Forensic Science Certificate provides in-depth knowledge of latent evidence systems and operations. Topics include crime scene processing, trace evidence, investigative photography and fingerprint processing/identification.

Program Learning Outcome

Graduates will:

1. Demonstrate proper crime scene techniques in the securing, searching, handling, collection, identification and preservation of evidence.

Major Courses

- CJC 115 Crime Scene Photography (3 Credit Hours)
- CJC 144 Crime Scene Processing (3 Credit Hours)
- CJC 146 Trace Evidence (3 Credit Hours)
- CJC 222 Criminalistics (3 Credit Hours)
- CJC 245 Friction Ridge Analysis (3 Credit Hours)

Total Program Hours: 15

Note(s):

The credits obtained from this certificate may be applied toward the Associate Degree in Criminal Justice Technology - Forensic Science.

This certificate is issued by Gaston College and is not associated with third-party certifications.

Early Childhood Education

Associate of Applied Science

Early Childhood Education - Transfer, A.A.S. (A55220T)

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

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

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

Early Childhood Education: A program that prepares individuals to promote child development and learning, work with diverse families and children, observe, document, and access to support young children and families, use content knowledge to build meaningful curriculum, and use developmentally effective approaches in collaboration with other early childhood professions. 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.

Program Learning Outcomes

Graduates will:

1. Use multidimensional knowledge (child development, ability, cultural, and other contexts) to support individual children
2. Build supportive and collaborative partnerships with diverse families and community resources and agencies
3. Utilize varied appropriate observation, documentation, and assessment strategies and tools, considering ethical, developmental, ability, cultural, and linguistic factors
4. Use a broad repertoire of evidence-based, anti-bias teaching skills and practices responsive to children's individual developmental, ability, cultural, and linguistic needs
5. Demonstrate pedagogical knowledge, application, integration, and modification of academic content in the early childhood curriculum
6. Display professionalism as an early childhood educator through communication skills, advocacy, ethical behavior, collaboration, and reflective practice

Course Selection Information

Students, to help you progress in your degree program, take prerequisite courses along with English and Math early in your academic career. This will align you for greater success in completing your program of study. Click on the courses listed below to ensure you are aware of prerequisites. The order shown below under the student program priorities is a guide.

Student Program Priorities:

1. EDU 119, ENG 111
2. EDU 144, EDU 145, EDU 151

Additional Program Requirements for Early Childhood Education

- All students are required to submit documentation of additional non-academic criteria which will include a valid Criminal Background Check (CBC) qualification letter obtained through Division of Child Development & Early Education (DCDEE). Instructions will be provided in EDU 119. Students who do not submit a valid CBC Qualification letter will not successfully complete Early Childhood Education.
- A grade of "C" or better is required for all courses applied towards degree requirements.

FIRST YEAR

First Semester

- ACA 122 College Transfer Success (1 Credit Hour)
- EDU 119 Intro to Early Child Educ (4 Credit Hours)
- ENG 111 Writing and Inquiry (3 Credit Hours)

- PSY 150 General Psychology (3 Credit Hours)
- Humanities/Fine Arts Elective (3 Credit Hours)

Total Credit Hours: 14

Second Semester

- EDU 131 Child, Family, and Community (3 Credit Hours)
- EDU 146 Child Guidance (3 Credit Hours)
- EDU 151 Creative Activities (3 Credit Hours)
- EDU 153 Health, Safety & Nutrition (3 Credit Hours)
- ENG 112 Writing/Research in the Disc (3 Credit Hours)
  OR
- ENG 114 Professional Research & Reporting (3 Credit Hours)

Total Credit Hours: 15

Third Semester

- MAT 143 Quantitative Literacy (3 Credit Hours)
- BIO 110 Principles of Biology (4 Credit Hours)
  OR
- BIO 111 General Biology I (4 Credit Hours)
- Social/Behavioral Science Transfer (3 Credit Hours)

Total Credit Hours: 10

SECOND YEAR

Fourth Semester

- EDU 144 Child Development I (3 Credit Hours)
  AND
- EDU 145 Child Development II (3 Credit Hours)
  OR
- PSY 244 Child Development I (3 Credit Hours)
  AND
- PSY 245 Child Development II (3 Credit Hours)
- EDU 234 Infants, Toddlers, and Twos (3 Credit Hours)
- EDU 261 Early Childhood Admin I (3 Credit Hours)
- EDU 262 Early Childhood Admin II (3 Credit Hours)

Total Credit Hours: 15

Fifth Semester

- EDU 221 Children With Exceptionalities (3 Credit Hours)
- EDU 280 Language/Literacy Experiences (3 Credit Hours)
- EDU 284 Early Child Capstone Prac (4 Credit Hours)
- Natural Science Transfer (4 Credit Hours)
- COM 231 Public Speaking (3 Credit Hours)

Total Credit Hours: 17

Humanities/Fine Arts Electives

Select one (1) course from the following:

- ART 111 Art Appreciation (3 Credit Hours)
- ART 114 Art History Survey I (3 Credit Hours)
- ART 115 Art History Survey II (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- MUS 112 Introduction to Jazz (3 Credit Hours)
- PHI 215 Philosophical Issues (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)

Social/Behavioral Science Transfer Electives

Select one (1) course from the following:

- ECO 251 Prin of Microeconomics (3 Credit Hours)
- ECO 252 Prin of Macroeconomics (3 Credit Hours)
- HIS 111 World Civilizations I (3 Credit Hours)
- HIS 112 World Civilizations II (3 Credit Hours)
- HIS 131 American History I (3 Credit Hours)
- HIS 132 American History II (3 Credit Hours)
- POL 120 American Government (3 Credit Hours)
- SOC 210 Introduction to Sociology (3 Credit Hours)

Natural Science Transfer

Select (4) four credit hours from the following:

- GEL 111 Geology (4 Credit Hours)
  OR
- PHY 110 Conceptual Physics (3 Credit Hours)
  AND
- PHY 110A Conceptual Physics Lab (1 Credit Hour)

Total Program Hours: 71

Early Childhood Education - Career Ready, A.A.S. (A55220CR)

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

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

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

Program Learning Outcomes

Graduates will:

1. Use multidimensional knowledge (child development, ability, cultural, and other contexts) to support individual children
2. Build supportive and collaborative partnerships with diverse families and community resources and agencies
3. Utilize varied appropriate observation, documentation, and assessment strategies and tools, considering ethical, developmental, ability, cultural, and linguistic factors
4. Use a broad repertoire of evidence-based, anti-bias teaching skills and practices responsive to children's individual developmental, ability, cultural, and linguistic needs
5. Demonstrate pedagogical knowledge, application, integration, and modification of academic content in the early childhood curriculum
6. Display professionalism as an early childhood educator through communication skills, advocacy, ethical behavior, collaboration, and reflective practice

Course Selection Information

Students, to help you progress in your degree program, take prerequisite courses along with English and Math early in your academic career. This will align you for greater success in completing your program of study. Click on the courses listed below to ensure you are aware of prerequisites. The order shown below under the student program priorities is a guide.

Student Program Priorities:

1. EDU 119, ENG 111
2. EDU 144, EDU 145, EDU 151

Additional Program Requirements for Early Childhood Education

- All students are required to submit documentation of additional non-academic criteria which will include a valid Criminal Background Check (CBC) qualification letter obtained through Division of Child Development & Early Education (DCDEE). Instructions will be provided in EDU 119. Students who do not submit a valid CBC Qualification letter will not successfully complete Early Childhood Education.
- A grade of "C" or better is required for all courses applied towards degree requirements.

FIRST YEAR

First Semester

- ACA 111 College Student Success (1 Credit Hour)
  OR

- ACA 122 College Transfer Success (1 Credit Hour)
- EDU 119 Intro to Early Child Educ (4 Credit Hours)
- ENG 111 Writing and Inquiry (3 Credit Hours)
- EDU 185 Cognitive & Lang Act (3 Credit Hours)
- EDU 282 Early Childhood Literature (3 Credit Hours)

Total Credit Hours: 14

Second Semester

- EDU 131 Child, Family, and Community (3 Credit Hours)
- EDU 146 Child Guidance (3 Credit Hours)
- EDU 151 Creative Activities (3 Credit Hours)
- EDU 153 Health, Safety & Nutrition (3 Credit Hours)
- EDU 184 Early Child Intro Pract (2 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)

Total Credit Hours: 17

Third Semester

- MAT 143 Quantitative Literacy (3 Credit Hours)
  OR
- BIO 110 Principles of Biology (4 Credit Hours)
- COM 231 Public Speaking (3 Credit Hours)

Total Credit Hours: 6-7

SECOND YEAR

Fourth Semester

- EDU 144 Child Development I (3 Credit Hours)
  AND
- EDU 145 Child Development II (3 Credit Hours)
  OR
- PSY 244 Child Development I (3 Credit Hours)
  AND
- PSY 245 Child Development II (3 Credit Hours)
- EDU 234 Infants, Toddlers, and Twos (3 Credit Hours)
- EDU 251 Exploration Activities (3 Credit Hours)
- Humanities/Fine Arts Elective (3 Credit Hours)

Total Credit Hours: 15

Fifth Semester

- EDU 221 Children With Exceptionalities (3 Credit Hours)
- EDU 259 Curriculum Planning (3 Credit Hours)
- EDU 280 Language/Literacy Experiences (3 Credit Hours)
- EDU 284 Early Child Capstone Prac (4 Credit Hours)

Total Credit Hours: 13

Humanities/Fine Arts Electives

Select one (1) course from the following:

- ART 111 Art Appreciation (3 Credit Hours)
- ART 114 Art History Survey I (3 Credit Hours)
- ART 115 Art History Survey II (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- MUS 112 Introduction to Jazz (3 Credit Hours)
- PHI 215 Philosophical Issues (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)

Total Program Hours: 65-66

Early Childhood Education - Transfer with Licensure, A.A.S. (A55220TL)

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

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

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

Early Childhood Education: A program that prepares individuals to promote child development and learning, work with diverse families and children, observe, document, and access to support young children and families, use content knowledge to build meaningful curriculum, and use developmentally effective approaches in collaboration with other early childhood professions. 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.

Program Learning Outcomes

Graduates will:

1. Use multidimensional knowledge (child development, ability, cultural, and other contexts) to support individual children
2. Build supportive and collaborative partnerships with diverse families and community resources and agencies
3. Utilize varied appropriate observation, documentation, and assessment strategies and tools, considering ethical, developmental, ability, cultural, and linguistic factors
4. Use a broad repertoire of evidence-based, anti-bias teaching skills and practices responsive to children's individual developmental, ability, cultural, and linguistic needs
5. Demonstrate pedagogical knowledge, application, integration, and modification of academic content in the early childhood curriculum
6. Display professionalism as an early childhood educator through communication skills, advocacy, ethical behavior, collaboration, and reflective practice

Course Selection Information

Students, to help you progress in your degree program, take prerequisite courses along with English and Math early in your academic career. This will align you for greater success in completing your program of study. Click on the courses listed below to ensure you are aware of prerequisites. The order shown below under the student program priorities is a guide.

Student Program Priorities:

1. EDU 119, ENG 111
2. EDU 144, EDU 145, EDU 151
3. MAT 143

Additional Program Requirements for Early Childhood Education

- All students are required to submit documentation of additional non-academic criteria which will include a valid Criminal Background Check (CBC) qualification letter obtained through Division of Child Development & Early Education (DCDEE). Instructions will be provided in EDU 119. Students who do not submit a valid CBC Qualification letter will not successfully complete Early Childhood Education.
- A grade of "C" or better is required for all courses applied towards degree requirements.

FIRST YEAR

First Semester

- ACA 122 College Transfer Success (1 Credit Hour)
- EDU 119 Intro to Early Child Educ (4 Credit Hours)
- ENG 111 Writing and Inquiry (3 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)
- Humanities/Fine Arts Elective (3 Credit Hours)

Total Credit Hours: 14

Second Semester

- EDU 131 Child, Family, and Community (3 Credit Hours)
- EDU 146 Child Guidance (3 Credit Hours)
- EDU 151 Creative Activities (3 Credit Hours)
- EDU 153 Health, Safety & Nutrition (3 Credit Hours)

- ENG 112 Writing/Research in the Disc (3 Credit Hours)
  OR
- ENG 114 Professional Research & Reporting (3 Credit Hours)

Total Credit Hours: 15

Third Semester

- MAT 143 Quantitative Literacy (3 Credit Hours)
- BIO 110 Principles of Biology (4 Credit Hours)
  OR
- BIO 111 General Biology I (4 Credit Hours)
- Social/Behavioral Science Transfer (3 Credit Hours)

Total Credit Hours: 10

SECOND YEAR

Fourth Semester

- EDU 144 Child Development I (3 Credit Hours)
  AND
- EDU 145 Child Development II (3 Credit Hours)
  OR
- PSY 244 Child Development I (3 Credit Hours)
  AND
- PSY 245 Child Development II (3 Credit Hours)
- EDU 234 Infants, Toddlers, and Twos (3 Credit Hours)
- Natural Science Transfer (4 Credit Hours)
- COM 231 Public Speaking (3 Credit Hours)

Total Credit Hours: 16

Fifth Semester

- EDU 221 Children With Exceptionalities (3 Credit Hours)
- EDU 280 Language/Literacy Experiences (3 Credit Hours)
- EDU 284 Early Child Capstone Prac (4 Credit Hours)
- EDU 216 Foundations of Education (3 Credit Hours)
- EDU 250 Teacher Licensure Preparation (3 Credit Hours)

Total Credit Hours: 16

Humanities/Fine Arts Electives

Select one (1) course from the following:

- ART 111 Art Appreciation (3 Credit Hours)
- ART 114 Art History Survey I (3 Credit Hours)
- ART 115 Art History Survey II (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- MUS 112 Introduction to Jazz (3 Credit Hours)
- PHI 215 Philosophical Issues (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)

Social/Behavioral Science Transfer Electives

Select one (1) course from the following:

- ECO 251 Prin of Microeconomics (3 Credit Hours)
- ECO 252 Prin of Macroeconomics (3 Credit Hours)
- HIS 111 World Civilizations I (3 Credit Hours)
- HIS 112 World Civilizations II (3 Credit Hours)
- HIS 131 American History I (3 Credit Hours)
- HIS 132 American History II (3 Credit Hours)
- POL 120 American Government (3 Credit Hours)
- SOC 210 Introduction to Sociology (3 Credit Hours)

Natural Science Transfer

Select four (4) credit hours from the following:

- GEL 111 Geology (4 Credit Hours)
  OR
- PHY 110 Conceptual Physics (3 Credit Hours)
  AND
- PHY 110A Conceptual Physics Lab (1 Credit Hour)

Total Program Hours: 71

Certificate

Early Childhood Education - Early Childhood Certificate (C55220P)

This certificate will provide a background in developmentally appropriate practices for children, ages birth through eight years. Emphasis will be placed on age and individual appropriate planning. Courses in this certificate will also focus on positive child guidance techniques and effective communication with the child, family and community. This certificate also provides an opportunity for the individual to obtain the North Carolina Early Childhood Credential Certificate.

Program Learning Outcomes

Graduates will:

1. Use multidimensional knowledge (child development, ability, cultural, and other contexts) to support individual children
2. Build supportive and collaborative partnerships with diverse families and community resources and agencies
3. Demonstrate pedagogical knowledge, application, integration, and modification of academic content in the early childhood curriculum

Additional Program Requirements for Early Childhood Education

- All students are required to submit documentation of additional non-academic criteria which will include a valid Criminal Background Check (CBC) qualification letter obtained through Division of Child Development & Early Education (DCDEE). Instructions will be provided in EDU 119. Students who do not submit a valid CBC Qualification letter will not successfully complete Early Childhood Education.
- A grade of "C" or better is required for all courses applied towards degree requirements.

Major Courses

- EDU 119 Intro to Early Child Educ (4 Credit Hours)
- EDU 146 Child Guidance (3 Credit Hours)
- EDU 151 Creative Activities (3 Credit Hours)
- EDU 153 Health, Safety & Nutrition (3 Credit Hours)
- EDU 259 Curriculum Planning (3 Credit Hours)

Total Program Hours: 16

Note(s):

The courses taken in this certificate program may be applied toward the Diploma and the Associate in Applied Science degree in Early Childhood Education.

Early Childhood Education - Special Needs Certificate (C55220E)

This curriculum is designed to prepare early childhood educators to recognize children with typical and atypical developmental needs and plan appropriate care and education to meet their needs. Course work includes child development, observation and assessment, and an introduction to children with exceptionalities. Specific courses in behavioral disorders, learning disabilities, sensory and physical disabilities, and developmental delays are also included. Students should be able to plan and implement developmentally appropriate experiences that stimulate all young children's development and learning, provide an optimal learning environment that is safe and healthy, provide positive guidance for all children, and communicate effectively with the children, co-workers, and parents.

Program Learning Outcomes

Graduates will:

1. Use multidimensional knowledge (child development, ability, cultural, and other contexts) to support individual children
2. Build supportive and collaborative partnerships with diverse families and community resources and agencies
3. Utilize varied appropriate observation, documentation, and assessment strategies and tools, considering ethical, developmental, ability, cultural, and linguistic factors

4. Use a broad repertoire of evidence-based, anti-bias teaching skills and practices responsive to children's individual developmental, ability, cultural, and linguistic needs
5. Display professionalism as an early childhood educator through communication skills, advocacy, ethical behavior, collaboration, and reflective practice

Additional Program Requirements for Early Childhood Education

- All students are required to submit documentation of additional non-academic criteria which will include a valid Criminal Background Check (CBC) qualification letter obtained through Division of Child Development & Early Education (DCDEE). Instructions will be provided in EDU 119. Students who do not submit a valid CBC Qualification letter will not successfully complete Early Childhood Education.
- A grade of "C" or better is required for all courses applied towards degree requirements.

Major Courses

- EDU 119 Intro to Early Child Educ (4 Credit Hours)
- EDU 131 Child, Family, and Community (3 Credit Hours)
- EDU 144 Child Development I (3 Credit Hours)
- EDU 145 Child Development II (3 Credit Hours)
- EDU 221 Children With Exceptionalities (3 Credit Hours)

Total Program Hours: 16

Note(s):

The courses taken in this certificate program may be applied toward the Diploma and Associate in Applied Science degree in Early Childhood Education.

Early Childhood Education - Early Literacy Certificate (C55220F)

The curriculum prepares students to create and implement a variety of literacy activities that can be implemented in early childhood education classrooms. Emphasis is placed on practical application of skills.

Program Learning Outcomes

Graduates will:

1. Use multidimensional knowledge (child development, ability, cultural, and other contexts) to support individual children
2. Build supportive and collaborative partnerships with diverse families and community resources and agencies
3. Use a broad repertoire of evidence-based, anti-bias teaching skills and practices responsive to children's individual developmental, ability, cultural, and linguistic needs
4. Demonstrate pedagogical knowledge, application, integration, and modification of academic content in the early childhood curriculum

Additional Program Requirements for Early Childhood Education

- All students are required to submit documentation of additional non-academic criteria which will include a valid Criminal Background Check (CBC) qualification letter obtained through Division of Child Development & Early Education (DCDEE). Instructions will be provided in EDU 119. Students who do not submit a valid CBC Qualification letter will not successfully complete Early Childhood Education.
- A grade of "C" or better is required for all courses applied towards degree requirements

Major Courses

- EDU 119 Intro to Early Child Educ (4 Credit Hours)
- EDU 280 Language/Literacy Experiences (3 Credit Hours)
- EDU 185 Cognitive & Lang Act (3 Credit Hours)
- EDU 282 Early Childhood Literature (3 Credit Hours)

Total Program Hours: 13

Note(s):

The courses taken in this certificate program may be applied toward the Associate in Applied Science degree in Early Childhood Education.

Early Childhood Education - Preschool Certificate (C55220G)

This certificate will provide a background in developmentally appropriate practices for preschool aged children. Courses in this certificate will focus on positive child guidance techniques and effective communication with the child, family, and community. This certificate will enhance the employability of early childhood education students nationwide as it encompasses the courses required for the CDA (Child Development Associate); a credential that is required in many states for work in a childcare center.

Program Learning Outcomes

Graduates will:

1. Use multidimensional knowledge (child development, ability, cultural, and other contexts) to support individual children
2. Build supportive and collaborative partnerships with diverse families and community resources and agencies
3. Display professionalism as an early childhood educator through communication skills, advocacy, ethical behavior, collaboration, and reflective practice

Additional Program Requirements for Early Childhood Education

- All students are required to submit documentation of additional non-academic criteria which will include a valid Criminal Background Check (CBC) qualification letter obtained through Division of Child Development & Early Education (DCDEE). Instructions will be provided in EDU 119. Students who do not submit a valid CBC Qualification letter will not successfully complete Early Childhood Education.
- A grade of "C" or better is required for all courses applied towards degree requirements.

Major Courses

- EDU 119 Intro to Early Child Educ (4 Credit Hours)
- EDU 131 Child, Family, and Community (3 Credit Hours)
- EDU 145 Child Development II (3 Credit Hours)
- EDU 146 Child Guidance (3 Credit Hours)
- EDU 153 Health, Safety & Nutrition (3 Credit Hours)

Total Program Hours: 16

Note(s):

The courses taken in this certificate program may be applied toward the Diploma and the Associate in Applied Science degree in Early Childhood Education.

Infant/Toddler Care Certificate (C55290)

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 and implementation of appropriate curriculum; and other related topics.

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

Program Learning Outcomes

Graduates will:

1. Use multidimensional knowledge (child development, ability, cultural, and other contexts) to support individual children
2. Build supportive and collaborative partnerships with diverse families and community resources and agencies
3. Use a broad repertoire of evidence-based, anti-bias teaching skills and practices responsive to children's individual developmental, ability, cultural, and linguistic needs

Additional Program Requirements for Early Childhood Education

- All students are required to submit documentation of additional non-academic criteria which will include a valid Criminal Background Check (CBC) qualification letter obtained through Division of Child Development & Early Education (DCDEE). Instructions will be provided in EDU 119. Students who do not submit a valid CBC Qualification letter will not successfully complete Early Childhood Education.
- A grade of "C" or better is required for all courses applied towards degree requirements.

Major Courses

- EDU 119 Intro to Early Child Educ (4 Credit Hours)
- EDU 131 Child, Family, and Community (3 Credit Hours)
- EDU 153 Health, Safety & Nutrition (3 Credit Hours)

- EDU 234 Infants, Toddlers, and Twos (3 Credit Hours)

Child Development

- EDU 144 Child Development I (3 Credit Hours)
  OR
- PSY 244 Child Development I (3 Credit Hours)

Total Program Hours: 16

Note(s):

The courses taken in this certificate program may be applied toward the Diploma and the Associate in Applied Science degree in Early Childhood Education. See the Diploma and Associate Degree listings for specific requirements.

Early Childhood Administration Certificate (C55850)

This curriculum prepares individuals pursuing administrating roles in diverse childcare settings to effectively work with children, families and teachers. The certificate is composed of learning opportunities in developmental theories, competency and evidence-based professional knowledge, administrative skills and leadership qualities.

Course work includes foundations in early childhood education, physical/nutritional needs of young children, safety issues in the care of young children; communication and leadership skills with teachers, families and children; programming and staffing, budgeting/financial management and marketing, and rules and regulations of early childhood programs.

Employment opportunities include entrepreneurship and/or management of child development and childcare programs, preschools, public and private schools, recreational centers, Early Head Start and Head Start programs, and other programs.

Program Learning Outcomes

Graduates will:

1. Use multidimensional knowledge (child development, ability, cultural, and other contexts) to support individual children
2. Build supportive and collaborative partnerships with diverse families and community resources and agencies
3. Display professionalism as an early childhood educator through communication skills, advocacy, ethical behavior, collaboration, and reflective practice

Additional Program Requirements for Early Childhood Education

- All students are required to submit documentation of additional non-academic criteria which will include a valid Criminal Background Check (CBC) qualification letter obtained through Division of Child Development & Early Education (DCDEE). Instructions will be provided in EDU 119. Students who do not submit a valid CBC Qualification letter will not successfully complete Early Childhood Education.
- A grade of "C" or better is required for all courses applied towards degree requirements.

Major Courses

- EDU 119 Intro to Early Child Educ (4 Credit Hours)
- EDU 131 Child, Family, and Community (3 Credit Hours)

- EDU 153 Health, Safety & Nutrition (3 Credit Hours)
- EDU 261 Early Childhood Admin I (3 Credit Hours)
- EDU 262 Early Childhood Admin II (3 Credit Hours)

Total Program Hours: 16

Electrical Systems Technology

Associate of Applied Science

Electrical Systems Technology, A.A.S. (A35130)

This Associate in Applied Science (A.A.S.) degree is a two-year program that prepares students for the workforce. However, there are some senior institutions where all or part of this degree is accepted as the first two years of a four-year program. Students interested in pursuing a four-year degree should consult an advisor.

This 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.

Career Outline: 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 Learning Outcomes

Graduates will:

1. Demonstrate knowledge of the current National Electrical Code in the installation of electrical circuits for residential, commercial, and industrial applications.
2. Demonstrate knowledge and hands-on competencies of electric machines, electrical controls, and PLC and the ability to troubleshoot and solve electrical problems.
3. Demonstrate the ability to interact with others and demonstrate a professional work attitude, including an understanding of social and ethical responsibilities, timeliness, and appearance.

Course Selection Information

Students, to help you progress in your degree program, take prerequisite courses along with English and Math early in your academic career. This will align you for greater success in completing your program of study. Click on the courses listed below to ensure you are aware of prerequisites. The order shown below under the student program priorities is a guide.

Student Program Priorities:

1. ELC 112
2. ELC 220

FIRST YEAR

Fall

- ACA 122 College Transfer Success (1 Credit Hour)
- ELC 112 DC/AC Electricity (5 Credit Hours)
- ELC 113 Residential Wiring (4 Credit Hours)
- ELC 118 National Electrical Code (2 Credit Hours)
- ELC 119 NEC Calculations (2 Credit Hours)
- MAT 121 Algebra/Trigonometry I (3 Credit Hours)

Total Credit Hours: 17

Spring

- ELC 115 Industrial Wiring (4 Credit Hours)
- ELC 117 Motors and Controls (4 Credit Hours)
- ELC 128 Intro to PLC (3 Credit Hours)
- ELC 135 Electrical Machines (3 Credit Hours)

Total Credit Hours: 14

Summer

- ALT 120 Renewable Energy Tech (3 Credit Hours)
- CIS 111 Basic PC Literacy (2 Credit Hours)
- ELC 220 Photovoltaic Sys Tech (3 Credit Hours)

Total Credit Hours: 8

SECOND YEAR

Fall

- ALT 250 Thermal Systems (3 Credit Hours)
- ELC 230 Wind & Hydro Power Sys (3 Credit Hours)
- ENG 111 Writing and Inquiry (3 Credit Hours)
- ISC 112 Industrial Safety (2 Credit Hours)
- Social/Behavioral Science Elective (3 Credit Hours)

Total Credit Hours: 14

Spring

- ELC 221 Adv PV Sys Designs (3 Credit Hours)
- ELN 231 Industrial Controls (3 Credit Hours)
- ENG 112 Writing/Research in the Disc (3 Credit Hours)
- Humanities/Fine Arts Elective (3 Credit Hours)

Total Credit Hours: 12

Humanities/Fine Arts Electives

- ART 111 Art Appreciation (3 Credit Hours)
- ART 114 Art History Survey I (3 Credit Hours)
- ART 115 Art History Survey II (3 Credit Hours)
- ENG 231 American Literature I (3 Credit Hours)
- ENG 232 American Literature II (3 Credit Hours)
- ENG 241 British Literature I (3 Credit Hours)
- ENG 242 British Literature II (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- MUS 112 Introduction to Jazz (3 Credit Hours)
- PHI 215 Philosophical Issues (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)
- REL 110 World Religions (3 Credit Hours)

Social/Behavioral Science Electives

- ECO 251 Prin of Microeconomics (3 Credit Hours)
- ECO 252 Prin of Macroeconomics (3 Credit Hours)
- HIS 111 World Civilizations I (3 Credit Hours)
- HIS 112 World Civilizations II (3 Credit Hours)
- HIS 131 American History I (3 Credit Hours)
- HIS 132 American History II (3 Credit Hours)
- POL 120 American Government (3 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)
- SOC 210 Introduction to Sociology (3 Credit Hours)
- SOC 220 Social Problems (3 Credit Hours)

Total Program Hours: 65

Diploma

Electrical Systems Technology Diploma (D35130)

This 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.

Career Outline: 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 Learning Outcomes

Graduates will:

1. Demonstrate knowledge of the current National Electrical Code in the installation of electrical circuits for residential, commercial, and industrial applications.
2. Demonstrate knowledge and hands-on competencies of electric machines, electrical controls, and PLC and the ability to troubleshoot and solve electrical problems.
3. Demonstrate the ability to interact with others and a professional work attitude, including an understanding of social and ethical responsibilities, timeliness, and appearance.

Fall

- ACA 122 College Transfer Success (1 Credit Hour)
- ELC 112 DC/AC Electricity (5 Credit Hours)
- ELC 113 Residential Wiring (4 Credit Hours)
- ELC 118 National Electrical Code (2 Credit Hours)
- ELC 119 NEC Calculations (2 Credit Hours)
- COM 110 Introduction to Communication (3 Credit Hours)
  OR
- ENG 111 Writing and Inquiry (3 Credit Hours)

Total Credit Hours: 17

Spring

- ELC 115 Industrial Wiring (4 Credit Hours)
- ELC 117 Motors and Controls (4 Credit Hours)
- ELC 128 Intro to PLC (3 Credit Hours)
- ELC 135 Electrical Machines (3 Credit Hours)
- MAT 110 Math Measurement & Literacy (3 Credit Hours)
  OR
- MAT 121 Algebra/Trigonometry I (3 Credit Hours)

Total Credit Hours: 17

Summer

- CIS 111 Basic PC Literacy (2 Credit Hours)

Total Credit Hours: 2

Total Program Hours: 36

Note(s):

Most of the courses taken in this diploma program may be applied toward the Associate in Applied Science degree in Electrical Systems Technology.

Certificate

Electrical Systems Technology - Photovoltaic (PV) Certificate (C35130A)

This curriculum is designed to give the individual basic skills and related information needed to gain limited employment in the electrical field installing photovoltaic systems.

Program Learning Outcomes

Graduates will:

1. Demonstrate knowledge and hands-on competence of photovoltaic systems, and the ability to size, install and troubleshoot these systems.

Major Courses

- ELC 112 DC/AC Electricity (5 Credit Hours)
- ELC 113 Residential Wiring (4 Credit Hours)
- ELC 118 National Electrical Code (2 Credit Hours)
- ELC 220 Photovoltaic Sys Tech (3 Credit Hours)
- ELC 221 Adv PV Sys Designs (3 Credit Hours)

Total Program Hours: 17

Note(s):

The courses taken in this certificate program may be applied toward the Diploma and Associate in Applied Science degree in Electrical Systems Technology.

Electrical Systems Technology - Residential Wiring Certificate (C35130B)

This curriculum is designed to give the individual basic skills and related information needed to gain limited employment in the electrical field.

Program Learning Outcomes

Graduates will:

1. Demonstrate knowledge and hands-on competence of electric machines, electrical controls, and PLC, and the ability to troubleshoot and solve electrical problems.

Major Courses

- ELC 112 DC/AC Electricity (5 Credit Hours)

- ELC 113 Residential Wiring (4 Credit Hours)
- ELC 118 National Electrical Code (2 Credit Hours)
- ELC 119 NEC Calculations (2 Credit Hours)

Total Program Hours: 13

Note(s):

The courses taken in this certificate program may be applied toward the Associate in Applied Science degree in Electrical Systems Technology.

Electrical Systems Technology - Industrial Wiring Certificate (C35130C)

This curriculum is designed to give the individual basic skills and related information needed to gain limited employment in the electrical field.

Program Learning Outcomes

Graduates will:

1. Demonstrate knowledge and hands-on competence of electric machines, electrical controls, and PLC, and the ability to troubleshoot and solve electrical problems.

Major Courses

- ELC 112 DC/AC Electricity (5 Credit Hours)
- ELC 115 Industrial Wiring (4 Credit Hours)
- ELC 117 Motors and Controls (4 Credit Hours)
- ELC 119 NEC Calculations (2 Credit Hours)
- ELC 135 Electrical Machines (3 Credit Hours)

Total Program Hours: 18

Note(s):

The courses taken in this certificate program may be applied toward the Diploma and Associate in Applied Science degree in Electrical Systems Technology.

Electrical Systems Technology - Renewable Energy Certificate (C35130D)

This curriculum is designed to give theory and hands on training for students interested in renewable energy technologies. Areas covered will be basic knowledge of renewable energy conversion and energy savings that accompany the renewable energy market and hands on manufacturing and installation of Solar Thermal and Solar PV systems.

Program Learning Outcomes

Graduates will:

1. Be able to calculate loads in home or business to be supplied by renewable energy sources, and be able to design systems to convert energy and proper placement and installation of such systems.

Major Courses

- ALT 120 Renewable Energy Tech (3 Credit Hours)
- ALT 250 Thermal Systems (3 Credit Hours)
- ELC 112 DC/AC Electricity (5 Credit Hours)
- ELC 220 Photovoltaic Sys Tech (3 Credit Hours)
- ELC 230 Wind & Hydro Power Sys (3 Credit Hours)

Total Program Hours: 17

Note(s):

The courses taken in this certificate program may be applied toward the Diploma and Associate in Applied Science degree in Electrical Systems Technology.

Emergency Medical Science

Associate of Applied Science

Emergency Medical Science - Bridging, A.A.S. (A45340B)

The Emergency Medical Science - Bridging Program is a degree completion track that allows certified, non-degree Paramedics to achieve an Associate of Applied Science in Emergency Medical Science. This program is comprised of major EMS courses along with related courses required in the curriculum. The majority of coursework is online with some required work on campus.

Program Learning Outcomes

Graduates will:

1. Apply advanced knowledge and understanding of managing an emergency medical services system.
2. Examine and analyze the complex nature and seriousness of the patient's condition or extent of injuries to assess the need for advanced emergency medical care, and perform complex medical care based on assessment findings of the patient's condition and/or situation.
3. Demonstrate an increased depth and breadth of patient care in the prehospital setting by applying principles from evidence-based research in emergency medicine.

Admission Information

Students applying for admission to this program MUST meet all Gaston College admission requirements for General Admission to the College. In addition, students will need to demonstrate college readiness for English and math as exhibited through the

college placement test, a placement test waiver, or completion of the acceptable coursework. Your academic advisor will be able to assist you in determining your college readiness.

For students interested in applying to this program at Gaston College please note that it has limited enrollment and participates in a selective admission criteria process to select the most qualified applicants for admission. Students will need to make an appointment with their Admissions Specialist/Advisor in order to review admission requirements and to verify if the student has met selective admission criteria in order to submit an application by the deadline. Students interested in participating in the selective admission process for this program can find additional information and program admission requirements under the subheading "limited enrollment/selective admission" in the College Catalog.

Prerequisite Courses

- EMS 110 EMT (9 Credit Hours)
- EMS 122 EMS Clinical Practicum I (1 Credit Hour)
- EMS 130 Pharmacology (4 Credit Hours)
- EMS 131 Advanced Airway Management (2 Credit Hours)
- EMS 160 Cardiology I (3 Credit Hours)
- EMS 220 Cardiology II (3 Credit Hours)
- EMS 221 EMS Clinical Practicum II (2 Credit Hours)
- EMS 240 Patients W/ Special Challenges (2 Credit Hours)
- EMS 231 EMS Clinical Pract III (3 Credit Hours)
- EMS 250 Medical Emergencies (4 Credit Hours)
- EMS 260 Trauma Emergencies (2 Credit Hours)
- EMS 270 Life Span Emergencies (4 Credit Hours)
- EMS 241 EMS Clinical Practicum IV (4 Credit Hours)
- EMS 285 EMS Capstone (2 Credit Hours)

Total Credit Hours: 45

Required Courses

- Social/Behavioral Science Elective (3 Credit Hours)
- ACA 122 College Transfer Success (1 Credit Hour)
- BIO 168 Anatomy and Physiology I (4 Credit Hours)
- BIO 169 Anatomy and Physiology II (4 Credit Hours)
- EMS 235 EMS Management (2 Credit Hours)
- ENG 111 Writing and Inquiry (3 Credit Hours)
- ENG 112 Writing/Research in the Disc (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)

Total Credit Hours: 23

Social/Behavioral Science Electives

Select one (1) course from the following:

- PSY 150 General Psychology (3 Credit Hours)

OR

- SOC 225 Social Diversity (3 Credit Hours)

Total Program Hours: 68

Emergency Medical Science - Paramedic, A.A.S. (A45340)

The Emergency Medical Science Associate Degree curriculum provides individuals with the knowledge, skills and attributes to provide advanced emergency medical care as a paramedic for critical and emergent patients who access the emergency medical system and prepares graduates to enter the workforce.

Students will gain complex knowledge, competency, and experience while employing evidence-based practice under medical oversight, and serve as a link from the scene into the healthcare system.

Graduates of this program may be eligible to take state and/or national certification examinations. Employment opportunities include providers of emergency medical services, fire departments, rescue agencies, hospital specialty areas, industry, educational and government agencies.

Minimum Expectations

Paramedic minimum expectations are to prepare competent entry-level paramedics in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains with exit points at the Paramedic level.

Program Learning Outcomes

Graduates will:

1. Examine and analyze the nature and seriousness of the patient's condition or extent of injuries to assess the need for emergency medical care, perform appropriate medical care based on assessment findings of the patient's condition, lift, move, position and otherwise handle the patient to minimize discomfort and prevent further injury.
2. Demonstrate the roles and responsibilities of a paramedic within an EMS system, perform the basic concepts of development, pathophysiology and pharmacology to assessment and management of emergency patients, be able to properly administer medications, and apply effective communication with patients, peers, and healthcare professionals.
3. Perform airway management including oxygenation and ventilation of a patient.
4. Demonstrate a proper history and perform a comprehensive physical examination on any patient, and communicate findings to others.
5. Demonstrate integration of pathophysiological principles and analyze assessment findings to formulate a field impression and implement the treatment plan for the medical patient.
6. Demonstrate integration of pathophysiological principles and analyze assessment findings to formulate a field impression and implement the treatment plan for the trauma patient.
7. Demonstrate integration of pathophysiological principles and analyze assessment findings to formulate a field impression and implement the treatment plan for neonatal, pediatric and geriatric patients, diverse patients, and chronically ill patients.
8. Demonstrate integration of pathophysiological principles and analyze assessment findings to formulate a field impression and implement the treatment plan for patients with common complaints.
9. Perform safety management principles at the scene of an emergency.
10. Apply general knowledge and understanding of managing an emergency medical services system.

Course Selection Information

Students, to help you progress in your degree program, take prerequisite courses along with English and Math early in your academic career. This will align you for greater success in completing your program of study. Click on the courses listed below to ensure you are aware of prerequisites. The order shown below under the student program priorities is a guide.

Student Program Priorities:

EMS 110, EMS 122, EMS 130

Accreditation

The Gaston College EMS Education Emergency Medical Science - Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). To contact CAAHEP: Commission on Accreditation of Allied Health Education Programs, 25400 U. S. Highway 19 North, Suite 158, Clearwater, FL 33763 Phone: 727.210.2350 www.caahep.org To contact CoAEMSP: 8301 Lakeview Parkway, Suite 111-312, Rowlett TX 75088, Phone: 214.703.8445 FAX: 214.703.8992 www.coaemsp.org.

Admission Information

Students applying for admission to this program MUST meet all Gaston College admission requirements for General Admission to the College. In addition, students will need to demonstrate college readiness for English and math as exhibited through the college placement test, a placement test waiver, or completion of the acceptable coursework. Your academic advisor will be able to assist you in determining your college readiness.

For students interested in applying to this program at Gaston College, please note that it has limited enrollment and participates in a selective admission criteria process to select the most qualified applicants for admission. Students will need to make an appointment with their Admissions Specialist/Advisor in order to review admission requirements and to verify if the student has met selective admission criteria in order to submit an application by the deadline. Students interested in participating in the selective admission process for this program can find additional information and program admission requirements under the subheading "limited enrollment/selective admission" in the College Catalog.

FIRST YEAR

Fall

- ACA 122 College Transfer Success (1 Credit Hour)
- EMS 110 EMT (9 Credit Hours)
- BIO 168 Anatomy and Physiology I (4 Credit Hours)
- ENG 111 Writing and Inquiry (3 Credit Hours)

Total Credit Hours: 17

Spring

- BIO 169 Anatomy and Physiology II (4 Credit Hours)
- EMS 122 EMS Clinical Practicum I (1 Credit Hour)
- EMS 130 Pharmacology (4 Credit Hours)
- EMS 131 Advanced Airway Management (2 Credit Hours)
- EMS 160 Cardiology I (3 Credit Hours)

Total Credit Hours: 14

Summer

- EMS 220 Cardiology II (3 Credit Hours)
- EMS 221 EMS Clinical Practicum II (2 Credit Hours)
- EMS 240 Patients W/ Special Challenges (2 Credit Hours)

Total Credit Hours: 7

SECOND YEAR

Fall

- EMS 231 EMS Clinical Pract III (3 Credit Hours)
- EMS 250 Medical Emergencies (4 Credit Hours)
- EMS 260 Trauma Emergencies (2 Credit Hours)
- EMS 270 Life Span Emergencies (4 Credit Hours)
- ENG 112 Writing/Research in the Disc (3 Credit Hours)

Total Credit Hours: 16

Spring

- Social/Behavioral Science Elective (3 Credit Hours)
- EMS 235 EMS Management (2 Credit Hours)
- EMS 241 EMS Clinical Practicum IV (4 Credit Hours)
- EMS 285 EMS Capstone (2 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)

Total Credit Hours: 14

Social/Behavioral Science Electives

Select one (1) course from the following:

- PSY 150 General Psychology (3 Credit Hours)
  OR
- SOC 225 Social Diversity (3 Credit Hours)

Total Program Hours: 68

Esthetics

Certificate

Esthetics Instructor Certificate (C55270)

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 Learning Outcomes

Graduates will:

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 Arts standards.
5. Keep accurate records of student performances in a clinical setting.

Licensure

Gaston College Esthetics Instructor Certificate program is licensed by the NC Board of Cosmetic Art Examiners.

Admission Information

Students applying for admission to this program MUST meet all Gaston College admission requirements for General Admission to the College. In addition, students will need to demonstrate college readiness for English and math as exhibited through the college placement test, a placement test waiver, or completion of the acceptable coursework. Your academic advisor will be able to assist you in determining your college readiness.

For students interested in applying to this program at Gaston College, please note that it has limited enrollment and participates in a selective admission criteria process to select the most qualified applicants for admission. Students will need to make an appointment with their Admissions Specialist/Advisor in order to review admission requirements and to verify if the student has met selective admission criteria in order to submit an application by the deadline. Students interested in participating in the selective admission process for this program can find additional information and program admission requirements under the subheading "limited enrollment/selective admission" in the College Catalog.

Major Courses

- COS 253 Esthetics Ins. Concepts I (11 Credit Hours)
- COS 254 Esthetic Ins. Concepts II (11 Credit Hours)

Total Program Hours: 22

Note(s):

Upon completion of these requirements the student is eligible for a certificate and may apply for the State Board of Cosmetic Arts examination. Upon successfully passing the State Board exam, graduates will be issued a teaching certificate.

Esthetics Technology Certificate (C55230)

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 Board of Cosmetic Arts Licensing Exam for Estheticians 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 Learning Outcomes

Graduates will:

1. Demonstrate knowledge of the following esthetics concepts: orientation, anatomy, physiology, hygiene, sterilizations, first aid, chemistry, basic dermatology, and professional ethics.
2. Demonstrate safe and competent techniques for the following procedures: client consultation, facials, body treatments, hair removal, makeup applications, and color analysis.
3. Demonstrate knowledge of the following advanced esthetics concepts: nutrition, business management, makeup, and color analysis.
4. Demonstrate safe and competent techniques for the following advanced procedures: machine facials, aromatherapy, skin manipulations, electricity and apparatus.
5. Sit for the North Carolina Board of Cosmetic Arts Esthetics Licensing Exam for Estheticians.

Licensure

Gaston College Esthetics Technology Certificate program is licensed by the NC Board of Cosmetic Art Examiners.

Admission Information

Students applying for admission to this program MUST meet all Gaston College admission requirements for General Admission to the College. In addition, students will need to demonstrate college readiness for English and math as exhibited through the college placement test, a placement test waiver, or completion of the acceptable coursework. Your academic advisor will be able to assist you in determining your college readiness.

For students interested in applying to this program at Gaston College, please note that it has limited enrollment and participates in a selective admission criteria process to select the most qualified applicants for admission. Students will need to make an appointment with their Admissions Specialist/Advisor in order to review admission requirements and to verify if the student has met selective admission criteria in order to submit an application by the deadline. Students interested in participating in the selective admission process for this program can find additional information and program admission requirements under the subheading "limited enrollment/selective admission" in the College Catalog.

Fall

- COS 119 Esthetics Concepts I (2 Credit Hours)
- COS 120 Esthetics Salon I (6 Credit Hours)

Total Credit Hours: 8

Spring

- COS 125 Esthetics Concepts II (2 Credit Hours)
- COS 126 Esthetics Salon II (6 Credit Hours)

Total Credit Hours: 8

Total Program Hours: 16

Note(s):

Upon completion of these requirements the student is eligible for a certificate and may apply for the State Board of Cosmetic Arts examination. Upon successfully passing the State Board exam, graduates will be issued an Esthetics license.

Fire Protection Technology

Associate of Applied Science

Fire Protection Technology, A.A.S. (A55240)

The Fire Protection Technology curriculum is designed to provide individuals with technical and professional knowledge to make decisions regarding fire protection for both public and private sectors. It also provides a sound foundation of continuous higher learning in fire protection, administration, and management. Course work includes classroom and laboratory exercise to introduce the students to various aspects of fire protection. Students will learn technical and administrative skills such as hydraulics and hazardous materials. The curriculum includes areas such as the scientific understanding of fire hazards and their control and general courses that prepare one to work with people harmoniously.

Careers: Opportunities are excellent for individuals with adequate ability and training. Students seeking employment may be hired by governmental agencies, industrial firms, educational organizations, and insurance rating organizations. Employed persons should have opportunities for positions requiring increased skill and responsibility as they increase their job competence. Each class session is offered twice weekly to accommodate shift schedules - students may choose the session they wish to attend each week.

Program Learning Outcomes

Graduates will:

1. Demonstrate fire prevention practices, per NFPA 1021 guidelines.
2. Demonstrate written and oral communication skills, applicable to the fire service, incorporating NFPA 1041 and 1021.
3. Demonstrate knowledge of the financial processes associated with the fire service.
4. Demonstrate and apply fire-ground operations management, to include applicable NFPA standards and guidelines.
5. Demonstrate knowledge of fire service organization and management.
6. Demonstrate knowledge of an effective emergency management program to include applicable NFPA standards and guidelines.

General Education Courses

English

- ENG 111 Writing and Inquiry (3 Credit Hours)

Communications

- ENG 112 Writing/Research in the Disc (3 Credit Hours)

Humanities/Fine Arts

Select three (3) credit hours:

- ART 111 Art Appreciation (3 Credit Hours)
- ART 114 Art History Survey I (3 Credit Hours)
- ART 115 Art History Survey II (3 Credit Hours)
- ENG 231 American Literature I (3 Credit Hours)
- ENG 232 American Literature II (3 Credit Hours)
- ENG 241 British Literature I (3 Credit Hours)
- ENG 242 British Literature II (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- MUS 112 Introduction to Jazz (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)
- REL 110 World Religions (3 Credit Hours)

Social/Behavioral Sciences

Select three (3) credit hours:

- POL 120 American Government (3 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)
- SOC 210 Introduction to Sociology (3 Credit Hours)
- SOC 220 Social Problems (3 Credit Hours)

Natural Science/Math

- BIO 110 Principles of Biology (4 Credit Hours)
  OR
- MAT 143 Quantitative Literacy (3 Credit Hours)
  OR
- MAT 152 Statistical Methods I (4 Credit Hours)
  OR
- MAT 171 Precalculus Algebra (4 Credit Hours)

Total Credit Hours: 15

Major Courses

- FIP 120 Intro to Fire Protection (3 Credit Hours)
- FIP 124 Fire Prevention & Public Ed (3 Credit Hours)

- FIP 132 Building Construction (3 Credit Hours)
- FIP 152 Fire Protection Law (3 Credit Hours)
- FIP 220 Fire Fighting Strategies (3 Credit Hours)
- FIP 228 Local Govt Finance (3 Credit Hours)

Total Credit Hours: 18

Other Major Courses

Select 30 Credit Hours:

- EPT 140 Emergency Management (3 Credit Hours)
- EPT 150 Incident Management (3 Credit Hours)
- FIP 128 Detection & Investigation (3 Credit Hours)
- FIP 136 Inspections & Codes (3 Credit Hours)
- FIP 146 Fire Protection Systems (4 Credit Hours)
- FIP 221 Adv Fire Fighting Strat (3 Credit Hours)
- FIP 230 Chem of Hazardous Mat I (5 Credit Hours)
- FIP 232 Hydraulics & Water Dist (3 Credit Hours)
- FIP 276 Managing Fire Services (3 Credit Hours)
- PST 166 NC OSFM Training (6 Credit Hours)

Select three (3) credit hours:

- FIP 140 Industrial Fire Protection (3 Credit Hours)
  OR
- PST 163 NC OSFM Training (3 Credit Hours)

Total Credit Hours: 33

Required Course

- ACA 122 College Transfer Success (1 Credit Hour)

Total Program Hours: 67

Certificate

Fire Protection Technology - Industrial Fire Protection Certificate (C55240)

The Industrial Fire Brigade Certificate curriculum is designed to provide students with knowledge and skills in the technical, managerial, and leadership areas necessary for advancement within the fire protection community and related firefighting industries, and to provide currently employed firefighters and safety professionals with knowledge and skills often required for promotional consideration.

Course work includes diverse fire protection subject areas, including fire protection systems, building construction, along with local, state, and federal laws and standards, as they apply to emergency services management and industrial safety. Emphasis

includes understanding fire characteristics and the structural consequences of fire; risk assessment and management; and relevant research, communications, and leadership methodologies.

Employment opportunities include fire departments, governmental agencies, industrial firms, insurance rating organizations, and educational organizations.

Program Learning Outcomes

Graduates will:

1. Demonstrate knowledge of basic fire protection engineering concepts, fire protection systems evaluation and design, as it relates to risk reduction.
2. Demonstrate fundamental knowledge of the functions of planning, organizing, directing and controlling as applicable to leadership in fire and industrial safety.
3. Demonstrate fundamental knowledge of the local, state and national standards appropriate to fire safety.
4. Demonstrate fundamental knowledge of human resources and safety management as it relates to the work place.
5. Demonstrate written and oral communication skills, applicable to fire and industrial safety.

Major Courses

- FIP 120 Intro to Fire Protection (3 Credit Hours)
- FIP 152 Fire Protection Law (3 Credit Hours)
- FIP 132 Building Construction (3 Credit Hours)
- FIP 140 Industrial Fire Protection (3 Credit Hours)
- FIP 146 Fire Protection Systems (4 Credit Hours)

Total Program Hours: 16

Note(s):

The courses taken in this certificate program may be applied toward the Associate in Applied Science degree in Fire Protection Technology.

General Studies

Associate in General Education

Associate in General Education (A10300)

The Associate in General Education degree shall be granted for planned programs of study consisting of a minimum of 64 and a maximum of 65 semester hours.

Within the degree programs, the college shall include opportunities for the achievement of competence in reading, writing, oral communications, fundamental mathematical skills, and the basic use of computers.

The Associate in General Education is a non-transfer degree.

Program Learning Outcomes

Graduates will:

Demonstrate general education competencies in the following areas:

Competency 1: Information Literacy and Educational Technology

Students will meet this competency through the completion of both objectives 1a and 1b.

Objective 1a: Access, use, and evaluate information in a variety of formats.

Objective 1b: Use educational technologies to achieve academic and work-related goals.

Competency 2: Communication

Students will meet this competency through assessments in both ENG 111 and ENG 112, ENG 114, COM 120, or COM 231.

Objective: Communicate effectively through writing, reading, and speaking

Competency 3: Computational and/or Scientific Reasoning

Students will meet this competency through the completion of objectives 3a, 3b, or 3c.

Objective 3a: Analyze mathematical problems and quantitative data to make logical decisions.

Objective 3b: Demonstrate knowledge of the natural sciences and use this knowledge to analyze problems and make rational decisions.

Objective 3c: Demonstrate knowledge of the role and function of computers to solve problems.

Competency 4: Humanities and Fine Arts

Students will meet this competency through the completion of objectives 4a, 4b, or 4c.

Objective 4a: Demonstrate knowledge of philosophical and/or religious beliefs, assumptions, and values.

Objective 4b: Demonstrate knowledge of cultural and artistic significance within the fine arts.

Objective 4c: Demonstrate knowledge of literary works within a historical and cultural context.

Competency 5: Social and Behavioral Sciences

Students will meet this competency through the completion of objectives 5a or 5b.

Objective 5a: Demonstrate knowledge of the historical patterns in political, cultural, and economic life and their impact on human societies.

Objective 5b: Demonstrate knowledge of the reciprocal interactions among self, society, and the environment.

General Education Courses (15 SHC)

English Composition (6 SHC)

ENG 111 is required. Students must select either ENG 112 or ENG 114 as the second required English course.

- ENG 111 Writing and Inquiry (3 Credit Hours)

- ENG 112 Writing/Research in the Disc (3 Credit Hours)
  OR
- ENG 114 Professional Research & Reporting (3 Credit Hours)

Humanities/Fine Arts (3 SHC)

Select one (1) course from the following discipline areas.

- ART 111 Art Appreciation (3 Credit Hours)
- ART 114 Art History Survey I (3 Credit Hours)
- ART 115 Art History Survey II (3 Credit Hours)
- ENG 231 American Literature I (3 Credit Hours)
- ENG 232 American Literature II (3 Credit Hours)
- ENG 241 British Literature I (3 Credit Hours)
- ENG 242 British Literature II (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- MUS 112 Introduction to Jazz (3 Credit Hours)
- PHI 215 Philosophical Issues (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)

Social/Behavioral Sciences (3 SHC)

Select one (1) course from the following discipline areas.

- ECO 251 Prin of Microeconomics (3 Credit Hours)
- ECO 252 Prin of Macroeconomics (3 Credit Hours)
- HIS 111 World Civilizations I (3 Credit Hours)
- HIS 112 World Civilizations II (3 Credit Hours)
- HIS 131 American History I (3 Credit Hours)
- HIS 132 American History II (3 Credit Hours)
- POL 120 American Government (3 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)
- SOC 210 Introduction to Sociology (3 Credit Hours)

Natural Sciences/Mathematics (3 SHC)

Select one (1) course from the following.

- BIO 110 Principles of Biology (4 Credit Hours)
- BIO 111 General Biology I (4 Credit Hours)
- CHM 151 General Chemistry I (4 Credit Hours)
- GEL 111 Geology (4 Credit Hours)
- PHY 110 Conceptual Physics (3 Credit Hours)
  AND
- PHY 110A Conceptual Physics Lab (1 Credit Hour)
- MAT 143 Quantitative Literacy (3 Credit Hours)
- MAT 152 Statistical Methods I (4 Credit Hours)
- MAT 171 Precalculus Algebra (4 Credit Hours)

- CIS 110 Introduction to Computers (3 Credit Hours)
- CIS 115 Intro to Prog & Logic (3 Credit Hours)

Other Required Hours (49-50 SHC)

An additional 49-50 semester hours credit of courses should be selected from general education and professional courses which have been approved for transfer and/or approved by the advisor or required for specific A.A.S. programs. Only courses numbered 110-199 or 210-299 will count. A maximum of seven (7) SHC in Work-Based Learning (WBL) courses may be included in the AGE degree. A maximum of seven (7) SHC in health, physical education, college orientation, and /or study skills may be included. Selected topics or seminar courses may be included in a program of study up to a maximum of three (3) SHC.

Required: Take one (1) credit hour.

- ACA 111 College Student Success (1 Credit Hour)
  OR
- ACA 122 College Transfer Success (1 Credit Hour)

Total Program Hours: 64-65

Note(s):

Students will not receive credit for both BIO 110 and BIO 111. Students will not receive credit for both CHM 131 and CHM 151. Students will not receive credit for both PHY 151 and PHY 251. Students will not receive credit for both PHY 152 and PHY 252. Students will not receive credit for both MAT 263 and MAT 271.

General Studies

Associate of Applied Science

General Occupational Technology, A.A.S. (A55280)

This Associate in Applied Science (A.A.S.) degree is a two-year program that prepares students for the workforce. However, there are some senior institutions where all or part of this degree is accepted as the first two years of a four-year program. Students interested in pursuing a four-year degree should consult an advisor.

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

The curriculum content will be customized for students according to occupational interests and needs. A program of study for each student will be selected from any non-developmental 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 Learning Outcomes

Graduates will:

1. Develop knowledge and skills specific to an occupational choice; occupational status; job placement; licensure; job satisfaction; performance; productivity; occupational mobility; employer satisfaction, and occupational aspirations.
2. Use critical thinking, problem solving, analytical and evaluative skills, formal and post formal reasoning, conceptual complexity, creativity, moral reasoning (as a process).
3. Demonstrate foundational skills that will enable them to effectively use computers and current information technology in the workforce.
4. Use the mathematical concepts, notations, and manipulations needed in their field of study or occupation.

A program of study for each student will be selected from approved A.A.S., diploma, or certificate level courses offered by the College.

General Education Hours

- ENG 111 Writing and Inquiry (3 Credit Hours)
- ENG 112 Writing/Research in the Disc (3 Credit Hours)
- Humanities/Fine Arts Elective (AA degree level) (3 Credit Hours)
- Social/Behavioral Science Elective (AA degree level) (3 Credit Hours)

Total Credit Hours: 12

Mathematics

Choose one (1) of the following courses:

- MAT 121 Algebra/Trigonometry I (3 Credit Hours)
- MAT 143 Quantitative Literacy (3 Credit Hours)
- MAT 171 Precalculus Algebra (4 Credit Hours)

Total Credit Hours: 3-4

Major Hours

- ACA 122 College Transfer Success (1 Credit Hour)
- CIS 110 Introduction to Computers (3 Credit Hours)
- Choose 46 SHC from a combination of courses. All courses must be taken from approved Associate of Applied Science (AAS), Diploma, or Certificate programs which offer specific job knowledge and skills.
- WBL *** Work Based Learning cannot exceed 8 SHC. Contact office for course selection.

Total Credit Hours: 50

Total Program Hours: 65-66

Note(s):

Contact Work-Based Learning Office for course/section numbers.

Gunsmithing

Diploma

Gunsmithing Diploma (D30200)

The Gunsmithing curriculum is designed to provide the student with the required skills needed to refurbish metal and wood as applicable to firearms, to diagnose malfunctions for repair, and to accomplish more complex custom gunsmithing tasks. Course work includes manufacturing of tools used in the gunsmithing trade, restoration of firearms, stock making, barrel work, repair work, and custom work. The student will accomplish this work by performing actual gunsmithing tasks in a hands-on environment.

Program Learning Outcomes

Graduates will:

1. Read and work from blueprints using hand tools and make basic machine tool setups using manual lathes and milling machines.
2. Produce custom tooling and fixtures for use in gunsmithing type work.
3. Diagnose and correct basic malfunctions, produce and fix simple parts, choose, and install sights.
4. Perform barrel alterations such as custom-barreled actions, recoil pads, and choke tubes.

Admission Information

Program requirements for eligibility:

Students must complete the Gunsmithing Application form (see advisor) and be able to provide ONE of the following:

1. Proof of exemption from permit requirements pursuant to G.S.14-415-25.
   OR

2. A background check from an approved agency (must be a Federal background check) to determine eligibility to possess a firearm in North Carolina.

Fall

- GSM 120 Gunsmithing Tools (6 Credit Hours)
- MAC 141 Machine Applications I (4 Credit Hours)

Total Credit Hours: 10

Spring

- GSM 111 Gunsmithing I (6 Credit Hours)
- MAC 142 Machine Applications II (4 Credit Hours)

Total Credit Hours: 10

Summer

- GSM 125 Barrel Fitting/Alteration (6 Credit Hours)
  OR
- GSM 227 Adv Repair Technology (6 Credit Hours)

Total Credit Hours: 6

Fall

- ACA 122 College Transfer Success (1 Credit Hour)
- GSM 127AB General Repair (3 Credit Hours)
- MAT 110 Math Measurement & Literacy (3 Credit Hours)
  OR
- MAT 121 Algebra/Trigonometry I (3 Credit Hours)

Total Credit Hours: 7

Spring

- COM 110 Introduction to Communication (3 Credit Hours)
  OR
- ENG 111 Writing and Inquiry (3 Credit Hours)
- GSM 127BB General Repair (3 Credit Hours)

Total Credit Hours: 6

Total Program Hours: 39

Health and Fitness Science

Associate of Applied Science

Health & Fitness Science, A.A.S. (A45630)

The Health and Fitness Science program is designed to provide students with the knowledge and skills necessary for employment in the fitness and exercise industry.

Students will be trained in exercise science and be able to administer basic fitness tests and health risk appraisals, teach specific exercise and fitness classes and provide instruction in the proper use of exercise equipment and facilities.

Graduates should qualify for employment opportunities in commercial fitness clubs, YMCAs/YWCAs, wellness programs in business and industry, Parks & Recreation Departments and other organizations implementing exercise & fitness programs.

Program Learning Outcomes

Graduates will:

1. Demonstrate competency and knowledge of kinesiology and exercise physiology.
2. Demonstrate, instruct, and administer proper exercise testing methods.
3. Design, plan, and lead individual and group exercise programs.
4. Demonstrate competency in the knowledge, skills, and abilities to be a successful and proficient personal trainer.
5. Demonstrate competency and knowledge of fitness facility management.

Course Selection Information

Students, to help you progress in your degree program, take prerequisite courses along with English and Math early in your academic career. This will align you for greater success in completing your program of study. Click on the courses listed below to ensure you are aware of prerequisites. The order shown below under the student program priorities is a guide.

Student Program Priorities:

1. HFS 110
2. HFS 111

Admission Information

Students applying for admission to this program MUST meet all Gaston College admission requirements for General Admission to the College. In addition, students will need to demonstrate college readiness for English and math as exhibited through the college placement test, a placement test waiver, or completion of the acceptable coursework. Your academic advisor will be able to assist you in determining your college readiness and will develop an academic plan, review progress, address issues, and confirm all minimum requirements are met for this program.

FIRST YEAR

Fall

- ACA 122 College Transfer Success (1 Credit Hour)
- BIO 168 Anatomy and Physiology I (4 Credit Hours)
- HFS 110 Exercise Science (4 Credit Hours)
- PED 110 Fit and Well for Life (2 Credit Hours)
- ENG 111 Writing and Inquiry (3 Credit Hours)

Total Credit Hours: 14

Spring

- BIO 169 Anatomy and Physiology II (4 Credit Hours)
- HEA 112 First Aid & CPR (2 Credit Hours)
- HFS 111 Fitness & Exer Testing I (4 Credit Hours)
- HFS 116 Pvnt & Care Exer Injuries (3 Credit Hours)
- HFS 118 Fitness Facility Mgmt (4 Credit Hours)

- PED 117 Weight Training I (1 Credit Hour)

Total Credit Hours: 18

SECOND YEAR

Fall

- COM 120 Intro Interpersonal Com (3 Credit Hours)
- HFS 212 Exercise Programming (3 Credit Hours)
- HFS 218 Lifestyle Chng & Wellness (4 Credit Hours)
- MAT 143 Quantitative Literacy (3 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)
- Humanities/Fine Arts Elective (3 Credit Hours)

Total Credit Hours: 19

Spring

- BIO 155 Nutrition (3 Credit Hours)
- HFS 120 Group Exer Instruction (3 Credit Hours)
- HFS 210 Personal Training (3 Credit Hours)
- PED 121 Walk, Jog, Run (1 Credit Hour)
- PED 122 Yoga I (1 Credit Hour)
- WBL 111 Work-Based Learning I (1 Credit Hour)
- HEA 110 Personal Health/Wellness (3 Credit Hours)

Total Credit Hours: 15

Humanities/Fine Arts Electives

Select one (1) course from the following:

- ART 111 Art Appreciation (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)

Total Program Hours: 66

Note(s):

A math course is required for all HFS students. The College will advise all HFS students to take three (3) hours in math. An additional Chemistry course is available for those HFS students who will be preparing for their Baccalaureate degree at UNC Charlotte.

Certificate

Health & Fitness Science - Health and Wellness Coach Certificate (C45630)

The Health and Wellness Coach Certificate prepares students to work as health and wellness coaches in the health and fitness industry. Upon completion students will demonstrate the ability to effectively implement coaching strategies that improve the health of individuals and communities. Health and wellness coaches are able to work in a variety of settings including hospitals, nonprofit organizations, government, doctors' offices, private businesses and other health and fitness areas.

Program Learning Outcomes

Graduates will:

1. Demonstrate knowledge of the various components of health and wellness and lifestyle behavior change strategies and models.
2. Administer health and wellness assessments and interpret results within current scope of practice guidelines.
3. Develop individual lifelong health and wellness programs that meet the health needs, abilities, and interests of clients.
4. Conduct wellness coaching sessions that demonstrate effective communication, coaching, and lifestyle behavior modification.

Admission Information

Students applying for admission to this program MUST meet all Gaston College admission requirements for General Admission to the College. In addition, students will need to demonstrate college readiness for English and math as exhibited through the college placement test, a placement test waiver, or completion of the acceptable coursework. Your academic advisor will be able to assist you in determining your college readiness and will develop an academic plan, review progress, address issues, and confirm all minimum requirements are met for this program.

Major Courses

- BIO 155 Nutrition (3 Credit Hours)
- HEA 110 Personal Health/Wellness (3 Credit Hours)
- HFS 218 Lifestyle Chng & Wellness (4 Credit Hours)
- PED 110 Fit and Well for Life (2 Credit Hours)

Total Program Hours: 12

Health & Fitness Science - Group Exercise Instructor Certificate (C45630A)

The Group Exercise Instructor Certificate prepares students to work as a Group Exercise Instructor in the health and fitness industry. Upon completion, students will be able to demonstrate the ability to design group exercise classes using their knowledge of exercise science, lead classes effectively, and provide technique demonstrations. Students will also be trained to analyze and evaluate potential Group Exercise Instructors in their presentation skills, class organization, use of audiovisuals, and proper critique to participants. Group Exercise Instructors are able to work in a variety of settings, including YMCAs, fitness centers, and recreation centers.

Program Learning Outcomes

Graduates will:

1. Demonstrate competency and knowledge of kinesiology and exercise physiology.
2. Design, plan, and lead both individual and group exercise programs based on scientifically recognized training guidelines.
3. Demonstrate competency in the knowledge, skills, and abilities to be a successful and proficient Group Exercise Instructor.

Admission Information

Students applying for admission to this program MUST meet all Gaston College admission requirements for General Admission to the College. In addition, students will need to demonstrate college readiness for English and math as exhibited through the college placement test, a placement test waiver, or completion of the acceptable coursework. Your academic advisor will be able to assist you in determining your college readiness and will develop an academic plan, review progress, address issues, and confirm all minimum requirements are met for this program.

Major Courses

- HFS 110 Exercise Science (4 Credit Hours)
- HFS 120 Group Exer Instruction (3 Credit Hours)
- PED 110 Fit and Well for Life (2 Credit Hours)
- PED 117 Weight Training I (1 Credit Hour)
- PED 121 Walk, Jog, Run (1 Credit Hour)
- PED 122 Yoga I (1 Credit Hour)

Total Program Hours: 12

Health & Fitness Science Certificate - Foundations of Health & Fitness Science (C45630B)

The Foundations of Health & Fitness Science Certificate prepares students to understand the components of overall health and wellbeing, their interaction with one-another, and the best practices for improving each. Upon completion of the Certificate, students will be able to identify what components are in need of enhancing, and the ability to develop an exercise and behavior modification plan to achieve this.

Program Learning Outcomes

Graduates will:

1. Demonstrate the knowledge of personal health and wellness.
2. Identify personal change outcomes based on knowledge and practice.
3. Demonstrate knowledge of the fitness components: cardiorespiratory endurance, muscular strength and endurance, flexibility and body composition.
4. Demonstrate knowledge of personal and social dietary habits, coping mechanisms, safety practices, and other topics related to a high level wellness lifestyle.
5. Develop and implement a personal fitness program based on scientifically recognized safety and training guidelines.

Admission Information

Students applying for admission to this program MUST meet all Gaston College admission requirements for General Admission to the College. In addition, students will need to demonstrate college readiness for English and math as exhibited through the college placement test, a placement test waiver, or completion of the acceptable coursework. Your academic advisor will be able to assist you in determining your college readiness and will develop an academic plan, review progress, address issues, and confirm all minimum requirements are met for this program.

Major Courses

- ACA 111 College Student Success (1 Credit Hour)
- HEA 110 Personal Health/Wellness (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- PED 110 Fit and Well for Life (2 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)

Total Program Hours: 12

Health Information Technology

Associate of Applied Science

Health Information Technology, A.A.S. (A45360)

The Health Information Technology Curriculum is designed to provide individuals with the technical knowledge and skills to process, analyze, maintain, and report health information data in compliance with legal, accreditation, licensure and certification standards.

Course work includes diagnosis and procedure coding/classification systems, privacy and security strategies, health informatics, data analytics and use, revenue cycle management, regulatory compliance, and organizational leadership.

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

Program Learning Outcomes

Graduates Will:

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

Admission Information

Students applying for admission to this program MUST meet all Gaston College admission requirements for General Admission to the College. In addition, students will need to demonstrate college readiness for English and math as exhibited through the college placement test, a placement test waiver, or completion of the acceptable coursework. Your academic advisor will be able to assist you in determining your college readiness and will develop an academic plan, review progress, address issues, and confirm all minimum requirements are met for this program.

FIRST YEAR

Fall

- ACA 111 College Student Success (1 Credit Hour)
  OR
- ACA 122 College Transfer Success (1 Credit Hour)
- BIO 168 Anatomy and Physiology I (4 Credit Hours)
- HIT 110 Intro to Healthcare & HIM (3 Credit Hours)
- HIT 114 Health Data Sys/Standards (3 Credit Hours)
- MED 121 Medical Terminology I (3 Credit Hours)
- CIS 110 Introduction to Computers (3 Credit Hours)

Total Credit Hours: 17

Spring

- BIO 169 Anatomy and Physiology II (4 Credit Hours)
- ENG 111 Writing and Inquiry (3 Credit Hours)
- HIT 112 Health Law and Ethics (3 Credit Hours)
- MAT 152 Statistical Methods I (4 Credit Hours)
- MED 122 Medical Terminology II (3 Credit Hours)

Total Credit Hours: 17

Summer

- HIT 211 Diagnosis Coding & Reporting (3 Credit Hours)
- HIT 213 Inpt Proc Coding & Reporting (2 Credit Hours)
- HIT 226 Pathophysiology & Pharmacology (3 Credit Hours)
- HIT 124 Prof Practice Exp II (1 Credit Hour)
- DBA 110 Database Concepts (3 Credit Hours)

Total Credit Hours: 12

SECOND YEAR

Fall

- HIT 217 Quality & Data Analysis (3 Credit Hours)
- HIT 214 OP Procedure Coding/Reporting (2 Credit Hours)
- HIT 215 Revenue Cycle Management (2 Credit Hours)
- HIT 222 Prof Practice Exp III (2 Credit Hours)
- ENG 112 Writing/Research in the Disc (3 Credit Hours)

Total Credit Hours: 12

Spring

- ART 111 Art Appreciation (3 Credit Hours)
- HIT 216 Quality Management (2 Credit Hours)
- HIT 218 Mgmt Principles in HIT (3 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)
- HIT 280 HIM Capstone (2 Credit Hours)

Total Credit Hours: 13

Total Program Hours: 71

Human Services Technology

Associate of Applied Science

Human Services Technology, A.A.S. (A45380)

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 Learning Outcomes

Graduates will:

1. Identify the knowledge, skills, and roles of a human service worker.
2. Analyze experiential learning in small groups and identify and explain the interactions of group members in group settings.
3. Perform basic interviewing skills needed to function in a helping relationship using the Microskills Model.
4. Demonstrate performance of counseling techniques.

5. Demonstrate an integration of the knowledge, skills, and experiences gained in classroom and clinical experiences with emerging trends in the field.
6. Assess crisis situations and respond with the appropriate differential techniques applicable to various crisis situations.
7. Demonstrate professional work ethics/traits and personal behaviors necessary for career success.
8. Apply multicultural competence in service delivery.

Course Selection Information

Students, to help you progress in your degree program, take prerequisite courses along with English and Math early in your academic career. This will align you for greater success in completing your program of study. Click on the courses listed below to ensure you are aware of prerequisites. The order shown below under the student program priorities is a guide.

Student Program Priorities:

1. HSE 110, HSE 112, PSY 150

Admission Information

Students applying for admission to this program MUST meet all Gaston College admission requirements for General Admission to the College. In addition, students will need to demonstrate college readiness for English and math as exhibited through the college placement test, a placement test waiver, or completion of the acceptable coursework. Your academic advisor will be able to assist you in determining your college readiness and will develop an academic plan, review progress, address issues, and confirm all minimum requirements are met for this program.

Fall

- HSE 110 Intro to Human Services (3 Credit Hours)
- HSE 112 Group Process I (2 Credit Hours) *
- HSE 123 Interviewing Techniques (3 Credit Hours)
- HSE 212 Group Process II (2 Credit Hours) *
- HSE 225 Crisis Intervention (3 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)
- ACA 122 College Transfer Success (1 Credit Hour)

Total Credit Hours: 17

Spring

- ENG 111 Writing and Inquiry (3 Credit Hours)
- HSE 125 Counseling (3 Credit Hours)
- HSE 220 Case Management (3 Credit Hours)
- OST 137 Office Applications I (3 Credit Hours)
- PSY 281 Abnormal Psychology (3 Credit Hours)
- SOC 220 Social Problems (3 Credit Hours)

Total Credit Hours: 18

Fall

- ENG 112 Writing/Research in the Disc (3 Credit Hours)
  OR
- COM 231 Public Speaking (3 Credit Hours)
- WBL 111 Work-Based Learning I (1 Credit Hour) *
- WBL 115 Work-Based Learning Seminar I (1 Credit Hour) *
- DDT 110 Developmental Disabilities (3 Credit Hours)
- HSE 227 Children & Adol in Crisis (3 Credit Hours)
- PSY 241 Developmental Psych (3 Credit Hours)
- SAB 135 Addictive Process (3 Credit Hours)

Total Credit Hours: 17

Spring

- BIO 110 Principles of Biology (4 Credit Hours)
- GRO 120 Gerontology (3 Credit Hours)
- HSE 210 Human Services Issues (2 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)
- WBL 121 Work-Based Learning II (1 Credit Hour)
- WBL 125 Work-Based Learning Seminar II (1 Credit Hour)

Total Credit Hours: 14

Total Program Hours: 66

Note(s):

**HSE 112 is an 8 week - first session prerequisite course for HSE 212. HSE 212 is an 8 week - second session course.*

To be eligible for WBL 111 and WBL 115, students must be planning to graduate within the next two semesters, recommended for placement by the Human Services Technology faculty, and have completed the following five courses: HSE 110, HSE 112, HSE 123, HSE 225, and PSY 150, or receive Departmental approval to substitute course(s).

Human Services Technology Addiction and Recovery Studies, A.A.S. (A4538E)

The Human Services Technology/Addiction and Recovery Studies concentration prepares students to assist in drug and alcohol counseling, prevention-oriented educational activities, rehabilitation with recovering clients, managing community-based programs, counseling in residential facilities, and pursuit of four-year degrees.

Course work includes classroom and experiential activities oriented toward an overview of chemical dependency, psychological/sociological process, the twelve Core Functions, intervention techniques with individuals in groups, and follow-up activities with recovering clients.

Graduates should qualify for positions as substance abuse counselors, DWI counselors, halfway house workers, residential facility employees, and substance education specialists. With educational and clinical experiences, graduates can obtain certification by the North Carolina Addictions Specialist Professional Practice Board.

Program Learning Outcomes

Graduates will:

1. Analyze experiential learning in small groups and identify and explain the interactions of group members in group settings.
2. Perform basic interviewing skills needed to function in a helping relationship using the Microskills Model.
3. Demonstrate performance of counseling techniques.
4. Assess crisis situations and respond with the appropriate differential techniques applicable to various crisis situations.
5. Apply multicultural competence in service delivery.
6. Apply the Ethical Principles of Conduct for a Substance Abuse Professional.
7. Demonstrate competence in each of the 12 Core Functions of a Substance Abuse Professional:

- Screening
- Intake
- Orientation
- Assessment
- Treatment Planning
- Counseling
- Case Management
- Crisis Intervention
- Client Education
- Referrals
- Report and Record Keeping
- Consultation with Other Professionals

Course Selection Information

Students, to help you progress in your degree program, take prerequisite courses along with English and Math early in your academic career. This will align you for greater success in completing your program of study. Click on the courses listed below to ensure you are aware of prerequisites. The order shown below under the student program priorities is a guide.

Student Program Priorities:

1. HSE 112, PSY 150
2. HSE 110, SAB 110

Admission Information

Students applying for admission to this program MUST meet all Gaston College admission requirements for General Admission to the College. In addition, students will need to demonstrate college readiness for English and math as exhibited through the college placement test, a placement test waiver, or completion of the acceptable coursework. Your academic advisor will be able to assist you in determining your college readiness and will develop an academic plan, review progress, address issues, and confirm all minimum requirements are met for this program.

Fall

- OST 137 Office Applications I (3 Credit Hours)
- HSE 110 Intro to Human Services (3 Credit Hours)
- HSE 112 Group Process I (2 Credit Hours) *
- SAB 110 Substance Abuse Overview (3 Credit Hours)
- SAB 220 Group Techniques/Therapy (3 Credit Hours) *
- ACA 122 College Transfer Success (1 Credit Hour)

Total Credit Hours: 15

Spring

- ENG 111 Writing and Inquiry (3 Credit Hours)
- HSE 125 Counseling (3 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)
- SAB 210 Addiction and Recovery Counsel (3 Credit Hours)
- SOC 220 Social Problems (3 Credit Hours)

Total Credit Hours: 15

Fall

- ENG 112 Writing/Research in the Disc (3 Credit Hours)
  OR
- COM 231 Public Speaking (3 Credit Hours)
- HSE 123 Interviewing Techniques (3 Credit Hours)
- HSE 225 Crisis Intervention (3 Credit Hours)
- PSY 281 Abnormal Psychology (3 Credit Hours)
- SAB 135 Addictive Process (3 Credit Hours)

Total Credit Hours: 15

Spring

- HSE 210 Human Services Issues (2 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)
- SAB 120 Intake and Assessment (3 Credit Hours)
- SAB 125 SA Case Management (3 Credit Hours)
- WBL 111 Work-Based Learning I (1 Credit Hour)
- WBL 115 Work-Based Learning Seminar I (1 Credit Hour)

Total Credit Hours: 13

Fall

- BIO 110 Principles of Biology (4 Credit Hours)
- PSY 241 Developmental Psych (3 Credit Hours)
- SAB 240 Sab Issues in Client Serv (3 Credit Hours)
- WBL 121 Work-Based Learning II (1 Credit Hour)
- WBL 125 Work-Based Learning Seminar II (1 Credit Hour)

Total Credit Hours: 12

Total Program Hours: 70

Note(s):

**HSE 112 is an 8 week - first session prerequisite course for SAB 220. SAB 220 is an 8 week - second session course.*

To be eligible for WBL 111 and WBL 115, students must be planning to graduate within the next two semesters; register with the North Carolina Addictions Specialist Professional Practice Board prior; recommended for placement by the Human Services Technology faculty, and have completed the following nine courses: HSE 110, HSE 112, HSE 123, HSE 225, PSY 150, SAB 110, SAB 135, SAB 210, and SAB 220, or receive Departmental approval to substitute course(s).

Diploma

Human Services Technology Diploma (D45380)

The Human Services Technology Diploma 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.

This Human Services Diploma program is designed for non-licensed positions and does not academically qualify graduates for any state professional license. Graduates from the Human Services Diploma can choose to continue their education at the Associate Degree level and become eligible to sit for the national Human Services Board-Certified Practitioner credential developed by the Center for Credentialing and Education upon Associate Degree completion.

Program Learning Outcomes

Graduates will:

1. Identify the knowledge, skills, and roles of a human service worker.
2. Analyze experiential learning in small groups and identify and explain the interactions of group members in group settings.
3. Perform basic interviewing skills needed to function in a helping relationship using the Microskills Model.
4. Demonstrate performance of counseling techniques.
5. Demonstrate an integration of the knowledge, skills, and experiences gained in classroom and clinical experiences with emerging trends in the field.
6. Assess crisis situations and respond with the appropriate differential techniques applicable to various crisis situations.
7. Apply multicultural competence in service delivery.

Admission Information

The Human Services Technology Diploma program is a pathway only offered for students enrolled in the Gaston Early College of Medical Sciences.

Required Classes

- ACA 122 College Transfer Success (1 Credit Hour)
- PSY 150 General Psychology (3 Credit Hours)
- PSY 241 Developmental Psych (3 Credit Hours)

- PSY 281 Abnormal Psychology (3 Credit Hours)
- ENG 111 Writing and Inquiry (3 Credit Hours)
- SOC 220 Social Problems (3 Credit Hours)
- HSE 110 Intro to Human Services (3 Credit Hours)
- HSE 112 Group Process I (2 Credit Hours)
- HSE 123 Interviewing Techniques (3 Credit Hours)
- HSE 125 Counseling (3 Credit Hours)
- HSE 210 Human Services Issues (2 Credit Hours)
- HSE 212 Group Process II (2 Credit Hours)
- HSE 225 Crisis Intervention (3 Credit Hours)
- SAB 135 Addictive Process (3 Credit Hours)

Total Program Hours: 37

Note(s):

**HSE 112 is an 8 week - first session prerequisite course for HSE 212. HSE 212 is an 8 week - second session course.*

Certificate

Human Services Technology Certificate (C45380)

The curriculum prepares students for entry- level direct service work in the Human Services field. The courses are designed to enable students to link counseling theory to practice. In addition to course work in Human Services, students will participate in fieldwork experience at a Human Services agency.

Program Learning Outcomes

Graduates will:

1. Identify the knowledge, skills, and roles of a human service worker.
2. Perform basic interviewing skills needed to function in a helping relationship.
3. Demonstrate performance of counseling techniques.
4. Assess crisis situations and respond appropriately with the appropriate differential techniques applicable to various crisis situations.
5. Demonstrate professional work ethic traits and personal behaviors necessary for career success.

Admission Information

Students applying for admission to this program MUST meet all Gaston College admission requirements for General Admission to the College. In addition, students will need to demonstrate college readiness for English and math as exhibited through the college placement test, a placement test waiver, or completion of the acceptable coursework. Your academic advisor will be able to assist you in determining your college readiness and will develop an academic plan, review progress, address issues, and confirm all minimum requirements are met for this program.

Major Courses

- HSE 110 Intro to Human Services (3 Credit Hours)

- HSE 123 Interviewing Techniques (3 Credit Hours)
- HSE 125 Counseling (3 Credit Hours)
- HSE 220 Case Management (3 Credit Hours)
- HSE 225 Crisis Intervention (3 Credit Hours)
- WBL 111 Work-Based Learning I (1 Credit Hour)
- WBL 115 Work-Based Learning Seminar I (1 Credit Hour)

Total Program Hours: 17

Note(s):

The course taken in this certificate program may be applied toward the Associate in Applied Science degree in Human Services Technology.

To be eligible for WBL 111 and WBL 115, students must be recommended for placement by the Human Services Technology faculty and have completed the following courses: HSE 110 and one other HSE course in the major courses list.

Human Services Technology - At-Risk Youth Certificate (C45380A)

The curriculum prepares students for entry-level direct service work with the at-risk youth population. The courses are designed to enable students to link counseling theory to practice. In addition to course work in Human Services, students will participate in fieldwork experience in a Human Services agency.

Program Learning Outcomes

Graduates will:

1. Identify the knowledge, skills, and roles of a human service worker.
2. Identify the main crises affecting children and adolescents in contemporary society.
3. Identify the intervention strategies and available services for children and adolescents experiencing crises.
4. Identify and demonstrate knowledge of how to assess crisis situations and respond appropriately with the appropriate differential techniques applicable to various crisis situations.
5. Demonstrate professional work ethic traits and personal behaviors necessary for career success.

Admission Information

Students applying for admission to this program MUST meet all Gaston College admission requirements for General Admission to the College. In addition, students will need to demonstrate college readiness for English and math as exhibited through the college placement test, a placement test waiver, or completion of the acceptable coursework. Your academic advisor will be able to assist you in determining your college readiness and will develop an academic plan, review progress, address issues, and confirm all minimum requirements are met for this program.

Major Courses

- HSE 110 Intro to Human Services (3 Credit Hours)
- HSE 220 Case Management (3 Credit Hours)
- HSE 225 Crisis Intervention (3 Credit Hours)
- HSE 227 Children & Adol in Crisis (3 Credit Hours)
- SAB 135 Addictive Process (3 Credit Hours)

- WBL 111 Work-Based Learning I (1 Credit Hour)
- WBL 115 Work-Based Learning Seminar I (1 Credit Hour)

Total Program Hours: 17

Note(s):

The courses taken in this certificate program may be applied toward the Associate in Applied Science degree in Human Services Technology.

To be eligible for WBL 111 and WBL 115, students must be recommended for placement by the Human Services Technology faculty and have completed the following courses: HSE 110 and one other HSE course in the major courses list.

Human Services Technology - Gerontology Certificate (C45380C)

The curriculum prepares students for direct service delivery work to older adults and their families. Course work includes psychological, social, and physical aspects of the aging process; as well as methods to prevent and reduce substance misuse within the older adult population.

Program Learning Outcomes

Graduates will:

1. Identify the knowledge, skills, and roles of a human service worker.
2. Identify the aging process and its psychological, social, and physical aspects.
3. Identify how substance use and misuse impacts the quality of life for the older adult.
4. Demonstrate documentation skills used in case management.

Admission Information

Students applying for admission to this program MUST meet all Gaston College admission requirements for General Admission to the College. In addition, students will need to demonstrate college readiness for English and math as exhibited through the college placement test, a placement test waiver, or completion of the acceptable coursework. Your academic advisor will be able to assist you in determining your college readiness and will develop an academic plan, review progress, address issues, and confirm all minimum requirements are met for this program.

Major Courses

- GRO 120 Gerontology (3 Credit Hours)
- GRO 150 Substance Use and Aging (3 Credit Hours)
- HSE 110 Intro to Human Services (3 Credit Hours)
- HSE 125 Counseling (3 Credit Hours)
- HSE 210 Human Services Issues (2 Credit Hours)
- HSE 220 Case Management (3 Credit Hours)
  OR
- SAB 125 SA Case Management (3 Credit Hours)

Total Program Hours: 17

Information Technology

Associate of Applied Science

Information Technology - Software and Web Development, A.A.S (A25590SW)

The Software and Web Development track prepares individuals for employment as computer programmers, applications specialists, and related positions through study and applications in computer concepts, logic, programming procedures, languages, platforms, and business operations.

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

Graduates should qualify for employment in entry-level software and web development positions with businesses, educational systems, and governmental agencies.

Program Learning Outcomes

Graduates will:

1. Demonstrate the proper use of terminology in relation to software and web development.
2. Identify legal, ethical, social, and security issues related to software and web development.
3. Demonstrate the ability to design, code, implement, and test software using programming languages and test cases.
4. Create effective application development documentation.

Course Selection Information

Students, to help you progress in your degree program, take prerequisite courses along with English and Math early in your academic career. This will align you for greater success in completing your program of study. Click on the courses listed below to ensure you are aware of prerequisites. The order shown below under the student program priorities is a guide.

Student Program Priorities:

1. CSC 121, CSC 151, CIS 115, CTI 110, CTI 120, DBA 110

FIRST YEAR

Fall

- ACA 122 College Transfer Success (1 Credit Hour)
- CIS 110 Introduction to Computers (3 Credit Hours)
- CTI 110 Web, Pgm, & Db Foundation (3 Credit Hours)
- CTI 120 Network & Sec Foundation (3 Credit Hours)
- ENG 111 Writing and Inquiry (3 Credit Hours)
- Math Elective (4 Credit Hours)

Total Credit Hours: 17

Spring

- CIS 115 Intro to Prog & Logic (3 Credit Hours)
- CSC 151 JAVA Programming (3 Credit Hours)
- CTS 130 Spreadsheet (3 Credit Hours)
- WEB 110 Internet/Web Fundamentals (3 Credit Hours)
- DBA 110 Database Concepts (3 Credit Hours)

Total Credit Hours: 15

Summer

- CTS 115 Info Sys Business Concepts (3 Credit Hours)
- Social/Behavorial Science Elective (3 Credit Hours)

Total Credit Hours: 6

SECOND YEAR

Fall

- CSC 251 Advanced JAVA Programming (3 Credit Hours)
- DBA 120 Database Programming I (3 Credit Hours)
- WEB 115 Web Markup and Scripting (3 Credit Hours)
- WEB 151 Mobile Application Dev I (3 Credit Hours)
- COM 231 Public Speaking (3 Credit Hours)
  OR
- ENG 112 Writing/Research in the Disc (3 Credit Hours)

Total Credit Hours: 15

Spring

- CSC 121 Python Programming (3 Credit Hours)
- CSC 249 Data Structure & Algorithms (3 Credit Hours)
- CTS 285 Systems Analysis & Design (3 Credit Hours)
- Major Hour Elective (3 Credit Hours)
- Humanities/Fine Arts Elective (3 Credit Hours)

Total Credit Hours: 15

Humanities/Fine Arts Electives

Select one (1) course from the following:

- ART 111 Art Appreciation (3 Credit Hours)
- ART 114 Art History Survey I (3 Credit Hours)
- ENG 231 American Literature I (3 Credit Hours)
- ENG 232 American Literature II (3 Credit Hours)
- HUM 120 Cultural Studies (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- MUS 112 Introduction to Jazz (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)
- REL 110 World Religions (3 Credit Hours)

Social/Behavioral Science Electives

Select one (1) course from the following:

- ECO 251 Prin of Microeconomics (3 Credit Hours)
- ECO 252 Prin of Macroeconomics (3 Credit Hours)
- HIS 111 World Civilizations I (3 Credit Hours)
- HIS 112 World Civilizations II (3 Credit Hours)
- HIS 131 American History I (3 Credit Hours)
- HIS 132 American History II (3 Credit Hours)
- POL 120 American Government (3 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)
- SOC 210 Introduction to Sociology (3 Credit Hours)
- SOC 220 Social Problems (3 Credit Hours)

Math Electives

Select one (1) course from the following:

- MAT 152 Statistical Methods I (4 Credit Hours)
- MAT 171 Precalculus Algebra (4 Credit Hours)

Major Hour Electives

Select three (3) credit hours from the following:

- CTI 140 Virtualization Concepts (3 Credit Hours)
- CTS 120 Hardware/Software Support (3 Credit Hours)
- WEB 120 Intro Internet Multimedia (3 Credit Hours)
- WEB 210 Web Design (3 Credit Hours)
- OST 286 Professional Development (3 Credit Hours)
- WBL 111 Work-Based Learning I (1 Credit Hour)
- WBL 121 Work-Based Learning II (1 Credit Hour)
- WBL 131 Work-Based Learning III (1 Credit Hour)
- WBL 112 Work-Based Learning I (2 Credit Hours)
- WBL 122 Work-Based Learning II (2 Credit Hours)

Total Program Hours: 68

Note(s):

Students may complete up to three hours credit from WBL courses. Please contact the Work-Based Learning office for more information.

Information Technology -Web Administration and Design, A.A.S. (A25590WA)

The Web Administration and Design track prepares students for entry-level jobs using HTML, JavaScript, and PHP. Students will learn to create mobile apps, as well as front-end and back-end development.

Students will gain skills in social media, marketing, and design, preparing them for a variety of careers in the growing and evolving field of web technologies.

Program Learning Outcomes

Graduates will:

1. Create valid, properly structured web pages using a variety of HTML features to form a typical five-to-ten-page site.

2. Create external style sheets that effectively control an entire web site's formatting and layout.

3. Design, create, test, upload, and manage an accessible and standards compliant interactive and responsive web site that includes the use of text, graphics, and multimedia.

4. Identify legal, ethical, social, and security issues related to web administration and design.

5. Design, create, and test a database-driven web application according to industry standards.

Course Selection Information

Students, to help you progress in your degree program, take prerequisite courses along with English and Math early in your academic career. This will align you for greater success in completing your program of study. Click on the courses listed below to ensure you are aware of prerequisites. The order shown below under the student program priorities is a guide.

Student Program Priorities:

1. DBA 110
2. CIS 115, CTI 110, CTI 120,WEB 110, WEB 120 , WEB 210

FIRST YEAR

Fall

- ACA 122 College Transfer Success (1 Credit Hour)

- CIS 110 Introduction to Computers (3 Credit Hours)
- CTI 110 Web, Pgm, & Db Foundation (3 Credit Hours)
- CTI 120 Network & Sec Foundation (3 Credit Hours)
- ENG 111 Writing and Inquiry (3 Credit Hours)
- Math Elective (4 Credit Hours)

Total Credit Hours: 17

Spring

- CIS 115 Intro to Prog & Logic (3 Credit Hours)
- CTS 130 Spreadsheet (3 Credit Hours)
- DBA 110 Database Concepts (3 Credit Hours)
- WEB 110 Internet/Web Fundamentals (3 Credit Hours)
- WEB 120 Intro Internet Multimedia (3 Credit Hours)

Total Credit Hours: 15

Summer

- CTS 115 Info Sys Business Concepts (3 Credit Hours)
- Humanities/Fine Arts Elective (3 Credit Hours)

Total Credit Hours: 6

SECOND YEAR

Fall

- COM 231 Public Speaking (3 Credit Hours)
  OR
- ENG 112 Writing/Research in the Disc (3 Credit Hours)
- DBA 120 Database Programming I (3 Credit Hours)
- WEB 115 Web Markup and Scripting (3 Credit Hours)
- WEB 151 Mobile Application Dev I (3 Credit Hours)
- WEB 210 Web Design (3 Credit Hours)

Total Credit Hours: 15

Spring

- CTS 285 Systems Analysis & Design (3 Credit Hours)
- WEB 225 Content Management Sys (3 Credit Hours)
- WEB 250 Database Driven Websites (3 Credit Hours)
- Social/Behavorial Science Elective (3 Credit Hours)

- Major Hour Elective (3 Credit Hours)

Total Credit Hours: 15

Humanities/Fine Arts Electives

Select one (1) course from the following:

- ART 111 Art Appreciation (3 Credit Hours)
- ART 114 Art History Survey I (3 Credit Hours)
- ENG 231 American Literature I (3 Credit Hours)
- ENG 232 American Literature II (3 Credit Hours)
- HUM 120 Cultural Studies (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- MUS 112 Introduction to Jazz (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)
- REL 110 World Religions (3 Credit Hours)

Social/Behavioral Science Electives

Select one (1) course from the following:

- ECO 251 Prin of Microeconomics (3 Credit Hours)
- ECO 252 Prin of Macroeconomics (3 Credit Hours)
- HIS 111 World Civilizations I (3 Credit Hours)
- HIS 112 World Civilizations II (3 Credit Hours)
- HIS 131 American History I (3 Credit Hours)
- HIS 132 American History II (3 Credit Hours)
- POL 120 American Government (3 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)
- SOC 210 Introduction to Sociology (3 Credit Hours)
- SOC 220 Social Problems (3 Credit Hours)

Math Electives

Select one (1) course from the following:

- MAT 152 Statistical Methods I (4 Credit Hours)
- MAT 171 Precalculus Algebra (4 Credit Hours)

Major Hour Electives

Select three (3) credit hours from the following:

- CSC 121 Python Programming (3 Credit Hours)
- CSC 151 JAVA Programming (3 Credit Hours)
- OST 286 Professional Development (3 Credit Hours)

- WBL 111 Work-Based Learning I (1 Credit Hour)
- WBL 121 Work-Based Learning II (1 Credit Hour)
- WBL 131 Work-Based Learning III (1 Credit Hour)
- WBL 112 Work-Based Learning I (2 Credit Hours)
- WBL 122 Work-Based Learning II (2 Credit Hours)

Total Program Hours: 68

Note(s):

Students may complete up to three hours credit from WBL courses. Please contact the Work-Based Learning office for more information.

Information Technology - Information Systems Support, A.A.S. (A25590IS)

The Information Systems Support track is designed to prepare graduates for employment with organizations that use computers to process, manage, and communicate information.

Coursework will develop a student's ability to communicate complex technical issues related to computer hardware and software in a manner that computer users can understand. Classes cover computer operations and terminology, operating systems, software applications, and technical support.

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

Program Learning Outcomes

Graduates will:

1. Demonstrate the proper use of terminology in relation to information systems support.
2. Identify legal, ethical, social, and security issues related to information systems support.
3. Communicate technical issues related to information systems support.
4. Utilize current application packages and operating systems.

Course Selection Information

Students, to help you progress in your degree program, take prerequisite courses along with English and Math early in your academic career. This will align you for greater success in completing your program of study. Click on the courses listed below to ensure you are aware of prerequisites. The order shown below under the student program priorities is a guide.

Student Program Priorities:

1. DBA 110 ,CIS 115, CTI 110, CTI 120, CTS 120, NOS 130 , WEB 110

FIRST YEAR

Fall

- ACA 122 College Transfer Success (1 Credit Hour)
- CIS 110 Introduction to Computers (3 Credit Hours)
- CTI 110 Web, Pgm, & Db Foundation (3 Credit Hours)
- CTI 120 Network & Sec Foundation (3 Credit Hours)
- ENG 111 Writing and Inquiry (3 Credit Hours)
- Math Elective (4 Credit Hours)

Total Credit Hours: 17

Spring

- CIS 115 Intro to Prog & Logic (3 Credit Hours)
- DBA 110 Database Concepts (3 Credit Hours)
- CTS 120 Hardware/Software Support (3 Credit Hours)
- NOS 130 Windows Single User (3 Credit Hours)
- WEB 110 Internet/Web Fundamentals (3 Credit Hours)

Total Credit Hours: 15

Summer

- CTS 115 Info Sys Business Concepts (3 Credit Hours)
- Social/Behavorial Science Elective (3 Credit Hours)

Total Credit Hours: 6

SECOND YEAR

Fall

- DBA 120 Database Programming I (3 Credit Hours)
- NOS 230 Windows Administration I (3 Credit Hours)
- WEB 115 Web Markup and Scripting (3 Credit Hours)
- COM 231 Public Speaking (3 Credit Hours)
  OR
- ENG 112 Writing/Research in the Disc (3 Credit Hours)
- Major Hour Elective (3 Credit Hours)

Total Credit Hours: 15

Spring

- CTI 140 Virtualization Concepts (3 Credit Hours)
- CTS 130 Spreadsheet (3 Credit Hours)
- CTS 250 User Support & Software Eval (3 Credit Hours)

- CTS 285 Systems Analysis & Design (3 Credit Hours)
- Humanities/Fine Arts Elective (3 Credit Hours)

Total Credit Hours: 15

Math Electives

Select one (1) course from the following:

- MAT 152 Statistical Methods I (4 Credit Hours)
- MAT 171 Precalculus Algebra (4 Credit Hours)

Humanities/Fine Arts Electives

Select one (1) course from the following:

- ART 111 Art Appreciation (3 Credit Hours)
- ART 114 Art History Survey I (3 Credit Hours)
- ENG 231 American Literature I (3 Credit Hours)
- ENG 232 American Literature II (3 Credit Hours)
- HUM 120 Cultural Studies (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- MUS 112 Introduction to Jazz (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)
- REL 110 World Religions (3 Credit Hours)

Social/Behavioral Science Electives

Select one (1) course from the following:

- ECO 251 Prin of Microeconomics (3 Credit Hours)
- ECO 252 Prin of Macroeconomics (3 Credit Hours)
- HIS 111 World Civilizations I (3 Credit Hours)
- HIS 112 World Civilizations II (3 Credit Hours)
- HIS 131 American History I (3 Credit Hours)
- HIS 132 American History II (3 Credit Hours)
- POL 120 American Government (3 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)
- SOC 210 Introduction to Sociology (3 Credit Hours)
- SOC 220 Social Problems (3 Credit Hours)

Major Hour Electives

Select three (3) credit hours from the following:

- OST 286 Professional Development (3 Credit Hours)
- WEB 151 Mobile Application Dev I (3 Credit Hours)

- WEB 210 Web Design (3 Credit Hours)
- WBL 111 Work-Based Learning I (1 Credit Hour)
- WBL 121 Work-Based Learning II (1 Credit Hour)
- WBL 131 Work-Based Learning III (1 Credit Hour)
- WBL 112 Work-Based Learning I (2 Credit Hours)
- WBL 122 Work-Based Learning II (2 Credit Hours)

Total Program Hours: 68

Note(s):

Students may complete up to three (3) hours credit from WBL courses. Please contact the Work-Based Learning office for more information.

Information Technology - Networking and Cyber Defense, A.A.S. (A25590NS)

The Networking and Cyber Defense track prepares individuals for employment supporting network infrastructure environments. The curriculum provides individuals with the skills required to implement effective and comprehensive information security controls.

Course work includes design, installation, configuration, and management of network infrastructure technologies, network operating systems, information policy, and industry best practices to protect data communications.

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

Program Learning Outcomes

Graduates will:

1. Demonstrate the proper use of terminology in relation to networking and cyber defense.
2. Identify legal, ethical, social, and security issues related to networking and cyber defense.
3. Install, manage, and maintain workstation and server operating system software.
4. Create plans for intrusion detection solutions and identify best practices for the defense of systems.
5. Setup and install the hardware for a computer network.
6. Apply systematic troubleshooting strategies to solve network/security issues in a switched network/router environment.

Course Selection Information

Students, to help you progress in your degree program, take prerequisite courses along with English and Math early in your academic career. This will align you for greater success in completing your program of study. Click on the courses listed below to ensure you are aware of prerequisites. The order shown below under the student program priorities is a guide.

Student Program Priorities:

1. CTI 120, CTI 140, NET 125, NOS 130
2. CTI 110, CTS 115, CTS 120, NET 225, NOS 230 , SEC 210

FIRST YEAR

Fall

- ACA 122 College Transfer Success (1 Credit Hour)
- CIS 110 Introduction to Computers (3 Credit Hours)
- CTI 110 Web, Pgm, & Db Foundation (3 Credit Hours)
- CTI 120 Network & Sec Foundation (3 Credit Hours)
- ENG 111 Writing and Inquiry (3 Credit Hours)
- Math Elective (4 Credit Hours)

Total Credit Hours: 17

Spring

- CIS 115 Intro to Prog & Logic (3 Credit Hours)
- CTI 140 Virtualization Concepts (3 Credit Hours)
- CTS 120 Hardware/Software Support (3 Credit Hours)
- NET 125 Introduction to Networks (3 Credit Hours)
- NOS 130 Windows Single User (3 Credit Hours)

Total Credit Hours: 15

Summer

- NET 126 Switching and Routing (3 Credit Hours)
- NET 175 Wireless Technology (3 Credit Hours)
- NOS 120 Linux/UNIX Single User (3 Credit Hours)

Total Credit Hours: 9

SECOND YEAR

Fall

- CTS 115 Info Sys Business Concepts (3 Credit Hours)
- NET 225 Enterprise Networking (3 Credit Hours)
- NOS 230 Windows Administration I (3 Credit Hours)
- SEC 210 Intrusion Detection (3 Credit Hours)
- COM 231 Public Speaking (3 Credit Hours)
  OR
- ENG 112 Writing/Research in the Disc (3 Credit Hours)

Total Credit Hours: 15

Spring

- CTS 130 Spreadsheet (3 Credit Hours)
- NET 289 Networking Project (3 Credit Hours)
- Humanities/Fine Arts Elective (3 Credit Hours)
- Major Hour Elective (3 Credit Hours)
- Social/Behavioral Science Elective (3 Credit Hours)

Total Credit Hours: 15

Math Electives

Select one (1) course from the following:

- MAT 152 Statistical Methods I (4 Credit Hours)
- MAT 171 Precalculus Algebra (4 Credit Hours)

Humanities/Fine Arts Electives

Select one (1) course from the following:

- ART 111 Art Appreciation (3 Credit Hours)
- ART 114 Art History Survey I (3 Credit Hours)
- ENG 231 American Literature I (3 Credit Hours)
- ENG 232 American Literature II (3 Credit Hours)
- HUM 120 Cultural Studies (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- MUS 112 Introduction to Jazz (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)
- REL 110 World Religions (3 Credit Hours)

Social/Behavioral Science Electives

Select one (1) course from the following:

- ECO 251 Prin of Microeconomics (3 Credit Hours)
- ECO 252 Prin of Macroeconomics (3 Credit Hours)
- HIS 111 World Civilizations I (3 Credit Hours)
- HIS 112 World Civilizations II (3 Credit Hours)
- HIS 131 American History I (3 Credit Hours)
- HIS 132 American History II (3 Credit Hours)
- POL 120 American Government (3 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)
- SOC 210 Introduction to Sociology (3 Credit Hours)
- SOC 220 Social Problems (3 Credit Hours)

Major Hour Electives

Select three (3) credit hours from the following:

- CSC 121 Python Programming (3 Credit Hours)
- CTS 250 User Support & Software Eval (3 Credit Hours)
- DBA 110 Database Concepts (3 Credit Hours)
- OST 286 Professional Development (3 Credit Hours)
- WEB 110 Internet/Web Fundamentals (3 Credit Hours)
- WBL 111 Work-Based Learning I (1 Credit Hour)
- WBL 121 Work-Based Learning II (1 Credit Hour)
- WBL 131 Work-Based Learning III (1 Credit Hour)
- WBL 112 Work-Based Learning I (2 Credit Hours)
- WBL 122 Work-Based Learning II (2 Credit Hours)

Total Program Hours: 71

Note(s):

The National Security Agency has designated Gaston College a National Center of Academic Excellence in Cyber Defense. Institutions receiving this designation have met rigorous requirements established by the NSA and have a commitment to "producing cybersecurity professionals that will reduce vulnerabilities in our national infrastructure," as per the Centers of Academic Excellence in Cybersecurity.

Students may complete up to three (3) hours credit from WBL courses. Please contact the Work-Based Learning office for more information.

Certificate

Information Technology - Information Systems Support Core Certificate (C25590A)

The Information Technology-Information Systems Support Core certificate is designed to provide students with fundamental knowledge and skills in relation to the field of Information Technology.

Program Learning Outcome

Graduates will:

1. Demonstrate the proper use of terminology in relation to information technology.

Major Courses

- CIS 110 Introduction to Computers (3 Credit Hours)
- CIS 115 Intro to Prog & Logic (3 Credit Hours)
- CTI 110 Web, Pgm, & Db Foundation (3 Credit Hours)
- CTI 120 Network & Sec Foundation (3 Credit Hours)
- CTS 115 Info Sys Business Concepts (3 Credit Hours)

Total Program Hours: 15

Note(s):

The credits obtained from this certificate may be applied toward an Associate Degree in Information Technology.

This certificate is issued by Gaston College and is not associated with third-party vendor certifications.

Medical Assisting

Associate of Applied Science

Medical Assisting, A.A.S. (A45400)

Students who have successfully completed the one-year Medical Assisting diploma are encouraged to continue their education by completing the Medical Assisting Associate in Applied Science degree. The Medical Assisting associate degree completion program is designed for Medical Assistants who desire an associate degree for career advancement or transfer purposes. After completion of the forty-eight credit hours required for the diploma, students pursing an associate degree will need to complete course work in the following areas: English, Student Success, Psychology, Humanities, Medical Assisting, and Biology.

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

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

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

Program Learning Outcomes

Graduates will:

1. Plan community health projects to encourage and enhance community health and wellness.
2. Plan, develop, and conduct patient education activities.
3. Function in the role of patient advocate to assist patients, survivors, and caregivers within the health care system.
4. Participate in and coordinate networking opportunities within the health care community.

Admission Information

Students applying for admission to this program MUST meet all Gaston College admission requirements for General Admission to the College. In addition, students will need to demonstrate college readiness for English and math as exhibited through the college placement test, a placement test waiver, or completion of the acceptable coursework. Your academic advisor will be able to assist you in determining your college readiness.

For students interested in applying to this program at Gaston College, please note that there is limited enrollment and participates in a selective admission criteria process to select the most qualified applicants for admission. Students will need to make an appointment with their Admissions Specialist/Advisor in order to review admission requirements and to verify if the student has met selective admission criteria in order to submit an application by the deadline. Students interested in participating in the selective admission process for this program can find additional information and program admission requirements under the subheading "limited enrollment/selective admission" in the College Catalog.

Prerequisite Courses

- ENG 111 Writing and Inquiry (3 Credit Hours)
- MED 116 Introduction to A & P (4 Credit Hours)
- MED 110 Orientation to Medical Assisting (1 Credit Hour)
- MED 118 Medical Law and Ethics (2 Credit Hours)
- MED 121 Medical Terminology I (3 Credit Hours)
- MED 122 Medical Terminology II (3 Credit Hours)
- MED 130 Administrative Office Procedures I (2 Credit Hours)
- MED 131 Administrative Office Procedures II (2 Credit Hours)
- MED 140 Exam Room Procedures I (5 Credit Hours)
- MED 150 Laboratory Procedures I (5 Credit Hours)
- MED 240 Exam Room Procedures II (5 Credit Hours)
- MED 260 Clinical Externship (5 Credit Hours)
- MED 264 Medical Assisting Overview (2 Credit Hours)
- MED 272 Drug Therapy (3 Credit Hours)

Total Credit Hours: 45

Required Courses

- ACA 122 College Transfer Success (1 Credit Hour)
- BIO 168 Anatomy and Physiology I (4 Credit Hours)
- BIO 169 Anatomy and Physiology II (4 Credit Hours)
- ENG 112 Writing/Research in the Disc (3 Credit Hours)
- MED 276 Patient Education (2 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)
- Humanities/Fine Arts Elective (3 Credit Hours)

Total Credit Hours: 20

Humanities/Fine Arts Electives

Select one (1) course from the following:

- ART 111 Art Appreciation (3 Credit Hours)
- ART 114 Art History Survey I (3 Credit Hours)
- ART 115 Art History Survey II (3 Credit Hours)
- ENG 231 American Literature I (3 Credit Hours)
- ENG 232 American Literature II (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- MUS 112 Introduction to Jazz (3 Credit Hours)
- PHI 215 Philosophical Issues (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)

Total Program Hours: 65

Diploma

Medical Assisting Diploma (D45400)

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

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

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

The Gaston College Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs
25400 U.S. Highway 19 North, Suite 158
Clearwater, FL 33763
727.210.2350
www.caahep.org

Program Learning Outcomes

Graduates will:

1. Communicate effectively as a health care professional to a diverse population.
2. Perform administrative competencies related to the practice of medical assisting utilizing necessary computer applications when applicable.
3. Perform clinical competencies related to the practice of medical assisting.
4. Perform laboratory procedures related to the physician's office laboratory.
5. Implement legal and ethical concepts in the medical office setting.
6. Demonstrate knowledge of biological sciences, medical terminology and disease processes.
7. Demonstrate knowledge of management skills relevant to the medical office setting.
8. Apply clinical, administrative and laboratory skills in the office setting and function as an entry-level health care professional.

Course Selection Information

Students, to help you progress in your degree program, take prerequisite courses along with English and Math early in your academic career. This will align you for greater success in completing your program of study. Click on the courses listed below to ensure you are aware of prerequisites. The order shown below under the student program priorities is a guide.

Student Program Priorities:

1. MED 110, MED 116 , ACA 122

Admission Information

Students applying for admission to this program MUST meet all Gaston College admission requirements for General Admission to the College. In addition, students will need to demonstrate college readiness for English and math as exhibited through the

college placement test, a placement test waiver, or completion of the acceptable coursework. Your academic advisor will be able to assist you in determining your college readiness.

For students interested in applying to this program at Gaston College, please note that there is limited enrollment and participates in a selective admission criteria process to select the most qualified applicants for admission. Students will need to make an appointment with their Admissions Specialist/Advisor in order to review admission requirements and to verify if the student has met selective admission criteria in order to submit an application by the deadline. Students interested in participating in the selective admission process for this program can find additional information and program admission requirements under the subheading "limited enrollment/selective admission" in the College Catalog.

Fall

- ACA 122 College Transfer Success (1 Credit Hour)
- MED 116 Introduction to A & P (4 Credit Hours)
- MED 140 Exam Room Procedures I (5 Credit Hours)
- MED 110 Orientation to Medical Assisting (1 Credit Hour)
- MED 121 Medical Terminology I (3 Credit Hours)
- MED 122 Medical Terminology II (3 Credit Hours)

Total Credit Hours: 17

Spring

- ENG 111 Writing and Inquiry (3 Credit Hours)
- MED 150 Laboratory Procedures I (5 Credit Hours)
- MED 240 Exam Room Procedures II (5 Credit Hours)
- MED 118 Medical Law and Ethics (2 Credit Hours)
- MED 130 Administrative Office Procedures I (2 Credit Hours)
- MED 131 Administrative Office Procedures II (2 Credit Hours)
- MED 272 Drug Therapy (3 Credit Hours)

Total Credit Hours: 22

Summer

- MED 260 Clinical Externship (5 Credit Hours)
- MED 264 Medical Assisting Overview (2 Credit Hours)

Total Credit Hours: 7

Total Program Hours: 46

Certificate

Medical Assisting (C45400)

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

Course work includes instruction in scheduling appointments, coding and processing insurance accounts,

billing, collections, computer operations; assisting with examinations/treatments, performing routine laboratory procedures, electrocardiography, supervised medication administration; and ethical/legal issues associated with patient care.

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

Major Requirements

- MED 110 Orientation to Medical Assisting (1 Credit Hour)
- MED 118 Medical Law and Ethics (2 Credit Hours)
- MED 121 Medical Terminology I (3 Credit Hours)
- MED 122 Medical Terminology II (3 Credit Hours)
- MED 140 Exam Room Procedures I (5 Credit Hours)

Total Credit Hours: 14

Medical Office Administration

Associate of Applied Science

Medical Office Administration - General, A.A.S. (A25310GE)

The Medical Office Administration-General curriculum prepares individuals for entry-level positions in medical and other health-care related offices.

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

Graduates should qualify for employment in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other health-care related organizations. Upon graduation, students may be eligible to sit for industry-recognized certification exams.

Program Learning Outcomes

Graduates will:

1. Demonstrate proper use of medical terminology and abbreviations used in medical offices and medical information management systems.
2. Demonstrate, identify and assess appropriate procedures for entering payroll information such as tax and withholding information and processing and creating payroll checks in an office environment.
3. Demonstrate, identify and assess appropriate procedures for creating and formatting mailable medical office documents.

Course Selection Information

Students, to help you progress in your degree program, take prerequisite courses along with English and Math early in your academic career. This will align you for greater success in completing your program of study. Click on the courses listed below to ensure you are aware of prerequisites. The order shown below under the student program priorities is a guide.

Student Program Priorities:

1. OST 130, OST 137, MED 121, OST 148 (fall only course)
2. OST 134, OST 136, OST 164

FIRST YEAR

Fall

- ACA 122 College Transfer Success (1 Credit Hour)
- ENG 111 Writing and Inquiry (3 Credit Hours)
- OST 130 Comprehensive Keyboarding (3 Credit Hours)
- OST 137 Office Applications I (3 Credit Hours)
- OST 140 Internet Comm/Research (2 Credit Hours)
- MED 121 Medical Terminology I (3 Credit Hours)

Total Credit Hours: 15

Spring

- BIO 161 Intro to Human Biology (3 Credit Hours)
- OST 136 Word Processing (3 Credit Hours)
- OST 138 Office Applications II (3 Credit Hours)
- MED 122 Medical Terminology II (3 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)

Total Credit Hours: 15

Summer

- COM 231 Public Speaking (3 Credit Hours)
  OR
- ENG 112 Writing/Research in the Disc (3 Credit Hours)
- OST 149 Medical Legal Issues (3 Credit Hours)
- OST 164 Office Editing (3 Credit Hours)

Total Credit Hours: 9

SECOND YEAR

Fall

- OST 134 Text Entry & Formatting (3 Credit Hours)
- OST 148 Med Ins & Billing (3 Credit Hours)
- OST 153 Office Finance Solutions (3 Credit Hours)
- OST 280 Electronic Health Records (3 Credit Hours)
- Major Hour Elective (3 Credit Hours)

Total Credit Hours: 15

Spring

- OST 135 Adv Text Entry & Format (3 Credit Hours)
- OST 243 Med Office Simulation (3 Credit Hours)
- OST 286 Professional Development (3 Credit Hours)
- OST 289 Office Admin Capstone (3 Credit Hours)
- Humanities/Fine Arts Elective (3 Credit Hours)

Total Credit Hours: 15

Humanities/Fine Arts Electives

Select one (1) course from the following:

- ART 111 Art Appreciation (3 Credit Hours)
- HUM 120 Cultural Studies (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- PHI 215 Philosophical Issues (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)
- REL 110 World Religions (3 Credit Hours)

Major Hour Electives

Select three (3) credit hours from the following:

- BUS 110 Introduction to Business (3 Credit Hours)
- BUS 260 Business Communication (3 Credit Hours)
- CIS 110 Introduction to Computers (3 Credit Hours)
- MKT 223 Customer Service (3 Credit Hours)
- OST 122 Office Computations (3 Credit Hours)
- OST 145 Social Media for Office Prof (3 Credit Hours)
- OST 233 Office Publications Design (3 Credit Hours)
- OST 238 Office Applications III (3 Credit Hours)
- OST 247 Procedure Coding (3 Credit Hours)
- OST 248 Diagnostic Coding (3 Credit Hours)
- WBL 111 Work-Based Learning I (1 Credit Hour)
- WBL 121 Work-Based Learning II (1 Credit Hour)
- WBL 131 Work-Based Learning III (1 Credit Hour)
- WBL 112 Work-Based Learning I (2 Credit Hours)

- WBL 122 Work-Based Learning II (2 Credit Hours)

Total Program Hours: 69

Note(s):

Students may complete up to three (3) hours credit from WBL courses. Please contact the Work-Based Learning office for more information.

Students completing the Gaston College Medical Office Administration-General program may be eligible to sit for the National Healthcareer Association (NHA) Medical Administrative Assistant (CMAA) exam. This is a national certification exam fully accredited by the National Commission for Certifying Agencies (NCCA). For more information, visit http://www.nhanow.com/certifications.

Medical Office Administration - Billing and Coding, A.A.S. (A25310MC)

The Medical Office Administration-Billing and Coding curriculum prepares individuals to become medical specialists who prepare, submit and/or process insurance claims for medical and other health-care related offices.

Students will gain extensive knowledge of medical terminology, pharmacology, human diseases, diagnostic studies, surgical procedures, and laboratory procedures. In addition to word processing skills, students will gain knowledge of medical billing, coding and insurance.

Graduates should qualify for employment in hospitals, medical clinics, doctors' offices, extended care facilities, diagnostic centers, insurance companies and other health related facilities. Upon graduation, students may be eligible to sit for industry-recognized certification exams.

Program Learning Outcomes

Graduates will:

1. Demonstrate proper use of medical terminology and abbreviations used in medical offices and medical information management systems.
2. Demonstrate, identify and assess appropriate procedures for entering payroll information such as tax and withholding information and processing and creating payroll checks in an office environment.
3. Demonstrate, identify and analyze all medical reports to properly identify all procedures and diagnoses.

Course Selection Information

Students, to help you progress in your degree program, take prerequisite courses along with English and Math early in your academic career. This will align you for greater success in completing your program of study. Click on the courses listed below to ensure you are aware of prerequisites. The order shown below under the student program priorities is a guide.

Student Program Priorities:

1. OST 130, MED 121, OST 148 (fall only course)
2. OST 136, OST 137

FIRST YEAR

Fall

- ACA 122 College Transfer Success (1 Credit Hour)
- ENG 111 Writing and Inquiry (3 Credit Hours)
- OST 130 Comprehensive Keyboarding (3 Credit Hours)
- OST 137 Office Applications I (3 Credit Hours)
- MED 121 Medical Terminology I (3 Credit Hours)
- OST 148 Med Ins & Billing (3 Credit Hours)

Total Credit Hours: 16

Spring

- BIO 161 Intro to Human Biology (3 Credit Hours)
- MED 122 Medical Terminology II (3 Credit Hours)
- OST 247 Procedure Coding (3 Credit Hours)
- OST 248 Diagnostic Coding (3 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)

Total Credit Hours: 15

Summer

- COM 231 Public Speaking (3 Credit Hours)
  OR
- ENG 112 Writing/Research in the Disc (3 Credit Hours)
- OST 136 Word Processing (3 Credit Hours)
- OST 249 Med Coding Certification Prep (3 Credit Hours)

Total Credit Hours: 9

SECOND YEAR

Fall

- OST 134 Text Entry & Formatting (3 Credit Hours)
- OST 164 Office Editing (3 Credit Hours)
- OST 264 Medical Auditing (3 Credit Hours)
- OST 280 Electronic Health Records (3 Credit Hours)
- Humanities/Fine Arts Elective (3 Credit Hours)

Total Credit Hours: 15

Spring

- OST 149 Medical Legal Issues (3 Credit Hours)
- OST 153 Office Finance Solutions (3 Credit Hours)

- OST 286 Professional Development (3 Credit Hours)
- OST 289 Office Admin Capstone (3 Credit Hours)
- Major Hour Elective (2 Credit Hours)

Total Credit Hours: 14

Humanities/Fine Arts Electives

Select one (1) course from the following:

- ART 111 Art Appreciation (3 Credit Hours)
- HUM 120 Cultural Studies (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- PHI 215 Philosophical Issues (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)
- REL 110 World Religions (3 Credit Hours)

Major Hour Electives

Select two (2) credit hours from the following:

- BUS 110 Introduction to Business (3 Credit Hours)
- BUS 260 Business Communication (3 Credit Hours)
- CIS 110 Introduction to Computers (3 Credit Hours)
- MKT 223 Customer Service (3 Credit Hours)
- OST 122 Office Computations (3 Credit Hours)
- OST 138 Office Applications II (3 Credit Hours)
- OST 140 Internet Comm/Research (2 Credit Hours)
- OST 145 Social Media for Office Prof (3 Credit Hours)
- OST 233 Office Publications Design (3 Credit Hours)
- WBL 111 Work-Based Learning I (1 Credit Hour)
- WBL 121 Work-Based Learning II (1 Credit Hour)
- WBL 112 Work-Based Learning I (2 Credit Hours)

Total Program Hours: 69

Note(s):

This program will NOT certify an individual as a professional coder. To become certified, students should contact one of the accrediting bodies and make arrangements for the certification exam. For more information, please visit http://www.aapc.com/.

Students may complete up to two (2) hours credit from WBL courses. Please contact the Work-Based Learning office for more information.

Students completing the Gaston College Medical Office Administration-Billing and Coding program may be eligible to sit for the National Healthcareer Association (NHA) Billing and Coding Specialist (CBCS) exam. This is a national certification exam fully accredited by the National Commission for Certifying Agencies (NCCA). For more information, visit http://www.nhanow.com/certifications.

Diploma

Medical Office Administration - General Diploma (D25310GE)

The Medical Office Administration-General diploma program is designed for the individual entering, upgrading, or retraining in the medical office field.

Employment opportunities may be found in healthcare facilities, insurance billing offices, labs, and medical equipment manufacturers.

Program Learning Outcomes

Graduates will:

1. Demonstrate proper use of medical terminology and abbreviations used in medical offices and medical information management systems.
2. Demonstrate, identify and assess appropriate procedures for entering payroll information such as tax and withholding information and processing and creating payroll checks in an office environment.

Fall

- ACA 122 College Transfer Success (1 Credit Hour)
- OST 130 Comprehensive Keyboarding (3 Credit Hours)
- OST 137 Office Applications I (3 Credit Hours)
- MED 121 Medical Terminology I (3 Credit Hours)
- OST 148 Med Ins & Billing (3 Credit Hours)
- OST 164 Office Editing (3 Credit Hours)

Total Credit Hours: 16

Spring

- BIO 161 Intro to Human Biology (3 Credit Hours)
- OST 136 Word Processing (3 Credit Hours)
- MED 122 Medical Terminology II (3 Credit Hours)
- OST 153 Office Finance Solutions (3 Credit Hours)
- OST 243 Med Office Simulation (3 Credit Hours)

Total Credit Hours: 15

Summer

- ENG 111 Writing and Inquiry (3 Credit Hours)
- OST 149 Medical Legal Issues (3 Credit Hours)
- OST 289 Office Admin Capstone (3 Credit Hours)

Total Credit Hours: 9

Total Program Hours: 40

Note(s):

The credits obtained from this diploma may be applied toward an Associate Degree in Medical Office Administration.

Medical Office Administration - Billing and Coding Diploma (D25310MC)

The Medical Office Administration-Billing and Coding diploma program is designed for the individual entering, upgrading, or retraining in the medical office field with an interest in working with insurance billing and coding.

Employment opportunities may be found in healthcare facilities, insurance billing offices, labs, and medical equipment manufacturers.

Program Learning Outcomes

Graduates will:

1. Demonstrate proper use of medical terminology and abbreviations used in medical offices and medical information management systems.
2. Demonstrate, identify and analyze all medical reports to properly identify all procedures and diagnoses.

Fall

- ACA 122 College Transfer Success (1 Credit Hour)
- ENG 111 Writing and Inquiry (3 Credit Hours)
- OST 130 Comprehensive Keyboarding (3 Credit Hours)
- MED 121 Medical Terminology I (3 Credit Hours)
- OST 148 Med Ins & Billing (3 Credit Hours)
- OST 164 Office Editing (3 Credit Hours)

Total Credit Hours: 16

Spring

- BIO 161 Intro to Human Biology (3 Credit Hours)
- OST 136 Word Processing (3 Credit Hours)
- MED 122 Medical Terminology II (3 Credit Hours)
- OST 149 Medical Legal Issues (3 Credit Hours)
- OST 247 Procedure Coding (3 Credit Hours)
- OST 248 Diagnostic Coding (3 Credit Hours)

Total Credit Hours: 18

Summer

- OST 137 Office Applications I (3 Credit Hours)
- OST 249 Med Coding Certification Prep (3 Credit Hours)
- OST 289 Office Admin Capstone (3 Credit Hours)

Total Credit Hours: 9

Total Program Hours: 43

Note(s):

The credits obtained from this diploma may be applied toward an Associate Degree in Medical Office Administration.

This program will NOT certify an individual as a professional coder. To become certified, students should contact one of the accrediting bodies and make arrangements for the certification exam. For more information, please visit http://www.aapc.com/.

Certificate

Medical Office Administration - General Certificate (C25310GE)

The Medical Office Administration-General certificate provides the medical office and computer skills necessary for entry-level employment in medical settings.

Program Learning Outcome

Graduates will:

1. Demonstrate proper use of medical terminology and abbreviations used in medical offices and medical information management systems.

Major Courses

- OST 130 Comprehensive Keyboarding (3 Credit Hours)
- OST 148 Med Ins & Billing (3 Credit Hours)
- OST 149 Medical Legal Issues (3 Credit Hours)
- MED 121 Medical Terminology I (3 Credit Hours)
- MED 122 Medical Terminology II (3 Credit Hours)

Total Program Hours: 15

Note(s):

The credits obtained from this certificate may be applied toward an Associate Degree in Medical Office Administration.

This certificate is issued by Gaston College and is not associated with third-party certifications.

Nursing

Associate of Applied Science

Nursing - Registered Nursing, A.A.S. (A45110RN)

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.

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

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

The Gaston College Associate Degree Nursing Program is nationally accredited by the Accreditation Commission for Education in Nursing (ACEN) http://acenursing.org/.

Program Learning Outcomes

Graduates will:

1. Practice professional nursing behaviors incorporating personal responsibility and accountability for continued competence.
2. Communicate professionally and effectively with individuals, significant support person(s), and members of the interdisciplinary healthcare team.
3. Integrate knowledge of the holistic needs of the individual to provide an individual centered assessment.
4. Incorporate informatics to formulate evidence-based clinical judgments and management decisions.
5. Implement caring interventions incorporating documented best practices for individuals in diverse settings.
6. Develop a teaching plan for individuals, and/or the nursing team, incorporating teaching and learning principles.
7. Collaborate with the interdisciplinary healthcare team to advocate for positive individual and organizational outcomes.
8. Manage health care for the individual using cost effective nursing strategies, quality improvement processes, and current technologies.
9. Prioritize assessments and client-centered nursing interventions relevant to clinical decision making.

Course Selection Information

Students, to help you progress in your degree program, take prerequisite courses along with English and Math early in your academic career. This will align you for greater success in completing your program of study. Click on the courses listed below to ensure you are aware of prerequisites. The order shown below under the student program priorities is a guide.

Student Program Priorities:

1. BIO 168, BIO 169, PSY 150, ACA 122

Admission Information

Students applying for admission to this program MUST meet all Gaston College admission requirements for General Admission to the College. In addition, students will need to demonstrate college readiness for English and math as exhibited through the

college placement test, a placement test waiver, or completion of the acceptable coursework. Your academic advisor will be able to assist you in determining your college readiness.

For students interested in applying to this program at Gaston College, please note that there is limited enrollment and participates in a selective admission criteria process to select the most qualified applicants for admission. Students will need to make an appointment with their Admissions Specialist/Advisor in order to review admission requirements and to verify if the student has met selective admission criteria in order to submit an application by the deadline. Students interested in participating in the selective admission process for this program can find additional information and program admission requirements under the subheading "limited enrollment/selective admission" in the College Catalog.

FIRST YEAR

Fall

- ACA 122 College Transfer Success (1 Credit Hour)
- BIO 168 Anatomy and Physiology I (4 Credit Hours)
- NUR 111 Intro to Health Concepts (8 Credit Hours)
- ENG 111 Writing and Inquiry (3 Credit Hours)

Total Credit Hours: 16

Spring

- BIO 169 Anatomy and Physiology II (4 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)
- NUR 112 Health-Illness Concepts (5 Credit Hours)
- NUR 211 Health Care Concepts (5 Credit Hours)

Total Credit Hours: 17

Summer

- NUR 114 Holistic Health Concepts (5 Credit Hours)

Total Credit Hours: 5

SECOND YEAR

Fall

- NUR 113 Family Health Concepts (5 Credit Hours)
- NUR 212 Health System Concepts (5 Credit Hours)
- ENG 112 Writing/Research in the Disc (3 Credit Hours)
- PSY 241 Developmental Psych (3 Credit Hours)

Total Credit Hours: 16

Spring

- BIO 275 Microbiology (4 Credit Hours)
- NUR 213 Complex Health Concepts (10 Credit Hour)
- Humanities/Fine Arts Elective (3 Credit Hours)

Total Credit Hours: 17

Humanities/Fine Arts Electives

Select one (1) course from the following:

- ART 111 Art Appreciation (3 Credit Hours)
- ART 114 Art History Survey I (3 Credit Hours)
- ART 115 Art History Survey II (3 Credit Hours)
- ENG 231 American Literature I (3 Credit Hours)
- ENG 232 American Literature II (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- MUS 112 Introduction to Jazz (3 Credit Hours)
- PHI 215 Philosophical Issues (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)

Total Program Hours: 71

Nursing - Registered, LPN to RN, A.A.S. (A45110PN)

Evening/Weekend/Online Option

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.

The Gaston College Associate Degree Nursing Program is nationally accredited by the Accreditation Commission for Education in Nursing (ACEN) http://acenursing.org/.

Program Learning Outcomes

Graduates will:

1. Practice professional nursing behaviors incorporating personal responsibility and accountability for continued competence.

2. Communicate professionally and effectively with individuals, significant support person(s), and members of the interdisciplinary healthcare team.
3. Integrate knowledge of the holistic needs of the individual to provide an individual centered assessment.
4. Incorporate informatics to formulate evidence-based clinical judgments and management decisions.
5. Implement caring interventions incorporating documented best practices for individuals in diverse settings.
6. Develop a teaching plan for individuals, and/or the nursing team, incorporating teaching and learning principles.
7. Collaborate with the interdisciplinary healthcare team to advocate for positive individual and organizational outcomes.
8. Manage health care for the individual using cost effective nursing strategies, quality improvement processes, and current technologies.
9. Prioritize assessments and client-centered nursing interventions relevant to clinical decision making.

The LPN to RN alternate schedule option is an accelerated, evening/weekend program with the majority of the content presented in online classes. Students are required to attend scheduled on-campus lab/class sessions, clinical at acute care facilities and testing on-campus (includes quizzes, final exams, and ATI testing). Students must have a computer with email and internet capabilities to participate in this option. Students are strongly encouraged to take an online course prior to applying to the LPN-RN option.

Course Selection Information

Students, to help you progress in your degree program, take prerequisite courses along with English and Math early in your academic career. This will align you for greater success in completing your program of study. Click on the courses listed below to ensure you are aware of prerequisites. The order shown below under the student program priorities is a guide.

Student Program Priorities:

1. BIO 168, BIO 169, PSY 150, ACA 122

Admission Information

Students applying for admission to this program MUST meet all Gaston College admission requirements for General Admission to the College. In addition, students will need to demonstrate college readiness for English and math as exhibited through the college placement test, a placement test waiver, or completion of the acceptable coursework. Your academic advisor will be able to assist you in determining your college readiness.

For students interested in applying to this program at Gaston College, please note that there is limited enrollment and participates in a selective admission criteria process to select the most qualified applicants for admission. Students will need to make an appointment with their Admissions Specialist/Advisor in order to review admission requirements and to verify if the student has met selective admission criteria in order to submit an application by the deadline. Students interested in participating in the selective admission process for this program can find additional information and program admission requirements under the subheading "limited enrollment/selective admission" in the College Catalog.

Prerequisite Courses

These courses must be completed by the end of fall semester in which application is submitted.

- ACA 122 College Transfer Success (1 Credit Hour)
- BIO 168 Anatomy and Physiology I (4 Credit Hours)
- BIO 169 Anatomy and Physiology II (4 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)
- ENG 111 Writing and Inquiry (3 Credit Hours)
- NUR 101 Practical Nursing I (11 Credit Hours)
- NUR 102 Practical Nursing II (10 Credit Hours)
- NUR 103 Practical Nursing III (9 Credit Hours)

Total Credit Hours: 45

FIRST YEAR

Summer

- NUR 214 Nursing Transition Concepts (4 Credit Hours)

Total Credit Hours: 4

Fall

- ENG 112 Writing/Research in the Disc (3 Credit Hours)
- NUR 221 LPN to ADN Concepts I (9 Credit Hours)
- PSY 241 Developmental Psych (3 Credit Hours)
- Humanities/Fine Arts Elective (3 Credit Hours)

Total Credit Hours: 18

Spring

- BIO 275 Microbiology (4 Credit Hours)
- NUR 223 LPN to ADN Concepts II (9 Credit Hours)

Total Credit Hours: 13

Humanities/Fine Arts Electives

Select one (1) course from the following:

- ART 111 Art Appreciation (3 Credit Hours)
- ART 114 Art History Survey I (3 Credit Hours)
- ART 115 Art History Survey II (3 Credit Hours)
- ENG 231 American Literature I (3 Credit Hours)
- ENG 232 American Literature II (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- MUS 112 Introduction to Jazz (3 Credit Hours)
- PHI 215 Philosophical Issues (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)

Total Program Hours: 80

Diploma

Nursing - Practical Nursing Diploma (D45660)

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 Learning Outcomes

Graduates will:

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.

The Gaston College Practical Nursing Program is nationally accredited by the Accreditation Commission for Education in Nursing (ACEN) http://acenursing.org/.

Admission Information

Students applying for admission to this program MUST meet all Gaston College admission requirements for General Admission to the College. In addition, students will need to demonstrate college readiness for English and math as exhibited through the college placement test, a placement test waiver, or completion of the acceptable coursework. Your academic advisor will be able to assist you in determining your college readiness.

For students interested in applying to this program at Gaston College, please note that there is limited enrollment and participates in a selective admission criteria process to select the most qualified applicants for admission. Students will need to make an appointment with their Admissions Specialist/Advisor in order to review admission requirements and to verify if the student has met selective admission criteria in order to submit an application by the deadline. Students interested in participating in the selective admission process for this program can find additional information and program admission requirements under the subheading "limited enrollment/selective admission" in the College Catalog.

Fall

- PSY 150 General Psychology (3 Credit Hours)
- BIO 168 Anatomy and Physiology I (4 Credit Hours)
- NUR 101 Practical Nursing I (11 Credit Hours)

Total Credit Hours: 18

Spring

- ENG 111 Writing and Inquiry (3 Credit Hours)
- BIO 169 Anatomy and Physiology II (4 Credit Hours)
- NUR 102 Practical Nursing II (10 Credit Hours)

Total Credit Hours: 17

Summer

- NUR 103 Practical Nursing III (9 Credit Hours)

Total Credit Hours: 9

Total Program Hours: 44

Nurse Aide - Therapeutic and Diagnostic Services Diploma (D45970)

This curriculum is designed to prepare students for careers in the Health Sciences.

Students will complete general education courses that provide a foundation for success in nursing and allied health curricula. Students may select a career pathway that will prepare them for an entry level position in health care. Courses may also provide foundational knowledge needed in the pursuit of advanced health science degrees or programs.

Graduates should qualify for an entry-level job associated with the program major, such as Emergency Medical Technician (EMT) or Advanced Emergency Medical Technician (AEMT), Medical Assistant, Nurse Aide, Pharmacy Technician, Phlebotomist, or Massage Therapist dependent upon the selected program major.

Nurse Aide: The Nurse Aide curriculum prepares individuals to work under the supervision of licensed nursing professionals in performing nursing care and services for persons of all ages. Topics include: growth and development, personal care, vital signs, communication, nutrition, medical asepsis, therapeutic activities, accident and fire safety, household environment and equipment management, family resources and services, and employment skills. Upon completion, students should be able to demonstrate knowledge and skills and safe performance of skills necessary to be eligible for listing on the North Carolina Nurse Aide I & Nurse Aide II Registry.

Program Learning Outcomes

Graduates will:

1. Complete General education courses required for entry into chosen health field.
2. Demonstrate knowledge of the role and awareness of the scope of practice for Nurse Aide I and II in North Carolina.

3. Demonstrate mastery of skills required by Division of Health Services Regulation (DHSR), North Carolina Board of Nursing (NCBON), and North Carolina Community College System (NCCCS) for education of nurse aides in North Carolina.

Admission Information

Students applying for admission to this program MUST meet all Gaston College admission requirements for General Admission to the College. In addition, students will need to demonstrate college readiness for English and math as exhibited through the college placement test, a placement test waiver, or completion of the acceptable coursework. Your academic advisor will be able to assist you in determining your college readiness.

For students interested in applying to this program at Gaston College, please note that there is limited enrollment and participates in a selective admission criteria process to select the most qualified applicants for admission. Students will need to make an appointment with their Admissions Specialist/Advisor in order to review admission requirements and to verify if the student has met selective admission criteria in order to submit an application by the deadline. Students interested in participating in the selective admission process for this program can find additional information and program admission requirements under the subheading "limited enrollment/selective admission" in the College Catalog.

Summer

- BIO 168 Anatomy and Physiology I (4 Credit Hours)
- ENG 111 Writing and Inquiry (3 Credit Hours)
- HEA 112 First Aid & CPR (2 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)

Total Credit Hours: 12

Fall

- NAS 101 Nurse Aide I (6 Credit Hours)
- BIO 169 Anatomy and Physiology II (4 Credit Hours)
- BIO 275 Microbiology (4 Credit Hours)
- ENG 112 Writing/Research in the Disc (3 Credit Hours)

Total Credit Hours: 17

Spring

- NAS 102 Nurse Aide II (6 Credit Hours)
- CIS 110 Introduction to Computers (3 Credit Hours)
- PSY 241 Developmental Psych (3 Credit Hours)

Total Credit Hours: 14

Total Program Hours: 43

Office Administration

Associate of Applied Science

Office Administration, A.A.S. (A25370)

The Office Administration curriculum prepares individuals for employment as administrative office personnel who perform a variety of administrative and clerical tasks, as well as providing support to managers and employees and assisting in daily office needs.

Course work includes computer applications, oral and written communication, analysis and coordination of office tasks and procedures, records management, keyboarding and formatting skills, and knowledge of emerging technologies in an office environment.

Graduates should qualify for employment opportunities in a variety of office positions in business, government, and industry. Upon graduation, students may be eligible to sit for industry-recognized certification exams.

Program Learning Outcomes

Graduates will:

1. Demonstrate effective written communication techniques related to office administration.
2. Demonstrate, identify and assess appropriate procedures for creating and formatting mailable office documents.
3. Demonstrate, identify and assess appropriate procedures for entering payroll information such as tax and withholding information and processing and creating payroll checks in an office environment.
4. Demonstrate, identify and assess appropriate procedures for creating and formatting mailable publications in an office environment

Course Selection Information

Students, to help you progress in your degree program, take prerequisite courses along with English and Math early in your academic career. This will align you for greater success in completing your program of study. Click on the courses listed below to ensure you are aware of prerequisites. The order shown below under the student program priorities is a guide.

Student Program Priorities:

1. OST 130, OST 137
2. OST 134, OST 136, OST 138, OST 164

FIRST YEAR

Fall

- ACA 122 College Transfer Success (1 Credit Hour)
- ENG 111 Writing and Inquiry (3 Credit Hours)
- MKT 223 Customer Service (3 Credit Hours)
- OST 130 Comprehensive Keyboarding (3 Credit Hours)
- OST 137 Office Applications I (3 Credit Hours)
- OST 140 Internet Comm/Research (2 Credit Hours)

Total Credit Hours: 15

Spring

- OST 122 Office Computations (3 Credit Hours)
- OST 138 Office Applications II (3 Credit Hours)
- OST 153 Office Finance Solutions (3 Credit Hours)
- OST 184 Records Management (3 Credit Hours)
- Natural Science/MAT 143 or Higher Elective (3 Credit Hours)

Total Credit Hours: 15

Summer

- COM 231 Public Speaking (3 Credit Hours)
  OR
- ENG 112 Writing/Research in the Disc (3 Credit Hours)
- OST 164 Office Editing (3 Credit Hours)
- OST 136 Word Processing (3 Credit Hours)

Total Credit Hours: 9

SECOND YEAR

Fall

- BUS 260 Business Communication (3 Credit Hours)
- OST 134 Text Entry & Formatting (3 Credit Hours)
- OST 145 Social Media for Office Prof (3 Credit Hours)
- OST 238 Office Applications III (3 Credit Hours)
- Major Hour Elective (1 Credit Hour)
- Humanities/Fine Arts Elective (3 Credit Hours)

Total Credit Hours: 16

Spring

- OST 135 Adv Text Entry & Format (3 Credit Hours)
- OST 233 Office Publications Design (3 Credit Hours)
- OST 286 Professional Development (3 Credit Hours)
- OST 289 Office Admin Capstone (3 Credit Hours)
- Social/Behavioral Science Elective (3 Credit Hours)

Total Credit Hours: 15

Humanities/Fine Arts Electives

Select one (1) course from the following:

- ART 111 Art Appreciation (3 Credit Hours)
- HUM 120 Cultural Studies (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- PHI 215 Philosophical Issues (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)
- REL 110 World Religions (3 Credit Hours)

Social/Behavioral Science Electives

Select one (1) course from the following:

- ECO 251 Prin of Microeconomics (3 Credit Hours)
- ECO 252 Prin of Macroeconomics (3 Credit Hours)
- HIS 111 World Civilizations I (3 Credit Hours)
- HIS 112 World Civilizations II (3 Credit Hours)
- POL 120 American Government (3 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)
- SOC 210 Introduction to Sociology (3 Credit Hours)
- SOC 220 Social Problems (3 Credit Hours)

Natural Science/MAT Electives

Select one (1) course from the following:

- BIO 110 Principles of Biology (4 Credit Hours)
- BIO 111 General Biology I (4 Credit Hours)
- BIO 161 Intro to Human Biology (3 Credit Hours)
- MAT 143 Quantitative Literacy (3 Credit Hours)
- MAT 152 Statistical Methods I (4 Credit Hours)
- MAT 171 Precalculus Algebra (4 Credit Hours)
- MAT 172 Precalculus Trigonometry (4 Credit Hours)

Major Hour Electives

Select one (1) credit hour from the following:

- ACC 120 Prin of Financial Accounting (4 Credit Hours)
- BUS 110 Introduction to Business (3 Credit Hours)
- CIS 110 Introduction to Computers (3 Credit Hours)
- CTI 120 Network & Sec Foundation (3 Credit Hours)
- MKT 120 Principles of Marketing (3 Credit Hours)
- WBL 111 Work-Based Learning I (1 Credit Hour)
- WBL 121 Work-Based Learning II (1 Credit Hour)

Total Program Hours: 70

Note(s):

Students may complete one (1) hour credit from WBL courses. Please contact the Work-Based Learning office for more information.

Diploma

Office Administration Diploma (D25370)

The Office Administration diploma program is designed for the individual entering, upgrading, or retraining in the office administration field.

Skills related to the application of these concepts are developed through the study of office software, communication, team-building, critical thinking, and problem solving. Students are eligible to sit for industry-recognized certification exams.

Employment opportunities are available in a variety of office positions in business, government, and industry.

Program Learning Outcomes

Graduates will:

1. Demonstrate effective written communication techniques related to office administration.
2. Demonstrate, identify and assess appropriate procedures for entering payroll information such as tax and withholding information and processing and creating payroll checks in an office environment.

Fall

- ACA 122 College Transfer Success (1 Credit Hour)
- ENG 111 Writing and Inquiry (3 Credit Hours)
- OST 130 Comprehensive Keyboarding (3 Credit Hours)
- OST 136 Word Processing (3 Credit Hours)
- OST 137 Office Applications I (3 Credit Hours)
- OST 164 Office Editing (3 Credit Hours)

Total Credit Hours: 16

Spring

- OST 122 Office Computations (3 Credit Hours)
- OST 138 Office Applications II (3 Credit Hours)
- OST 140 Internet Comm/Research (2 Credit Hours)
- OST 184 Records Management (3 Credit Hours)
- OST 233 Office Publications Design (3 Credit Hours)

Total Credit Hours: 14

Summer

- OST 134 Text Entry & Formatting (3 Credit Hours)
- OST 289 Office Admin Capstone (3 Credit Hours)
- Natural Science/MAT 143 or Higher (3 Credit Hours)

Total Credit Hours: 9

Natural Science/MAT 143 or Higher Electives

Select one (1) course from the following:

- BIO 110 Principles of Biology (4 Credit Hours)
- BIO 111 General Biology I (4 Credit Hours)
- BIO 161 Intro to Human Biology (3 Credit Hours)
- MAT 143 Quantitative Literacy (3 Credit Hours)
- MAT 152 Statistical Methods I (4 Credit Hours)
- MAT 171 Precalculus Algebra (4 Credit Hours)
- MAT 172 Precalculus Trigonometry (4 Credit Hours)

Total Program Hours: 39

Note(s):

The credits obtained from this diploma may be applied toward an Associate Degree in Office Administration.

Certificate

Office Administration - General Certificate (C25370GE)

The Office Administration-General certificate provides the technical and administrative support skills necessary for entry-level employment in a variety of office settings.

Program Learning Outcome

Graduates will:

1. Demonstrate effective written communication techniques related to office administration.

Major Courses

- OST 130 Comprehensive Keyboarding (3 Credit Hours)
- OST 136 Word Processing (3 Credit Hours)
- OST 137 Office Applications I (3 Credit Hours)
- OST 164 Office Editing (3 Credit Hours)

Total Program Hours: 12

Note(s):

The credits obtained from this certificate may be applied toward an Associate Degree in Office Administration.

This certificate is issued by Gaston College and is not associated with third-party certifications.

Paralegal Technology

Associate of Applied Science

Paralegal Technology, A.A.S. (A25380)

This Associate in Applied Science (A.A.S.) degree is a two-year program that prepares students for the workforce. However, there are some senior institutions where all or part of this degree is accepted as the first two years of a four-year program. Students interested in pursuing a four-year degree should consult an advisor.

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

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

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

This program is recognized as a North Carolina Qualified Paralegal Studies Program by the NC State Bar Board of Paralegal Certification. This designation qualifies graduates of the Paralegal degree program to sit for the North Carolina Certified Paralegal (NCCP) exam, provided they have completed at least nine semester hours of legal education, or the equivalent, with classroom instruction (live, real-time, simultaneous broadcast via satellite or webinar). Students should be aware of this requirement when scheduling classes.

Program Learning Outcomes

Graduates will:

1. Define basic civil, civil injuries, criminal, domestic, and business law concepts, as well as an understanding of the role of the paralegal in our legal system.
2. Perform basic research of defined legal questions by traditional and electronic means and properly cite legal authorities.
3. Describe legal ethics and use of the NC Rules of Professional Conduct.
4. Describe the court system and the litigation process and assist an attorney in the preparation and filing of legal documents.

Course Selection Information

Students, to help you progress in your degree program, take prerequisite courses along with English and Math early in your academic career. This will align you for greater success in completing your program of study. Click on the courses listed below to ensure you are aware of prerequisites. The order shown below under the student program priorities is a guide.

Student Program Priorities:

1. ENG 111, OST 137, LEX 140
2. LEX 120

FIRST YEAR

Fall

- ACA 122 College Transfer Success (1 Credit Hour)
- ENG 111 Writing and Inquiry (3 Credit Hours)
- LEX 110 Intro to Paralegal Study (2 Credit Hours)
- LEX 130 Civil Injuries (3 Credit Hours)
- LEX 140 Civil Litigation I (3 Credit Hours)
- LEX 280 Ethics & Professionalism (2 Credit Hours)
- OST 137 Office Applications I (3 Credit Hours)

Total Credit Hours: 17

Spring

- CJC 131 Criminal Law (3 Credit Hours)
- ENG 112 Writing/Research in the Disc (3 Credit Hours)
- LEX 120 Legal Research/Writing I (3 Credit Hours)
- LEX 170 Administrative Law (2 Credit Hours)
- Math Elective (MAT 143 or Higher) (3 Credit Hours)

Total Credit Hours: 14

SECOND YEAR

Fall

- COM 120 Intro Interpersonal Com (3 Credit Hours)
  OR
- COM 231 Public Speaking (3 Credit Hours)
- LEX 150 Commercial Law I (3 Credit Hours)
- LEX 210 Real Property I (3 Credit Hours)
- Humanities Elective (3 Credit Hours)
- Social Science Elective (3 Credit Hours)

Total Credit Hours: 15

Spring

- LEX 121 Legal Research/Writing II (3 Credit Hours)
- BUS 115 Business Law I (3 Credit Hours)

- LEX 240 Family Law (3 Credit Hours)
- LEX 250 Wills, Estates, & Trusts (3 Credit Hours)
- OST 153 Office Finance Solutions (3 Credit Hours)
- Major Hour Elective (3 Credit Hours)

Total Credit Hours: 18

Humanities/Fine Arts Electives

Select one (1) course from the following:

- ART 111 Art Appreciation (3 Credit Hours)
- ENG 232 American Literature II (3 Credit Hours)
- HUM 120 Cultural Studies (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- PHI 215 Philosophical Issues (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)

Social/Behavioral Science Electives

Select one (1) course from the following:

- ECO 251 Prin of Microeconomics (3 Credit Hours)
- ECO 252 Prin of Macroeconomics (3 Credit Hours)
- POL 120 American Government (3 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)
- SOC 210 Introduction to Sociology (3 Credit Hours)
- SOC 220 Social Problems (3 Credit Hours)

Math Elective (MAT 143 or Higher)

Select one (1) course from the following:

- MAT 143 Quantitative Literacy (3 Credit Hours)
- MAT 152 Statistical Methods I (4 Credit Hours)
- MAT 171 Precalculus Algebra (4 Credit Hours)
- MAT 172 Precalculus Trigonometry (4 Credit Hours)

Major Hour Electives

Select three (3) credit hours from the following:

- OST 286 Professional Development (3 Credit Hours)
- WBL 111 Work-Based Learning I (1 Credit Hour)
- WBL 112 Work-Based Learning I (2 Credit Hours)
- WBL 121 Work-Based Learning II (1 Credit Hour)
- WBL 122 Work-Based Learning II (2 Credit Hours)

- WBL 131 Work-Based Learning III (1 Credit Hour)

Total Program Hours: 64

Note(s):

Students may complete up to three (3) hours credit from WBL courses. Please contact the Work-Based Learning office for more information.

Certificate

Paralegal Technology - Paralegal Office Administration Certificate (C25380)

The Paralegal Office Administration certificate prepares individuals for entry level administrative positions in legal or governmental offices. It equips individuals with technology skills necessary to perform in a computerized workplace.

Completion of this certificate does not qualify students to sit for the North Carolina Certified Paralegal (NCCP) exam. Individuals interested in becoming certified should consider the Paralegal Technology, A.A.S. (A25380) degree program.

Program Learning Outcomes

Graduates will:

1. Identify basic legal concepts, including the proper role of the paralegal in the practice of law.
2. Demonstrate effective use of computer skills and technology to perform office functions relevant to the legal field.

Major Courses

- LEX 110 Intro to Paralegal Study (2 Credit Hours)
- LEX 280 Ethics & Professionalism (2 Credit Hours)
- OST 137 Office Applications I (3 Credit Hours)
- OST 153 Office Finance Solutions (3 Credit Hours)
- OST 286 Professional Development (3 Credit Hours)

Total Program Hours: 13

Note(s):

The credits obtained from this certificate may be applied toward the Associate Degree in Paralegal Technology and/or Office Administration.

This certificate is issued by Gaston College and is not associated with any third-party certifications.

Pharmacy Technology

Associate of Applied Science

Pharmacy Technology, A.A.S. (A45580)

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

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

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

Program Learning Outcomes

Graduates Will:

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

Course Selection Information

Students, to help you progress in your degree program; take prerequisite courses along with English and Math early in your academic career. This will align you for greater success in completing your program of study. Click on the courses listed below to ensure you are aware of prerequisites. The order shown below under the student program priorities is a guide.

Student Program Priorities:

PHM 110, PHM 111, PHM 115

Admission Information

Students applying for admission to this program MUST meet all Gaston College admission requirements for General Admission to the College. In addition, students will need to demonstrate college readiness for English and math as exhibited through the college placement test, a placement test waiver, or completion of the acceptable coursework. Your academic advisor will be able to assist you in determining your college readiness and will develop an academic plan, review progress, address issues, and confirm all minimum requirements are met for this program.

FIRST YEAR

Fall

- ACA 122 College Transfer Success (1 Credit Hour)
- ENG 111 Writing and Inquiry (3 Credit Hours)
- PHM 110 Introduction to Pharmacy (3 Credit Hours)
- PHM 115 Pharmacy Calculations (3 Credit Hours)
- PHM 115A Pharmacy Calculations Lab (1 Credit Hour)
- PHM 111 Pharmacy Practice I (4 Credit Hours)

Total Credit Hours: 15

Spring

- BIO 161 Intro to Human Biology (3 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)
- MAT 143 Quantitative Literacy (3 Credit Hours)
- PHM 120 Pharmacology I (3 Credit Hours)
- PHM 160 Pharm Dosage Forms (3 Credit Hours)

Total Credit Hours: 15

Summer

- COM 231 Public Speaking (3 Credit Hours)
- PHM 118 Sterile Products (4 Credit Hours)
- PHM 125 Pharmacology II (3 Credit Hours)
- PHM 140 Trends in Pharmacy (2 Credit Hours)

Total Credit Hours: 12

SECOND YEAR

Fall

- ART 111 Art Appreciation (3 Credit Hours)
- PHM 165 Pharmacy Prof Practice (2 Credit Hours)
- PHM 155 Community Pharmacy (3 Credit Hours)
- PHM 150 Hospital Pharmacy (4 Credit Hours)

Total Credit Hours: 12

Spring

- PHM 138 Pharmacy Clinical (8 Credit Hours)
- PHM 265 Professional Issues (3 Credit Hours)

Total Credit Hours: 11

Total Program Hours: 65

Certificate

Pharmacy Technology, Certificate (C45580A)

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

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

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

Program Learning Outcomes

Graduates Will:

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

Course Selection Information

Students, to help you progress in your degree program; take prerequisite courses along with English and Math early in your academic career. This will align you for greater success in completing your program of study. Click on the courses listed below to ensure you are aware of prerequisites. The order shown below under the student program priorities is a guide.

Student Program Priorities:

PHM 110, PHM 111, PHM 115

Admissions Information

Students applying for admission to this program MUST meet all Gaston College admission requirements for General Admission to the College. In addition, students will need to demonstrate college readiness for English and math as exhibited through the college placement test, a placement test waiver, or completion of the acceptable coursework. Your academic advisor will be able to assist you in determining your college readiness and will develop an academic plan, review progress, address issues, and confirm all minimum requirements are met for this program.

Major Courses

- PHM 110 Introduction to Pharmacy (3 Credit Hours)
- PHM 115 Pharmacy Calculations (3 Credit Hours)
- PHM 115A Pharmacy Calculations Lab (1 Credit Hour)
- PHM 111 Pharmacy Practice I (4 Credit Hours)
- PHM 165 Pharmacy Prof Practice (2 Credit Hours)

Total Program Hours: 13

Public Safety Administration

Associate of Applied Science

Public Safety Administration - Corrections Services, A.A.S. (A55480CR)

This Associate in Applied Science (A.A.S.) degree is a two-year program that prepares students for the workforce. However, there are some senior institutions where all or part of this degree is accepted as the first two years of a four-year program. Students interested in pursuing a four-year degree should consult an advisor.

The Public Safety Administration curriculum is designed to provide students, as well as practitioners, with knowledge and skills in the technical, managerial, and administrative areas necessary for entrance or advancement within various public safety and government organizations. Course work in diverse subject areas includes public safety administration and education, interagency operations, crisis leadership, government and agency financial management, professional standards, incident management, administrative law, and supervision, while providing a streamlined pathway that recognizes the value of previously earned skillsets and credentials within the public safety sector. Employment opportunities exist with fire or police departments, emergency medical services, emergency management organizations, governmental agencies, industrial firms, correctional facilities, private industries, insurance organizations, educational organizations, security and protective organizations, and through self-employment opportunities.

Program Learning Outcomes

Graduates will:

1. Analyze concepts and theories related to public safety administration.
2. Apply leadership traits that provide efficient group and task management.
3. Differentiate between public and private resources to effectively meet public safety goals.
4. Demonstrate knowledge of organizational dynamics through a correctional management perspective in real world situations.

FIRST YEAR

Fall

- ACA 122 College Transfer Success (1 Credit Hour)
- CJC 131 Criminal Law (3 Credit Hours)

- CJC 170 Critical Incident Mgmt Pub Saf (3 Credit Hours)
- CJC 212 Ethics & Comm Relations (3 Credit Hours)
- ENG 111 Writing and Inquiry (3 Credit Hours)
- FIP 152 Fire Protection Law (3 Credit Hours)

Total Credit Hours: 16

Spring

- CJC 161 Intro Homeland Security (3 Credit Hours)
- CJC 231 Constitutional Law (3 Credit Hours)
- ENG 112 Writing/Research in the Disc (3 Credit Hours)
- MAT 143 Quantitative Literacy (3 Credit Hours)
  OR
- MAT 152 Statistical Methods I (4 Credit Hours)
  OR
- MAT 171 Precalculus Algebra (4 Credit Hours)

Total Credit Hours: 12-13

Summer

- PAD 151 Intro to Public Admin (3 Credit Hours)
- PAD 252 Public Policy Analysis (3 Credit Hours)
- PAD 254 Grant Writing (3 Credit Hours)

Total Credit Hours: 9

SECOND YEAR

Fall

- CJC 141 Corrections (3 Credit Hours)
- CJC 214 Victimology (3 Credit Hours)
- CJC 225 Crisis Intervention (3 Credit Hours)
- CJC 240 Law Enfor Mgt. & Supervis (3 Credit Hours)
- FIP 228 Local Govt Finance (3 Credit Hours)
- Humanities/Fine Arts Elective (3 Credit Hours)

Total Credit Hours: 18

Spring

- CJC 120 Interviews/Interrogations (2 Credit Hours)
- CJC 221 Investigative Principles (4 Credit Hours)

- CJC 232 Civil Liability (3 Credit Hours)
- Social/Behavioral Science Elective (3 Credit Hours)

Total Credit Hours: 12

Humanities/Fine Arts Electives

Select one (1) course from the following:

- ART 111 Art Appreciation (3 Credit Hours)
- ART 114 Art History Survey I (3 Credit Hours)
- ART 115 Art History Survey II (3 Credit Hours)
- ENG 231 American Literature I (3 Credit Hours)
- ENG 232 American Literature II (3 Credit Hours)
- ENG 241 British Literature I (3 Credit Hours)
- ENG 242 British Literature II (3 Credit Hours)
- HUM 120 Cultural Studies (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- MUS 112 Introduction to Jazz (3 Credit Hours)
- PHI 215 Philosophical Issues (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)
- REL 110 World Religions (3 Credit Hours)

Social/Behavioral Science Electives

Select one (1) course from the following:

- HIS 112 World Civilizations II (3 Credit Hours)
- HIS 132 American History II (3 Credit Hours)
- POL 120 American Government (3 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)
- SOC 210 Introduction to Sociology (3 Credit Hours)
- SOC 220 Social Problems (3 Credit Hours)

Total Program Hours: 66-68

Note(s):

Students successfully completing a Basic Law Enforcement Training (BLET) course accredited by the North Carolina Criminal Justice Education and Training Standards Commission and the North Carolina Sheriffs' Education and Training Standards Commission will receive 18 hours credit for CJC 120-Interviews/Interrogations, CJC 131-Criminal Law, CJC 132-Court Procedures and Evidence, CJC 221-Investigative Principles, CJC 225-Crisis Intervention and CJC 231-Constitutional Law.

Students successfully completing PST 120-NCDPS Correctional Officer Training or PST 124-NC Sheriffs' Detention Officer Training for eight (8) hours credit will receive credit for CJC 141-Corrections, CJC 225-Crisis Intervention and CJC 232-Civil Liability.

Public Safety Administration - EMS Management Services, A.A.S. (A55480PM)

This Associate in Applied Science (A.A.S.) degree is a two-year program that prepares students for the workforce. However, there are some senior institutions where all or part of this degree is accepted as the first two years of a four-year program. Students interested in pursuing a four-year degree should consult an advisor.

The Public Safety Administration curriculum is designed to provide students, as well as practitioners, with knowledge and skills in the technical, managerial, and administrative areas necessary for entrance or advancement within various public safety and government organizations. Course work in diverse subject areas includes public safety administration and education, interagency operations, crisis leadership, government and agency financial management, professional standards, incident management, administrative law, and supervision, while providing a streamlined pathway that recognizes the value of previously earned skillsets and credentials within the public safety sector. Employment opportunities exist with fire, police departments, emergency medical services, emergency management organizations, governmental agencies, industrial firms, correctional facilities, private industries, insurance organizations, educational organizations, security and protective organizations, and through self-employment opportunities.

Program Learning Outcomes

Graduates will:

1. Analyze concepts and theories related to public safety administration.
2. Apply leadership traits that provide efficient group and task management.
3. Differentiate between public and private resources to effectively meet public safety goals.
4. Identify characteristics of an effective leader in the emergency medical service industry.

FIRST YEAR

Fall

- ACA 122 College Transfer Success (1 Credit Hour)
- BIO 168 Anatomy and Physiology I (4 Credit Hours)
- EMS 110 EMT (9 Credit Hours)
- ENG 111 Writing and Inquiry (3 Credit Hours)
- FIP 152 Fire Protection Law (3 Credit Hours)

Total Credit Hours: 20

Spring

- BIO 169 Anatomy and Physiology II (4 Credit Hours)
- EMS 122 EMS Clinical Practicum I (1 Credit Hour)
- EMS 130 Pharmacology (4 Credit Hours)
- EMS 131 Advanced Airway Management (2 Credit Hours)
- EMS 160 Cardiology I (3 Credit Hours)

Total Credit Hours: 14

Summer

- EMS 220 Cardiology II (3 Credit Hours)
- PAD 151 Intro to Public Admin (3 Credit Hours)
- PAD 252 Public Policy Analysis (3 Credit Hours)
- PAD 254 Grant Writing (3 Credit Hours)

Total Credit Hours: 12

SECOND YEAR

Fall

- Social/Behavioral Science Elective (3 Credit Hours)
- Humanities/Fine Arts Elective (3 Credit Hours)
- EMS 270 Life Span Emergencies (4 Credit Hours)
- FIP 228 Local Govt Finance (3 Credit Hours)

Total Credit Hours: 13

Spring

- EPT 150 Incident Management (3 Credit Hours)
- EMS 235 EMS Management (2 Credit Hours)
- ENG 112 Writing/Research in the Disc (3 Credit Hours)
- MAT 143 Quantitative Literacy (3 Credit Hours)
  OR
- MAT 152 Statistical Methods I (4 Credit Hours)
  OR
- MAT 171 Precalculus Algebra (4 Credit Hours)

Total Credit Hours: 11-12

Humanities/Fine Arts Electives

Select one (1) course from the following:

- ART 111 Art Appreciation (3 Credit Hours)
- ART 114 Art History Survey I (3 Credit Hours)
- ART 115 Art History Survey II (3 Credit Hours)
- ENG 231 American Literature I (3 Credit Hours)
- ENG 232 American Literature II (3 Credit Hours)
- ENG 241 British Literature I (3 Credit Hours)
- ENG 242 British Literature II (3 Credit Hours)
- HUM 120 Cultural Studies (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)

- MUS 112 Introduction to Jazz (3 Credit Hours)
- PHI 215 Philosophical Issues (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)
- REL 110 World Religions (3 Credit Hours)

Social/Behavioral Science Electives

Select one (1) course from the following:

- HIS 112 World Civilizations II (3 Credit Hours)
- HIS 132 American History II (3 Credit Hours)
- POL 120 American Government (3 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)
- SOC 210 Introduction to Sociology (3 Credit Hours)
- SOC 220 Social Problems (3 Credit Hours)

Total Program Hours: 70-71

Public Safety Administration - Fire Protection Services, A.A.S. (A55480FP)

This Associate in Applied Science (A.A.S.) degree is a two-year program that prepares students for the workforce. However, there are some senior institutions where all or part of this degree is accepted as the first two years of a four-year program. Students interested in pursuing a four-year degree should consult an advisor.

The Public Safety Administration curriculum is designed to provide students, as well as practitioners, with knowledge and skills in the technical, managerial, and administrative areas necessary for entrance or advancement within various public safety and government organizations. Course work in diverse subject areas includes public safety administration and education, interagency operations, crisis leadership, government and agency financial management, professional standards, incident management, administrative law, and supervision, while providing a streamlined pathway that recognizes the value of previously earned skillsets and credentials within the public safety sector. Employment opportunities exist with fire or police departments, emergency medical services, emergency management organizations, governmental agencies, industrial firms, correctional facilities, private industries, insurance organizations, educational organizations, security and protective organizations, and through self-employment opportunities.

Program Learning Outcomes

Graduates will:

1. Analyze concepts and theories related to public safety administration.
2. Apply leadership traits that provide efficient group and task management.
3. Differentiate between public and private resources to effectively meet public safety goals.
4. Identify and describe key functions and competencies to be effective in today's fire service administration environment.

FIRST YEAR

Fall

- ACA 122 College Transfer Success (1 Credit Hour)
- FIP 120 Intro to Fire Protection (3 Credit Hours)
- FIP 124 Fire Prevention & Public Ed (3 Credit Hours)
- FIP 136 Inspections & Codes (3 Credit Hours)
- FIP 152 Fire Protection Law (3 Credit Hours)

Total Credit Hours: 13

Spring

- ENG 111 Writing and Inquiry (3 Credit Hours)
- FIP 128 Detection & Investigation (3 Credit Hours)
- FIP 132 Building Construction (3 Credit Hours)
- FIP 146 Fire Protection Systems (4 Credit Hours)

Total Credit Hours: 13

Summer

- PAD 151 Intro to Public Admin (3 Credit Hours)
- PAD 252 Public Policy Analysis (3 Credit Hours)
- PAD 254 Grant Writing (3 Credit Hours)
- Social/Behavioral Science Elective (3 Credit Hours)

Total Credit Hours: 12

SECOND YEAR

Fall

- EPT 140 Emergency Management (3 Credit Hours)
- EPT 150 Incident Management (3 Credit Hours)
- FIP 220 Fire Fighting Strategies (3 Credit Hours)
- FIP 228 Local Govt Finance (3 Credit Hours)
- Humanities/Fine Arts Elective (3 Credit Hours)

Total Credit Hours: 15

Spring

- ENG 112 Writing/Research in the Disc (3 Credit Hours)
- FIP 221 Adv Fire Fighting Strat (3 Credit Hours)
- FIP 276 Managing Fire Services (3 Credit Hours)
- MAT 143 Quantitative Literacy (3 Credit Hours)
  OR

- MAT 152 Statistical Methods I (4 Credit Hours)
  OR
- MAT 171 Precalculus Algebra (4 Credit Hours)

Total Credit Hours: 12-13

Humanities/Fine Arts Electives

Select one (1) course from the following:

- ART 111 Art Appreciation (3 Credit Hours)
- ART 114 Art History Survey I (3 Credit Hours)
- ART 115 Art History Survey II (3 Credit Hours)
- ENG 231 American Literature I (3 Credit Hours)
- ENG 232 American Literature II (3 Credit Hours)
- ENG 241 British Literature I (3 Credit Hours)
- ENG 242 British Literature II (3 Credit Hours)
- HUM 120 Cultural Studies (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- MUS 112 Introduction to Jazz (3 Credit Hours)
- PHI 215 Philosophical Issues (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)
- REL 110 World Religions (3 Credit Hours)

Social/Behavioral Science Electives

Select one (1) course from the following:

- HIS 112 World Civilizations II (3 Credit Hours)
- HIS 132 American History II (3 Credit Hours)
- POL 120 American Government (3 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)
- SOC 210 Introduction to Sociology (3 Credit Hours)
- SOC 220 Social Problems (3 Credit Hours)

Total Program Hours: 65-66

Note(s):

Students successfully completing PST 163-NC OSFM Training will receive credit for FIP 120-Intro to Fire Protection. Those completing PST 166-NC OSFM Training will receive credit for FIP 124-Fire Prevention and Public Ed and EPT 140-Emergency Management.

Public Safety Administration - Law Enforcement Management Services, A.A.S. (A55480LE)

This Associate in Applied Science (A.A.S.) degree is a two-year program that prepares students for the workforce. However, there are some senior institutions where all or part of this degree is accepted as the first two years of a four-year program. Students interested in pursuing a four-year degree should consult an advisor.

The Public Safety Administration curriculum is designed to provide students, as well as practitioners, with knowledge and skills in the technical, managerial, and administrative areas necessary for entrance or advancement within various public safety and government organizations. Course work in diverse subject areas includes public safety administration and education, interagency operations, crisis leadership, government and agency financial management, professional standards, incident management, administrative law, and supervision, while providing a streamlined pathway that recognizes the value of previously earned skillsets and credentials within the public safety sector. Employment opportunities exist with fire or police departments, emergency medical services, emergency management organizations, governmental agencies, industrial firms, correctional facilities, private industries, insurance organizations, educational organizations, security and protective organizations, and through self-employment opportunities.

Program Learning Outcomes

Graduates will:

1. Analyze concepts and theories related to public safety administration.
2. Apply leadership traits that provide efficient group and task management.
3. Differentiate between public and private resources to effectively meet public safety goals.
4. Demonstrate knowledge of organizational dynamics through a law enforcement management perspective in real world situations.

FIRST YEAR

Fall

- ACA 122 College Transfer Success (1 Credit Hour)
- CJC 170 Critical Incident Mgmt Pub Saf (3 Credit Hours)
- CJC or PST Elective (3 Credit Hours)
- CJC or PST Elective (3 Credit Hours)
- ENG 111 Writing and Inquiry (3 Credit Hours)
- FIP 152 Fire Protection Law (3 Credit Hours)

Total Credit Hours: 16

Spring

- CJC 161 Intro Homeland Security (3 Credit Hours)
- CJC 231 Constitutional Law (3 Credit Hours)
- ENG 112 Writing/Research in the Disc (3 Credit Hours)
- MAT 143 Quantitative Literacy (3 Credit Hours)
  OR
- MAT 152 Statistical Methods I (4 Credit Hours)
  OR
- MAT 171 Precalculus Algebra (4 Credit Hours)

Total Credit Hours: 12-13

Summer

- PAD 151 Intro to Public Admin (3 Credit Hours)
- PAD 252 Public Policy Analysis (3 Credit Hours)
- PAD 254 Grant Writing (3 Credit Hours)

Total Credit Hours: 9

SECOND YEAR

Fall

- CJC 225 Crisis Intervention (3 Credit Hours)
- CJC 240 Law Enfor Mgt. & Supervis (3 Credit Hours)
  CJC or PST Elective (3 Credit Hours)
- FIP 228 Local Govt Finance (3 Credit Hours)
- Humanities/Fine Arts Elective (3 Credit Hours)

Total Credit Hours: 15

Spring

- CJC 221 Investigative Principles (4 Credit Hours)
- CJC or PST Elective (3 Credit Hours)
- CJC or PST Elective (2 Credit Hours)
- Social/Behavioral Science Elective (3 Credit Hours)

Total Credit Hours: 12

Humanities/Fine Arts Electives

Select one (1) course from the following:

- ART 111 Art Appreciation (3 Credit Hours)
- ART 114 Art History Survey I (3 Credit Hours)
- ART 115 Art History Survey II (3 Credit Hours)
- ENG 231 American Literature I (3 Credit Hours)
- ENG 232 American Literature II (3 Credit Hours)
- ENG 241 British Literature I (3 Credit Hours)
- ENG 242 British Literature II (3 Credit Hours)
- HUM 120 Cultural Studies (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- MUS 112 Introduction to Jazz (3 Credit Hours)
- PHI 215 Philosophical Issues (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)
- REL 110 World Religions (3 Credit Hours)

Social/Behavioral Science Electives

Select one (1) course from the following:

- HIS 112 World Civilizations II (3 Credit Hours)
- HIS 132 American History II (3 Credit Hours)
- POL 120 American Government (3 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)
- SOC 210 Introduction to Sociology (3 Credit Hours)
- SOC 220 Social Problems (3 Credit Hours)

Criminal Justice/Public Service Training Electives

Select 14 credit hours from the following:

(Note: Only 9 credit hours may be credited from the PST prefix courses)

- CJC 120 Interviews/Interrogations (2 Credit Hours)
- CJC 131 Criminal Law (3 Credit Hours)
- CJC 132 Court Procedure & Evidence (3 Credit Hours)
- CJC 160 Terrorism: Underlying Issues (3 Credit Hours)
- CJC 212 Ethics & Comm Relations (3 Credit Hours)
- PST 123 NC Sheriffs' Telecom Training (2 Credit Hours)
- PST 125 NC Basic Juv Just Ofr Train (7 Credit Hours)
- PST 126 NC Basic Juv Just Counsel Trg (7 Credit Hours)
- PST 127 NC Basic Probation Ofr Traing (9 Credit Hours)
- PST 151 NC Justice Academy Training (1 Credit Hour)
- PST 152 NC Justice Academy Training (2 Credit Hours)
- PST 153 NC Justice Academy Training (3 Credit Hours)
- PST 154 NC Justice Academy Training (4 Credit Hours)
- PST 155 NC Justice Academy Training (5 Credit Hours)
- PST 156 NC Justice Academy Training (6 Credit Hours)
- PST 157 NC Justice Academy Training (7 Credit Hours)
- PST 158 NC Justice Academy Training (8 Credit Hours)
- PST 159 NC Justice Academy Training (9 Credit Hours)
- PST 171 NCCCS Public Safety Training (1 Credit Hour)
- PST 172 NCCCS Public Safety Training (2 Credit Hours)
- PST 173 NCCCS Public Safety Training (3 Credit Hours)
- PST 174 NCCCS Public Safety Training (4 Credit Hours)
- PST 175 NCCCS Public Safety Training (5 Credit Hours)
- PST 176 NCCCS Public Safety Training (6 Credit Hours)
- PST 177 NCCCS Public Safety Training (7 Credit Hours)
- PST 178 NCCCS Public Safety Training (8 Credit Hours)
- PST 179 NCCCS Public Safety Training (9 Credit Hours)
- PST 189 NCDOJ Prof Cert Program (9 Credit Hours)

Total Program Hours: 64-65

Note(s):

Students successfully completing a Basic Law Enforcement Training (BLET) course accredited by the North Carolina Criminal Justice Education and Training Standards Commission and the North Carolina Sheriffs' Education and Training Standards Commission will receive 18 hours credit for CJC 120-Interviews/Interrogations, CJC 131-Criminal Law, CJC 132-Court Procedures and Evidence, CJC 221-Investigative Principles, CJC 225-Crisis Intervention and CJC 231-Constitutional Law.

Respiratory Therapy

Associate of Applied Science

Respiratory Therapy, A.A.S. (A45720)

Collaborative Program with Catawba Valley Community College, CVCC. While the degree is earned through CVCC, all students accepted into this program will take the entirety of the coursework on the Gaston College campus.

*Pending SACSCOC Approval

Courses required to meet graduation requirements in this curriculum are offered during daytime hours. Minimum time for completion: five semesters full-time attendance. The Associate of Applied Science degree is awarded graduates of this curriculum.

The Respiratory Therapy curriculum prepares individuals to function as respiratory therapists through demonstrated competence in the cognitive, psychomotor, and affective learning domains of respiratory care practice. Graduates perform diagnostic and therapeutic procedures with exposure to current and emerging practice settings.

The curriculum prepares graduates to operate within inter-professional teams and effectively communicate with clients/patients of various ages, ethnicities, and cultures. Application of problem solving strategies, applying ethical decision making, and understanding professional responsibilities are emphasized.

Graduates are eligible to complete the credentialing process through the National Board for Respiratory Care, which will qualify them for a license to practice in a variety of healthcare settings with responsibilities for assessment, treatment, management and education of patients with cardiopulmonary diseases.

The Respiratory Therapy curriculum prepares individuals to function as respiratory graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior), learning domains of respiratory care practice as performed by Registered Respiratory Therapists (RRT).

Note: Students must complete college level chemistry (CHM 100 or greater), 4 credit hours, prior to admission into the Respiratory Therapy program.

General Education Courses

English/Communications

- ENG 111 Writing and Inquiry (3 Credit Hours)
- ENG 112 Writing/Research in the Disc (3 Credit Hours)

Humanities/Fine Arts

- Elective (3 Credit Hours)

Natural Sciences/Mathematics

- BIO 168 Anatomy and Physiology I (4 Credit Hours)
- BIO 169 Anatomy and Physiology II (4 Credit Hours)

Social/Behavioral Sciences

- Elective (3 Credit Hours)

Major Courses

- BIO 275 Microbiology (4 Credit Hours)
- RCP 110 Intro to Respiratory Care (4 Credit Hours)
- RCP 111 Therapeutics/Diagnostics (5 Credit Hours)
- RCP 113 RCP Pharmacology (2 Credit Hours)
- RCP 114 C-P Anatomy & Physiology (3 Credit Hours)
- RCP 115 C-P Pathophysiology (2 Credit Hours)
- RCP 122 Special Practice Lab (1 Credit Hour)
- RCP 123 Special Practice Lab (1 Credit Hour)
- RCP 145 RCP Clinical Practice II (5 Credit Hours)
- RCP 152 RCP Clinical Practice III (2 Credit Hours)
- RCP 210 Critical Care Concepts (4 Credit Hours)
- RCP 211 Adv Monitoring/Procedures (4 Credit Hours)
- RCP 214 Neonatal/Peds RC (2 Credit Hours)
- RCP 215 Career Preparation (1 Credit Hour)
- RCP 236 RCP Clinical Practice IV (6 Credit Hours)
- RCP 246 RCP Clinical Practice V (6 Credit Hours)

Total Program Hours: 72

Developmental Course Requirements

Developmental coursework (both prerequisite and corequisite) will be required of students whose placement test measures indicate a need for greater proficiency in the areas of English and/or mathematics. Please refer to the Course Description section for prerequisite and corequisite course information.

- ENG 002 Transition English (3 Credit Hours)
- ENG 011 Writing and Inquiry Support (2 Credit Hours)
- MAT 003 Transition Math (3 Credit Hours)

Suggested Program Sequence Day

FIRST YEAR

Fall

- RCP 110 Intro to Respiratory Care (4 Credit Hours)
- RCP 113 RCP Pharmacology (2 Credit Hours)
- RCP 122 Special Practice Lab (1 Credit Hour)
- RCP 114 C-P Anatomy & Physiology (3 Credit Hours)
- BIO 168 Anatomy and Physiology I (4 Credit Hours)
- ENG 111 Writing and Inquiry (3 Credit Hours)

Total Credit Hours: 17

Spring

- RCP 111 Therapeutics/Diagnostics (5 Credit Hours)
- RCP 115 C-P Pathophysiology (2 Credit Hours)
- RCP 145 RCP Clinical Practice II (5 Credit Hours)
- BIO 169 Anatomy and Physiology II (4 Credit Hours)
- ENG 112 Writing/Research in the Disc (3 Credit Hours)

Total Credit Hours: 19

Summer

- RCP 152 RCP Clinical Practice III (2 Credit Hours)
- RCP 123 Special Practice Lab (1 Credit Hour)

Total Credit Hours: 3

SECOND YEAR

Fall

- BIO 275 Microbiology (4 Credit Hours)
- RCP 210 Critical Care Concepts (4 Credit Hours)
- RCP 236 RCP Clinical Practice IV (6 Credit Hours)
- RCP 214 Neonatal/Peds RC (2 Credit Hours)
- Humanities/Fine Arts Elective (3 Credit Hours)

Total Credit Hours: 19

Spring

- RCP 211 Adv Monitoring/Procedures (4 Credit Hours)
- RCP 246 RCP Clinical Practice V (6 Credit Hours)
- RCP 215 Career Preparation (1 Credit Hour)
- Social/Behavioral Science Elective (3 Credit Hours)

Total Credit Hours: 14

Total Program Hours: 72

Sports Media Technology

Associate of Applied Science

Sports Media Technology, A.A.S. (A30170)

Students enrolled in the Sports Media Technology curriculum will develop professional skills in sports media and related applications.

Training will emphasize announcing, script writing, livestreaming, videography, audio and postproduction. Students will also study the mechanics of sports, media management, marketing, and problem solving. Hands-on training and teamwork approaches are essential to the instructional process.

Upon successful completion, students are prepared to work in a sports media organization in a variety of occupations.

Program Learning Outcomes

Graduates will:

1. Construct the various elements for video production and apply that knowledge within the sports media industry.
2. Illustrate storytelling techniques for sports narratives.
3. Describe all elements of livestreaming sports broadcasts.
4. Demonstrate the fundamental skills to write across various media platforms.
5. Demonstrate the ability to speak on air in a live broadcast and conduct a proper interview.

Course Selection Information

Students, to help you progress in your degree program, take prerequisite courses along with English and Math early in your academic career. This will align you for greater success in completing your program of study. Click on the courses listed below to ensure you are aware of prerequisites. The order shown below under the student program priorities is a guide.

Student Program Priorities:

BPT 240

FIRST YEAR

Fall

- ACA 122 College Transfer Success (1 Credit Hour)
- BPT 110 Media Evolution (3 Credit Hours)
- BPT 121 Media Speech Techniques (3 Credit Hours)
- BPT 140 Intro to Media Production (3 Credit Hours)
- BPT 240 Sports Media (4 Credit Hours)

Total Credit Hours: 14

Spring

- BPT 131 Audio Production I (4 Credit Hours)
- BPT 231 Video Production I (4 Credit Hours)
- ENG 111 Writing and Inquiry (3 Credit Hours)
- SMT 110 Play-by-Play (3 Credit Hours)
- SMT 111 Sports Media Practicum I (2 Credit Hours)

Total Credit Hours: 16

Summer

- ENG 112 Writing/Research in the Disc (3 Credit Hours)
- Natural Science/Math Elective (3 Credit Hours)
- Humanities/Fine Arts Elective (3 Credit Hours)
- Social/Behavioral Science Elective (3 Credit Hours)

Total Credit Hours: 12

SECOND YEAR

Fall

- BPT 241 Multimedia Journalism I (4 Credit Hours)
- SMT 112 Sports Media Practicum II (2 Credit Hours)
- Major Hour Elective (3 Credit Hours)
- Major Hour Elective (3 Credit Hours)

Total Credit Hours: 12

Spring

- BPT 112 Media Writing (4 Credit Hours)
- BPT 135 Audio Performance I (2 Credit Hours)
  OR
- BPT 235 Video Performance I (2 Credit Hours)
- BPT 215 Industry Career Preparation (3 Credit Hours)
- SMT 113 Sports Media Practicum III (2 Credit Hours)
- Major Hour Elective (3 Credit Hours)

Total Credit Hours: 14

Humanities/Fine Arts Electives

Select three (3) Credit hours from the following:

- ART 111 Art Appreciation (3 Credit Hours)
- HUM 120 Cultural Studies (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- MUS 112 Introduction to Jazz (3 Credit Hours)
- PHI 215 Philosophical Issues (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)
- REL 110 World Religions (3 Credit Hours)

Social/Behavioral Sciences

Select three (3) credit hours from the following:

- ECO 251 Prin of Microeconomics (3 Credit Hours)
- ECO 252 Prin of Macroeconomics (3 Credit Hours)
- HIS 111 World Civilizations I (3 Credit Hours)
- HIS 112 World Civilizations II (3 Credit Hours)
- POL 120 American Government (3 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)
- SOC 210 Introduction to Sociology (3 Credit Hours)
- SOC 220 Social Problems (3 Credit Hours)

Natural Science/Math Elective (3 Credit Hours)

Select one (1) course from the following:

- BIO 110 Principles of Biology (4 Credit Hours)
- BIO 111 General Biology I (4 Credit Hours)
- GEL 111 Geology (4 Credit Hours)
- MAT 110 Math Measurement & Literacy (3 Credit Hours)
- MAT 121 Algebra/Trigonometry I (3 Credit Hours)
- MAT 143 Quantitative Literacy (3 Credit Hours)
- MAT 152 Statistical Methods I (4 Credit Hours)
- MAT 171 Precalculus Algebra (4 Credit Hours)
- MAT 172 Precalculus Trigonometry (4 Credit Hours)

Major Hour Electives

Select nine (9) hours from the following:

- ART 264 Digital Photography I (3 Credit Hours)
- BPT 250 Corporate Video (3 Credit Hours)
- MKT 120 Principles of Marketing (3 Credit Hours)
- WEB 120 Intro Internet Multimedia (3 Credit Hours)

Total Program Hours: 68

Certificate

Sports Media Technology Certificate (C30170)

Students enrolled in the Sports Media Technology certificate will develop professional skills in sports media and related applications.

Training will emphasize announcing, livestreaming, videography and audio production. Hands-on learning is essential to the instructional process.

Upon successful completion, students are prepared to work in a sports media organization in a variety of occupations.

Program Learning Outcome

Graduates will:

1. Construct the various elements for video production and apply that knowledge within the sports media industry.
2. Describe all elements of livestreaming sports broadcasts.

Major Courses

- BPT 121 Media Speech Techniques (3 Credit Hours)
- BPT 240 Sports Media (4 Credit Hours)
- SMT 110 Play-by-Play (3 Credit Hours)
- SMT 111 Sports Media Practicum I (2 Credit Hours)

Total Program Hours: 12

Note(s):

The credits obtained from this certificate may be applied toward the Associate Degree in Sports Media Technology.

This certificate is issued by Gaston College and is not associated with third-party certifications.

Surgical Technology

Associate of Applied Science

Surgical Technology, A.A.S. (A45740)

The Surgical Technology program prepares individuals to assist in the care of the surgical patient in the operating room and to function as a member of the surgical team. Students will apply theoretical knowledge to the care of patients undergoing surgery and develop skills necessary to prepare supplies, equipment, and instruments; maintain aseptic conditions; prepare patients for surgery; and assist surgeons during operations. After program completion, graduates can expect to find employment in labor, delivery, and emergency departments; inpatient and outpatient surgery centers; dialysis facilities; endoscopy centers; and physician offices, among other settings.

Program Learning Outcomes

The expectation of the Surgical Technology Program of Gaston College is to: "To prepare entry-level Surgical Technologists who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession."

The Surgical Technology program at Gaston College has a site visit scheduled for pursuing initial accreditation by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org). This step in the process is neither a status of accreditation nor a guarantee that accreditation will be granted.

Graduates will:

1. Collaborate as a member of the healthcare team.

2. Demonstrate the application of anatomy and physiology concepts to meet current industry standards in the surgical setting.

3. Demonstrate aseptic technique and a sound surgical conscience when performing surgical procedures in the health care setting.

4. Explain universal precautions, principles of sterilization, and its application in the operating room (OR).

5. Explain and demonstrate client care concepts for the surgical environment.

FIRST YEAR

Fall

- SUR 110 Introduction to Surgical Technology (3 Credit Hours)
- SUR 111 Perioperative Patient Care (7 Credit Hours)
- BIO 168 Anatomy and Physiology I (4 Credit Hours)
- ACA 122 College Transfer Success (1 Credit Hour)

Total credit hours: 15

Spring

- SUR 122 Surgical Procedures I (6 Credit Hours) *
- SUR 123 Clinical Practice I (7 Credit Hours) *
- MED 121 Medical Terminology I (3 Credit Hours)
- BIO 169 Anatomy and Physiology II (4 Credit Hours)
  **SUR 122 and SUR 123 are split between the Spring and Summer semesters.*

Total Credit Hours: 13.5

Summer

- SUR 122 Surgical Procedures I (6 Credit Hours) *
- SUR 123 Clinical Practice I (7 Credit Hours) *
  **SUR 122 and SUR 123 are split between the Spring and Summer semesters.*

Total Credit Hours: 6.5

SECOND YEAR

Fall

- SUR 134 Surgical Procedures II (5 Credit Hours)
- SUR 135 Clinical Practice II (4 Credit Hours)
- ENG 111 Writing and Inquiry (3 Credit Hours)

Humanities/Fine Arts Electives

Select one (1) course from the following:

- ART 111 Art Appreciation (3 Credit Hours)
- ART 114 Art History Survey I (3 Credit Hours)
- ART 115 Art History Survey II (3 Credit Hours)
- ENG 231 American Literature I (3 Credit Hours)
- ENG 232 American Literature II (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- MUS 112 Introduction to Jazz (3 Credit Hours)
- PHI 215 Philosophical Issues (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)

Total Credit Hours: 15

Spring

- SUR 137 Professional Success Preparation (1 Credit Hour)
- SUR 210 Advanced SUR Clinical Practice (2 Credit Hours)
- SUR 211 Advanced Theoretical Concepts (2 Credit Hours)
- COM 231 Public Speaking (3 Credit Hours)
  OR
- ENG 112 Writing/Research in the Disc (3 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)
  OR
- SOC 210 Introduction to Sociology (3 Credit Hours)
- BIO 275 Microbiology (4 Credit Hours)
- SUR 212 Clinical Supplement (4 Credit Hours)

Total Credit Hours: 19

Total Program Hours: 69

Textiles Technology

Associate of Applied Science

Textiles Technology - Design, A.A.S. (A50500DE)

This curriculum prepares individuals for a career in fashion merchandising and design.

Coursework includes fundamental textile technology courses, computer-aided design, fabric construction fundamentals, art and management principles.

Graduates should qualify as managers, designers, product development specialists and more.

This curriculum focuses on textile design.

Program Learning Outcomes

Graduates will:

1. Apply the principles and concepts of basic sciences, fiber science, textile technology and management science to the analysis and solution of real-world problems.
2. Define career expectations and opportunities in the textile field.
3. Identify stages of the fashion product development cycle.

Students participating in the college transfer program to the North Carolina A&T State University Fashion Merchandising and Design program should see an academic advisor.

FIRST YEAR

Fall

- ACA 122 College Transfer Success (1 Credit Hour)
- ECO 252 Prin of Macroeconomics (3 Credit Hours)
- ENG 111 Writing and Inquiry (3 Credit Hours)
- MAT 152 Statistical Methods I (4 Credit Hours)
- TEX 121 Textile Design and Studio I (3 Credit Hours)
- TEX 110 Fundamentals of Textiles (3 Credit Hours)

Total Credit Hours: 17

Spring

- ART 171 Digital Design I (3 Credit Hours)
- ENG 112 Writing/Research in the Disc (3 Credit Hours)
- TEX 113 Yarn Production Systems (3 Credit Hours)
- TEX 119 The Textile Industry (3 Credit Hours)
- Professional Elective (5 Credit Hours)

Total Credit Hours: 17

SECOND YEAR

Fall

- ART 131 Drawing I (3 Credit Hours)
- TEX 122 Textile Design and Studio II (3 Credit Hours)
- TEX 212 Yarn Forming Systems (5 Credit Hours)
- Professional Elective (5 Credit Hours)

Total Credit Hours: 16

Spring

- ART 271 Digital Design II (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)
- TEX 210 Fiber Science (5 Credit Hours)
- TEX 211 Fashion Illustration (3 Credit Hours)
- Professional Elective (3 Credit Hours)

Total Credit Hours: 17

Professional Electives

Select 13 credit hours from the following:

- ACC 120 Prin of Financial Accounting (4 Credit Hours)
- ART 114 Art History Survey I (3 Credit Hours)
- ART 115 Art History Survey II (3 Credit Hours)
- ART 132 Drawing II (3 Credit Hours)
- BUS 115 Business Law I (3 Credit Hours)
- BUS 137 Principles of Management (3 Credit Hours)
- CHM 151 General Chemistry I (4 Credit Hours)
- CIS 110 Introduction to Computers (3 Credit Hours)
- ECO 251 Prin of Microeconomics (3 Credit Hours)
- MKT 120 Principles of Marketing (3 Credit Hours)
- TEX 213 Fabric Forming/Weaving (3 Credit Hours)
- TEX 214 Knitting Processes (3 Credit Hours)
- TEX 215 Dyeing & Finishing (3 Credit Hours)
- WBL 111 Work-Based Learning I (1 Credit Hour)
- WBL 121 Work-Based Learning II (1 Credit Hour)
- WBL 122 Work-Based Learning II (2 Credit Hours)

Total Program Hours: 67

Textiles Technology - General, A.A.S. (A50500GE)

This curriculum prepares individuals for textile manufacturing, advanced materials or product development.

Coursework includes industrial safety, quality control, and textile courses in yarn production, weaving processes, dyeing, finishing, and fiber science.

Graduates should qualify as technicians, managers, or designers in the textile industry.

Program Learning Outcomes

Graduates will:

1. Apply the principles and concepts of basic sciences, polymer and fiber science, textile technology and management science to the analysis and solution of real-world problems.
2. Define career expectations and opportunities in the textile field.
3. Explain the critical stages in the various sectors of the textile and apparel supply chain.

Students participating in the college transfer program to the North Carolina State University Textile Technology program should see an academic advisor.

FIRST YEAR

Fall

- ACA 122 College Transfer Success (1 Credit Hour)
- ECO 251 Prin of Microeconomics (3 Credit Hours)
- ENG 111 Writing and Inquiry (3 Credit Hours)
- MAT 152 Statistical Methods I (4 Credit Hours)
- TEX 110 Fundamentals of Textiles (3 Credit Hours)
- Professional Elective (4 Credit Hours)

Total Credit Hours: 18

Spring

- ENG 112 Writing/Research in the Disc (3 Credit Hours)
- CHM 151 General Chemistry I (4 Credit Hours)
  OR
- CHM 131 Introduction to Chemistry (3 Credit Hours)
  AND
- CHM 131A Introduction to Chemistry Lab (1 Credit Hour)
- TEX 113 Yarn Production Systems (3 Credit Hours)
- TEX 119 The Textile Industry (3 Credit Hours)
- TEX 210 Fiber Science (5 Credit Hours)

Total Credit Hours: 18

SECOND YEAR

Fall

- ECO 252 Prin of Macroeconomics (3 Credit Hours)

- MAT 171 Precalculus Algebra (4 Credit Hours)
- TEX 212 Yarn Forming Systems (5 Credit Hours)
- TEX 215 Dyeing & Finishing (3 Credit Hours)

Total Credit Hours: 15

Spring

- BUS 110 Introduction to Business (3 Credit Hours)
- PHY 151 College Physics I (4 Credit Hours)
- TEX 213 Fabric Forming/Weaving (3 Credit Hours)
- TEX 214 Knitting Processes (3 Credit Hours)
- Humanities/Fine Arts Elective (3 Credit Hours)

Total Credit Hours: 16

Professional Electives

Select 4 credit hours from the following:

- ACC 120 Prin of Financial Accounting (4 Credit Hours)
- BUS 115 Business Law I (3 Credit Hours)
- BUS 137 Principles of Management (3 Credit Hours)
- CIS 110 Introduction to Computers (3 Credit Hours)
- MAT 172 Precalculus Trigonometry (4 Credit Hours)
- MKT 120 Principles of Marketing (3 Credit Hours)
- WBL 111 Work-Based Learning I (1 Credit Hour)
- WBL 121 Work-Based Learning II (1 Credit Hour)
- WBL 122 Work-Based Learning II (2 Credit Hours)

Humanities/Fine Arts Electives

Select three (3) credit hours from the following:

- ART 111 Art Appreciation (3 Credit Hours)
- ENG 231 American Literature I (3 Credit Hours)
- ENG 232 American Literature II (3 Credit Hours)
- ENG 241 British Literature I (3 Credit Hours)
- HUM 120 Cultural Studies (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- MUS 112 Introduction to Jazz (3 Credit Hours)
- PHI 215 Philosophical Issues (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)
- REL 110 World Religions (3 Credit Hours)

Total Program Hours: 67

Textiles Technology - Textile Management, A.A.S. (A50500MG)

This curriculum prepares individuals for textile and apparel manufacturing, supply chain and quality.

Coursework includes textile courses in fiber science, yarn, fabric formation, quality control and fundamental management principles..

Graduates should qualify as technicians, managers, or designers in the textile industry.

This curriculum focuses on textile management.

Program Learning Outcomes

Graduates will:

1. Apply the principles and concepts of basic sciences, polymer and fiber science, textile technology and management science to the analysis and solution of real-world problems.
2. Define career expectations and opportunities in the textile field.
3. Apply fundamental business management skills.

FIRST YEAR

Fall

- ACA 122 College Transfer Success (1 Credit Hour)
- BUS 110 Introduction to Business (3 Credit Hours)
- ECO 252 Prin of Macroeconomics (3 Credit Hours)
- ENG 111 Writing and Inquiry (3 Credit Hours)
- MAT 152 Statistical Methods I (4 Credit Hours)
- TEX 110 Fundamentals of Textiles (3 Credit Hours)

Total Credit Hours:17

Spring

- CHM 151 General Chemistry I (4 Credit Hours)
  OR
- Professional Elective (4 Credit Hours)
- TEX 113 Yarn Production Systems (3 Credit Hours)
- TEX 119 The Textile Industry (3 Credit Hours)
- TEX 210 Fiber Science (5 Credit Hours)
- Professional Elective (4 Credit Hours)

Total Credit Hours: 19

SECOND YEAR

Fall

- ENG 112 Writing/Research in the Disc (3 Credit Hours)
- TEX 212 Yarn Forming Systems (5 Credit Hours)
- TEX 215 Dyeing & Finishing (3 Credit Hours)
- Professional Elective (4 Credit Hours)

Total Credit Hours: 15

Spring

- TEX 213 Fabric Forming/Weaving (3 Credit Hours)
- TEX 214 Knitting Processes (3 Credit Hours)
- Humanities/Fine Arts Elective (3 Credit Hours)
- Professional Elective (4 Credit Hours)
- Professional Elective (3 Credit Hours)

Total Credit Hours: 16

Professional Electives

Select 19 credit hours from the following:

- ACC 120 Prin of Financial Accounting (4 Credit Hours)
- ATR 112 Intro to Automation (3 Credit Hours)
- BUS 115 Business Law I (3 Credit Hours)
- BUS 137 Principles of Management (3 Credit Hours)
- CHM 131 Introduction to Chemistry (3 Credit Hours)
  AND
- CHM 131A Introduction to Chemistry Lab (1 Credit Hour)
  OR
- CHM 151 General Chemistry I (4 Credit Hours)
- CIS 110 Introduction to Computers (3 Credit Hours)
- DFT 170 Engineering Graphics (3 Credit Hours)
- ECO 251 Prin of Microeconomics (3 Credit Hours)
- ELC 112 DC/AC Electricity (5 Credit Hours)
- ELC 128 Intro to PLC (3 Credit Hours)
- ISC 132 Mfg Quality Control (3 Credit Hours)
- LOG 110 Introduction to Logistics (3 Credit Hours)
- MKT 120 Principles of Marketing (3 Credit Hours)
- WBL 111 Work-Based Learning I (1 Credit Hour)
- WBL 121 Work-Based Learning II (1 Credit Hour)
- WBL 122 Work-Based Learning II (2 Credit Hours)

Humanities/Fine Arts Electives

Select three (3) credit hours from the following:

- ART 111 Art Appreciation (3 Credit Hours)

- ENG 231 American Literature I (3 Credit Hours)
- ENG 232 American Literature II (3 Credit Hours)
- ENG 241 British Literature I (3 Credit Hours)
- HUM 120 Cultural Studies (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- MUS 112 Introduction to Jazz (3 Credit Hours)
- PHI 215 Philosophical Issues (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)
- REL 110 World Religions (3 Credit Hours)

Total Program Hours: 67

Textiles Technology - Textile Technician, A.A.S. (A50500TE)

This curriculum prepares individuals for textile manufacturing.

Coursework includes industrial safety, quality control, and textile courses in yarn production, weaving processes, dyeing, finishing, and fiber science.

Graduates should qualify as technicians, managers, or designers in the textile industry.

This curriculum focuses on preparation to become a textile technician.

Program Learning Outcomes

Graduates will:

1. Apply the principles and concepts of basic sciences, polymer and fiber science, textile technology and management science to the analysis and solution of real-world problems.
2. Define career expectations and opportunities in the textile field.
3. Demonstrate use of textile manufacturing equipment.

FIRST YEAR

Fall

- ACA 122 College Transfer Success (1 Credit Hour)
- ECO 252 Prin of Macroeconomics (3 Credit Hours)
- ENG 111 Writing and Inquiry (3 Credit Hours)
- MAT 152 Statistical Methods I (4 Credit Hours)
- TEX 110 Fundamentals of Textiles (3 Credit Hours)
- Professional Elective (4 Credit Hours)

Total Credit Hours: 18

Spring

- CHM 151 General Chemistry I (4 Credit Hours)

OR

- Professional Elective (4 Credit Hours)
- ISC 112 Industrial Safety (2 Credit Hours)
- TEX 113 Yarn Production Systems (3 Credit Hours)
- TEX 119 The Textile Industry (3 Credit Hours)
- TEX 210 Fiber Science (5 Credit Hours)

Total Credit Hours: 17

SECOND YEAR

Fall

- ENG 112 Writing/Research in the Disc (3 Credit Hours)
- TEX 212 Yarn Forming Systems (5 Credit Hours)
- TEX 215 Dyeing & Finishing (3 Credit Hours)
- Professional Elective (4 Credit Hours)

Total Credit Hours: 15

Spring

- TEX 213 Fabric Forming/Weaving (3 Credit Hours)
- TEX 214 Knitting Processes (3 Credit Hours)
- Humanities/Fine Arts Elective (3 Credit Hours)
- Professional Elective (3 Credit Hours)
- Professional Elective (4 Credit Hours)

Total Credit Hours: 16

Professional Electives

Select 19 credit hours from the following:

- ACC 120 Prin of Financial Accounting (4 Credit Hours)
- ATR 112 Intro to Automation (3 Credit Hours)
- BUS 115 Business Law I (3 Credit Hours)
- BUS 137 Principles of Management (3 Credit Hours)
- CHM 131 Introduction to Chemistry (3 Credit Hours)
  AND
- CHM 131A Introduction to Chemistry Lab (1 Credit Hour)
  OR
- CHM 151 General Chemistry I (4 Credit Hours)
- CIS 110 Introduction to Computers (3 Credit Hours)
- DFT 170 Engineering Graphics (3 Credit Hours)
- ECO 251 Prin of Microeconomics (3 Credit Hours)

- ELC 112 DC/AC Electricity (5 Credit Hours)
- ELC 128 Intro to PLC (3 Credit Hours)
- ISC 132 Mfg Quality Control (3 Credit Hours)
- LOG 110 Introduction to Logistics (3 Credit Hours)
- MKT 120 Principles of Marketing (3 Credit Hours)
- WBL 111 Work-Based Learning I (1 Credit Hour)
- WBL 121 Work-Based Learning II (1 Credit Hour)
- WBL 122 Work-Based Learning II (2 Credit Hours)

Humanities/Fine Arts Electives

Select three (3) credit hours from the following:

- ART 111 Art Appreciation (3 Credit Hours)
- ENG 231 American Literature I (3 Credit Hours)
- ENG 232 American Literature II (3 Credit Hours)
- ENG 241 British Literature I (3 Credit Hours)
- HUM 120 Cultural Studies (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- MUS 112 Introduction to Jazz (3 Credit Hours)
- PHI 215 Philosophical Issues (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)
- REL 110 World Religions (3 Credit Hours)

Total Program Hours: 66

Certificate

Textiles Technology - Fashion and Design Fundamentals Certificate (C50500D)

The Textile Technology-Fashion and Design Fundamentals certificate is designed to provide students with the fundamental skills needed to design innovative textile and fashion products.

In addition to course work in studio and computer-aided design, students will complete a fundamentals of textiles course which provides an overview of the textile and apparel supply chain and its supporting processes.

Program Learning Outcomes

Graduates will:

1. Identify stages of the fashion product development cycle.
2. Define career expectations and opportunities in the textile field.

Major Courses

- TEX 110 Fundamentals of Textiles (3 Credit Hours)

- TEX 121 Textile Design and Studio I (3 Credit Hours)
- TEX 122 Textile Design and Studio II (3 Credit Hours)
- TEX 211 Fashion Illustration (3 Credit Hours)

Total Program Hours: 12

Note(s):

The credits obtained from this certificate may be applied toward an Associate Degree in Textile Technology.

This certificate is issued by Gaston College and is not associated with third-party certifications.

Textiles Technology Certificate (C50500)

The Textile Technology certificate is designed to provide students with a comprehensive overview of the textile and apparel supply chain by focusing on the science and technologies relevant to advanced materials development.

In addition to course work in textile fundamentals, students will complete a principles of microeconomics course and textile industry course that will provide students a strong foundation in understanding the global industry and prepare them for a career in textile technology management.

Program Learning Outcomes

Graduates will:

1. Define career expectations and opportunities in the textile field.
2. Explain the critical stages in the various sectors of the textile and apparel supply chain.

Major Courses

- ECO 251 Prin of Microeconomics (3 Credit Hours)
- TEX 110 Fundamentals of Textiles (3 Credit Hours)
- TEX 119 The Textile Industry (3 Credit Hours)
- TEX 210 Fiber Science (5 Credit Hours)

Total Program Hours: 14

Note(s):

The credits obtained from this certificate may be applied toward an Associate Degree in Textile Technology.

This certificate is issued by Gaston College and is not associated with third-party certifications.

Veterinary Medical Technology

Associate of Applied Science

Veterinary Medical Technology, A.A.S. (A45780)

The Veterinary Medical Technology (Vet Tech) Curriculum prepares the graduate to assist veterinarians in preparing animals, equipment, and medications for examination and surgery; collecting specimens; performing laboratory, radiographic, anesthetic, dental procedures; assisting in surgery; and providing proper husbandry of animals and their environment.

Course work includes instruction in veterinary anatomy, nutrition, parasitology, pathology, physiology, radiology, terminology, zoology, office practices, laboratory techniques, dentistry, and small and large animal clinical practices.

Graduates of accredited programs may be eligible to take state and national examinations. Graduates may be employed in veterinary clinics; diagnostic, research, or pharmaceutical laboratories; zoos; academic institutions; or other areas associated with animal care.

Program Learning Outcomes

Graduates will:

1. Prepare animals and equipment for examination and surgery.
2. Safely prepare and administer medications in a veterinary setting.
3. Correctly collect specimens for laboratory analysis.
4. Safely perform laboratory, radiographic, anesthetic and dental procedures in a veterinary setting.
5. Competently assist the veterinarian in surgical procedures.
6. Provide proper husbandry of animals and their environment.
7. Demonstrate an understanding of common veterinary diseases and diagnostic procedures.
8. Demonstrate knowledge of veterinary regulatory issues and veterinary office procedures.

Curriculum Information

The Vet Tech Program is a two-year, full time, six (6) semester course of study (71 semester credit hours) leading to an Associate of Applied Science degree. The program is designed to provide both the theoretical knowledge and practical skills necessary for a professional career as a veterinary technician.

Course Selection Information

Students, to help you progress in your degree program, take prerequisite courses along with English and Math early in your academic career. This will align you for greater success in completing your program of study. Click on the courses listed below to ensure you are aware of prerequisites. The order shown below under the student program priorities is a guide.

Student Program Priorities:

1. CHM 130, CHM 130A

Admissions Requirements

Students applying for admission to this program MUST meet all Gaston College admission requirements for General Admission to the College. In addition, students will need to demonstrate college readiness for English and math as exhibited through the college placement test, a placement test waiver, or completion of the acceptable coursework. Your academic advisor will be able to assist you in determining your college readiness.

For students interested in applying to this program at Gaston College, please note that there is limited enrollment and the program participates in a selective admission criteria process to select the most qualified applicants for admission. Students will need to make an appointment with their Admissions Specialist/Advisor in order to review admission requirements and to verify if the student has met selective admission criteria in order to submit an application by the deadline. Students interested in participating in the selective admission process for this program can find additional information and program admission requirements under the subheading "limited enrollment/selective admission" in the College Catalog.

FIRST YEAR

Fall

- ACA 122 College Transfer Success (1 Credit Hour)
- VET 110 Animal Breeds and Husbandry (3 Credit Hours)
- VET 121 Veterinary Medical Terminology (3 Credit Hours)
- VET 123 Veterinary Parasitology (3 Credit Hours)
- ENG 111 Writing and Inquiry (3 Credit Hours)

Total Credit Hours: 13

Spring

- CHM 130 Gen, Org, & Biochemistry (3 Credit Hours)
- CHM 130A Gen, Org, & Biochem Lab (1 Credit Hour)
- VET 120 Veterinary Anatomy & Physiology (4 Credit Hours)
- VET 131 Veterinary Laboratory Techniques I (3 Credit Hours)
- VET 133 Vet Clinical Practice I (3 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)
  OR
- SOC 210 Introduction to Sociology (3 Credit Hours)

Total Credit Hours: 17

Summer

- VET 237 Animal Nutrition (3 Credit Hours)
- VET 125 Veterinary Diseases I (2 Credit Hours)
- ENG 112 Writing/Research in the Disc (3 Credit Hours)

Total Credit Hours: 8

SECOND YEAR

Fall

- VET 215 Veterinary Pharmacology (3 Credit Hours)
- VET 211 Veterinary Laboratory Techniques II (3 Credit Hours)
- VET 213 Veterinary Clinical Practice II (4 Credit Hours)
- VET 126 Veterinary Diseases II (2 Credit Hours)

Total Credit Hours: 12

Spring

- VET 212 Veterinary Laboratory Techniques III (3 Credit Hours)
- VET 214 Veterinary Clinical Practice III (4 Credit Hours)
- VET 137 Vet Office Practices (2 Credit Hours)
- VET 217 Large Animal Clinical Practice (3 Credit Hours)
- Humanities/Fine Arts Elective (3 Credit Hours)

Total Credit Hours: 15

Summer

- WBL 112 Work-Based Learning I (2 Credit Hours)

Total Credit Hours: 2

Humanities/Fine Arts Electives

Select one (1) course from the following:

- ART 111 Art Appreciation (3 Credit Hours)
- ART 114 Art History Survey I (3 Credit Hours)
- ART 115 Art History Survey II (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- MUS 112 Introduction to Jazz (3 Credit Hours)
- PHI 215 Philosophical Issues (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)

Total Program Hours: 67

Welding Technology

Diploma

Welding Technology Diploma (D50420)

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

Graduates will:

1. Demonstrate knowledge of and hands-on competencies in the areas of SMAW, GMAW, GTAW, PAC, OFW, and OFC, application of mathematics and physics at a basic college level, application of basic fabrication concepts, application of basic destructive and non-destructive weld testing, ability to produce weldments to specification, set-up, operation, and trouble shooting of welding equipment, and identification and proper use of basic hand tools.
2. Demonstrate knowledge and hands-on competence in the application of the principles of welding materials, basic joint design, direction of applied load and the thermal conductivity of various metals and the fundamentals of electricity as they apply to the welding field.
3. Demonstrate an ability to think, analyze and propose a solution to technical problems requiring knowledge at a diploma level in blueprint reading, equipment selection, choice of filler metals, basic fabrication principles, and communicate written, oral or electronic solutions effectively.
4. Demonstrate an ability to accomplish tasks independently or as a team member.
5. Demonstrate an ability to perform as a responsible professional, including an understanding of ethical and societal responsibilities, a respect for diversity, a knowledge of contemporary professional, societal and global issues, and a commitment to equality, and continuous improvement.

Course Selection Information

Students, to help you progress in your degree program, take prerequisite courses along with English and Math early in your academic career. This will align you for greater success in completing your program of study. Click on the courses listed below to ensure you are aware of prerequisites. The order shown below under the student program priorities is a guide.

Student Program Priorities:

1. WLD 115

Fall

- ACA 122 College Transfer Success (1 Credit Hour)
- COM 110 Introduction to Communication (3 Credit Hours)
  OR
- ENG 111 Writing and Inquiry (3 Credit Hours)
- WLD 110 Cutting Processes (2 Credit Hours)
- WLD 115 SMAW (Stick) Plate (5 Credit Hours)
- WLD 121 GMAW (MIG) FCAW/Plate (4 Credit Hours)
- WLD 143 Welding Metallurgy (2 Credit Hours)

Total Credit Hours: 17

Spring

- MAT 110 Math Measurement & Literacy (3 Credit Hours)
- WLD 111 Oxy-Fuel Welding (2 Credit Hours)
- WLD 116 SMAW (Stick) Plate/Pipe (4 Credit Hours)
- WLD 131 GTAW (TIG) Plate (4 Credit Hours)
- WLD 141 Symbols & Specifications (3 Credit Hours)

Total Credit Hours: 16

Summer

- CIS 111 Basic PC Literacy (2 Credit Hours)
- Professional Elective (4 Credit Hours)

Total Credit Hours: 6

Professional Electives

Select four (4) credit hours from the following:

- WLD 151 Fabrication I (4 Credit Hours)
- WBL 111 Work-Based Learning I (1 Credit Hour)
- WBL 112 Work-Based Learning I (2 Credit Hours)
- WBL 113 Work-Based Learning I (3 Credit Hours)
- WBL 121 Work-Based Learning II (1 Credit Hour)
- WBL 122 Work-Based Learning II (2 Credit Hours)
- WBL 123 Work-Based Learning II (3 Credit Hours)
- WBL 131 Work-Based Learning III (1 Credit Hour)
- WBL 132 Work-Based Learning III (2 Credit Hours)

Total Program Hours: 39

Certificate

Welding Technology - Level I Certificate (C50420A)

This curriculum is designed to give the individual basic skills and related information needed to gain limited employment in the Welding field.

Program Learning Outcomes

Graduates will:

1. Demonstrate knowledge and hands-on competence in the application of the principles of welding materials, basic joint design, direction of applied load and the thermal conductivity of various metals.

Major Courses

- WLD 110 Cutting Processes (2 Credit Hours)
- WLD 115 SMAW (Stick) Plate (5 Credit Hours)
- WLD 121 GMAW (MIG) FCAW/Plate (4 Credit Hours)
- WLD 143 Welding Metallurgy (2 Credit Hours)

Total Program Hours: 13

Note(s):

The courses taken in this certificate program may be applied toward the Diploma in Welding Technology.

Welding Technology - Level II Certificate (C50420B)

This curriculum is designed to give the individual basic skills and related information needed to gain limited employment in the Welding field.

Program Learning Outcomes

Graduates will:

1. Demonstrate knowledge and hands-on competence in the application of the principles of welding materials, basic joint design, direction of applied load and the thermal conductivity of various metals.

Major Courses

- WLD 111 Oxy-Fuel Welding (2 Credit Hours)
- WLD 116 SMAW (Stick) Plate/Pipe (4 Credit Hours)
- WLD 131 GTAW (TIG) Plate (4 Credit Hours)
- WLD 141 Symbols & Specifications (3 Credit Hours)

Total Program Hours: 13

Note(s):

Students must have a Level I certificate prior to earning a Level II certificate.

The courses taken in this certificate program may be applied toward the Diploma in Welding Technology.

Arts and Sciences Programs

Arts and Sciences

Biotechnology

Associate of Applied Science

Biotechnology, A.A.S. (A20100)

The Biotechnology curriculum, which has emerged from molecular biology and chemical engineering, is designed to meet the increasing demands for skilled laboratory technicians in various fields of biological and chemical technology. Course work emphasizes biology, chemistry, mathematics, and technical communications. The curriculum objectives are designed to prepare graduates to serve in three distinct capacities: research assistant to a biologist or chemist, laboratory technician/instrumentation technician, and quality control/quality assurance technician. Graduates should be qualified for employment in various areas of industry and government, including research and development, manufacturing, sales, and customer service.

The biotechnology program focuses on the application of the biological sciences, biochemistry, and genetics to the preparation of new and enhanced agricultural, environmental, clinical, and industrial products, including the commercial exploitation of microbes, plants, and animals. Potential course work includes instruction in general biology, general and organic chemistry, physics, biochemistry, molecular biology, immunology, microbiology, genetics, and cellular biology.

Program Learning Outcomes

Graduates will:

1. Apply knowledge of cellular and molecular structure and function to written scientific reports and communications.
2. Illustrate the proper use of a variety of laboratory techniques and procedures with accuracy, precision, and safety.
3. Integrate the laboratory and lecture components of the program through the use of an experimental approach.

Course Selection Information

Students, to help you progress in your degree program, take prerequisite courses along with English and Math early in your academic career. This will align you for greater success in completing your program of study. Click on the courses listed below to ensure you are aware of prerequisites. The order shown below under the student program priorities is a guide.

Student Program Priorities:

1. BIO 111, BIO 168

General Education Courses (19 SHC)

English Composition (6 SHC)

The following two (2) courses are required.

- ENG 111 Writing and Inquiry (3 Credit Hours)
- ENG 112 Writing/Research in the Disc (3 Credit Hours)

Humanities/Fine Arts (3 SHC)

The following course is required.

- PHI 240 Introduction to Ethics (3 Credit Hours)

Social/Behavioral Sciences (6 SHC)

The following two (2) courses are required.

- PSY 150 General Psychology (3 Credit Hours)
- SOC 210 Introduction to Sociology (3 Credit Hours)

Mathematics (4 SHC)

The following course is required.

- MAT 152 Statistical Methods I (4 Credit Hours)

Major Courses (28 SHC)

The following courses are required.

- BIO 111 General Biology I (4 Credit Hours)
- BIO 112 General Biology II (4 Credit Hours)
- BIO 250 Genetics (4 Credit Hours)
- BIO 275 Microbiology (4 Credit Hours)
- BTC 181 Basic Lab Techniques (4 Credit Hours)
- CHM 151 General Chemistry I (4 Credit Hours)
- CHM 152 General Chemistry II (4 Credit Hours)

Other Required Hours (13 SHC)

- ACA 122 College Transfer Success (1 Credit Hour)
- BIO 168 Anatomy and Physiology I (4 Credit Hours)
- BIO 169 Anatomy and Physiology II (4 Credit Hours)
- MAT 171 Precalculus Algebra (4 Credit Hours)

Other Major Hours (8 SHC)

Select at least eight (8) credit hours from the following courses:

- CIS 110 Introduction to Computers (3 Credit Hours)
- COM 231 Public Speaking (3 Credit Hours)
- HEA 110 Personal Health/Wellness (3 Credit Hours)
- MAT 172 Precalculus Trigonometry (4 Credit Hours)
- SPA 111 Elementary Spanish I (3 Credit Hours)

Total Program Hours: 68

Diploma

Biotechnology Diploma (D20100)

This curriculum will prepare students for careers through the study of principles in science, laboratory techniques and applied processes. Graduates should be qualified to obtain occupations as process and manufacturing technicians in the life science, food and agricultural sectors.

Program Learning Outcomes

Graduates will:

1. Apply knowledge of cellular and molecular structure and function to written scientific reports and communications.
2. Illustrate the proper use of a variety of laboratory techniques and procedures with accuracy, precision, and safety.
3. Integrate the laboratory and lecture components of the program through the use of an experimental approach.

Course Selection Information

Students, to help you progress in your degree program, take prerequisite courses along with English and Math early in your academic career. This will align you for greater success in completing your program of study. Click on the courses listed below to ensure you are aware of prerequisites. The order shown below under the student program priorities is a guide.

Student Program Priorities:

1. BIO 111, BIO 168

English (6 SHC)

- ENG 111 Writing and Inquiry (3 Credit Hours)
- ENG 112 Writing/Research in the Disc (3 Credit Hours)

Other Required Hours (3 SHC)

Select one (1) of the following courses:

- PSY 150 General Psychology (3 Credit Hours)
- SOC 210 Introduction to Sociology (3 Credit Hours)

Major Requirements (24 SHC)

- BIO 111 General Biology I (4 Credit Hours)
- BIO 112 General Biology II (4 Credit Hours)
- BIO 250 Genetics (4 Credit Hours)
- BIO 275 Microbiology (4 Credit Hours)
- BTC 181 Basic Lab Techniques (4 Credit Hours)
- CHM 151 General Chemistry I (4 Credit Hours)

Other Major Requirements (13 SHC)

- ACA 122 College Transfer Success (1 Credit Hour)
- BIO 168 Anatomy and Physiology I (4 Credit Hours)
- BIO 169 Anatomy and Physiology II (4 Credit Hours)
  Select one (1) of the following courses:
- MAT 171 Precalculus Algebra (4 Credit Hours)
- MAT 152 Statistical Methods I (4 Credit Hours)

Total Program Hours: 46

Certificate

Biotechnology - Basic Biotechnology Certificate (C20100A)

A certificate in Biotechnology is designed for high school students, high school graduates, four-year students, career transfers, and any interested adults who are seeking a job in the biotechnology field.

Program Learning Outcomes

Graduates will:

1. Apply knowledge of cellular and molecular structure and function to written scientific reports and communications.
2. Illustrate the proper use of a variety of laboratory techniques and procedures with accuracy, precision, and safety.
3. Integrate the laboratory and lecture components of the program through the use of an experimental approach.

Major Courses

- BIO 111 General Biology I (4 Credit Hours)
- BIO 112 General Biology II (4 Credit Hours)
- BIO 275 Microbiology (4 Credit Hours)
  Select one (1) of the following:
- BIO 250 Genetics (4 Credit Hours)
  OR
- MAT 152 Statistical Methods I (4 Credit Hours)

Total Program Hours: 16

Note(s):

The courses taken in this certificate program may be applied toward the Diploma in Biotechnology. See the diploma listing for specific requirements.

Biotechnology - Foundations of Biotechnology Certificate (C20100B)

A certificate in Biotechnology is designed for high school students, high school graduates, four-year students, career transfers, and any interested adults who are seeking a job in the biotechnology field.

Program Learning Outcomes

Graduates will:

1. Apply knowledge of cellular and molecular structure and function to written scientific reports and communications.
2. Illustrate the proper use of a variety of laboratory techniques and procedures with accuracy, precision, and safety.
3. Integrate the laboratory and lecture components of the program through the use of an experimental approach.

Major Courses

- ENG 111 Writing and Inquiry (3 Credit Hours)
- BIO 168 Anatomy and Physiology I (4 Credit Hours)
- BIO 169 Anatomy and Physiology II (4 Credit Hours)
- SOC 210 Introduction to Sociology (3 Credit Hours)

Total Program Hours: 14

Note(s):

The courses taken in this certificate program may be applied toward the Diploma in Biotechnology. See the diploma listing for specific requirements.

Biotechnology - Foundations of Healthcare Certificate (C20100C)

A certificate in Biotechnology is designed for high school students, high school graduates, four-year students, career transfers, and any interested adults who are seeking a job in the biotechnology field.

Program Learning Outcomes

Graduates will:

1. Apply knowledge of cellular and molecular structure and function to written scientific reports and communications.
2. Illustrate the proper use of a variety of laboratory techniques and procedures with accuracy, precision, and safety.
3. Integrate the laboratory and lecture components of the program through the use of an experimental approach.

Major Courses

- ENG 111 Writing and Inquiry (3 Credit Hours)
- BIO 168 Anatomy and Physiology I (4 Credit Hours)
- BIO 169 Anatomy and Physiology II (4 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)

Total Program Hours: 14

Note(s):

The courses taken in this certificate program may be applied toward the Diploma in Biotechnology. See the diploma listing for specific requirements.

Biotechnology-Foundations of Agriculture Certificate (C20100D)

The Foundations of Agriculture Technology curriculum is a program that focuses on the study of bio-molecular structures, functions, and processes specific to plant and plant substances and a basic understanding of livestock production practices. Students will be exposed to the livestock industry, plant production schedules, develop a deep understanding of plant and livestock growth processes and their implications for strategic management decisions. This curriculum intersects agriculture and biology.

Program Learning Outcomes:

This curriculum emphasizes precision, safety, ethics, and environmental responsibility, ensuring completers of this pathway contribute positively to innovation and sustainability in livestock and plant production.

Major Courses

- AGR 139 Introduction to Sustainable Ag (3 Credit Hours)
- AGR 160 Plant Science (3 Credit Hours)
- AGR 170 Soil Science (3 Credit Hours)
- ANS 110 Animal Science (3 Credit Hours)

Total Credit Hours: 12

College Transfer

College Transfer Associate in Arts

Associate in Arts (A10100)

The Associate in Arts degree shall be granted for planned programs of study consisting of a minimum of 60 and a maximum of 61 semester hours of approved college transfer courses with a grade of C or better in each course.

Within the degree programs, the College shall include opportunities for the achievement of competence in reading, writing, oral communications, fundamental mathematical skills, and the basic use of computers.

Program Learning Outcomes

Graduates will:

Demonstrate general education competencies in the following areas:

Competency 1: Information Literacy and Educational Technology

Students will meet this competency through the completion of both objectives 1a and 1b.

Objective 1a: Access, use, and evaluate information in a variety of formats.

Objective 1b: Use educational technologies to achieve academic and work-related goals.

Competency 2: Communication

Students will meet this competency through assessments in both ENG 111 and ENG 112, ENG 114, COM 120, or COM 231.

Objective: Communicate effectively through writing, reading, and speaking.

Competency 3: Computational and/or Scientific Reasoning

Students will meet this competency through the completion of objectives 3a, 3b, or 3c.

Objective 3a: Analyze mathematical problems and quantitative data to make logical decisions.

Objective 3b: Demonstrate knowledge of the natural sciences and use this knowledge to analyze problems and make rational decisions.

Objective 3c: Demonstrate knowledge of the role and function of computers to solve problems.

Competency 4: Humanities and Fine Arts

Students will meet this competency through the completion of objectives 4a, 4b, or 4c.

Objective 4a: Demonstrate knowledge of philosophical and/or religious beliefs, assumptions, and values.

Objective 4b: Demonstrate knowledge of cultural and artistic significance within the fine arts.

Objective 4c: Demonstrate knowledge of literary works within a historical and cultural context.

Competency 5: Social and Behavioral Sciences

Students will meet this competency through the completion of objectives 5a or 5b.

Objective 5a: Demonstrate knowledge of the historical patterns in political, cultural, and economic life and their impact on human societies.

Objective 5b: Demonstrate knowledge of the reciprocal interactions among self, society, and the environment.

General Education Courses (45 SHC)*

English Composition (6 SHC)

The following two (2) courses are required.

- ENG 111 Writing and Inquiry (3 Credit Hours)
- ENG 112 Writing/Research in the Disc (3 Credit Hours)

Humanities/Fine Arts (9 SHC)

Select three courses from at least two (2) of the following discipline areas.

- ART 111 Art Appreciation (3 Credit Hours)
- ART 114 Art History Survey I (3 Credit Hours)

- ART 115 Art History Survey II (3 Credit Hours)
- COM 120 Intro Interpersonal Com (3 Credit Hours)
- COM 231 Public Speaking (3 Credit Hours)
- ENG 231 American Literature I (3 Credit Hours)
- ENG 232 American Literature II (3 Credit Hours)
- ENG 241 British Literature I (3 Credit Hours)
- ENG 242 British Literature II (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- MUS 112 Introduction to Jazz (3 Credit Hours)
- PHI 215 Philosophical Issues (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)

Social/Behavioral Sciences (9 SHC)

Select three courses from at least two (2) of the following discipline areas.

- ECO 251 Prin of Microeconomics (3 Credit Hours)
- ECO 252 Prin of Macroeconomics (3 Credit Hours)
- HIS 111 World Civilizations I (3 Credit Hours)
- HIS 112 World Civilizations II (3 Credit Hours)
- HIS 131 American History I (3 Credit Hours)
- HIS 132 American History II (3 Credit Hours)
- POL 120 American Government (3 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)
- SOC 210 Introduction to Sociology (3 Credit Hours)

Mathematics (3-5 SHC)

Select one (1) of the following courses.

- MAT 143 Quantitative Literacy (3 Credit Hours)
- MAT 152 Statistical Methods I (4 Credit Hours)
- MAT 171 Precalculus Algebra (4 Credit Hours)
- MAT 175 Precalculus (5 Credit Hours)

Natural Sciences (4 SHC)

Select one (1) of the following courses.

- BIO 110 Principles of Biology (4 Credit Hours)
- BIO 111 General Biology I (4 Credit Hours)
- CHM 151 General Chemistry I (4 Credit Hours)
- GEL 111 Geology (4 Credit Hours)
- PHY 110 Conceptual Physics (3 Credit Hours)
  AND
- PHY 110A Conceptual Physics Lab (1 Credit Hour)

Additional General Education Hours (13-14 SHC)

An additional 13-14 SHC of courses should be selected from courses classified as general education courses within the Comprehensive Articulation Agreement. Students should select these courses based on their intended major and transfer university.

- ART 111 Art Appreciation (3 Credit Hours)
- ART 114 Art History Survey I (3 Credit Hours)
- ART 115 Art History Survey II (3 Credit Hours)
- BIO 110 Principles of Biology (4 Credit Hours)
- BIO 111 General Biology I (4 Credit Hours)
- BIO 112 General Biology II (4 Credit Hours)
- CHM 131 Introduction to Chemistry (3 Credit Hours)
- CHM 131A Introduction to Chemistry Lab (1 Credit Hour)
- CHM 132 Organic and Biochemistry (4 Credit Hours)
- CHM 151 General Chemistry I (4 Credit Hours)
- CHM 152 General Chemistry II (4 Credit Hours)
- CIS 110 Introduction to Computers (3 Credit Hours)
- COM 110 Introduction to Communication (3 Credit Hours)
- COM 120 Intro Interpersonal Com (3 Credit Hours)
- COM 231 Public Speaking (3 Credit Hours)
- ENG 231 American Literature I (3 Credit Hours)
- ENG 232 American Literature II (3 Credit Hours)
- ENG 241 British Literature I (3 Credit Hours)
- ENG 242 British Literature II (3 Credit Hours)
- ECO 251 Prin of Microeconomics (3 Credit Hours)
- ECO 252 Prin of Macroeconomics (3 Credit Hours)
- GEL 111 Geology (4 Credit Hours)
- GEO 111 World Regional Geography (3 Credit Hours)
- HIS 111 World Civilizations I (3 Credit Hours)
- HIS 112 World Civilizations II (3 Credit Hours)
- HIS 121 Western Civilization I (3 Credit Hours)
- HIS 122 Western Civilization II (3 Credit Hours)
- HIS 131 American History I (3 Credit Hours)
- HIS 132 American History II (3 Credit Hours)
- HUM 120 Cultural Studies (3 Credit Hours)
- MAT 143 Quantitative Literacy (3 Credit Hours)
- MAT 152 Statistical Methods I (4 Credit Hours)
- MAT 171 Precalculus Algebra (4 Credit Hours)
- MAT 172 Precalculus Trigonometry (4 Credit Hours)
- MAT 175 Precalculus (5 Credit Hours)
- MAT 263 Brief Calculus (4 Credit Hours)
- MAT 271 Calculus I (4 Credit Hours)
- MAT 272 Calculus II (4 Credit Hours)
- MAT 273 Calculus III (4 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- MUS 112 Introduction to Jazz (3 Credit Hours)
- PHI 215 Philosophical Issues (3 Credit Hours)

- PHI 240 Introduction to Ethics (3 Credit Hours)
- PHY 110 Conceptual Physics (3 Credit Hours)
- PHY 110A Conceptual Physics Lab (1 Credit Hour)
- PHY 151 College Physics I (4 Credit Hours)
- PHY 152 College Physics II (4 Credit Hours)
- PHY 251 General Physics I (4 Credit Hours)
- PHY 252 General Physics II (4 Credit Hours)
- POL 120 American Government (3 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)
- PSY 237 Social Psychology (3 Credit Hours)
- PSY 241 Developmental Psych (3 Credit Hours)
- PSY 281 Abnormal Psychology (3 Credit Hours)
- REL 110 World Religions (3 Credit Hours)
- SOC 210 Introduction to Sociology (3 Credit Hours)
- SOC 220 Social Problems (3 Credit Hours)
- SOC 225 Social Diversity (3 Credit Hours)
- SPA 111 Elementary Spanish I (3 Credit Hours)
- SPA 112 Elementary Spanish II (3 Credit Hours)
- SPA 211 Intermediate Spanish I (3 Credit Hours)
- SPA 212 Intermediate Spanish II (3 Credit Hours)

Other Required Hours (15 SHC)

Required:

- ACA 122 College Transfer Success (1 Credit Hour)

  An additional 14 SHC of courses should be selected from courses classified as pre-major, elective or general education courses within the Comprehensive Articulation Agreement. Students should select these courses based on their intended major and transfer university. A maximum of 6 SHC of HEA and/or PED can be applied toward graduation requirements.
- ACC 120 Prin of Financial Accounting (4 Credit Hours)
- ACC 121 Prin of Managerial Accounting (4 Credit Hours)
- ART 111 Art Appreciation (3 Credit Hours)
- ART 114 Art History Survey I (3 Credit Hours)
- ART 115 Art History Survey II (3 Credit Hours)
- BIO 110 Principles of Biology (4 Credit Hours)
- BIO 111 General Biology I (4 Credit Hours)
- BIO 112 General Biology II (4 Credit Hours)
- BIO 155 Nutrition (3 Credit Hours)
- BIO 168 Anatomy and Physiology I (4 Credit Hours)
- BIO 169 Anatomy and Physiology II (4 Credit Hours)
- BIO 250 Genetics (4 Credit Hours)
- BIO 275 Microbiology (4 Credit Hours)
- BUS 110 Introduction to Business (3 Credit Hours)
- BUS 115 Business Law I (3 Credit Hours)
- BUS 137 Principles of Management (3 Credit Hours)
- CHM 131 Introduction to Chemistry (3 Credit Hours)

- CHM 131A Introduction to Chemistry Lab (1 Credit Hour)
- CHM 132 Organic and Biochemistry (4 Credit Hours)
- CHM 151 General Chemistry I (4 Credit Hours)
- CHM 152 General Chemistry II (4 Credit Hours)
- CHM 251 Organic Chemistry I (4 Credit Hours)
- CHM 252 Organic Chemistry II (4 Credit Hours)
- CIS 110 Introduction to Computers (3 Credit Hours)
- CJC 111 Intro to Criminal Justice (3 Credit Hours)
- CJC 121 Law Enforcement Operations (3 Credit Hours)
- CJC 141 Corrections (3 Credit Hours)
- COM 110 Introduction to Communication (3 Credit Hours)
- COM 120 Intro Interpersonal Com (3 Credit Hours)
- COM 231 Public Speaking (3 Credit Hours)
- CSC 151 JAVA Programming (3 Credit Hours)
- ECO 251 Prin of Microeconomics (3 Credit Hours)
- ECO 252 Prin of Macroeconomics (3 Credit Hours)
- EDU 216 Foundations of Education (3 Credit Hours)
- ENG 231 American Literature I (3 Credit Hours)
- ENG 232 American Literature II (3 Credit Hours)
- ENG 241 British Literature I (3 Credit Hours)
- ENG 242 British Literature II (3 Credit Hours)
- GEL 111 Geology (4 Credit Hours)
- GEO 111 World Regional Geography (3 Credit Hours)
- HEA 110 Personal Health/Wellness (3 Credit Hours)
- HEA 112 First Aid & CPR (2 Credit Hours)
- HIS 111 World Civilizations I (3 Credit Hours)
- HIS 112 World Civilizations II (3 Credit Hours)
- HIS 121 Western Civilization I (3 Credit Hours)
- HIS 122 Western Civilization II (3 Credit Hours)
- HIS 131 American History I (3 Credit Hours)
- HIS 132 American History II (3 Credit Hours)
- HUM 120 Cultural Studies (3 Credit Hours)
- HUM 180 Internat Cultural Explor (3 Credit Hours)
- MAT 143 Quantitative Literacy (3 Credit Hours)
- MAT 152 Statistical Methods I (4 Credit Hours)
- MAT 167 Discrete Mathematics (3 Credit Hours)
- MAT 171 Precalculus Algebra (4 Credit Hours)
- MAT 172 Precalculus Trigonometry (4 Credit Hours)
- MAT 175 Precalculus (5 Credit Hours)
- MAT 252 Statistical Methods II (4 Credit Hours)
- MAT 263 Brief Calculus (4 Credit Hours)
- MAT 271 Calculus I (4 Credit Hours)
- MAT 272 Calculus II (4 Credit Hours)
- MAT 273 Calculus III (4 Credit Hours)
- MAT 280 Linear Algebra (3 Credit Hours)
- MAT 285 Differential Equations (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- MUS 112 Introduction to Jazz (3 Credit Hours)

- PED 110 Fit and Well for Life (2 Credit Hours)
- PED 113 Aerobics I (1 Credit Hour)
- PED 117 Weight Training I (1 Credit Hour)
- PED 118 Weight Training II (1 Credit Hour)
- PED 119 Circuit Training (1 Credit Hour)
- PED 122 Yoga I (1 Credit Hour)
- PED 123 Yoga II (1 Credit Hour)
- PHI 215 Philosophical Issues (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)
- PHY 110 Conceptual Physics (3 Credit Hours)
- PHY 110A Conceptual Physics Lab (1 Credit Hour)
- PHY 151 College Physics I (4 Credit Hours)
- PHY 152 College Physics II (4 Credit Hours)
- PHY 251 General Physics I (4 Credit Hours)
- PHY 252 General Physics II (4 Credit Hours)
- POL 120 American Government (3 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)
- PSY 237 Social Psychology (3 Credit Hours)
- PSY 241 Developmental Psych (3 Credit Hours)
- PSY 281 Abnormal Psychology (3 Credit Hours)
- REL 110 World Religions (3 Credit Hours)
- SOC 210 Introduction to Sociology (3 Credit Hours)
- SOC 220 Social Problems (3 Credit Hours)
- SOC 225 Social Diversity (3 Credit Hours)
- SPA 111 Elementary Spanish I (3 Credit Hours)
- SPA 112 Elementary Spanish II (3 Credit Hours)
- SPA 211 Intermediate Spanish I (3 Credit Hours)
- SPA 212 Intermediate Spanish II (3 Credit Hours)
- WBL 111 Work-Based Learning I (1 Credit Hour)

Total Program Hours: 60-61

Note(s):

**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.*

Students will not receive credit for both BIO 110 and BIO 111. Students will not receive credit for both CHM 131 and CHM 151. Students will not receive credit for MAT 171, MAT 172, and MAT 175. Students will not receive credit for both PHY 151 and PHY 251. Students will not receive credit for both PHY 152 and PHY 252. Students will not receive credit for both MAT 263 and MAT 271.

Associate in Arts in Teacher Preparation (A1010T)

The Associate in Arts in Teacher Preparation degree shall be granted for planned programs of study consisting of a minimum of 60 and a maximum of 61 semester hours of approved college transfer courses with a grade of C or better in each course.

Within the degree programs, the college shall include opportunities for the achievement of competence in reading, writing, oral communications, fundamental mathematical skills, and the basic use of computers.

Program Learning Outcomes

Graduates will:

Demonstrate general education competencies in the following areas:

Competency 1: Information Literacy and Educational Technology

Students will meet this competency through the completion of both objectives 1a and 1b.

Objective 1a: Access, use, and evaluate information in a variety of formats.

Objective 1b: Use educational technologies to achieve academic and work-related goals.

Competency 2: Communication

Students will meet this competency through assessments in both ENG 111 and ENG 112 or ENG 114.

Objective: Communicate effectively through writing, reading, and speaking

Competency 3: Computational and/or Scientific Reasoning

Students will meet this competency through the completion of objectives 3a, 3b, or 3c.

Objective 3a: Analyze mathematical problems and quantitative data to make logical decisions.

Objective 3b: Demonstrate knowledge of the natural sciences and use this knowledge to analyze problems and make rational decisions.

Objective 3c: Demonstrate knowledge of the role and function of computers to solve problems.

Competency 4: Humanities and Fine Arts

Students will meet this competency through the completion of objectives 4a, 4b, or 4c.

Objective 4a: Demonstrate knowledge of philosophical and/or religious beliefs, assumptions, and values.

Objective 4b: Demonstrate knowledge of cultural and artistic significance within the fine arts.

Objective 4c: Demonstrate knowledge of literary works within a historical and cultural context.

Competency 5: Social and Behavioral Sciences

Students will meet this competency through the completion of objectives 5a or 5b.

Objective 5a: Demonstrate knowledge of the historical patterns in political, cultural, and economic life and their impact on human societies.

Objective 5b: Demonstrate knowledge of the reciprocal interactions among self, society, and the environment.

General Education Courses (45 SHC)*

English Composition (6 SHC)

The following two (2) courses are required.

- ENG 111 Writing and Inquiry (3 Credit Hours)
- ENG 112 Writing/Research in the Disc (3 Credit Hours)

Humanities/Fine Arts (9 SHC)

Select three courses from at least two (2) of the following discipline areas.

- ART 111 Art Appreciation (3 Credit Hours)
- ART 114 Art History Survey I (3 Credit Hours)
- ART 115 Art History Survey II (3 Credit Hours)
- COM 120 Intro Interpersonal Com (3 Credit Hours)
- COM 231 Public Speaking (3 Credit Hours)
- ENG 231 American Literature I (3 Credit Hours)
- ENG 232 American Literature II (3 Credit Hours)
- ENG 241 British Literature I (3 Credit Hours)
- ENG 242 British Literature II (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- MUS 112 Introduction to Jazz (3 Credit Hours)
- PHI 215 Philosophical Issues (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)

Social/Behavioral Sciences (6 SHC)

Select two courses from at least two (2) of the following discipline areas.

- ECO 251 Prin of Microeconomics (3 Credit Hours)
- ECO 252 Prin of Macroeconomics (3 Credit Hours)
- HIS 111 World Civilizations I (3 Credit Hours)
- HIS 112 World Civilizations II (3 Credit Hours)
- HIS 131 American History I (3 Credit Hours)
- HIS 132 American History II (3 Credit Hours)
- POL 120 American Government (3 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)
- SOC 210 Introduction to Sociology (3 Credit Hours)

Mathematics (3-4 SHC)

Select one (1) of the following courses.

- MAT 143 Quantitative Literacy (3 Credit Hours)
- MAT 152 Statistical Methods I (4 Credit Hours)
- MAT 171 Precalculus Algebra (4 Credit Hours)

Natural Sciences (4 SHC)

Select one (1) of the following courses.

- BIO 110 Principles of Biology (4 Credit Hours)
- BIO 111 General Biology I (4 Credit Hours)
- CHM 151 General Chemistry I (4 Credit Hours)
- GEL 111 Geology (4 Credit Hours)
- PHY 110 Conceptual Physics (3 Credit Hours)
  AND
- PHY 110A Conceptual Physics Lab (1 Credit Hour)

Additional General Education Hours (17 SHC)

Required:

- SOC 225 Social Diversity (3 Credit Hours)

An additional 14 SHC of courses should be selected from courses classified as general education courses within the Comprehensive Articulation Agreement. Students should select these courses based on their intended major and transfer university.

- ART 111 Art Appreciation (3 Credit Hours)
- ART 114 Art History Survey I (3 Credit Hours)
- ART 115 Art History Survey II (3 Credit Hours)
- BIO 110 Principles of Biology (4 Credit Hours)
- BIO 111 General Biology I (4 Credit Hours)
- BIO 112 General Biology II (4 Credit Hours)
- CHM 131 Introduction to Chemistry (3 Credit Hours)
- CHM 131A Introduction to Chemistry Lab (1 Credit Hour)
- CHM 132 Organic and Biochemistry (4 Credit Hours)
- CHM 151 General Chemistry I (4 Credit Hours)
- CHM 152 General Chemistry II (4 Credit Hours)
- CIS 110 Introduction to Computers (3 Credit Hours)
- COM 110 Introduction to Communication (3 Credit Hours)
- COM 120 Intro Interpersonal Com (3 Credit Hours)
- COM 231 Public Speaking (3 Credit Hours)
- ECO 251 Prin of Microeconomics (3 Credit Hours)
- ECO 252 Prin of Macroeconomics (3 Credit Hours)
- ENG 231 American Literature I (3 Credit Hours)
- ENG 232 American Literature II (3 Credit Hours)
- ENG 241 British Literature I (3 Credit Hours)
- ENG 242 British Literature II (3 Credit Hours)
- GEL 111 Geology (4 Credit Hours)
- GEO 111 World Regional Geography (3 Credit Hours)
- HIS 111 World Civilizations I (3 Credit Hours)
- HIS 112 World Civilizations II (3 Credit Hours)
- HIS 121 Western Civilization I (3 Credit Hours)
- HIS 122 Western Civilization II (3 Credit Hours)
- HIS 131 American History I (3 Credit Hours)
- HIS 132 American History II (3 Credit Hours)
- MAT 143 Quantitative Literacy (3 Credit Hours)
- MAT 152 Statistical Methods I (4 Credit Hours)
- MAT 171 Precalculus Algebra (4 Credit Hours)
- MAT 172 Precalculus Trigonometry (4 Credit Hours)

- MAT 263 Brief Calculus (4 Credit Hours)
- MAT 271 Calculus I (4 Credit Hours)
- MAT 272 Calculus II (4 Credit Hours)
- MAT 273 Calculus III (4 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- MUS 112 Introduction to Jazz (3 Credit Hours)
- PHI 215 Philosophical Issues (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)
- PHY 110 Conceptual Physics (3 Credit Hours)
- PHY 110A Conceptual Physics Lab (1 Credit Hour)
- PHY 151 College Physics I (4 Credit Hours)
- PHY 152 College Physics II (4 Credit Hours)
- PHY 251 General Physics I (4 Credit Hours)
- PHY 252 General Physics II (4 Credit Hours)
- POL 120 American Government (3 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)
- PSY 237 Social Psychology (3 Credit Hours)
- PSY 241 Developmental Psych (3 Credit Hours)
- PSY 281 Abnormal Psychology (3 Credit Hours)
- REL 110 World Religions (3 Credit Hours)
- SOC 210 Introduction to Sociology (3 Credit Hours)
- SOC 220 Social Problems (3 Credit Hours)
- SPA 111 Elementary Spanish I (3 Credit Hours)
- SPA 112 Elementary Spanish II (3 Credit Hours)
- SPA 211 Intermediate Spanish I (3 Credit Hours)
- SPA 212 Intermediate Spanish II (3 Credit Hours)

Other Required Hours (15 SHC)

The following courses are required:

- ACA 122 College Transfer Success (1 Credit Hour)
- EDU 187 Teaching and Learning for All (4 Credit Hours) *
- EDU 216 Foundations of Education (3 Credit Hours)
- EDU 250 Teacher Licensure Preparation (3 Credit Hours)
- EDU 279 Literacy Develop and Instruct (4 Credit Hours)

Total Program Hours: 60-61

Note(s):

**Students who have completed Teacher Cadet or Teaching as a Profession courses in high school with a B or better may substitute that course for EDU 187 Teaching and Learning for All.*

College Transfer Associate in Science

Associate in Science (A10400)

The Associate in Science degree shall be granted for planned programs of study consisting of minimum of 60 and a maximum of 61 semester hours of approved college transfer courses with a grade of "C" or better in each course.

Within the degree programs, the college shall include opportunities for the achievement of competence in reading, writing, oral communications, fundamental mathematical skills, and the basic use of computers.

Program Learning Outcomes

Graduates will:

Demonstrate general education competencies in the following areas:

Competency 1: Information Literacy and Educational Technology

Students will meet this competency through the completion of both objectives 1a and 1b.

Objective 1a: Access, use, and evaluate information in a variety of formats.

Objective 1b: Use educational technologies to achieve academic and work-related goals.

Competency 2: Communication

Students will meet this competency through assessments in both ENG 111 and ENG 112, ENG 114, COM 120, or COM 231.

Objective: Communicate effectively through writing, reading, and speaking

Competency 3: Computational and/or Scientific Reasoning

Students will meet this competency through the completion of objectives 3a, 3b, or 3c.

Objective 3a: Analyze mathematical problems and quantitative data to make logical decisions.

Objective 3b: Demonstrate knowledge of the natural sciences and use this knowledge to analyze problems and make rational decisions.

Objective 3c: Demonstrate knowledge of the role and function of computers to solve problems.

Competency 4: Humanities and Fine Arts

Students will meet this competency through the completion of objectives 4a, 4b, or 4c.

Objective 4a: Demonstrate knowledge of philosophical and/or religious beliefs, assumptions, and values.

Objective 4b: Demonstrate knowledge of cultural and artistic significance within the fine arts.

Objective 4c: Demonstrate knowledge of literary works within a historical and cultural context.

Competency 5: Social and Behavioral Sciences

Students will meet this competency through the completion of objectives 5a or 5b.

Objective 5a: Demonstrate knowledge of the historical patterns in political, cultural, and economic life and their impact on human societies.

Objective 5b: Demonstrate knowledge of the reciprocal interactions among self, society, and the environment.

General Education Courses (45 SHC)*

English Composition (6 SHC)

The following two (2) courses are required.

- ENG 111 Writing and Inquiry (3 Credit Hours)
- ENG 112 Writing/Research in the Disc (3 Credit Hours)

Humanities/Fine Arts (6 SHC)

Select two (2) courses from at least two (2) of the following discipline areas.

- ART 111 Art Appreciation (3 Credit Hours)
- ART 114 Art History Survey I (3 Credit Hours)
- ART 115 Art History Survey II (3 Credit Hours)
- COM 120 Intro Interpersonal Com (3 Credit Hours)
- COM 231 Public Speaking (3 Credit Hours)
- ENG 231 American Literature I (3 Credit Hours)
- ENG 232 American Literature II (3 Credit Hours)
- ENG 241 British Literature I (3 Credit Hours)
- ENG 242 British Literature II (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- MUS 112 Introduction to Jazz (3 Credit Hours)
- PHI 215 Philosophical Issues (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)

Social/Behavioral Sciences (6 SHC)

Select two courses from at least two (2) of the following discipline areas.

- ECO 251 Prin of Microeconomics (3 Credit Hours)
- ECO 252 Prin of Macroeconomics (3 Credit Hours)
- HIS 111 World Civilizations I (3 Credit Hours)
- HIS 112 World Civilizations II (3 Credit Hours)
- HIS 131 American History I (3 Credit Hours)
- HIS 132 American History II (3 Credit Hours)
- POL 120 American Government (3 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)
- SOC 210 Introduction to Sociology (3 Credit Hours)

Mathematics (8-9 SHC)

Select two (2) of the following courses.

- MAT 171 Precalculus Algebra (4 Credit Hours)
- MAT 172 Precalculus Trigonometry (4 Credit Hours)
- MAT 175 Precalculus (5 Credit Hours)
- MAT 263 Brief Calculus (4 Credit Hours)
- MAT 271 Calculus I (4 Credit Hours)
- MAT 272 Calculus II (4 Credit Hours)

Natural Sciences (8 SHC)

A two-course sequence in general biology, general chemistry, or physics is required.

Biology

- BIO 111 General Biology I (4 Credit Hours)
- BIO 112 General Biology II (4 Credit Hours)

Chemistry

- CHM 151 General Chemistry I (4 Credit Hours)
- CHM 152 General Chemistry II (4 Credit Hours)

Physics

- PHY 151 College Physics I (4 Credit Hours)
- PHY 152 College Physics II (4 Credit Hours)
  OR
- PHY 251 General Physics I (4 Credit Hours)
- PHY 252 General Physics II (4 Credit Hours)

Additional General Education Hours (11 SHC)

An additional 11 SHC of courses should be selected from courses classified as general education courses within the Comprehensive Articulation Agreement. Students should select these courses based on their intended major and transfer university.

- ART 111 Art Appreciation (3 Credit Hours)
- ART 114 Art History Survey I (3 Credit Hours)
- ART 115 Art History Survey II (3 Credit Hours)
- BIO 110 Principles of Biology (4 Credit Hours)
- BIO 111 General Biology I (4 Credit Hours)
- BIO 112 General Biology II (4 Credit Hours)
- CHM 131 Introduction to Chemistry (3 Credit Hours)
- CHM 131A Introduction to Chemistry Lab (1 Credit Hour)
- CHM 132 Organic and Biochemistry (4 Credit Hours)
- CHM 151 General Chemistry I (4 Credit Hours)
- CHM 152 General Chemistry II (4 Credit Hours)
- CIS 110 Introduction to Computers (3 Credit Hours)

- COM 110 Introduction to Communication (3 Credit Hours)
- COM 120 Intro Interpersonal Com (3 Credit Hours)
- COM 231 Public Speaking (3 Credit Hours)
- ENG 231 American Literature I (3 Credit Hours)
- ENG 232 American Literature II (3 Credit Hours)
- ENG 241 British Literature I (3 Credit Hours)
- ENG 242 British Literature II (3 Credit Hours)
- ECO 251 Prin of Microeconomics (3 Credit Hours)
- ECO 252 Prin of Macroeconomics (3 Credit Hours)
- GEL 111 Geology (4 Credit Hours)
- GEO 111 World Regional Geography (3 Credit Hours)
- HIS 111 World Civilizations I (3 Credit Hours)
- HIS 112 World Civilizations II (3 Credit Hours)
- HIS 121 Western Civilization I (3 Credit Hours)
- HIS 122 Western Civilization II (3 Credit Hours)
- HIS 131 American History I (3 Credit Hours)
- HIS 132 American History II (3 Credit Hours)
- HUM 120 Cultural Studies (3 Credit Hours)
- MAT 143 Quantitative Literacy (3 Credit Hours)
- MAT 152 Statistical Methods I (4 Credit Hours)
- MAT 171 Precalculus Algebra (4 Credit Hours)
- MAT 172 Precalculus Trigonometry (4 Credit Hours)
- MAT 175 Precalculus (5 Credit Hours)
- MAT 263 Brief Calculus (4 Credit Hours)
- MAT 271 Calculus I (4 Credit Hours)
- MAT 272 Calculus II (4 Credit Hours)
- MAT 273 Calculus III (4 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- MUS 112 Introduction to Jazz (3 Credit Hours)
- PHI 215 Philosophical Issues (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)
- PHY 110 Conceptual Physics (3 Credit Hours)
- PHY 110A Conceptual Physics Lab (1 Credit Hour)
- PHY 151 College Physics I (4 Credit Hours)
- PHY 152 College Physics II (4 Credit Hours)
- PHY 251 General Physics I (4 Credit Hours)
- PHY 252 General Physics II (4 Credit Hours)
- POL 120 American Government (3 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)
- PSY 237 Social Psychology (3 Credit Hours)
- PSY 241 Developmental Psych (3 Credit Hours)
- PSY 281 Abnormal Psychology (3 Credit Hours)
- REL 110 World Religions (3 Credit Hours)
- SOC 210 Introduction to Sociology (3 Credit Hours)
- SOC 220 Social Problems (3 Credit Hours)
- SOC 225 Social Diversity (3 Credit Hours)
- SPA 111 Elementary Spanish I (3 Credit Hours)
- SPA 112 Elementary Spanish II (3 Credit Hours)

Other Required Hours (15 SHC)*

Required:

- ACA 122 College Transfer Success (1 Credit Hour)
  An additional 14 SHC of course should be selected from courses classified as pre-major, elective or general education courses within the Comprehensive Articulation Agreement. Students should select these courses based on their intended major and transfer university. A maximum of 3 SHC of HEA and/or PED can be applied towards graduation requirements.
- ACC 120 Prin of Financial Accounting (4 Credit Hours)
- ACC 121 Prin of Managerial Accounting (4 Credit Hours)
- ART 111 Art Appreciation (3 Credit Hours)
- ART 114 Art History Survey I (3 Credit Hours)
- ART 115 Art History Survey II (3 Credit Hours)
- BIO 110 Principles of Biology (4 Credit Hours)
- BIO 111 General Biology I (4 Credit Hours)
- BIO 112 General Biology II (4 Credit Hours)
- BIO 155 Nutrition (3 Credit Hours)
- BIO 168 Anatomy and Physiology I (4 Credit Hours)
- BIO 169 Anatomy and Physiology II (4 Credit Hours)
- BIO 250 Genetics (4 Credit Hours)
- BIO 275 Microbiology (4 Credit Hours)
- BUS 110 Introduction to Business (3 Credit Hours)
- CHM 131 Introduction to Chemistry (3 Credit Hours)
- CHM 131A Introduction to Chemistry Lab (1 Credit Hour)
- CHM 132 Organic and Biochemistry (4 Credit Hours)
- CHM 151 General Chemistry I (4 Credit Hours)
- CHM 152 General Chemistry II (4 Credit Hours)
- CHM 251 Organic Chemistry I (4 Credit Hours)
- CHM 252 Organic Chemistry II (4 Credit Hours)
- CIS 110 Introduction to Computers (3 Credit Hours)
- COM 110 Introduction to Communication (3 Credit Hours)
- COM 120 Intro Interpersonal Com (3 Credit Hours)
- COM 231 Public Speaking (3 Credit Hours)
- CSC 134 C++ Programming (3 Credit Hours)
- CSC 151 JAVA Programming (3 Credit Hours)
- DFT 170 Engineering Graphics (3 Credit Hours)
- ECO 251 Prin of Microeconomics (3 Credit Hours)
- ECO 252 Prin of Macroeconomics (3 Credit Hours)
- EGR 150 Intro to Engineering (2 Credit Hours)
- ENG 231 American Literature I (3 Credit Hours)
- ENG 232 American Literature II (3 Credit Hours)
- ENG 241 British Literature I (3 Credit Hours)
- ENG 242 British Literature II (3 Credit Hours)
- GEL 111 Geology (4 Credit Hours)
- GEO 111 World Regional Geography (3 Credit Hours)
- HEA 110 Personal Health/Wellness (3 Credit Hours)
- HEA 112 First Aid & CPR (2 Credit Hours)

- HIS 111 World Civilizations I (3 Credit Hours)
- HIS 112 World Civilizations II (3 Credit Hours)
- HIS 121 Western Civilization I (3 Credit Hours)
- HIS 122 Western Civilization II (3 Credit Hours)
- HIS 131 American History I (3 Credit Hours)
- HIS 132 American History II (3 Credit Hours)
- HUM 120 Cultural Studies (3 Credit Hours)
- HUM 180 Internat Cultural Explor (3 Credit Hours)
- MAT 143 Quantitative Literacy (3 Credit Hours)
- MAT 152 Statistical Methods I (4 Credit Hours)
- MAT 167 Discrete Mathematics (3 Credit Hours)
- MAT 171 Precalculus Algebra (4 Credit Hours)
- MAT 172 Precalculus Trigonometry (4 Credit Hours)
- MAT 175 Precalculus (5 Credit Hours)
- MAT 252 Statistical Methods II (4 Credit Hours)
- MAT 263 Brief Calculus (4 Credit Hours)
- MAT 271 Calculus I (4 Credit Hours)
- MAT 272 Calculus II (4 Credit Hours)
- MAT 273 Calculus III (4 Credit Hours)
- MAT 280 Linear Algebra (3 Credit Hours)
- MAT 285 Differential Equations (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- MUS 112 Introduction to Jazz (3 Credit Hours)
- PED 110 Fit and Well for Life (2 Credit Hours)
- PED 113 Aerobics I (1 Credit Hour)
- PED 117 Weight Training I (1 Credit Hour)
- PED 118 Weight Training II (1 Credit Hour)
- PED 119 Circuit Training (1 Credit Hour)
- PED 122 Yoga I (1 Credit Hour)
- PED 123 Yoga II (1 Credit Hour)
- PHI 215 Philosophical Issues (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)
- PHY 110 Conceptual Physics (3 Credit Hours)
- PHY 110A Conceptual Physics Lab (1 Credit Hour)
- PHY 151 College Physics I (4 Credit Hours)
- PHY 152 College Physics II (4 Credit Hours)
- PHY 251 General Physics I (4 Credit Hours)
- PHY 252 General Physics II (4 Credit Hours)
- POL 120 American Government (3 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)
- PSY 237 Social Psychology (3 Credit Hours)
- PSY 241 Developmental Psych (3 Credit Hours)
- PSY 281 Abnormal Psychology (3 Credit Hours)
- REL 110 World Religions (3 Credit Hours)
- SOC 210 Introduction to Sociology (3 Credit Hours)
- SOC 220 Social Problems (3 Credit Hours)
- SOC 225 Social Diversity (3 Credit Hours)
- SPA 111 Elementary Spanish I (3 Credit Hours)

- SPA 112 Elementary Spanish II (3 Credit Hours)
- WBL 111 Work-Based Learning I (1 Credit Hour)

Total Program Hours: 60-61

Note(s):

**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.*

Students will not receive credit for both BIO 110 and BIO 111. Students will not receive credit for both CHM 131 and CHM 151. Students will not receive credit for MAT 171, MAT 172, and MAT 175. Students will not receive credit for both PHY 151 and PHY 251. Students will not receive credit for both PHY 152 and PHY 252. Students will not receive credit for both MAT 263 and MAT 271.

Associate in Science in Teacher Preparation (A1040T)

The Associate in Science degree shall be granted for planned programs of study consisting of minimum of 60 and a maximum of 61 semester hours of approved college transfer courses with a grade of "C" or better in each course.

Within the degree programs, the college shall include opportunities for the achievement of competence in reading, writing, oral communications, fundamental mathematical skills, and the basic use of computers.

Program Learning Outcomes

Graduates will:

Demonstrate general education competencies in the following areas:

Competency 1: Information Literacy and Educational Technology

Students will meet this competency through the completion of both objectives 1a and 1b.

Objective 1a: Access, use, and evaluate information in a variety of formats.

Objective 1b: Use educational technologies to achieve academic and work-related goals.

Competency 2: Communication

Students will meet this competency through assessments in both ENG 111 and ENG 112 or ENG 114.

Objective: Communicate effectively through writing, reading, and speaking

Competency 3: Computational and/or Scientific Reasoning

Students will meet this competency through the completion of objectives 3a, 3b, or 3c.

Objective 3a: Analyze mathematical problems and quantitative data to make logical decisions.

Objective 3b: Demonstrate knowledge of the natural sciences and use this knowledge to analyze problems and make rational decisions.

Objective 3c: Demonstrate knowledge of the role and function of computers to solve problems.

Competency 4: Humanities and Fine Arts

Students will meet this competency through the completion of objectives 4a, 4b, or 4c.

Objective 4a: Demonstrate knowledge of philosophical and/or religious beliefs, assumptions, and values.

Objective 4b: Demonstrate knowledge of cultural and artistic significance within the fine arts.

Objective 4c: Demonstrate knowledge of literary works within a historical and cultural context.

Competency 5: Social and Behavioral Sciences

Students will meet this competency through the completion of objectives 5a or 5b.

Objective 5a: Demonstrate knowledge of the historical patterns in political, cultural, and economic life and their impact on human societies.

Objective 5b: Demonstrate knowledge of the reciprocal interactions among self, society, and the environment.

General Education Courses (45 SHC)*

English Composition (6 SHC)

The following two (2) courses are required.

- ENG 111 Writing and Inquiry (3 Credit Hours)
- ENG 112 Writing/Research in the Disc (3 Credit Hours)

Humanities/Fine Arts (6 SHC)

Select two (2) courses from at least two (2) of the following discipline areas.

- ART 111 Art Appreciation (3 Credit Hours)
- ART 114 Art History Survey I (3 Credit Hours)
- ART 115 Art History Survey II (3 Credit Hours)
- COM 120 Intro Interpersonal Com (3 Credit Hours)
- COM 231 Public Speaking (3 Credit Hours)
- ENG 231 American Literature I (3 Credit Hours)
- ENG 232 American Literature II (3 Credit Hours)
- ENG 241 British Literature I (3 Credit Hours)
- ENG 242 British Literature II (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- MUS 112 Introduction to Jazz (3 Credit Hours)
- PHI 215 Philosophical Issues (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)

Social/Behavioral Sciences (3 SHC)

Select one (1) course from the following discipline areas.

- ECO 251 Prin of Microeconomics (3 Credit Hours)

- ECO 252 Prin of Macroeconomics (3 Credit Hours)
- HIS 111 World Civilizations I (3 Credit Hours)
- HIS 112 World Civilizations II (3 Credit Hours)
- HIS 131 American History I (3 Credit Hours)
- HIS 132 American History II (3 Credit Hours)
- POL 120 American Government (3 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)
- SOC 210 Introduction to Sociology (3 Credit Hours)

Mathematics (8 SHC)

Select two (2) of the following courses.

- MAT 171 Precalculus Algebra (4 Credit Hours)
- MAT 172 Precalculus Trigonometry (4 Credit Hours)
- MAT 263 Brief Calculus (4 Credit Hours)
- MAT 271 Calculus I (4 Credit Hours)
- MAT 272 Calculus II (4 Credit Hours)

Natural Sciences (8 SHC)

Select one (1) of the following groups.

Group 1

- BIO 111 General Biology I (4 Credit Hours)
- BIO 112 General Biology II (4 Credit Hours)

Group 2

- CHM 151 General Chemistry I (4 Credit Hours)
- CHM 152 General Chemistry II (4 Credit Hours)

Group 3

- PHY 151 College Physics I (4 Credit Hours)
- PHY 152 College Physics II (4 Credit Hours)

Group 4

- PHY 251 General Physics I (4 Credit Hours)
- PHY 252 General Physics II (4 Credit Hours)

Group 5

- BIO 110 Principles of Biology (4 Credit Hours)

- GEL 111 Geology (4 Credit Hours)

Group 6

- BIO 110 Principles of Biology (4 Credit Hours)
- PHY 110 Conceptual Physics (3 Credit Hours)
- PHY 110A Conceptual Physics Lab (1 Credit Hour)

Group 7

- GEL 111 Geology (4 Credit Hours)
- PHY 110 Conceptual Physics (3 Credit Hours)
- PHY 110A Conceptual Physics Lab (1 Credit Hour)

Additional General Education Hours (14 SHC)

Required:

- SOC 225 Social Diversity (3 Credit Hours)

An additional 11 SHC of courses should be selected from courses classified as general education courses within the Comprehensive Articulation Agreement. Students should select these courses based on their intended major and transfer university.

- ART 111 Art Appreciation (3 Credit Hours)
- ART 114 Art History Survey I (3 Credit Hours)
- ART 115 Art History Survey II (3 Credit Hours)
- BIO 110 Principles of Biology (4 Credit Hours)
- BIO 111 General Biology I (4 Credit Hours)
- BIO 112 General Biology II (4 Credit Hours)
- CHM 131 Introduction to Chemistry (3 Credit Hours)
- CHM 131A Introduction to Chemistry Lab (1 Credit Hour)
- CHM 132 Organic and Biochemistry (4 Credit Hours)
- CHM 151 General Chemistry I (4 Credit Hours)
- CHM 152 General Chemistry II (4 Credit Hours)
- CIS 110 Introduction to Computers (3 Credit Hours)
- COM 110 Introduction to Communication (3 Credit Hours)
- COM 120 Intro Interpersonal Com (3 Credit Hours)
- COM 231 Public Speaking (3 Credit Hours)
- ECO 251 Prin of Microeconomics (3 Credit Hours)
- ECO 252 Prin of Macroeconomics (3 Credit Hours)
- ENG 231 American Literature I (3 Credit Hours)
- ENG 232 American Literature II (3 Credit Hours)
- ENG 241 British Literature I (3 Credit Hours)
- ENG 242 British Literature II (3 Credit Hours)
- GEL 111 Geology (4 Credit Hours)
- GEO 111 World Regional Geography (3 Credit Hours)
- HIS 111 World Civilizations I (3 Credit Hours)
- HIS 112 World Civilizations II (3 Credit Hours)
- HIS 121 Western Civilization I (3 Credit Hours)

- HIS 122 Western Civilization II (3 Credit Hours)
- HIS 131 American History I (3 Credit Hours)
- HIS 132 American History II (3 Credit Hours)
- MAT 143 Quantitative Literacy (3 Credit Hours)
- MAT 152 Statistical Methods I (4 Credit Hours)
- MAT 171 Precalculus Algebra (4 Credit Hours)
- MAT 172 Precalculus Trigonometry (4 Credit Hours)
- MAT 263 Brief Calculus (4 Credit Hours)
- MAT 271 Calculus I (4 Credit Hours)
- MAT 272 Calculus II (4 Credit Hours)
- MAT 273 Calculus III (4 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- MUS 112 Introduction to Jazz (3 Credit Hours)
- PHI 215 Philosophical Issues (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)
- PHY 110 Conceptual Physics (3 Credit Hours)
- PHY 110A Conceptual Physics Lab (1 Credit Hour)
- PHY 151 College Physics I (4 Credit Hours)
- PHY 152 College Physics II (4 Credit Hours)
- PHY 251 General Physics I (4 Credit Hours)
- PHY 252 General Physics II (4 Credit Hours)
- POL 120 American Government (3 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)
- PSY 237 Social Psychology (3 Credit Hours)
- PSY 241 Developmental Psych (3 Credit Hours)
- PSY 281 Abnormal Psychology (3 Credit Hours)
- REL 110 World Religions (3 Credit Hours)
- SOC 210 Introduction to Sociology (3 Credit Hours)
- SOC 220 Social Problems (3 Credit Hours)
- SPA 111 Elementary Spanish I (3 Credit Hours)
- SPA 112 Elementary Spanish II (3 Credit Hours)
- SPA 211 Intermediate Spanish I (3 Credit Hours)
- SPA 212 Intermediate Spanish II (3 Credit Hours)

Other Required Hours (15 SHC)

The following courses are required:

- ACA 122 College Transfer Success (1 Credit Hour)
- EDU 187 Teaching and Learning for All (4 Credit Hours) *
- EDU 216 Foundations of Education (3 Credit Hours)
- EDU 250 Teacher Licensure Preparation (3 Credit Hours)
- EDU 279 Literacy Develop and Instruct (4 Credit Hours)

Total Program Hours: 60-61

Note(s):

**Students who have completed Teacher Cadet or Teaching as a Profession courses in in high school with a B or better may substitute that course for EDU 187 Teaching and Learning for All.*

College Transfer Associate in Fine Arts in Visual Arts

Associate in Fine Arts in Visual Arts (A10600)

The Associate in Fine Arts in Visual Arts (A.F.A.) is a 60-61 credit hour degree intended for students transferring to a Bachelor in Fine Arts (B.F.A.) four year program or those with a strong interest in visual art. The degree shall be granted for planned programs of study consisting of approved college transfer courses with a grade of "C" or better in each course. The A.F.A. is designed to encourage students to focus their course work to achieve an associate degree that builds a strong foundation in art and design fundamentals. This degree combines a high concentration of art course work with general education courses. A culminating show of student work will be required for graduation.

The Associate in Fine Arts in Visual Arts degree program prepares students for many career options in art and design. Each participant receives foundational training for entry into a career as an art professional. Students who transfer from Gaston College pursue majors such as: Animation, Architecture, Art Education, Art History, Art Therapy, Computer Art/Design, Commercial Art, Design, Fashion Design, Fine Arts, Graphic Design, Illustration, Interior Design, Museum Studies, Photography, Studio Arts, Visual Communications, or Web Design.

Upon completion of the degree, our students traditionally transfer into a B.F.A. program at a four-year university. Students who intend to transfer their credits into a bachelor's degree art program should carefully plan their courses with a Gaston College advisor to be certain they will meet the requirements at the four-year college or university. Students who have not decided upon a major but intend to transfer their credits towards a four-year degree should also consult with a counselor from the four-year school to be certain they will fulfill all of the general education requirements.

Program Learning Outcomes

Graduates will:

1. Demonstrate use of the elements of art and apply the principles of design to create original compositions.
2. Produce a body of work that demonstrates fundamental competence with traditional and current art methods, processes, and techniques in a variety of art media.
3. Recognize and analyze the aesthetic, social, and historical context of major and diverse artistic periods and styles.
4. Use the terminology of visual arts to communicate effectively through writing and/or speaking.
5. Demonstrate competence in the preparation of a digital portfolio and a culminating pre-graduation exhibition.

A culminating show of student work will be required for graduation.

General Education Courses (25 SHC)*

English Composition (6 SHC)

The following two (2) courses are required.

- ENG 111 Writing and Inquiry (3 Credit Hours)
- ENG 112 Writing/Research in the Disc (3 Credit Hours)

Humanities/Fine Arts (6 SHC)

Select two (2) courses from two (2) of the following discipline areas.

- ART 111 Art Appreciation (3 Credit Hours)
- COM 120 Intro Interpersonal Com (3 Credit Hours)
- COM 231 Public Speaking (3 Credit Hours)
- ENG 231 American Literature I (3 Credit Hours)
- ENG 232 American Literature II (3 Credit Hours)
- ENG 241 British Literature I (3 Credit Hours)
- ENG 242 British Literature II (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- MUS 112 Introduction to Jazz (3 Credit Hours)
- PHI 215 Philosophical Issues (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)

Social/Behavioral Sciences (6 SHC)

Select two (2) courses from two (2) of the following discipline areas.

- ECO 251 Prin of Microeconomics (3 Credit Hours)
- ECO 252 Prin of Macroeconomics (3 Credit Hours)
- HIS 111 World Civilizations I (3 Credit Hours)
- HIS 112 World Civilizations II (3 Credit Hours)
- HIS 131 American History I (3 Credit Hours)
- HIS 132 American History II (3 Credit Hours)
- POL 120 American Government (3 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)
- SOC 210 Introduction to Sociology (3 Credit Hours)

Mathematics (3-4 SHC)

Select one (1) of the following courses.

- MAT 143 Quantitative Literacy (3 Credit Hours)
- MAT 152 Statistical Methods I (4 Credit Hours)
- MAT 171 Precalculus Algebra (4 Credit Hours)

Natural Sciences (4 SHC)

Select one (1) course, including accompanying laboratory work, from the following courses.

- BIO 110 Principles of Biology (4 Credit Hours)
- BIO 111 General Biology I (4 Credit Hours)
- CHM 151 General Chemistry I (4 Credit Hours)
- GEL 111 Geology (4 Credit Hours)
- PHY 110 Conceptual Physics (3 Credit Hours)
  AND
- PHY 110A Conceptual Physics Lab (1 Credit Hour)

Other Required Hours (35 SHC)

The following courses are required.

- ACA 122 College Transfer Success (1 Credit Hour)
- ART 114 Art History Survey I (3 Credit Hours)
- ART 115 Art History Survey II (3 Credit Hours)
- ART 121 Two-Dimensional Design (3 Credit Hours)
- ART 122 Three-Dimensional Design (3 Credit Hours)
- ART 131 Drawing I (3 Credit Hours)
- ART 214 Portfolio and Resume (1 Credit Hour)

Electives (12 SHC)

Select twelve (12) credit hours from the following courses.

- ART 171 Digital Design I (3 Credit Hours)
- ART 231 Printmaking I (3 Credit Hours)
- ART 240 Painting I (3 Credit Hours)
- ART 264 Digital Photography I (3 Credit Hours)
- ART 281 Sculpture I (3 Credit Hours)
- ART 283 Ceramics I (3 Credit Hours)

Electives (6 SHC)

Select six (6) credit hours from the following courses.

- ART 113 Art Methods and Materials (3 Credit Hours)
- ART 132 Drawing II (3 Credit Hours)
- ART 171 Digital Design I (3 Credit Hours)
- ART 231 Printmaking I (3 Credit Hours)
- ART 232 Printmaking II (3 Credit Hours)
- ART 240 Painting I (3 Credit Hours)
- ART 241 Painting II (3 Credit Hours)
- ART 244 Watercolor (3 Credit Hours)
- ART 264 Digital Photography I (3 Credit Hours)
- ART 265 Digital Photography II (3 Credit Hours)
- ART 266 Videography I (3 Credit Hours)
- ART 267 Videography II (3 Credit Hours)
- ART 271 Digital Design II (3 Credit Hours)
- ART 275 Introduction to Graphic Design (3 Credit Hours)
- ART 281 Sculpture I (3 Credit Hours)
- ART 282 Sculpture II (3 Credit Hours)
- ART 283 Ceramics I (3 Credit Hours)
- ART 284 Ceramics II (3 Credit Hours)
- ART 285 Ceramics III (3 Credit Hours)
- ART 286 Ceramics IV (3 Credit Hours)
- ART 288 Studio (3 Credit Hours)
- SPA 111 Elementary Spanish I (3 Credit Hours)
- SPA 112 Elementary Spanish II (3 Credit Hours)

- WBL 111 Work-Based Learning I (1 Credit Hour)

Total Program Hours: 60-61

Note(s):

**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

Associate in Engineering (A10500)

The Associate in Engineering includes required general education and prerequisite courses that are acceptable to all state funded Bachelor of Engineering programs. Students who follow the degree progression plan will meet the entrance requirements at all of the North Carolina public Bachelor of Science Engineering programs. Associate in Engineering graduates may then apply to any of these programs without taking additional and sometimes duplicative courses.

Admission to Engineering programs is highly competitive and admission is not guaranteed. To be eligible for the transfer of credits under the AE to the Bachelor of Science in Engineering Articulation Agreement, community college graduates must obtain a grade of "C" or better in each course and an overall GPA of at least 2.5 on a 4.0 scale.

Program Learning Outcomes

Graduates will:

Demonstrate general education competencies in the following areas:

Competency 1: Information Literacy and Educational Technology

Students will meet this competency through the completion of both objectives 1a and 1b.

Objective 1a: Access, use, and evaluate information in a variety of formats.

Objective 1b: Use educational technologies to achieve academic and work-related goals.

Competency 2: Communication

Students will meet this competency through assessments in both ENG 111 and ENG 112, ENG 114, COM 120, or COM 231.

Objective: Communicate effectively through writing, reading, and speaking

Competency 3: Computational and/or Scientific Reasoning

Students will meet this competency through the completion of objectives 3a, 3b, or 3c.

Objective 3a: Analyze mathematical problems and quantitative data to make logical decisions.

Objective 3b: Demonstrate knowledge of the natural sciences and use this knowledge to analyze problems and make rational decisions.

Objective 3c: Demonstrate knowledge of the role and function of computers to solve problems.

Competency 4: Humanities and Fine Arts

Students will meet this competency through the completion of objectives 4a, 4b, or 4c.

Objective 4a: Demonstrate knowledge of philosophical and/or religious beliefs, assumptions, and values.

Objective 4b: Demonstrate knowledge of cultural and artistic significance within the fine arts.

Objective 4c: Demonstrate knowledge of literary works within a historical and cultural context.

Competency 5: Social and Behavioral Sciences

Students will meet this competency through the completion of objectives 5a or 5b.

Objective 5a: Demonstrate knowledge of the historical patterns in political, cultural, and economic life and their impact on human societies.

Objective 5b: Demonstrate knowledge of the reciprocal interactions among self, society, and the environment.

General Education Requirements (45 SHC)*

English (6 SHC)

Take six (6) credit hours.

- ENG 111 Writing and Inquiry (3 Credit Hours)
- ENG 112 Writing/Research in the Disc (3 Credit Hours)

Humanities/Fine Arts (6 SHC)

Select three (3) credit hours.

- ENG 231 American Literature I (3 Credit Hours)
- ENG 232 American Literature II (3 Credit Hours)
- ENG 241 British Literature I (3 Credit Hours)
- ENG 242 British Literature II (3 Credit Hours)
- PHI 215 Philosophical Issues (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)

Select three (3) credit hours.

- ART 111 Art Appreciation (3 Credit Hours)
- ART 114 Art History Survey I (3 Credit Hours)
- ART 115 Art History Survey II (3 Credit Hours)
- COM 231 Public Speaking (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- MUS 112 Introduction to Jazz (3 Credit Hours)

Social/Behavioral Sciences (6 SHC)

Take three (3) credit hours.

- ECO 251 Prin of Microeconomics (3 Credit Hours)

Select three (3) credit hours.

- HIS 111 World Civilizations I (3 Credit Hours)
- HIS 112 World Civilizations II (3 Credit Hours)
- HIS 131 American History I (3 Credit Hours)
- HIS 132 American History II (3 Credit Hours)
- POL 120 American Government (3 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)
- SOC 210 Introduction to Sociology (3 Credit Hours)

Natural Sciences/Math (24 SHC)

Take 24 credit hours.

- CHM 151 General Chemistry I (4 Credit Hours)
- MAT 271 Calculus I (4 Credit Hours)
- MAT 272 Calculus II (4 Credit Hours)
- MAT 273 Calculus III (4 Credit Hours)
- PHY 251 General Physics I (4 Credit Hours)
- PHY 252 General Physics II (4 Credit Hours)

Other General Education (3-4 SHC)

Select one (1) of the following courses.

- BIO 111 General Biology I (4 Credit Hours)
- CHM 152 General Chemistry II (4 Credit Hours)
- COM 110 Introduction to Communication (3 Credit Hours)
- COM 231 Public Speaking (3 Credit Hours)
- ECO 252 Prin of Macroeconomics (3 Credit Hours)
- GEL 111 Geology (4 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)

Total Credit Hours: 45

Other Required Hours

Select three (3) credit hours.

- ACA 122 College Transfer Success (1 Credit Hour)
- EGR 150 Intro to Engineering (2 Credit Hours)

Select twelve (12) credit hours.

- BIO 111 General Biology I (4 Credit Hours)
- CHM 152 General Chemistry II (4 Credit Hours)
- CHM 251 Organic Chemistry I (4 Credit Hours)
- CHM 252 Organic Chemistry II (4 Credit Hours)
- COM 110 Introduction to Communication (3 Credit Hours)
- COM 231 Public Speaking (3 Credit Hours)
- CSC 134 C++ Programming (3 Credit Hours)
- CSC 151 JAVA Programming (3 Credit Hours)

- DFT 170 Engineering Graphics (3 Credit Hours)
- ECO 252 Prin of Macroeconomics (3 Credit Hours)
- EGR 220 Engineering Statics (3 Credit Hours)
- GEL 111 Geology (4 Credit Hours)
- MAT 280 Linear Algebra (3 Credit Hours)
- MAT 285 Differential Equations (3 Credit Hours)
- PED 110 Fit and Well for Life (2 Credit Hours)
- WBL 111 Work-Based Learning I (1 Credit Hour)

Total Credit Hours: 15

Total Program Hours: 60

Note(s):

**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 General Education

Associate in General Education-Nursing (A1030N)

The Associate in General Education (AGE) - Nursing degree is designed for students who wish to begin their study toward the Associate in Nursing degree and a Baccalaureate Degree in Nursing based on the Registered Nurse to Bachelor of Science in Nursing Articulation Agreement (RN to BSN AA) between the State Board of North Carolina Community Colleges and The University of North Carolina Board of Governors. It applies to all NC community colleges that operate associate degree nursing programs and to those eleven constituent institutions of The University of North Carolina that operate RN to BSN Programs (Appalachian State University, Fayetteville State University, East Carolina University, North Carolina Agricultural & Technical University, North Carolina Central University, UNC-Charlotte, UNC-Greensboro, UNC-Pembroke, UNC-Wilmington, Western Carolina University and Winston-Salem State University).

The AGE - Nursing degree shall be granted for planned programs of study consisting of a minimum of 61 semester hours of approved college transfer courses with a grade of C or better in each course.

Program Learning Outcomes

Graduates will:

Demonstrate general education competencies in the following areas:

Competency 1: Information Literacy and Educational Technology

Students will meet this competency through the completion of both objectives 1a and 1b.

Objective 1a: Access, use, and evaluate information in a variety of formats.

Objective 1b: Use educational technologies to achieve academic and work-related goals.

Competency 2: Communication

Students will meet this competency through assessments in both ENG 111 and ENG 112, ENG 114, COM 120, or COM 231.

Objective: Communicate effectively through writing, reading, and speaking.

Competency 3: Computational and/or Scientific Reasoning

Students will meet this competency through the completion of objectives 3a, 3b, or 3c.

Objective 3a: Analyze mathematical problems and quantitative data to make logical decisions.

Objective 3b: Demonstrate knowledge of the natural sciences and use this knowledge to analyze problems and make rational decisions.

Objective 3c: Demonstrate knowledge of the role and function of computers to solve problems.

Competency 4: Humanities and Fine Arts

Students will meet this competency through the completion of objectives 4a, 4b, or 4c.

Objective 4a: Demonstrate knowledge of philosophical and/or religious beliefs, assumptions, and values.

Objective 4b: Demonstrate knowledge of cultural and artistic significance within the fine arts.

Objective 4c: Demonstrate knowledge of literary works within a historical and cultural context.

Competency 5: Social and Behavioral Sciences

Students will meet this competency through the completion of objectives 5a or 5b.

Objective 5a: Demonstrate knowledge of the historical patterns in political, cultural, and economic life and their impact on human societies.

Objective 5b: Demonstrate knowledge of the reciprocal interactions among self, society, and the environment.

General Education Courses (54 SHC)*

English Composition (6 SHC)

The following two (2) courses are required.

- ENG 111 Writing and Inquiry (3 Credit Hours)
- ENG 112 Writing/Research in the Disc (3 Credit Hours)

Humanities/Fine Arts (9 SHC)

Select two (2) courses from the following.

- ART 111 Art Appreciation (3 Credit Hours)
- ART 114 Art History Survey I (3 Credit Hours)
- ART 115 Art History Survey II (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- MUS 112 Introduction to Jazz (3 Credit Hours)
- PHI 215 Philosophical Issues (3 Credit Hours)

- PHI 240 Introduction to Ethics (3 Credit Hours)

Select one (1) course from the following.

- ENG 231 American Literature I (3 Credit Hours)
- ENG 232 American Literature II (3 Credit Hours)

Social/Behavioral Sciences (15 SHC)

The following three (3) courses are required.

- PSY 150 General Psychology (3 Credit Hours)
- PSY 241 Developmental Psych (3 Credit Hours)
- SOC 210 Introduction to Sociology (3 Credit Hours)

Select one (1) course from the following.

- SOC 220 Social Problems (3 Credit Hours)
- SOC 225 Social Diversity (3 Credit Hours)

Select one (1) course from the following.

- HIS 111 World Civilizations I (3 Credit Hours)
- HIS 112 World Civilizations II (3 Credit Hours)
- HIS 131 American History I (3 Credit Hours)
- HIS 132 American History II (3 Credit Hours)

Natural Sciences (16 SHC)

The following four (4) courses are required.

- BIO 168 Anatomy and Physiology I (4 Credit Hours)
- BIO 169 Anatomy and Physiology II (4 Credit Hours)
- BIO 275 Microbiology (4 Credit Hours)
- CHM 151 General Chemistry I (4 Credit Hours)

Mathematics (8 SHC)

The following two (2) courses are required.

- MAT 152 Statistical Methods I (4 Credit Hours)
- MAT 171 Precalculus Algebra (4 Credit Hours)

Other Required Hours (7 SHC)

The following course is required.

- ACA 122 College Transfer Success (1 Credit Hour)

Select six (6) Credit Hours from the following courses.

- BIO 155 Nutrition (3 Credit Hours)
- CHM 152 General Chemistry II (4 Credit Hours)
- CIS 110 Introduction to Computers (3 Credit Hours)
- COM 110 Introduction to Communication (3 Credit Hours)
- COM 231 Public Speaking (3 Credit Hours)
- HEA 110 Personal Health/Wellness (3 Credit Hours)
- HEA 112 First Aid & CPR (2 Credit Hours)

- PSY 281 Abnormal Psychology (3 Credit Hours)
- SPA 111 Elementary Spanish I (3 Credit Hours)
- SPA 112 Elementary Spanish II (3 Credit Hours)

Total Program Hours: 61

Note(s):

**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.*

Early Childhood Education

Associate of Applied Science

Early Childhood Education - Career Ready, A.A.S. (A55220CR)

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

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

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

Program Learning Outcomes

Graduates will:

1. Use multidimensional knowledge (child development, ability, cultural, and other contexts) to support individual children
2. Build supportive and collaborative partnerships with diverse families and community resources and agencies
3. Utilize varied appropriate observation, documentation, and assessment strategies and tools, considering ethical, developmental, ability, cultural, and linguistic factors
4. Use a broad repertoire of evidence-based, anti-bias teaching skills and practices responsive to children's individual developmental, ability, cultural, and linguistic needs
5. Demonstrate pedagogical knowledge, application, integration, and modification of academic content in the early childhood curriculum
6. Display professionalism as an early childhood educator through communication skills, advocacy, ethical behavior, collaboration, and reflective practice

Course Selection Information

Students, to help you progress in your degree program, take prerequisite courses along with English and Math early in your academic career. This will align you for greater success in completing your program of study. Click on the courses listed below to ensure you are aware of prerequisites. The order shown below under the student program priorities is a guide.

Student Program Priorities:

1. EDU 119, ENG 111
2. EDU 144, EDU 145, EDU 151

Additional Program Requirements for Early Childhood Education

- All students are required to submit documentation of additional non-academic criteria which will include a valid Criminal Background Check (CBC) qualification letter obtained through Division of Child Development & Early Education (DCDEE). Instructions will be provided in EDU 119. Students who do not submit a valid CBC Qualification letter will not successfully complete Early Childhood Education.
- A grade of "C" or better is required for all courses applied towards degree requirements.

FIRST YEAR

First Semester

- ACA 111 College Student Success (1 Credit Hour)
  OR
- ACA 122 College Transfer Success (1 Credit Hour)
- EDU 119 Intro to Early Child Educ (4 Credit Hours)
- ENG 111 Writing and Inquiry (3 Credit Hours)
- EDU 185 Cognitive & Lang Act (3 Credit Hours)
- EDU 282 Early Childhood Literature (3 Credit Hours)

Total Credit Hours: 14

Second Semester

- EDU 131 Child, Family, and Community (3 Credit Hours)
- EDU 146 Child Guidance (3 Credit Hours)
- EDU 151 Creative Activities (3 Credit Hours)
- EDU 153 Health, Safety & Nutrition (3 Credit Hours)
- EDU 184 Early Child Intro Pract (2 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)

Total Credit Hours: 17

Third Semester

- MAT 143 Quantitative Literacy (3 Credit Hours)
  OR
- BIO 110 Principles of Biology (4 Credit Hours)
- COM 231 Public Speaking (3 Credit Hours)

Total Credit Hours: 6-7

SECOND YEAR

Fourth Semester

- EDU 144 Child Development I (3 Credit Hours)
  AND
- EDU 145 Child Development II (3 Credit Hours)
  OR
- PSY 244 Child Development I (3 Credit Hours)
  AND
- PSY 245 Child Development II (3 Credit Hours)
- EDU 234 Infants, Toddlers, and Twos (3 Credit Hours)
- EDU 251 Exploration Activities (3 Credit Hours)
- Humanities/Fine Arts Elective (3 Credit Hours)

Total Credit Hours: 15

Fifth Semester

- EDU 221 Children With Exceptionalities (3 Credit Hours)
- EDU 259 Curriculum Planning (3 Credit Hours)
- EDU 280 Language/Literacy Experiences (3 Credit Hours)
- EDU 284 Early Child Capstone Prac (4 Credit Hours)

Total Credit Hours: 13

Humanities/Fine Arts Electives

Select one (1) course from the following:

- ART 111 Art Appreciation (3 Credit Hours)
- ART 114 Art History Survey I (3 Credit Hours)
- ART 115 Art History Survey II (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- MUS 112 Introduction to Jazz (3 Credit Hours)
- PHI 215 Philosophical Issues (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)

Total Program Hours: 65-66

Early Childhood Education - Transfer with Licensure, A.A.S. (A55220TL)

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

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

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

Early Childhood Education: A program that prepares individuals to promote child development and learning, work with diverse families and children, observe, document, and access to support young children and families, use content knowledge to build meaningful curriculum, and use developmentally effective approaches in collaboration with other early childhood professions. 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.

Program Learning Outcomes

Graduates will:

1. Use multidimensional knowledge (child development, ability, cultural, and other contexts) to support individual children
2. Build supportive and collaborative partnerships with diverse families and community resources and agencies
3. Utilize varied appropriate observation, documentation, and assessment strategies and tools, considering ethical, developmental, ability, cultural, and linguistic factors
4. Use a broad repertoire of evidence-based, anti-bias teaching skills and practices responsive to children's individual developmental, ability, cultural, and linguistic needs
5. Demonstrate pedagogical knowledge, application, integration, and modification of academic content in the early childhood curriculum
6. Display professionalism as an early childhood educator through communication skills, advocacy, ethical behavior, collaboration, and reflective practice

Course Selection Information

Students, to help you progress in your degree program, take prerequisite courses along with English and Math early in your academic career. This will align you for greater success in completing your program of study. Click on the courses listed below to ensure you are aware of prerequisites. The order shown below under the student program priorities is a guide.

Student Program Priorities:

1. EDU 119, ENG 111
2. EDU 144, EDU 145, EDU 151
3. MAT 143

Additional Program Requirements for Early Childhood Education

- All students are required to submit documentation of additional non-academic criteria which will include a valid Criminal Background Check (CBC) qualification letter obtained through Division of Child Development & Early Education (DCDEE). Instructions will be provided in EDU 119. Students who do not submit a valid CBC Qualification letter will not successfully complete Early Childhood Education.
- A grade of "C" or better is required for all courses applied towards degree requirements.

FIRST YEAR

First Semester

- ACA 122 College Transfer Success (1 Credit Hour)
- EDU 119 Intro to Early Child Educ (4 Credit Hours)
- ENG 111 Writing and Inquiry (3 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)
- Humanities/Fine Arts Elective (3 Credit Hours)

Total Credit Hours: 14

Second Semester

- EDU 131 Child, Family, and Community (3 Credit Hours)
- EDU 146 Child Guidance (3 Credit Hours)
- EDU 151 Creative Activities (3 Credit Hours)
- EDU 153 Health, Safety & Nutrition (3 Credit Hours)
- ENG 112 Writing/Research in the Disc (3 Credit Hours)
  OR
- ENG 114 Professional Research & Reporting (3 Credit Hours)

Total Credit Hours: 15

Third Semester

- MAT 143 Quantitative Literacy (3 Credit Hours)
- BIO 110 Principles of Biology (4 Credit Hours)
  OR
- BIO 111 General Biology I (4 Credit Hours)
- Social/Behavioral Science Transfer (3 Credit Hours)

Total Credit Hours: 10

SECOND YEAR

Fourth Semester

- EDU 144 Child Development I (3 Credit Hours)
  AND
- EDU 145 Child Development II (3 Credit Hours)
  OR
- PSY 244 Child Development I (3 Credit Hours)
  AND
- PSY 245 Child Development II (3 Credit Hours)

- EDU 234 Infants, Toddlers, and Twos (3 Credit Hours)
- Natural Science Transfer (4 Credit Hours)
- COM 231 Public Speaking (3 Credit Hours)

Total Credit Hours: 16

Fifth Semester

- EDU 221 Children With Exceptionalities (3 Credit Hours)
- EDU 280 Language/Literacy Experiences (3 Credit Hours)
- EDU 284 Early Child Capstone Prac (4 Credit Hours)
- EDU 216 Foundations of Education (3 Credit Hours)
- EDU 250 Teacher Licensure Preparation (3 Credit Hours)

Total Credit Hours: 16

Humanities/Fine Arts Electives

Select one (1) course from the following:

- ART 111 Art Appreciation (3 Credit Hours)
- ART 114 Art History Survey I (3 Credit Hours)
- ART 115 Art History Survey II (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- MUS 112 Introduction to Jazz (3 Credit Hours)
- PHI 215 Philosophical Issues (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)

Social/Behavioral Science Transfer Electives

Select one (1) course from the following:

- ECO 251 Prin of Microeconomics (3 Credit Hours)
- ECO 252 Prin of Macroeconomics (3 Credit Hours)
- HIS 111 World Civilizations I (3 Credit Hours)
- HIS 112 World Civilizations II (3 Credit Hours)
- HIS 131 American History I (3 Credit Hours)
- HIS 132 American History II (3 Credit Hours)
- POL 120 American Government (3 Credit Hours)
- SOC 210 Introduction to Sociology (3 Credit Hours)

Natural Science Transfer

Select four (4) credit hours from the following:

- GEL 111 Geology (4 Credit Hours)
  OR

- PHY 110 Conceptual Physics (3 Credit Hours)
  AND
- PHY 110A Conceptual Physics Lab (1 Credit Hour)

Total Program Hours: 71

Early Childhood Education - Transfer, A.A.S. (A55220T)

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

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

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

Early Childhood Education: A program that prepares individuals to promote child development and learning, work with diverse families and children, observe, document, and access to support young children and families, use content knowledge to build meaningful curriculum, and use developmentally effective approaches in collaboration with other early childhood professions. 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.

Program Learning Outcomes

Graduates will:

1. Use multidimensional knowledge (child development, ability, cultural, and other contexts) to support individual children
2. Build supportive and collaborative partnerships with diverse families and community resources and agencies
3. Utilize varied appropriate observation, documentation, and assessment strategies and tools, considering ethical, developmental, ability, cultural, and linguistic factors
4. Use a broad repertoire of evidence-based, anti-bias teaching skills and practices responsive to children's individual developmental, ability, cultural, and linguistic needs
5. Demonstrate pedagogical knowledge, application, integration, and modification of academic content in the early childhood curriculum
6. Display professionalism as an early childhood educator through communication skills, advocacy, ethical behavior, collaboration, and reflective practice

Course Selection Information

Students, to help you progress in your degree program, take prerequisite courses along with English and Math early in your academic career. This will align you for greater success in completing your program of study. Click on the courses listed below to ensure you are aware of prerequisites. The order shown below under the student program priorities is a guide.

Student Program Priorities:

1. EDU 119, ENG 111
2. EDU 144, EDU 145, EDU 151

Additional Program Requirements for Early Childhood Education

- All students are required to submit documentation of additional non-academic criteria which will include a valid Criminal Background Check (CBC) qualification letter obtained through Division of Child Development & Early Education (DCDEE). Instructions will be provided in EDU 119. Students who do not submit a valid CBC Qualification letter will not successfully complete Early Childhood Education.
- A grade of "C" or better is required for all courses applied towards degree requirements.

FIRST YEAR

First Semester

- ACA 122 College Transfer Success (1 Credit Hour)
- EDU 119 Intro to Early Child Educ (4 Credit Hours)
- ENG 111 Writing and Inquiry (3 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)
- Humanities/Fine Arts Elective (3 Credit Hours)

Total Credit Hours: 14

Second Semester

- EDU 131 Child, Family, and Community (3 Credit Hours)
- EDU 146 Child Guidance (3 Credit Hours)
- EDU 151 Creative Activities (3 Credit Hours)
- EDU 153 Health, Safety & Nutrition (3 Credit Hours)
- ENG 112 Writing/Research in the Disc (3 Credit Hours)
  OR
- ENG 114 Professional Research & Reporting (3 Credit Hours)

Total Credit Hours: 15

Third Semester

- MAT 143 Quantitative Literacy (3 Credit Hours)
- BIO 110 Principles of Biology (4 Credit Hours)
  OR
- BIO 111 General Biology I (4 Credit Hours)
- Social/Behavioral Science Transfer (3 Credit Hours)

Total Credit Hours: 10

SECOND YEAR

Fourth Semester

- EDU 144 Child Development I (3 Credit Hours)
  AND
- EDU 145 Child Development II (3 Credit Hours)
  OR
- PSY 244 Child Development I (3 Credit Hours)
  AND
- PSY 245 Child Development II (3 Credit Hours)
- EDU 234 Infants, Toddlers, and Twos (3 Credit Hours)
- EDU 261 Early Childhood Admin I (3 Credit Hours)
- EDU 262 Early Childhood Admin II (3 Credit Hours)

Total Credit Hours: 15

Fifth Semester

- EDU 221 Children With Exceptionalities (3 Credit Hours)
- EDU 280 Language/Literacy Experiences (3 Credit Hours)
- EDU 284 Early Child Capstone Prac (4 Credit Hours)
- Natural Science Transfer (4 Credit Hours)
- COM 231 Public Speaking (3 Credit Hours)

Total Credit Hours: 17

Humanities/Fine Arts Electives

Select one (1) course from the following:

- ART 111 Art Appreciation (3 Credit Hours)
- ART 114 Art History Survey I (3 Credit Hours)
- ART 115 Art History Survey II (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- MUS 112 Introduction to Jazz (3 Credit Hours)
- PHI 215 Philosophical Issues (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)

Social/Behavioral Science Transfer Electives

Select one (1) course from the following:

- ECO 251 Prin of Microeconomics (3 Credit Hours)
- ECO 252 Prin of Macroeconomics (3 Credit Hours)
- HIS 111 World Civilizations I (3 Credit Hours)
- HIS 112 World Civilizations II (3 Credit Hours)
- HIS 131 American History I (3 Credit Hours)
- HIS 132 American History II (3 Credit Hours)
- POL 120 American Government (3 Credit Hours)
- SOC 210 Introduction to Sociology (3 Credit Hours)

Natural Science Transfer

Select (4) four credit hours from the following:

- GEL 111 Geology (4 Credit Hours)
  OR
- PHY 110 Conceptual Physics (3 Credit Hours)
  AND
- PHY 110A Conceptual Physics Lab (1 Credit Hour)

Total Program Hours: 71

Certificate

Early Childhood Administration Certificate (C55850)

This curriculum prepares individuals pursuing administrating roles in diverse childcare settings to effectively work with children, families and teachers. The certificate is composed of learning opportunities in developmental theories, competency and evidence-based professional knowledge, administrative skills and leadership qualities.

Course work includes foundations in early childhood education, physical/nutritional needs of young children, safety issues in the care of young children; communication and leadership skills with teachers, families and children; programming and staffing, budgeting/financial management and marketing, and rules and regulations of early childhood programs.

Employment opportunities include entrepreneurship and/or management of child development and childcare programs, preschools, public and private schools, recreational centers, Early Head Start and Head Start programs, and other programs.

Program Learning Outcomes

Graduates will:

1. Use multidimensional knowledge (child development, ability, cultural, and other contexts) to support individual children
2. Build supportive and collaborative partnerships with diverse families and community resources and agencies
3. Display professionalism as an early childhood educator through communication skills, advocacy, ethical behavior, collaboration, and reflective practice

Additional Program Requirements for Early Childhood Education

- All students are required to submit documentation of additional non-academic criteria which will include a valid Criminal Background Check (CBC) qualification letter obtained through Division of Child Development & Early Education (DCDEE). Instructions will be provided in EDU 119. Students who do not submit a valid CBC Qualification letter will not successfully complete Early Childhood Education.
- A grade of "C" or better is required for all courses applied towards degree requirements.

Major Courses

- EDU 119 Intro to Early Child Educ (4 Credit Hours)
- EDU 131 Child, Family, and Community (3 Credit Hours)
- EDU 153 Health, Safety & Nutrition (3 Credit Hours)
- EDU 261 Early Childhood Admin I (3 Credit Hours)

- EDU 262 Early Childhood Admin II (3 Credit Hours)

Total Program Hours: 16

Early Childhood Education - Early Childhood Certificate (C55220P)

This certificate will provide a background in developmentally appropriate practices for children, ages birth through eight years. Emphasis will be placed on age and individual appropriate planning. Courses in this certificate will also focus on positive child guidance techniques and effective communication with the child, family and community. This certificate also provides an opportunity for the individual to obtain the North Carolina Early Childhood Credential Certificate.

Program Learning Outcomes

Graduates will:

1. Use multidimensional knowledge (child development, ability, cultural, and other contexts) to support individual children
2. Build supportive and collaborative partnerships with diverse families and community resources and agencies
3. Demonstrate pedagogical knowledge, application, integration, and modification of academic content in the early childhood curriculum

Additional Program Requirements for Early Childhood Education

- All students are required to submit documentation of additional non-academic criteria which will include a valid Criminal Background Check (CBC) qualification letter obtained through Division of Child Development & Early Education (DCDEE). Instructions will be provided in EDU 119. Students who do not submit a valid CBC Qualification letter will not successfully complete Early Childhood Education.
- A grade of "C" or better is required for all courses applied towards degree requirements.

Major Courses

- EDU 119 Intro to Early Child Educ (4 Credit Hours)
- EDU 146 Child Guidance (3 Credit Hours)
- EDU 151 Creative Activities (3 Credit Hours)
- EDU 153 Health, Safety & Nutrition (3 Credit Hours)
- EDU 259 Curriculum Planning (3 Credit Hours)

Total Program Hours: 16

Note(s):

The courses taken in this certificate program may be applied toward the Diploma and the Associate in Applied Science degree in Early Childhood Education.

Early Childhood Education - Early Literacy Certificate (C55220F)

The curriculum prepares students to create and implement a variety of literacy activities that can be implemented in early childhood education classrooms. Emphasis is placed on practical application of skills.

Program Learning Outcomes

Graduates will:

1. Use multidimensional knowledge (child development, ability, cultural, and other contexts) to support individual children
2. Build supportive and collaborative partnerships with diverse families and community resources and agencies
3. Use a broad repertoire of evidence-based, anti-bias teaching skills and practices responsive to children's individual developmental, ability, cultural, and linguistic needs
4. Demonstrate pedagogical knowledge, application, integration, and modification of academic content in the early childhood curriculum

Additional Program Requirements for Early Childhood Education

- All students are required to submit documentation of additional non-academic criteria which will include a valid Criminal Background Check (CBC) qualification letter obtained through Division of Child Development & Early Education (DCDEE). Instructions will be provided in EDU 119. Students who do not submit a valid CBC Qualification letter will not successfully complete Early Childhood Education.
- A grade of "C" or better is required for all courses applied towards degree requirements

Major Courses

- EDU 119 Intro to Early Child Educ (4 Credit Hours)
- EDU 280 Language/Literacy Experiences (3 Credit Hours)
- EDU 185 Cognitive & Lang Act (3 Credit Hours)
- EDU 282 Early Childhood Literature (3 Credit Hours)

Total Program Hours: 13

Note(s):

The courses taken in this certificate program may be applied toward the Associate in Applied Science degree in Early Childhood Education.

Early Childhood Education - Preschool Certificate (C55220G)

This certificate will provide a background in developmentally appropriate practices for preschool aged children. Courses in this certificate will focus on positive child guidance techniques and effective communication with the child, family, and community. This certificate will enhance the employability of early childhood education students nationwide as it encompasses the courses required for the CDA (Child Development Associate); a credential that is required in many states for work in a childcare center.

Program Learning Outcomes

Graduates will:

1. Use multidimensional knowledge (child development, ability, cultural, and other contexts) to support individual children
2. Build supportive and collaborative partnerships with diverse families and community resources and agencies
3. Display professionalism as an early childhood educator through communication skills, advocacy, ethical behavior, collaboration, and reflective practice

Additional Program Requirements for Early Childhood Education

- All students are required to submit documentation of additional non-academic criteria which will include a valid Criminal Background Check (CBC) qualification letter obtained through Division of Child Development & Early Education (DCDEE). Instructions will be provided in EDU 119. Students who do not submit a valid CBC Qualification letter will not successfully complete Early Childhood Education.
- A grade of "C" or better is required for all courses applied towards degree requirements.

Major Courses

- EDU 119 Intro to Early Child Educ (4 Credit Hours)
- EDU 131 Child, Family, and Community (3 Credit Hours)
- EDU 145 Child Development II (3 Credit Hours)
- EDU 146 Child Guidance (3 Credit Hours)
- EDU 153 Health, Safety & Nutrition (3 Credit Hours)

Total Program Hours: 16

Note(s):

The courses taken in this certificate program may be applied toward the Diploma and the Associate in Applied Science degree in Early Childhood Education.

Early Childhood Education - Special Needs Certificate (C55220E)

This curriculum is designed to prepare early childhood educators to recognize children with typical and atypical developmental needs and plan appropriate care and education to meet their needs. Course work includes child development, observation and assessment, and an introduction to children with exceptionalities. Specific courses in behavioral disorders, learning disabilities, sensory and physical disabilities, and developmental delays are also included. Students should be able to plan and implement developmentally appropriate experiences that stimulate all young children's development and learning, provide an optimal learning environment that is safe and healthy, provide positive guidance for all children, and communicate effectively with the children, co-workers, and parents.

Program Learning Outcomes

Graduates will:

1. Use multidimensional knowledge (child development, ability, cultural, and other contexts) to support individual children
2. Build supportive and collaborative partnerships with diverse families and community resources and agencies
3. Utilize varied appropriate observation, documentation, and assessment strategies and tools, considering ethical, developmental, ability, cultural, and linguistic factors

4. Use a broad repertoire of evidence-based, anti-bias teaching skills and practices responsive to children's individual developmental, ability, cultural, and linguistic needs
5. Display professionalism as an early childhood educator through communication skills, advocacy, ethical behavior, collaboration, and reflective practice

Additional Program Requirements for Early Childhood Education

- All students are required to submit documentation of additional non-academic criteria which will include a valid Criminal Background Check (CBC) qualification letter obtained through Division of Child Development & Early Education (DCDEE). Instructions will be provided in EDU 119. Students who do not submit a valid CBC Qualification letter will not successfully complete Early Childhood Education.
- A grade of "C" or better is required for all courses applied towards degree requirements.

Major Courses

- EDU 119 Intro to Early Child Educ (4 Credit Hours)
- EDU 131 Child, Family, and Community (3 Credit Hours)
- EDU 144 Child Development I (3 Credit Hours)
- EDU 145 Child Development II (3 Credit Hours)
- EDU 221 Children With Exceptionalities (3 Credit Hours)

Total Program Hours: 16

Note(s):

The courses taken in this certificate program may be applied toward the Diploma and Associate in Applied Science degree in Early Childhood Education.

Infant/Toddler Care Certificate (C55290)

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 and implementation of appropriate curriculum; and other related topics.

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

Program Learning Outcomes

Graduates will:

1. Use multidimensional knowledge (child development, ability, cultural, and other contexts) to support individual children
2. Build supportive and collaborative partnerships with diverse families and community resources and agencies

3. Use a broad repertoire of evidence-based, anti-bias teaching skills and practices responsive to children's individual developmental, ability, cultural, and linguistic needs

Additional Program Requirements for Early Childhood Education

- All students are required to submit documentation of additional non-academic criteria which will include a valid Criminal Background Check (CBC) qualification letter obtained through Division of Child Development & Early Education (DCDEE). Instructions will be provided in EDU 119. Students who do not submit a valid CBC Qualification letter will not successfully complete Early Childhood Education.
- A grade of "C" or better is required for all courses applied towards degree requirements.

Major Courses

- EDU 119 Intro to Early Child Educ (4 Credit Hours)
- EDU 131 Child, Family, and Community (3 Credit Hours)
- EDU 153 Health, Safety & Nutrition (3 Credit Hours)
- EDU 234 Infants, Toddlers, and Twos (3 Credit Hours)

Child Development

- EDU 144 Child Development I (3 Credit Hours)
  OR
- PSY 244 Child Development I (3 Credit Hours)

Total Program Hours: 16

Note(s):

The courses taken in this certificate program may be applied toward the Diploma and the Associate in Applied Science degree in Early Childhood Education. See the Diploma and Associate Degree listings for specific requirements.

General Studies

Associate in General Education

Associate in General Education (A10300)

The Associate in General Education degree shall be granted for planned programs of study consisting of a minimum of 64 and a maximum of 65 semester hours.

Within the degree programs, the college shall include opportunities for the achievement of competence in reading, writing, oral communications, fundamental mathematical skills, and the basic use of computers.

The Associate in General Education is a non-transfer degree.

Program Learning Outcomes

Graduates will:

Demonstrate general education competencies in the following areas:

Competency 1: Information Literacy and Educational Technology

Students will meet this competency through the completion of both objectives 1a and 1b.

Objective 1a: Access, use, and evaluate information in a variety of formats.

Objective 1b: Use educational technologies to achieve academic and work-related goals.

Competency 2: Communication

Students will meet this competency through assessments in both ENG 111 and ENG 112, ENG 114, COM 120, or COM 231.

Objective: Communicate effectively through writing, reading, and speaking

Competency 3: Computational and/or Scientific Reasoning

Students will meet this competency through the completion of objectives 3a, 3b, or 3c.

Objective 3a: Analyze mathematical problems and quantitative data to make logical decisions.

Objective 3b: Demonstrate knowledge of the natural sciences and use this knowledge to analyze problems and make rational decisions.

Objective 3c: Demonstrate knowledge of the role and function of computers to solve problems.

Competency 4: Humanities and Fine Arts

Students will meet this competency through the completion of objectives 4a, 4b, or 4c.

Objective 4a: Demonstrate knowledge of philosophical and/or religious beliefs, assumptions, and values.

Objective 4b: Demonstrate knowledge of cultural and artistic significance within the fine arts.

Objective 4c: Demonstrate knowledge of literary works within a historical and cultural context.

Competency 5: Social and Behavioral Sciences

Students will meet this competency through the completion of objectives 5a or 5b.

Objective 5a: Demonstrate knowledge of the historical patterns in political, cultural, and economic life and their impact on human societies.

Objective 5b: Demonstrate knowledge of the reciprocal interactions among self, society, and the environment.

General Education Courses (15 SHC)

English Composition (6 SHC)

ENG 111 is required. Students must select either ENG 112 or ENG 114 as the second required English course.

- ENG 111 Writing and Inquiry (3 Credit Hours)

- ENG 112 Writing/Research in the Disc (3 Credit Hours)
  OR
- ENG 114 Professional Research & Reporting (3 Credit Hours)

Humanities/Fine Arts (3 SHC)

Select one (1) course from the following discipline areas.

- ART 111 Art Appreciation (3 Credit Hours)
- ART 114 Art History Survey I (3 Credit Hours)
- ART 115 Art History Survey II (3 Credit Hours)
- ENG 231 American Literature I (3 Credit Hours)
- ENG 232 American Literature II (3 Credit Hours)
- ENG 241 British Literature I (3 Credit Hours)
- ENG 242 British Literature II (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- MUS 112 Introduction to Jazz (3 Credit Hours)
- PHI 215 Philosophical Issues (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)

Social/Behavioral Sciences (3 SHC)

Select one (1) course from the following discipline areas.

- ECO 251 Prin of Microeconomics (3 Credit Hours)
- ECO 252 Prin of Macroeconomics (3 Credit Hours)
- HIS 111 World Civilizations I (3 Credit Hours)
- HIS 112 World Civilizations II (3 Credit Hours)
- HIS 131 American History I (3 Credit Hours)
- HIS 132 American History II (3 Credit Hours)
- POL 120 American Government (3 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)
- SOC 210 Introduction to Sociology (3 Credit Hours)

Natural Sciences/Mathematics (3 SHC)

Select one (1) course from the following.

- BIO 110 Principles of Biology (4 Credit Hours)
- BIO 111 General Biology I (4 Credit Hours)
- CHM 151 General Chemistry I (4 Credit Hours)
- GEL 111 Geology (4 Credit Hours)
- PHY 110 Conceptual Physics (3 Credit Hours)
  AND
- PHY 110A Conceptual Physics Lab (1 Credit Hour)
- MAT 143 Quantitative Literacy (3 Credit Hours)
- MAT 152 Statistical Methods I (4 Credit Hours)
- MAT 171 Precalculus Algebra (4 Credit Hours)

- CIS 110 Introduction to Computers (3 Credit Hours)
- CIS 115 Intro to Prog & Logic (3 Credit Hours)

Other Required Hours (49-50 SHC)

An additional 49-50 semester hours credit of courses should be selected from general education and professional courses which have been approved for transfer and/or approved by the advisor or required for specific A.A.S. programs. Only courses numbered 110-199 or 210-299 will count. A maximum of seven (7) SHC in Work-Based Learning (WBL) courses may be included in the AGE degree. A maximum of seven (7) SHC in health, physical education, college orientation, and /or study skills may be included. Selected topics or seminar courses may be included in a program of study up to a maximum of three (3) SHC.

Required: Take one (1) credit hour.

- ACA 111 College Student Success (1 Credit Hour)
  OR
- ACA 122 College Transfer Success (1 Credit Hour)

Total Program Hours: 64-65

Note(s):

Students will not receive credit for both BIO 110 and BIO 111. Students will not receive credit for both CHM 131 and CHM 151. Students will not receive credit for both PHY 151 and PHY 251. Students will not receive credit for both PHY 152 and PHY 252. Students will not receive credit for both MAT 263 and MAT 271.

Career and Technical Education

Career and Technical Education

Accounting and Finance

Associate of Applied Science

Accounting and Finance, A.A.S. (A25800)

This Associate in Applied Science (A.A.S.) degree is a two-year program that prepares students for the workforce. However, there are some senior institutions where all or part of this degree is accepted as the first two years of a four-year program. Students interested in pursuing a four-year degree should consult an advisor.

The Accounting and Finance curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting and finance profession. Accountants and finance professionals assemble and analyze, process, and communicate essential information about financial operations.

Course work may include accounting, finance, ethics, business law, computer applications, financial planning, insurance, marketing, real estate, selling, and taxation. Related skills are developed through the study of communications, computer applications, financial analysis, critical thinking skills, and ethics.

Graduates should qualify for entry-level accounting positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies.

Program Learning Outcomes

Graduates will:

1. Demonstrate the ability to use General Journal to record business transactions.
2. Demonstrate the ability to adjust the accounts and prepare a trial balance at the end of the period.
3. Demonstrate the ability to prepare Income Statement, Statement of Retained Earnings, and Balance Sheet.

Course Selection Information

Students, to help you progress in your degree program, take prerequisite courses along with English and Math early in your academic career. This will align you for greater success in completing your program of study. Click on the courses listed below to ensure you are aware of prerequisites. The order shown below under the student program priorities is a guide.

Student Program Priorities:

1. ACC 120
2. ACC 121, ACC 122, ACC 129
3. ACC 220

FIRST YEAR

Fall

- ACA 122 College Transfer Success (1 Credit Hour)
- ACC 120 Prin of Financial Accounting (4 Credit Hours)
- BUS 115 Business Law I (3 Credit Hours)
- CIS 110 Introduction to Computers (3 Credit Hours)
- ENG 111 Writing and Inquiry (3 Credit Hours)
- Humanities/Fine Arts Elective (3 Credit Hours)

Total Credit Hours: 17

Spring

- ACC 121 Prin of Managerial Accounting (4 Credit Hours)
- ACC 129 Individual Income Taxes (3 Credit Hours)
- ACC 149 Intro to ACC Spreadsheets (2 Credit Hours)
- ENG 112 Writing/Research in the Disc (3 Credit Hours)
  OR
- COM 231 Public Speaking (3 Credit Hours)
- MAT 110 or Higher Elective (3 Credit Hours)

Total Credit Hours: 15

Summer

- ACC 122 Prin of Financial Acct II (3 Credit Hours)
- Social/Behavioral Science Elective (3 Credit Hours)

Total Credit Hours: 6

SECOND YEAR

Fall

- ACC 130 Business Income Taxes (3 Credit Hours)
- ACC 150 Accounting Software Appl (2 Credit Hours)
- ACC 220 Intermediate Accounting I (4 Credit Hours)
- ACC 225 Cost Accounting (3 Credit Hours)
- ECO 252 Prin of Macroeconomics (3 Credit Hours)

Total Credit Hours: 15

Spring

- ACC 140 Payroll Accounting (2 Credit Hours)
- ACC 221 Intermediate Acct II (4 Credit Hours)
- BUS 225 Business Finance (3 Credit Hours)

- ACC 240 Gov & Not-for-Profit Acct (3 Credit Hours)
- OST 286 Professional Development (3 Credit Hours)
  OR
- Work-Based Learning Electives (3 Credit Hours)

Total Credit Hours: 15

Humanities/Fine Arts Electives

Select one (1) course from the following:

- ART 111 Art Appreciation (3 Credit Hours)
- HUM 120 Cultural Studies (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- PHI 215 Philosophical Issues (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)
- REL 110 World Religions (3 Credit Hours)

Social/Behavioral Science Electives

Select one (1) course from the following:

- ECO 251 Prin of Microeconomics (3 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)
- POL 120 American Government (3 Credit Hours)
- SOC 210 Introduction to Sociology (3 Credit Hours)

MAT 110 or Higher Electives

Select one (1) course from the following:

- MAT 110 Math Measurement & Literacy (3 Credit Hours)
- MAT 121 Algebra/Trigonometry I (3 Credit Hours)
- MAT 143 Quantitative Literacy (3 Credit Hours)
- MAT 152 Statistical Methods I (4 Credit Hours)
- MAT 171 Precalculus Algebra (4 Credit Hours)
- MAT 172 Precalculus Trigonometry (4 Credit Hours)

Electives

Select three (3) credit hours from the following:

- OST 286 Professional Development (3 Credit Hours)
- WBL 111 Work-Based Learning I (1 Credit Hour)
- WBL 121 Work-Based Learning II (1 Credit Hour)
- WBL 131 Work-Based Learning III (1 Credit Hour)
- WBL 112 Work-Based Learning I (2 Credit Hours)

- WBL 122 Work-Based Learning II (2 Credit Hours)

Total Program Hours: 68

Note(s):

Students may complete up to three hours from WBL courses. Please contact the Work-Based Learning office for more information.

Diploma

Accounting and Finance Diploma (D25800)

The Accounting and Finance diploma is designed for individuals entering, upgrading, or retraining in the accounting profession. Special emphasis is placed upon the use of technology resources in assembling, analyzing, processing, and communicating information about financial operations.

In addition to course work in accounting principles, income taxes, payroll accounting, and accounting spreadsheet applications, students will study business law and computers. Related skills are developed through the study of expository writing and professional research and reporting.

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 Learning Outcomes

Graduates will:

1. Identify and prepare journal entries for the three most commonly used methods of depreciation.
2. Account for payroll transactions.

Fall

- ACA 122 College Transfer Success (1 Credit Hour)
- ACC 120 Prin of Financial Accounting (4 Credit Hours)
- BUS 115 Business Law I (3 Credit Hours)
- CIS 110 Introduction to Computers (3 Credit Hours)
- ECO 251 Prin of Microeconomics (3 Credit Hours)
  OR
- ECO 252 Prin of Macroeconomics (3 Credit Hours)
- ENG 111 Writing and Inquiry (3 Credit Hours)

Total Credit Hours: 17

Spring

- ACC 121 Prin of Managerial Accounting (4 Credit Hours)
- ACC 129 Individual Income Taxes (3 Credit Hours)
- ACC 140 Payroll Accounting (2 Credit Hours)
- ACC 149 Intro to ACC Spreadsheets (2 Credit Hours)
- OST 286 Professional Development (3 Credit Hours)
  OR
- Work-Based Learning Electives (3 Credit Hours)
- BUS 225 Business Finance (3 Credit Hours)

Total Credit Hours: 17

Summer

- ACC 122 Prin of Financial Acct II (3 Credit Hours)
- ENG 112 Writing/Research in the Disc (3 Credit Hours)
  OR
- COM 231 Public Speaking (3 Credit Hours)

Total Credit Hours: 6

Electives

Select three (3) credit hours from the following:

- OST 286 Professional Development (3 Credit Hours)
- WBL 111 Work-Based Learning I (1 Credit Hour)
- WBL 121 Work-Based Learning II (1 Credit Hour)
- WBL 131 Work-Based Learning III (1 Credit Hour)
- WBL 112 Work-Based Learning I (2 Credit Hours)
- WBL 122 Work-Based Learning II (2 Credit Hours)

Total Program Hours: 40

Note(s):

The credits obtained from this diploma may be applied toward the Associate Degree in Accounting and Finance.

Certificate

Accounting and Finance - Bookkeeping Certificate (C25800A)

The Bookkeeping Certificate is designed to provide students with the basic knowledge and skills necessary to utilize a computer to record accounting transactions using general ledger accounting software and also to utilize spreadsheet software for accounting applications.

In addition to course work in accounting principles, theories, and practices, students will complete a course in computer fundamentals and an introductory course in accounting spreadsheets utilizing Microsoft Excel.

Program Learning Outcome

Graduates will:

1. Maintain effective accounting systems and controls.

Major Courses

- ACC 120 Prin of Financial Accounting (4 Credit Hours)
- ACC 121 Prin of Managerial Accounting (4 Credit Hours)
- CIS 110 Introduction to Computers (3 Credit Hours)
- ACC 149 Intro to ACC Spreadsheets (2 Credit Hours)
- ACC 150 Accounting Software Appl (2 Credit Hours)
- ACC 122 Prin of Financial Acct II (3 Credit Hours)

Total Program Hours: 18

Note(s):

The credits obtained from this certificate may be applied toward the Associate Degree or Diploma in Accounting and Finance.

This certificate is issued by Gaston College and is not associated with third-party certifications.

Accounting and Finance - Federal Income Tax Certificate (C25800B)

The Federal Income Tax Certificate is designed to provide students with the knowledge and skills necessary to prepare basic federal income tax returns.

In addition to course work in accounting principles, students will complete two courses in federal income taxation and an introductory course in accounting spreadsheets utilizing Microsoft Excel.

Program Learning Outcome

Graduates will:

1. Utilize computer software to prepare Federal Income Tax returns.

Major Courses

- ACC 120 Prin of Financial Accounting (4 Credit Hours)
- ACC 122 Prin of Financial Acct II (3 Credit Hours)
- ACC 129 Individual Income Taxes (3 Credit Hours)
- ACC 130 Business Income Taxes (3 Credit Hours)
- ACC 149 Intro to ACC Spreadsheets (2 Credit Hours)

Total Program Hours: 15

Note(s):

The credits obtained from this certificate may be applied toward the Associate Degree or Diploma in Accounting and Finance.

This certificate is issued by Gaston College and is not associated with third-party certifications.

Accounting and Finance - Financial Accounting Certificate (C25800C)

The Financial Accounting Certificate is designed to provide students with first, the basic knowledge and skills necessary to record accounting transactions and then to expand that knowledge through the intermediate level to produce relevant and thorough financial statements.

In addition to two courses in financial accounting principles, students will complete course work in intermediate accounting and business law.

Program Learning Outcomes

Graduates will:

1. Identify and prepare journal entries for the three most commonly used methods of depreciation.
2. Identify the basic difference among businesses organized as sole proprietorships and corporations with regards to exemplary transactions.

Major Courses

- ACC 120 Prin of Financial Accounting (4 Credit Hours)
- ACC 122 Prin of Financial Acct II (3 Credit Hours)
- ACC 220 Intermediate Accounting I (4 Credit Hours)
- ACC 221 Intermediate Acct II (4 Credit Hours)
- BUS 115 Business Law I (3 Credit Hours)

Total Program Hours: 18

Note(s):

The credits obtained from this certificate may be applied toward the Associate Degree or Diploma in Accounting and Finance.

This certificate is issued by Gaston College and is not associated with third-party certifications.

Accounting and Finance - Managerial Accounting Certificate (C25800D)

The Managerial Accounting Certificate is designed to provide students with the basic knowledge and skills necessary to record transactions so that relevant information is available to business managers for planning, controlling, and evaluating business decisions.

In addition to coursework in managerial and cost accounting principles, students will also complete course work in accounting spreadsheets and business law.

Program Learning Outcome

Graduates will:

1. Gather relevant information to prepare sales and related budgets.

Major Courses

- ACC 120 Prin of Financial Accounting (4 Credit Hours)
- ACC 121 Prin of Managerial Accounting (4 Credit Hours)
- ACC 149 Intro to ACC Spreadsheets (2 Credit Hours)
- ACC 225 Cost Accounting (3 Credit Hours)
- BUS 115 Business Law I (3 Credit Hours)

Total Program Hours: 16

Note(s):

The credits obtained from this certificate may be applied toward the Associate Degree or Diploma in Accounting and Finance.

This certificate is issued by Gaston College and is not associated with third-party certifications.

Air Conditioning, Heating, and Refrigeration Technology

Diploma

Air Conditioning, Heating, and Refrigeration Technology Diploma (D35100)

The Air Conditioning, Heating, and Refrigeration Technology curriculum provides the basic knowledge to develop skills necessary to work with residential and light commercial systems.

Topics include mechanical refrigeration, heating and cooling theory, electricity, controls, and safety. The diploma program covers air conditioning, furnaces, heat pumps, tools and instruments. Diploma graduates should be able to assist in the start up, preventive maintenance, service, repair, and/or installation of residential and light commercial systems.

Program Learning Outcomes

Graduates will:

1. Install HVAC equipment compliant with local codes.

2. Employ the skills to service and repair HVAC equipment in a timely and cost efficient manner.
3. Practice human relations skills with the diverse population requiring the services of HVAC technicians.
4. Complete the Environmental Protection Agency certification to handle refrigerants.
5. Demonstrate basic tool usage.
6. Integrate a commitment to ethical and professional behavior in all activities.
7. Exhibit knowledge and hands on ability to perform electrical repairs in an efficient and safe manner.
8. Exhibit knowledge and hands on ability to perform soldering techniques in a safe manner.
9. Exhibit knowledge of safety equipment used in the HVAC field.

Course Selection Information

Students, to help you progress in your degree program, take prerequisite courses along with English and Math early in your academic career. This will align you for greater success in completing your program of study. Click on the courses listed below to ensure you are aware of prerequisites. The order shown below under the student program priorities is a guide.

Student Program Priorities:

1. AHR 110 AHR 111
2. AHR 112 AHR 113

Fall

- ACA 122 College Transfer Success (1 Credit Hour)
- AHR 110 Intro to Refrigeration (5 Credit Hours)
- AHR 111 HVACR Electricity (3 Credit Hours)
- AHR 112 Heating Technology (4 Credit Hours)
- AHR 151 HVAC Duct Systems I (2 Credit Hours)
- COM 110 Introduction to Communication (3 Credit Hours)
  OR
- ENG 111 Writing and Inquiry (3 Credit Hours)

Total Credit Hours: 18

Spring

- AHR 113 Comfort Cooling (4 Credit Hours)
- AHR 114 Heat Pump Technology (4 Credit Hours)
- AHR 130 HVAC Controls (3 Credit Hours)
- AHR 160 Refrigerant Certification (1 Credit Hour)
- AHR 210 Residential Building Code (2 Credit Hours)
- MAT 110 Math Measurement & Literacy (3 Credit Hours)

Total Credit Hours: 17

Summer

- AHR 133 HVAC Servicing (4 Credit Hours)
- CIS 111 Basic PC Literacy (2 Credit Hours)

Total Credit Hours: 6

Total Program Hours: 41

Certificate

Air Conditioning, Heating & Refrigeration Technology - Cooling Certificate (C35100A)

This curriculum is designed to give the individual basic skills and related information needed to gain limited employment in the air conditioning industry.

Program Learning Outcomes

Graduates will:

1. Employ the skills to service and repair air conditioning equipment in a timely and cost efficient manner.
2. Demonstrate basic tool usage.

Major Courses

- AHR 110 Intro to Refrigeration (5 Credit Hours)
- AHR 111 HVACR Electricity (3 Credit Hours)
- AHR 113 Comfort Cooling (4 Credit Hours)
- AHR 133 HVAC Servicing (4 Credit Hours)
- AHR 160 Refrigerant Certification (1 Credit Hour)

Total Program Hours: 17

Note(s):

The courses taken in this certificate program may be applied toward the Diploma in Air Conditioning, Heating, and Refrigeration Technology.

Air Conditioning, Heating & Refrigeration Technology - Heat Pump Certification (C35100B)

This curriculum is designed to give the individual basic skills and related information needed to gain limited employment in the air conditioning industry.

Program Learning Outcomes

Graduates will:

1. Employ the skills to service and repair heat pump equipment in a timely and cost efficient manner.
2. Demonstrate basic tool usage.

Major Courses

- AHR 110 Intro to Refrigeration (5 Credit Hours)
- AHR 111 HVACR Electricity (3 Credit Hours)
- AHR 114 Heat Pump Technology (4 Credit Hours)
- AHR 130 HVAC Controls (3 Credit Hours)
- AHR 160 Refrigerant Certification (1 Credit Hour)

Total Program Hours: 16

Note(s):

The courses taken in this certificate program may be applied toward the Diploma in Air Conditioning, Heating, and Refrigeration Technology.

Air Conditioning, Heating & Refrigeration Technology - Heating Certificate (C35100C)

This curriculum is designed to give the individual basic skills and related information needed to gain limited employment in the air conditioning industry.

Program Learning Outcomes

Graduates will:

1. Employ the skills to service and repair heating equipment in a timely and cost efficient manner.
2. Demonstrate basic tool usage.

Major Courses

- AHR 111 HVACR Electricity (3 Credit Hours)
- AHR 112 Heating Technology (4 Credit Hours)
- AHR 130 HVAC Controls (3 Credit Hours)
- AHR 133 HVAC Servicing (4 Credit Hours)

Total Program Hours: 14

Note(s):

The courses taken in this certificate program may be applied toward the Diploma in Air Conditioning, Heating, and Refrigeration Technology.

Applied Engineering Technology

Associate of Applied Science

Applied Engineering Technology - Industrial & Manufacturing, A.A.S. (A40130IM)

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

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

Program Learning Outcomes:

1. Interpersonal Skills and Teamwork-The ability to work effectively with others, especially to analyze situations, establish priorities, and apply resources for solving problems or accomplishing task.
2. Communication- The ability to effectively exchange ideas and information with others through oral, written, or visual means.
3. Integrity and Professionalism- Workplace behavior that relate to ethical standards, honesty, fairness, respect, responsibility, self-control, criticism, and demeanor.
4. Problem-solving-The ability to identify problems and potential causes while developing and implementing practical action plans for solutions.
5. Initiative and Dependability- Workplace behaviors that relate to seeking out new responsibilities, establishing and meeting goals, completing tasks, following directions, complying with rules, and consistent reliability.
6. Information processing- The ability to acquire, evaluate, organize, manage, and interpret information.

FIRST YEAR

Fall

- ACA 122 College Transfer Success (1 Credit Hour)
- DFT 119 Basic CAD (2 Credit hours)
- EGR 111 Engineer Comp and Careers (3 Credit Hours)
- ELC 112 DC/AC Electricity (5 Credit Hours)
  OR
- ELC 131 Circuit Analysis I (4 Credit Hours)
- ISC 112 Industrial Safety (2 Credit Hours)
- MAT 121 Algebra/Trigonometry I (3 Credit Hours)
  OR
- MAT 175 Precalculus (5 Credit Hours)

Total Credit Hours: 15-18

Spring

- ELC 117 Motors and Controls (4 Credit Hours)
- ENG 111 Writing and Inquiry (3 Credit Hours)
- MEC 161 Manufacturing Processes I (3 Credit Hours)
- Professional Elective (3 Credit Hours)

Total Credit Hours: 13

Summer

- HYD 110 Hydraulics/Pneumatics I (3 Credit Hours)
- ENG 112 Writing/Research in the Disc (3 Credit Hours)
- Professional Elective (4 Credit Hours)

Total Credit Hours: 10

SECOND YEAR

Fall

- ATR 112 Intro to Automation (3 Credit Hours)
- ELC 128 Intro to PLC (3 Credit Hours)
  OR
- ELN 260 Prog Logic Controllers (4 Credit Hours)
- MAC 141 Machine Applications I (4 Credit Hours)

Total Credit Hours: 13-14

Spring

- ATR 211 Robot Programming (3 Credit Hours)
- MEC 130 Mechanisms (3 Credit Hours)
- Professional Elective (4 Credit Hours)
- Humanities/Fine Arts Elective

Total Credit Hours:13

Humanities/Fine Arts Electives

Select 3 SHC from the following courses:

- ART 111 Art Appreciation (3 Credit Hours)
- ART 114 Art History Survey I (3 Credit Hours)
- ART 115 Art History Survey II (3 Credit Hours)

- ENG 231 American Literature I (3 Credit Hours)
- ENG 232 American Literature II (3 Credit Hours)
- ENG 241 British Literature I (3 Credit Hours)
- ENG 242 British Literature II (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- MUS 112 Introduction to Jazz (3 Credit Hours)
- PHI 215 Philosophical Issues (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)
- REL 110 World Religions (3 Credit Hours)

Social/Behavioral Science Electives

Select 3 SHC from the following courses:

- ECO 251 Prin of Microeconomics (3 Credit Hours)
- ECO 252 Prin of Macroeconomics (3 Credit Hours)
- HIS 111 World Civilizations I (3 Credit Hours)
- HIS 112 World Civilizations II (3 Credit Hours)
- HIS 131 American History I (3 Credit Hours)
- HIS 132 American History II (3 Credit Hours)
- POL 120 American Government (3 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)
- SOC 210 Introduction to Sociology (3 Credit Hours)
- SOC 220 Social Problems (3 Credit Hours)

Professional Electives

Select 11 SHC from the following courses:

- CHM 151 General Chemistry I (4 Credit Hours)
- CHM 152 General Chemistry II (4 Credit Hours)
- CTI 120 Network & Sec Foundation (3 Credit Hours)
- ELC 115 Industrial Wiring (4 Credit Hours)
- ISC 110 Workplace Safety (1 Credit Hour)
- MAC 142 Machine Applications II (4 Credit Hours)
- MEC 180 Engineering Materials (3 Credit Hours)
- WBL 111 Work-Based Learning I (1 Credit Hour)
- WBL 121 Work-Based Learning II (1 Credit Hour)
- WBL 131 Work-Based Learning III (1 Credit Hour)
- WBL 211 Work-Based Learning IV (1 Credit Hour)
- WBL 221 Work-Based Learning V (1 Credit Hour)
- WBL 231 Work-Based Learning VI (1 Credit Hour)
- WBL 232 Work-Based Learning VI (2 Credit Hours)
- WLD 110 Cutting Processes (2 Credit Hours)

Total Program Hours: 64-68

Applied Engineering Technology-Mechatronics (A40130EM)

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

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

Learning Outcomes

1. Interpersonal Skills and Teamwork-The ability to work effectively with others, especially to analyze situations, establish priorities, and apply resources for solving problems or accomplishing tasks.
2. Communication- The ability to effectively exchange ideas and information with others through oral, written, or visual means.
3. Integrity and Professionalism- Workplace behaviors that relate to ethical standards, honesty, fairness, respect, responsibility, self-control, criticism, and demeanor.
4. Problem-solving-The ability to identify problems and potential causes while developing and implementing practical action plans for solutions.
5. Initiative and Dependability-Workplace behaviors that relate to seeking out new responsibilities, establishing and meeting goals, completing tasks, following directions, complying with rules, and consistent reliability.
6. Information processing-The ability to acquire, evaluate, organize, manage , and interpret information.

First Year

Fall

- ACA 122 College Transfer Success (1 Credit Hour)
- DFT 119 Basic CAD (2 Credit hours)
- EGR 111 Engineer Comp and Careers (3 Credit Hours)
- ELC 112 DC/AC Electricity (5 Credit Hours)
  OR
- ELC 131 Circuit Analysis I (4 Credit Hours)
- ISC 112 Industrial Safety (2 Credit Hours)
- MAT 121 Algebra/Trigonometry I (3 Credit Hours)
  OR
- MAT 175 Precalculus (5 Credit Hours)

Total Credit Hours: 15-18

Spring

- ELC 117 Motors and Controls (4 Credit Hours)
- ELN 133 Digital Electronics (4 Credit Hours)
- ENG 111 Writing and Inquiry (3 Credit Hours)
- MEC 161 Manufacturing Processes I (3 Credit Hours)

Total Credit Hours: 14

Summer

- HYD 110 Hydraulics/Pneumatics I (3 Credit Hours)
- ENG 112 Writing/Research in the Disc (3 Credit Hours)
- Professional Elective (3 Credit Hours)

Total Credit Hours: 9

Second Year

Fall

- ATR 112 Intro to Automation (3 Credit Hours)
- ELN 131 Analog Electronics I (4 Credit Hours)
- ELC 128 Intro to PLC (3 Credit Hours)
  OR
- ELN 260 Prog Logic Controllers (4 Credit Hours)
- Social Behavorial Science Elective (3 credit hours)

Total Credit Hours: 13-14

Spring

- ATR 211 Robot Programming (3 Credit Hours)
- MEC 130 Mechanisms (3 Credit Hours)
- Professional Elective (4 Credit Hours)
- Humanities/Fine Arts Elective

Total Credit Hours: 13

Humanities/Fine Arts Electives

Students must select **3 SHC** from the following **HUMANITIES/FINE ARTS** Electives:

- ART 111 Art Appreciation (3 Credit Hours)
- ART 114 Art History Survey I (3 Credit Hours)
- ART 115 Art History Survey II (3 Credit Hours)
- ENG 231 American Literature I (3 Credit Hours)
- ENG 232 American Literature II (3 Credit Hours)
- ENG 241 British Literature I (3 Credit Hours)
- ENG 242 British Literature II (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- MUS 112 Introduction to Jazz (3 Credit Hours)

- PHI 215 Philosophical Issues (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)
- REL 110 World Religions (3 Credit Hours)

Social/Behavioral Science Electives

Students must select **3 SHC** from the following **SOCIAL/BEHAVIORAL SCIENCE** Electives:

- ECO 251 Prin of Microeconomics (3 Credit Hours)
- ECO 252 Prin of Macroeconomics (3 Credit Hours)
- HIS 111 World Civilizations I (3 Credit Hours)
- HIS 112 World Civilizations II (3 Credit Hours)
- HIS 131 American History I (3 Credit Hours)
- HIS 132 American History II (3 Credit Hours)
- POL 120 American Government (3 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)
- SOC 210 Introduction to Sociology (3 Credit Hours)
- SOC 220 Social Problems (3 Credit Hours)

Professional Electives

Students must take at least **7 SHC** from the following **PROFESSIONAL** Electives:

- CHM 151 General Chemistry I (4 Credit Hours)
- CHM 152 General Chemistry II (4 Credit Hours)
- CTI 120 Network & Sec Foundation (3 Credit Hours)
- EGR 250 Statics/Strength of Materials (5 Credit Hours)
- ELC 115 Industrial Wiring (4 Credit Hours)
- ELC 133 Circuit Analysis II (4 Credit Hours)
- ISC 110 Workplace Safety (1 Credit Hour)
- MAC 141 Machine Applications I (4 Credit Hours)
- MAC 142 Machine Applications II (4 Credit Hours)
- MEC 180 Engineering Materials (3 Credit Hours)
- MEC 270 Machine Design (4 Credit Hours)
- WBL 111 Work-Based Learning I (1 Credit Hour)
- WBL 121 Work-Based Learning II (1 Credit Hour)
- WBL 131 Work-Based Learning III (1 Credit Hour)
- WBL 211 Work-Based Learning IV (1 Credit Hour)
- WBL 221 Work-Based Learning V (1 Credit Hour)
- WBL 231 Work-Based Learning VI (1 Credit Hour)
- WBL 232 Work-Based Learning VI (2 Credit Hours)
- WLD 110 Cutting Processes (2 Credit Hours)

Total Program Hours: 64-68

Diploma

Applied Engineering Technology - Manufacturing Diploma (D40130M)

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

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

FIRST YEAR

Fall

- ACA 122 College Transfer Success (1 Credit Hour)
- DFT 119 Basic CAD (2 Credit hours)
- EGR 111 Engineer Comp and Careers (3 Credit Hours)
- ELC 112 DC/AC Electricity (5 Credit Hours)
- ISC 112 Industrial Safety (2 Credit Hours)
- MAT 175 Precalculus (5 Credit Hours)

Total Credit Hours: 18

Spring

- ELC 117 Motors and Controls (4 Credit Hours)
- MEC 161 Manufacturing Processes I (3 Credit Hours)
- ENG 111 Writing and Inquiry (3 Credit Hours)

Total Credit Hours: 10

Summer

- HYD 110 Hydraulics/Pneumatics I (3 Credit Hours)
- MEC 180 Engineering Materials (3 Credit Hours)

Total Credit Hours: 6

SECOND YEAR

Fall

- ATR 112 Intro to Automation (3 Credit Hours)

Total Credit Hours: 3

Total Program Hours: 37

Applied Engineering Technology-Industrial (D40130I)

Applied Engineering Technology is a course of study that prepares students to use basic engineering principals and technical skills to solve technical problems in various types of industry. The course work emphasizes analytical and problem solving skills. The curriculum includes courses in safety, math, physics, electricity, engineering technology, and technology specific specialty areas.

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

First Year

Fall

- ACA 122 College Transfer Success (1 Credit Hour)
- DFT 119 Basic CAD (2 Credit hours)
- EGR 111 Engineer Comp and Careers (3 Credit Hours)
- ELC 112 DC/AC Electricity (5 Credit Hours)
- ISC 112 Industrial Safety (2 Credit Hours)
- MAT 121 Algebra/Trigonometry I (3 Credit Hours)
  OR
- MAT 175 Precalculus (5 Credit Hours)

Total Credit Hours: 16-18

Spring

- ELC 115 Industrial Wiring (4 Credit Hours)
- ELC 117 Motors and Controls (4 Credit Hours)
- ELC 128 Intro to PLC (3 Credit Hours)
- ENG 111 Writing and Inquiry (3 Credit Hours)
- MEC 130 Mechanisms (3 Credit Hours)

Total Credit Hours: 17

Summer

- HYD 110 Hydraulics/Pneumatics I (3 Credit Hours)

- WLD 110 Cutting Processes (2 Credit Hours)

Total Credit Hours: 5

Second Year

Fall

- ATR 112 Intro to Automation (3 Credit Hours)
- MAC 141 Machine Applications I (4 Credit Hours)

Total Credit Hours: 7

Total Program Hours: 45-47

Certificate

Applied Engineering Technology - Robotics Certificate (C40130A)

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

First Year

Fall

- EGR 111 Engineer Comp and Careers (3 Credit Hours)
- ISC 112 Industrial Safety (2 Credit Hours)

Total Credit Hours: 5

Spring

- ATR 112 Intro to Automation (3 Credit Hours)
- ELN 260 Prog Logic Controllers (4 Credit Hours)

Total Credit Hours: 7

Second Year

Fall

- ATR 211 Robot Programming (3 Credit Hours)

Total Credit Hours: 3

Total Program Hours: 15

Applied Engineering Technology Certificate (C40130)

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

First Year

Fall

- DFT 119 Basic CAD (2 Credit hours)
- EGR 111 Engineer Comp and Careers (3 Credit Hours)
- ISC 110 Workplace Safety (1 Credit Hour)
- ISC 112 Industrial Safety (2 Credit Hours)

Total Credit Hours: 8

Spring

- ELN 260 Prog Logic Controllers (4 Credit Hours)

Total Credit Hours: 4

Total Program Hours: 12

Audio and Video Production

Associate of Applied Science

Audio and Video Production Technology, A.A.S. (A30120)

Students enrolled in the Audio and Video Production Technology curriculum will develop professional skills in audio, video, and related applications.

Training will emphasize speech, writing, production planning, postproduction, and distribution. Students will also study the evolution of media, revenue models, entrepreneurial opportunities, and governmental regulations. Hands-on training, troubleshooting, collaboration, and time management skills are essential to the instructional process.

Upon successful completion, students are prepared to obtain audio and/or video-related employment.

Program Learning Outcomes

Graduates will:

1. Apply proper operation and care for broadcast equipment including:

- Audio console
- Microphones
- Digital Audio Editing
- Studio and field video cameras/camcorders
- Video Editing

2. Employ professional speech techniques including proper articulation, pronunciation, rate, pitch, breathing, inflection, projection, phrasing, and connecting with the audience.
3. Formulate standard script writing techniques and formats for radio, television, internet/new media for news, entertainment, and advertising messages.
4. Demonstrate the ability to complete an audio or video project from pre-production to post-production according to industry standards.

Course Selection Information

Students, to help you progress in your degree program, take prerequisite courses along with English and Math early in your academic career. This will align you for greater success in completing your program of study. Click on the courses listed below to ensure you are aware of prerequisites. The order shown below under the student program priorities is a guide.

Student Program Priorities

BPT 140, BPT 131, BPT 231

FIRST YEAR

Fall

- ACA 122 College Transfer Success (1 Credit Hour)
- BPT 110 Media Evolution (3 Credit Hours)
- BPT 121 Media Speech Techniques (3 Credit Hours)
- BPT 140 Intro to Media Production (3 Credit Hours)
- ENG 111 Writing and Inquiry (3 Credit Hours)

Total Credit Hours: 13

Spring

- BPT 112 Media Writing (4 Credit Hours)
- BPT 131 Audio Production I (4 Credit Hours)

- BPT 220 Emerging Technologies (4 Credit Hours)
- BPT 231 Video Production I (4 Credit Hours)

Total Credit Hours: 16

Summer

- ENG 112 Writing/Research in the Disc (3 Credit Hours)
- Natural Science/Math Elective (3 Credit Hours)
- Humanities/Fine Arts Elective (3 Credit Hours)
- Social/Behavioral Science Elective (3 Credit Hours)

Total Credit Hours: 12

SECOND YEAR

Fall

- BPT 132 Audio Production II (4 Credit Hours)
- BPT 241 Multimedia Journalism I (4 Credit Hours)
- BPT 250 Corporate Video (3 Credit Hours)
- BPT 260 Multi-Track Recording (3 Credit Hours)

Total Credit Hours: 14

Spring

- BPT 135 Audio Performance I (2 Credit Hours)
  OR
- BPT 235 Video Performance I (2 Credit Hours)
- BPT 215 Industry Career Preparation (3 Credit Hours)
- BPT 232 Video Production II (4 Credit Hours)
- BPT 240 Sports Media (4 Credit Hours)

Total Credit Hours: 13

Humanities/Fine Arts Electives

Select three (3) credit hours from the following:

- ART 111 Art Appreciation (3 Credit Hours)
- HUM 120 Cultural Studies (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- MUS 112 Introduction to Jazz (3 Credit Hours)
- PHI 215 Philosophical Issues (3 Credit Hours)

- PHI 240 Introduction to Ethics (3 Credit Hours)
- REL 110 World Religions (3 Credit Hours)

Social/Behavioral Sciences

Select three (3) credit hours from the following:

- ECO 251 Prin of Microeconomics (3 Credit Hours)
- ECO 252 Prin of Macroeconomics (3 Credit Hours)
- HIS 111 World Civilizations I (3 Credit Hours)
- HIS 112 World Civilizations II (3 Credit Hours)
- POL 120 American Government (3 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)
- SOC 210 Introduction to Sociology (3 Credit Hours)
- SOC 220 Social Problems (3 Credit Hours)

Natural Science/Math Elective (3 Credit Hours)

Select one (1) course from the following:

- BIO 110 Principles of Biology (4 Credit Hours)
- BIO 111 General Biology I (4 Credit Hours)
- GEL 111 Geology (4 Credit Hours)
- MAT 110 Math Measurement & Literacy (3 Credit Hours)
- MAT 121 Algebra/Trigonometry I (3 Credit Hours)
- MAT 143 Quantitative Literacy (3 Credit Hours)
- MAT 152 Statistical Methods I (4 Credit Hours)
- MAT 171 Precalculus Algebra (4 Credit Hours)
- MAT 172 Precalculus Trigonometry (4 Credit Hours)

Total Program Hours: 68

Certificate

Audio and Video Production Technology - Audio Production Certificate (C30120A)

Students enrolled in the Audio and Video Production Technology-Audio Production certificate will develop professional skills in radio, audio, and multi-track recording. Training will emphasize speech, script writing, production planning, editing, and post production. 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 Learning Outcome

Graduates will:

1. Demonstrate the ability to complete an audio project from pre-production to post-production according to industry standards.

Major Courses

- BPT 121 Media Speech Techniques (3 Credit Hours)
- BPT 131 Audio Production I (4 Credit Hours)
- BPT 132 Audio Production II (4 Credit Hours)
- BPT 140 Intro to Media Production (3 Credit Hours)

Total Program Hours: 14

Note(s):

The credits obtained from this certificate may be applied toward the Associate Degree in Audio and Video Production Technology.

This certificate is issued by Gaston College and is not associated with third-party certifications.

Audio and Video Production Technology - Audio/Video Production Certificate (C30120C)

Students enrolled in the Audio and Video Production Technology-Audio/Video Production certificate will develop professional skills in radio, television, audio, video, and related applications.

Training will emphasize speech, script writing, production planning, editing, and post production. 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 Learning Outcome

Graduates will:

1. Demonstrate the ability to complete an audio or video project from pre-production to post-production according to industry standards.

Major Courses

- BPT 131 Audio Production I (4 Credit Hours)
- BPT 110 Media Evolution (3 Credit Hours)
- BPT 140 Intro to Media Production (3 Credit Hours)
- BPT 231 Video Production I (4 Credit Hours)

Total Program Hours: 14

Note(s):

The credits obtained from this certificate may be applied toward the Associate Degree in Audio and Video Production Technology.

This certificate is issued by Gaston College and is not associated with third-party certifications.

Audio and Video Production Technology - Video Production Certificate (C30120B)

Students enrolled in the Audio and Video Production Technology-Video Production Certificate will develop professional skills in television, audio for television, video, and related applications. Training will emphasize speech, script writing, production planning, editing, and post production. 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 Learning Outcome

Graduates will:

1. Demonstrate the ability to complete a video project from pre-production to post-production according to industry standards.

Major Courses

- BPT 121 Media Speech Techniques (3 Credit Hours)
- BPT 140 Intro to Media Production (3 Credit Hours)
- BPT 231 Video Production I (4 Credit Hours)
- BPT 232 Video Production II (4 Credit Hours)
- BPT 250 Corporate Video (3 Credit Hours)

Total Program Hours: 17

Note(s):

The credits obtained from this certificate may be applied toward the Associate Degree in Audio and Video Production Technology.

This certificate is issued by Gaston College and is not associated with third-party certifications.

Automotive Systems Technology

Associate of Applied Science

Automotive Systems Technology, A.A.S. (A60160)

This Associate in Applied Science (A.A.S.) degree is a two-year program that prepares students for the workforce. However, there are some senior institutions where all or part of this degree is accepted as the first two years of a four-year program. Students interested in pursuing a four-year degree should consult an advisor.

Curriculums in the Mobile Equipment Maintenance and Repair pathway prepare individuals for employment as entry-level transportation service technicians. The program provides an introduction to transportation industry careers and increases student awareness of the diverse technologies associated with this dynamic and challenging field.

Course work may include transportation systems theory, braking systems, climate control, design parameters, drive trains, electrical/electronic systems, engine repair, engine performance, environmental regulations, materials, product finish, safety, steering/suspension, transmission/transaxles, and sustainable transportation, depending on the program major area chosen.

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

Automotive Systems Technology: A program that prepares individuals to apply technical knowledge and skills to repair, service, and maintain all types of automobiles. Includes instruction in brake systems, electrical systems, engine performance, engine repair, suspension and steering, automatic and manual transmissions and drive trains, and heating and air condition systems.

Program Learning Outcomes

Graduates will:

1. Communicate effectively, both written and orally.
2. Demonstrate a thorough knowledge of automotive systems technology through formative, summative, and performance assessments.
3. Demonstrate proper use of automotive related tools and electronic equipment.
4. Demonstrate good reasoning skills, troubleshooting various automotive drivability issues.
5. Demonstrate good computer skills to locate automotive repair information.
6. Demonstrate automotive knowledge that is current, complete, and applicable to today's industry standards.
7. Demonstrate professionalism and manual dexterity.

Course Selection Information

Students, to help you progress in your degree program, take prerequisite courses along with English and Math early in your academic career. This will align you for greater success in completing your program of study. Click on the courses listed below to ensure you are aware of prerequisites. The order shown below under the student program priorities is a guide.

Student Program Priorities:

1. AUT 181
2. TRN 120

Admission Information

A valid driver's license is required for full participation in the program.

FIRST YEAR

Fall

- ACA 122 College Transfer Success (1 Credit Hour)
- AUT 116 Engine Repair (3 Credit Hours)

- AUT 116A Engine Repair Lab (1 Credit Hour)
- MAT 121 Algebra/Trigonometry I (3 Credit Hours)
  OR
- MAT 143 Quantitative Literacy (3 Credit Hours)
- TRN 110 Intro to Transport Tech (2 Credit Hours)
- TRN 120 Basic Transp Electricity (5 Credit Hours)

Total Credit Hours: 15

Spring

- AUT 141 Suspension & Steering System (3 Credit Hours)
- AUT 141A Suspension & Steering Lab (1 Credit Hour)
- AUT 181 Engine Performance 1 (3 Credit Hours)
- ENG 111 Writing and Inquiry (3 Credit Hours)
- TRN 145 Adv Transp Electronics (3 Credit Hours)

Total Credit Hours: 13

Summer

- AUT 151 Brake Systems (3 Credit Hours)
- AUT 151A Brakes Systems Lab (1 Credit Hour)
- CIS 111 Basic PC Literacy (2 Credit Hours)
- TRN 140 Transp Climate Control (2 Credit Hours)
- TRN 140A Transp Climate Cont Lab (2 Credit Hours)
- WLD 110 Cutting Processes (2 Credit Hours)

Total Credit Hours: 12

SECOND YEAR

Fall

- AUT 231 Man Trans/Axles/Drtrains (3 Credit Hours)
  OR
- LDD 116 Diesel Electric-Drive (4 Credit Hours)
- AUT 113 Automotive Servicing I (2 Credit Hours)
  OR
- WBL 112 Work-Based Learning I (2 Credit Hours)
- TRN 130 Intro to Sustainable Transp (3 Credit Hours)
  OR
- LDD 112 Intro Light-Duty Diesel (3 Credit Hours)
- Humanities/Fine Arts Elective (3 Credit Hours)
- AUT 281 Adv Engine Performance (3 Credit Hours)

Total Credit Hours: 14

Spring

- AUT 183 Engine Performance 2 (4 Credit Hours)
  OR
- LDD 181 Ldd Fuel Systems (4 Credit Hours)
- AUT 221 Auto Transm/Transaxles (3 Credit Hours)
- ENG 112 Writing/Research in the Disc (3 Credit Hours)
- AUT 213 Automotive Servicing 2 (2 Credit Hours)
  OR
- WBL 122 Work-Based Learning II (2 Credit Hours)
- Social/Behavioral Science Elective (3 Credit Hours)

Total Credit Hours: 15

Humanities/Fine Arts Electives

- ART 111 Art Appreciation (3 Credit Hours)
- ART 114 Art History Survey I (3 Credit Hours)
- ART 115 Art History Survey II (3 Credit Hours)
- ENG 231 American Literature I (3 Credit Hours)
- ENG 232 American Literature II (3 Credit Hours)
- ENG 241 British Literature I (3 Credit Hours)
- ENG 242 British Literature II (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- MUS 112 Introduction to Jazz (3 Credit Hours)
- PHI 215 Philosophical Issues (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)
- REL 110 World Religions (3 Credit Hours)

Social/Behavioral Science Electives

- ECO 251 Prin of Microeconomics (3 Credit Hours)
- ECO 252 Prin of Macroeconomics (3 Credit Hours)
- HIS 111 World Civilizations I (3 Credit Hours)
- HIS 112 World Civilizations II (3 Credit Hours)
- HIS 131 American History I (3 Credit Hours)
- HIS 132 American History II (3 Credit Hours)
- POL 120 American Government (3 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)
- SOC 210 Introduction to Sociology (3 Credit Hours)
- SOC 220 Social Problems (3 Credit Hours)

Total Program Hours: 69

Diploma

Automotive Systems Technology Diploma (D60160)

Curriculums in the Mobile Equipment Maintenance and Repair pathway prepare individuals for employment as entry-level transportation service technicians. The program provides an introduction to transportation industry careers and increases student awareness of the diverse technologies with this dynamic and challenging field.

Course work may include transportation systems theory, braking systems, climate control, design parameters, drive trains, electrical/electronic systems, engine repair, engine performance, environmental regulations, materials, product finish, safety, steering/suspension, transmission/transaxles, and sustainable transportation, depending on the program major area chosen.

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

Automotive Systems Technology: A program that prepares individuals to apply technical knowledge and skills to repair, service, and maintain all types of automobiles. Includes instruction in brake systems, electrical systems, engine performance, engine repair, suspension and steering, automatic and manual transmissions and drive trains, and heating and air condition systems.

Program Learning Outcomes

Graduates will:

1. Demonstrate hands-on competence in theory, service, and operation of automotive systems.
2. Demonstrate basic knowledge of computers.
3. Demonstrate the ability to think critically about technical mechanical problems.
4. Communicate effectively.
5. Perform as a responsible professional.
6. Demonstrate a commitment to quality, timeliness, and continuous improvement.

Course Selection Information

Students, to help you progress in your degree program, take prerequisite courses along with English and Math early in your academic career. This will align you for greater success in completing your program of study. Click on the courses listed below to ensure you are aware of prerequisites. The order shown below under the student program priorities is a guide.

Student Program Priorities:

1. AUT 181
2. TRN 120

Admission Information

A valid driver's license is required for full participation in the program.

Fall

- ACA 122 College Transfer Success (1 Credit Hour)
- AUT 116 Engine Repair (3 Credit Hours)
- AUT 116A Engine Repair Lab (1 Credit Hour)
- COM 110 Introduction to Communication (3 Credit Hours)

OR

- ENG 111 Writing and Inquiry (3 Credit Hours)
- TRN 110 Intro to Transport Tech (2 Credit Hours)
- TRN 120 Basic Transp Electricity (5 Credit Hours)

Total Credit Hours: 15

Spring

- AUT 141 Suspension & Steering System (3 Credit Hours)
- AUT 141A Suspension & Steering Lab (1 Credit Hour)
- AUT 181 Engine Performance 1 (3 Credit Hours)
- TRN 145 Adv Transp Electronics (3 Credit Hours)
- MAT 110 Math Measurement & Literacy (3 Credit Hours)
  OR
- MAT 121 Algebra/Trigonometry I (3 Credit Hours)
  OR
- MAT 143 Quantitative Literacy (3 Credit Hours)

Total Credit Hours: 13

Summer

- AUT 151 Brake Systems (3 Credit Hours)
- AUT 151A Brakes Systems Lab (1 Credit Hour)
- CIS 111 Basic PC Literacy (2 Credit Hours)
- TRN 140 Transp Climate Control (2 Credit Hours)
- TRN 140A Transp Climate Cont Lab (2 Credit Hours)
- WLD 110 Cutting Processes (2 Credit Hours)

Total Credit Hours: 12

Total Program Hours: 40

Note(s):

Courses taken in this diploma program may be applied toward the Associate in Applied Science degree in Automotive Systems Technology.

Certificate

Automotive Systems Technology - Automotive Engines and Power Trains Certificate (C60160A)

This curriculum is designed to give the individual basic skills and related information needed to gain limited employment in the automotive industry.

It is recommended that students have the necessary math and reading skills before enrollment in this program.

Program Learning Outcomes

Graduates will:

1. Demonstrate hands-on competence in the theory, service, and operation of automotive systems.
2. Demonstrate basic knowledge of computers.
3. Demonstrate the ability to think critically about technical mechanical problems.
4. Communicate effectively.
5. Perform as a responsible professional.
6. Demonstrate a commitment to quality, timeliness, and continuous improvement.

Admission Information

A valid driver's license is required for full participation in the program.

Major Courses

- AUT 116 Engine Repair (3 Credit Hours)
- AUT 116A Engine Repair Lab (1 Credit Hour)
- AUT 221 Auto Transm/Transaxles (3 Credit Hours)
- AUT 231 Man Trans/Axles/Drtrains (3 Credit Hours)
- TRN 110 Intro to Transport Tech (2 Credit Hours)

Total Program Hours: 12

Note(s):

The courses taken in this certificate program may be applied toward the Associate in Applied Science degree in Automotive Systems Technology.

Automotive Systems Technology - Automotive Fuel and Electrical Systems Certificate (C60160B)

This curriculum is designed to give the individual basic skills and related information needed to gain limited employment in the automotive industry.

It is recommended that students have the necessary math and reading skills before enrollment in this program.

Program Learning Outcomes

Graduates will:

1. Demonstrate hands-on competence in the theory, service, and operation of automotive systems.
2. Demonstrate basic knowledge of computers.

3. Demonstrate the ability to think critically about technical mechanical problems.
4. Communicate effectively.
5. Perform as a responsible professional.
6. Demonstrate a commitment to quality, timeliness, and continuous improvement.

Admission Information

A valid driver's license is required for full participation in the program.

Major Courses

- AUT 181 Engine Performance 1 (3 Credit Hours)
- TRN 110 Intro to Transport Tech (2 Credit Hours)
- TRN 120 Basic Transp Electricity (5 Credit Hours)
- TRN 145 Adv Transp Electronics (3 Credit Hours)

Total Program Hours: 13

Note(s):

The courses taken in this certificate program may be applied toward the Associate in Applied Science degree in Automotive Systems Technology.

Business Administration

Associate of Applied Science

Business Administration - General, A.A.S. (A25120BU)

This Associate in Applied Science (A.A.S.) degree is a two-year program that prepares students for the workforce. However, there are some senior institutions where all or part of this degree is accepted as the first two years of a four-year program. Students interested in pursuing a four-year degree should consult an advisor.

The Business Administration curriculum is designed to introduce 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.

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

Program Learning Outcomes

Graduates will:

1. Recognize and explain the influence of supply and demand theories in various business situations.
2. Analyze promotional strategies for various companies and products.
3. Identify offer, acceptance, and mutual assent as they relate to contracts.

This program is also available completely online.

Course Selection Information

Students, to help you progress in your degree program, take prerequisite courses along with English and Math early in your academic career. This will align you for greater success in completing your program of study. Click on the courses listed below to ensure you are aware of prerequisites. The order shown below under the student program priorities is a guide.

Student Program Priorities:

1. BUS 115, ACC 120
2. BUS 137, MKT 120, ECO 251 or ECO 252

FIRST YEAR

Fall

- ACA 122 College Transfer Success (1 Credit Hour)
- ACC 120 Prin of Financial Accounting (4 Credit Hours)
- BUS 110 Introduction to Business (3 Credit Hours)
- BUS 115 Business Law I (3 Credit Hours)
- ECO 251 Prin of Microeconomics (3 Credit Hours)
- OST 137 Office Applications I (3 Credit Hours)
  OR
- CIS 110 Introduction to Computers (3 Credit Hours)

Total Credit Hours: 17

Spring

- ACC 121 Prin of Managerial Accounting (4 Credit Hours)
- BUS 116 Business Law II (3 Credit Hours)
- BUS 137 Principles of Management (3 Credit Hours)
- ECO 252 Prin of Macroeconomics (3 Credit Hours)
- MKT 120 Principles of Marketing (3 Credit Hours)

Total Credit Hours: 16

Summer

- Humanities/Fine Arts Elective (3 Credit Hours)
- Major Hour Elective (1 Credit Hour)

Total Credit Hours: 4

SECOND YEAR

Fall

- BUS 125 Personal Finance (3 Credit Hours)
- BUS 217 Employment Law and Regs (3 Credit Hours)
- ENG 111 Writing and Inquiry (3 Credit Hours)
- Math Elective (MAT 110 or Higher) (3 Credit Hours)
- LOG 110 Introduction to Logistics (3 Credit Hours)

Total Credit Hours: 15

Spring

- BUS 225 Business Finance (3 Credit Hours)
- BUS 230 Small Business Management (3 Credit Hours)
- BUS 239 Bus Applications Seminar (2 Credit Hours)
- COM 231 Public Speaking (3 Credit Hours)
  OR
- ENG 112 Writing/Research in the Disc (3 Credit Hours)
- INT 110 International Business (3 Credit Hours)

Total Credit Hours: 14

Humanities/Fine Arts Electives

Select one (1) course from the following:

- ART 111 Art Appreciation (3 Credit Hours)
- HUM 120 Cultural Studies (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- PHI 215 Philosophical Issues (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)
- REL 110 World Religions (3 Credit Hours)

Math Elective (MAT 110 or Higher)

Select one (1) course from the following:

- MAT 110 Math Measurement & Literacy (3 Credit Hours)
- MAT 121 Algebra/Trigonometry I (3 Credit Hours)
- MAT 143 Quantitative Literacy (3 Credit Hours)
- MAT 152 Statistical Methods I (4 Credit Hours)
- MAT 171 Precalculus Algebra (4 Credit Hours)
- MAT 172 Precalculus Trigonometry (4 Credit Hours)

Major Hour Electives

Select one (1) credit hour from the following:

- ACC 149 Intro to ACC Spreadsheets (2 Credit Hours)

- BUS 234 Training and Development (3 Credit Hours)
- BUS 260 Business Communication (3 Credit Hours)
- LDR 110 Introduction to Leadership (3 Credit Hours)
- LOG 120 Global Logistics (3 Credit Hours)
- LOG 220 Logistics Management (3 Credit Hours)
- MKT 223 Customer Service (3 Credit Hours)
- OST 138 Office Applications II (3 Credit Hours)
- OST 153 Office Finance Solutions (3 Credit Hours)
- WBL 111 Work-Based Learning I (1 Credit Hour)

Total Program Hours: 66

Note(s):

Students may complete one hour credit from WBL courses. Please contact the Work-Based Learning office for more information.

Business Administration - Human Resources Management, A.A.S. (A25120HR)

This Associate in Applied Science (A.A.S.) degree is a two-year program that prepares students for the workforce. However, there are some senior institutions where all or part of this degree is accepted as the first two years of a four-year program. Students interested in pursuing a four-year degree should consult an advisor.

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

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

Program Learning Outcomes

Graduates will:

1. Recognize and explain the influence of supply and demand theories in various business situations.
2. Analyze promotional strategies for various companies and products.
3. Identify offer, acceptance, and mutual assent as they relate to contracts.
4. Apply the Fair Labor Standards Act to various personnel situations.
5. Compare and contrast methods used for selection and placement of human resources.

This program is also available completely online.

Course Selection Information

Students, to help you progress in your degree program, take prerequisite courses along with English and Math early in your academic career. This will align you for greater success in completing your program of study. Click on the courses listed below to ensure you are aware of prerequisites. The order shown below under the student program priorities is a guide.

Student Program Priorities:

1. ACC 120
2. BUS 217, BUS 234, BUS 256, BUS 258

FIRST YEAR

Fall

- ACA 122 College Transfer Success (1 Credit Hour)
- ACC 120 Prin of Financial Accounting (4 Credit Hours)
- BUS 110 Introduction to Business (3 Credit Hours)
- BUS 115 Business Law I (3 Credit Hours)
- ECO 251 Prin of Microeconomics (3 Credit Hours)
- OST 137 Office Applications I (3 Credit Hours)
  OR
- CIS 110 Introduction to Computers (3 Credit Hours)

Total Credit Hours: 17

Spring

- ACC 140 Payroll Accounting (2 Credit Hours)
- BUS 234 Training and Development (3 Credit Hours)
- BUS 256 Recruit Select & Per Plan (3 Credit Hours)
- DBA 110 Database Concepts (3 Credit Hours)
- ECO 252 Prin of Macroeconomics (3 Credit Hours)

Total Credit Hours: 14

Summer

- Humanities/Fine Arts Elective (3 Credit Hours)
- Major Hour Elective (1 Credit Hour)

Total Credit Hours: 4

SECOND YEAR

Fall

- BUS 125 Personal Finance (3 Credit Hours)
- BUS 217 Employment Law and Regs (3 Credit Hours)
- BUS 258 Compensation and Benefits (3 Credit Hours)
- ENG 111 Writing and Inquiry (3 Credit Hours)
- Math Elective (MAT 110 or higher) (3 Credit Hours)

Total Credit Hours: 15

Spring

- BUS 137 Principles of Management (3 Credit Hours)
- BUS 259 HRM Applications (3 Credit Hours)
- COM 231 Public Speaking (3 Credit Hours)
  OR
- ENG 112 Writing/Research in the Disc (3 Credit Hours)
- CTS 130 Spreadsheet (3 Credit Hours)
- MKT 120 Principles of Marketing (3 Credit Hours)

Total Credit Hours: 15

Humanities/Fine Arts Electives

Select one (1) course from the following:

- ART 111 Art Appreciation (3 Credit Hours)
- HUM 120 Cultural Studies (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- PHI 215 Philosophical Issues (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)
- REL 110 World Religions (3 Credit Hours)

Math Elective (MAT 110 or Higher)

Select one (1) course from the following:

- MAT 110 Math Measurement & Literacy (3 Credit Hours)
- MAT 121 Algebra/Trigonometry I (3 Credit Hours)
- MAT 143 Quantitative Literacy (3 Credit Hours)
- MAT 152 Statistical Methods I (4 Credit Hours)
- MAT 171 Precalculus Algebra (4 Credit Hours)
- MAT 172 Precalculus Trigonometry (4 Credit Hours)

Major Hour Electives

Select one (1) credit hour from the following:

- ACC 149 Intro to ACC Spreadsheets (2 Credit Hours)
- BUS 116 Business Law II (3 Credit Hours)
- BUS 225 Business Finance (3 Credit Hours)
- BUS 230 Small Business Management (3 Credit Hours)
- BUS 260 Business Communication (3 Credit Hours)
- INT 110 International Business (3 Credit Hours)
- MKT 223 Customer Service (3 Credit Hours)
- OST 138 Office Applications II (3 Credit Hours)
- OST 153 Office Finance Solutions (3 Credit Hours)

- WBL 111 Work-Based Learning I (1 Credit Hour)

Total Program Hours: 65

Note(s):

Students may complete one hour credit from WBL courses. Please contact the Work-Based Learning office for more information.

Certificate

Business Administration - Core Certificate (C25120D)

The Business Administration Core Certificate introduces students to the fundamental concepts of business administration. It provides fundamental knowledge necessary for lifelong learning and application of collective business practices.

Program Learning Outcomes

Graduates will:

1. Demonstrate the influence of supply and demand theories in various business situations.
2. Demonstrate the ability to analyze promotional strategies for various companies and products.

Major Courses

- BUS 110 Introduction to Business (3 Credit Hours)
- BUS 115 Business Law I (3 Credit Hours)
- BUS 137 Principles of Management (3 Credit Hours)
- ECO 251 Prin of Microeconomics (3 Credit Hours)

Total Program Hours: 12

Note(s):

The credits obtained from this certificate may be applied toward an Associate Degree in Business Administration-General or Business Administration-Human Resources Management.

This certificate is issued by Gaston College and is not associated with third-party certifications.

Business Administration - Human Resources Management Certificate (C25120C)

The Human Resources Management Certificate provides an opportunity for individuals to gain the basic knowledge necessary for entry-level skills in human resources or for individuals already in the human resources field who desire updated and/or in-depth information.

Program Learning Outcomes

Graduates will:

1. Apply the Fair Labor Standards Act to various personnel situations.
2. Compare and contrast methods used for selection and placement of human resources.

Major Courses

- BUS 217 Employment Law and Regs (3 Credit Hours)
- BUS 234 Training and Development (3 Credit Hours)
- BUS 256 Recruit Select & Per Plan (3 Credit Hours)
- BUS 258 Compensation and Benefits (3 Credit Hours)

Total Program Hours: 12

Note(s):

The credits obtained from this certificate may be applied toward the Associate Degree in Business Administration-Human Resources Management Track.

This certificate is issued by Gaston College and is not associated with third-party certifications.

Business Administration - Leadership Certificate (C25120L)

The Business Administration - Leadership certificate introduces students to leadership strategies that are effective in a variety of organizations. To reinforce these strategies, students will also focus on management, communication, and ethical frameworks. Upon completion, students should be able to identify the proper leadership strategy for a given situation, analyze management and ethical concerns, and communicate effectively within an organization.

Program Learning Outcome

Graduates will:

1. Recognize and apply the elements of effective leadership in a variety of contexts.

Major Courses

- BUS 137 Principles of Management (3 Credit Hours)
- ENG 111 Writing and Inquiry (3 Credit Hours)
- LDR 110 Introduction to Leadership (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)

Total Program Hours: 12

Note(s):

The credits obtained from this certificate may be applied toward the Associate Degree in Business Administration.

This certificate is issued by Gaston College and is not associated with third-party certifications.

Business Administration - Small Business Management Certificate (C25120B)

The Small Business Management Certificate is designed for the entrepreneur who wants to start and own a small business. Through this certificate students will learn how to successfully finance, market, and operate a local or e-commerce business. This certificate provides the fundamental knowledge necessary to launch a business through proper planning and sound managerial principles.

Program Learning Outcomes

Graduates will:

1. Analyze promotional strategies for various companies and products.
2. Demonstrate the effective use of computer software applications to perform office functions related to business administration.

Major Courses

- BUS 110 Introduction to Business (3 Credit Hours)
- BUS 125 Personal Finance (3 Credit Hours)
- BUS 230 Small Business Management (3 Credit Hours)
- MKT 120 Principles of Marketing (3 Credit Hours)
- OST 137 Office Applications I (3 Credit Hours)
- BUS 217 Employment Law and Regs (3 Credit Hours)

Total Program Hours: 18

Note(s):

The credits obtained from this certificate may be applied toward the Associate Degree in Business Administration-General or Business Administration-Human Resources Management.

This certificate is issued by Gaston College and is not associated with third-party certifications.

Business Administration - Supply Chain Management Certificate (C25120SC)

The Business Administration - Supply Chain Management Certificate provides the basic knowledge necessary for a diverse set of occupations in transportation, warehousing, logistics, and inventory control.

Program Learning Outcome

Graduates will:

1. Describe the dynamics of foreign exchange rates and their effect on international shipping.

Major Courses

- BUS 110 Introduction to Business (3 Credit Hours)
- LOG 110 Introduction to Logistics (3 Credit Hours)
- LOG 120 Global Logistics (3 Credit Hours)
- LOG 220 Logistics Management (3 Credit Hours)

Total Program Hours: 12

Note(s):

The credits obtained from this certificate may be applied toward the Associate Degree in Business Administration - General.

This certificate is issued by Gaston College and is not associated with third-party certifications.

Business Administration-Foundations Certificate (C25120F)

The Business Administration-Foundations Certificate introduces students to some fundamental concepts of business administration. It provides the foundation for lifelong learning and application of business practices.

Program Learning Outcomes

Graduates will:

1. Demonstrate an understanding of business concepts as a foundation for studying other business subjects.
2. Demonstrate an understanding of the role and function of computers and use the computer to solve problems.

Major Courses

- BUS 110 Introduction to Business (3 Credit Hours)
- BUS 115 Business Law I (3 Credit Hours))
- BUS 137 Principles of Management (3 Credit Hours)
- CIS 110 Introduction to Computers (3 Credit Hours)

Total Program Hours: 12

Note(s):

The credits obtained from this certificate may be applied toward an Associate Degree in Business Administration-General or Business Administration-Human Resources Management.

This certificate is issued by Gaston College and is not associated with third-party certifications.

Civil Engineering Technology

Associate of Applied Science

Civil Engineering Technology, A.A.S. (A40140)

This Associate in Applied Science (A.A.S.) degree is a two-year program that prepares students for the workforce. However, there are some senior institutions where all or part of this degree is accepted as the first two years of a four-year program. Students interested in pursuing a four-year degree should consult a program advisor.

The Civil Engineering Technology curriculum is a course of study that prepares students to use basic engineering principles and technical skills to carry out planning, documenting and supervising tasks in sustainable land development and public works and facilities projects. Includes instruction in the communication and computational skills required for materials testing, structural testing, field and laboratory testing, site analysis, estimating, project management, plan preparation, hydraulics, environmental technology, and surveying.

Graduates should qualify for technician-level jobs with both public and private engineering, construction, and surveying agencies.

Program Learning Outcomes

Graduates will:

1. Apply knowledge, techniques, skills and modern tools of mathematics, science, engineering, and technology to solve well-defined problems appropriate to the discipline of Civil Engineering Technology.
2. Design solutions for well-defined technical problems and assist with the engineering design of systems, components, or processes appropriate to the discipline.
3. Apply written, oral, and graphical communication in well-defined technical and non technical environments; and to identify and use appropriate technical literature.
4. Conduct standard tests, measurements, and experiments and to analyze and interpret the results.
5. Function effectively as a member of a technical team.

Course Selection Information

Students, to help you progress in your degree program, take prerequisite courses along with English and Math early in your academic career. This will align you for greater success in completing your program of study. Click on the courses listed below to ensure you are aware of prerequisites. The order shown below under the student program priorities is a guide.

Student Program Priorities:

1. CEG 115, MAT 171
2. SRV 110, PHY 151
3. EGR 250

FIRST YEAR

Fall

- ACA 122 College Transfer Success (1 Credit Hour)
- CEG 111 Intro to GIS and GNSS (4 Credit Hours)
- CEG 115 Intro to Tech & Sustainability (3 Credit Hours)
- ENG 111 Writing and Inquiry (3 Credit Hours)
- MAT 171 Precalculus Algebra (4 Credit Hours)

Total Credit Hours: 15

Spring

- ENG 112 Writing/Research in the Disc (3 Credit Hours)
- MAT 172 Precalculus Trigonometry (4 Credit Hours)
- PHY 151 College Physics I (4 Credit Hours)
- SRV 110 Surveying I (4 Credit Hours)

Total Credit Hours: 15

Summer

- CEG 151 CAD for Engineering Technology (3 Credit Hours)
- CEG 235 Project Management/Estimating (3 Credit Hours)

Total Credit Hours: 6

SECOND YEAR

Fall

- CEG 210 Construction Materials & Methods (3 Credit Hours)
- EGR 250 Statics/Strength of Materials (5 Credit Hours)
- SRV 111 Surveying II (4 Credit Hours)
- Math/Science Electives (4 Credit Hours)

Total Credit Hours: 16

Spring

- CEG 211 Hydrology & Erosion Control (3 Credit Hours)
- CEG 212 Intro to Environmental Tech (3 Credit Hours)
- CIV 111 Soils and Foundations (4 Credit Hours)
- CIV 250 Civil Eng Tech Project (2 Credit Hours)
- Social/Behavioral Science Elective (3 Credit Hours)
- Humanities/Fine Arts Elective (3 Credit Hours)

Total Credit Hours: 18

Math/Science Electives

Select four (4) credit hours from the following:

- PHY 152 College Physics II (4 Credit Hours)

OR

- CHM 151 General Chemistry I (4 Credit Hours)

OR

- CHM 131 Introduction to Chemistry (3 Credit Hours)

AND

- CHM 131A Introduction to Chemistry Lab (1 Credit Hour)
- MAT 152 Statistical Methods I (4 Credit Hours)
- MAT 271 Calculus I (4 Credit Hours)

Humanities/Fine Arts Electives

Select three (3) credit hours from the following:

- ART 111 Art Appreciation (3 Credit Hours)
- ART 114 Art History Survey I (3 Credit Hours)
- ART 115 Art History Survey II (3 Credit Hours)
- ENG 231 American Literature I (3 Credit Hours)
- ENG 232 American Literature II (3 Credit Hours)
- ENG 241 British Literature I (3 Credit Hours)
- ENG 242 British Literature II (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- MUS 112 Introduction to Jazz (3 Credit Hours)
- PHI 215 Philosophical Issues (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)
- REL 110 World Religions (3 Credit Hours)

Social/Behavioral Science Electives

Select three (3) credit hours from the following:

- ECO 251 Prin of Microeconomics (3 Credit Hours)
- ECO 252 Prin of Macroeconomics (3 Credit Hours)
- HIS 111 World Civilizations I (3 Credit Hours)
- HIS 112 World Civilizations II (3 Credit Hours)
- HIS 131 American History I (3 Credit Hours)
- HIS 132 American History II (3 Credit Hours)
- POL 120 American Government (3 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)
- SOC 210 Introduction to Sociology (3 Credit Hours)
- SOC 220 Social Problems (3 Credit Hours)

Total Program Hours: 70

Certificate

Civil Engineering Technology - Foundations of Construction & Surveying Certificate (C40140A)

The primary objective of the Certificate Program of the Civil Engineering Technology curriculum is to introduce students to the employment opportunities in civil engineering technology in general and to surveying in particular. The objective is fulfilled through the study and application of civil engineering technology courses.

Program Learning Outcomes

Graduates will:

1. Apply written, oral, and graphical communication in well-defined technical and nontechnical environments; and to identify and use appropriate technical literature.
2. Conduct standard tests, measurements, and experiments and to analyze and interpret the results.

Major Courses

- CEG 115 Intro to Tech & Sustainability (3 Credit Hours)
- CEG 210 Construction Materials & Methods (3 Credit Hours)
- MAT 171 Precalculus Algebra (4 Credit Hours)
- SRV 110 Surveying I (4 Credit Hours)

Total Program Hours: 14

Note(s):

The courses taken in this certificate program may be applied toward the Associate in Applied Science degree in Civil Engineering Technology.

Civil Engineering Technology Certificate (C40140)

The primary objective of the Certificate Program of the Civil Engineering Technology curriculum is to introduce students to the employment opportunities in civil engineering technology in general and to surveying in particular. The objective is fulfilled through the study and application of civil engineering technology courses.

Program Learning Outcomes

Graduates will:

1. Apply written, oral, and graphical communication in well-defined technical and nontechnical environments; and to identify and use appropriate technical literature.
2. Conduct standard tests, measurements, and experiments and to analyze and interpret the results.

Major Courses

- CEG 111 Intro to GIS and GNSS (4 Credit Hours)
- CEG 115 Intro to Tech & Sustainability (3 Credit Hours)
- MAT 171 Precalculus Algebra (4 Credit Hours)

- SRV 110 Surveying I (4 Credit Hours)

Total Program Hours: 15

Note(s):

The courses taken in this certificate program may be applied toward the Associate in Applied Science degree in Civil Engineering Technology.

Computer-Integrated Machining

Diploma

Computer - Integrated Machining Diploma (D50210)

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 Learning Outcomes

Graduates will:

1. Demonstrate hands-on concepts of CNC and Manual Lathe including, Turning OD shoulders, Drilling, and Boring, Parting off, OD and ID Threading as well as OD and ID Grooving.
2. Demonstrate hands-on concepts of CNC and Manual Milling including Facing, End Milling, Drilling, Tapping, Counter Boring, and Counter Sinking.
3. Demonstrate the ability to read blueprints as well as the ability to think critically in complex problem solving tasks.
4. Demonstrate the ability and knowledge to use and properly care for shop inspecting equipment including Dial and Veneer Calipers, OD and ID Micrometers, Metal Scales, Depth Micrometers, Height Gages, and Gage Blocks.
5. Demonstrate the ability to use an Offline tool pre-setter.
6. Demonstrate Intermediate level skills using CAM (Computer Aided Manufacturing) software with both CNC Turning Centers and Milling Machines
   a. Software used includes Fusion 360, and HSM Edit

Fall

- ACA 122 College Transfer Success (1 Credit Hour)
- BPR 111 Print Reading (2 Credit Hours)
- MAC 122 CNC Turning (2 Credit Hours)
- MAC 141 Machine Applications I (4 Credit Hours)

- MAC 231 CAMCNC Turning (3 Credit Hours)

Total Credit Hours: 12

Spring

- MAC 124 CNC Milling (2 Credit Hours)
- MAC 142 Machine Applications II (4 Credit Hours)
- MAC 232 CAMCNC Milling (3 Credit Hours)

Total Credit Hours: 9

Summer

- CIS 111 Basic PC Literacy (2 Credit Hours)

Total Credit Hours: 2

Fall

- MAT 110 Math Measurement & Literacy (3 Credit Hours)

or

- MAT 121 Algebra/Trigonometry I (3 Credit Hours)
- MAC 180 CNC Turn: Prog Set & Oper (4 Credit Hours)

Total Credit Hours: 7

Spring

- COM 110 Introduction to Communication (3 Credit Hours)

or

- ENG 111 Writing and Inquiry (3 Credit Hours)
- MAC 181 CNC Mill: Prog Set & Oper (4 Credit Hours)

Total Credit Hours: 7

Summer

- MAC 233 Appl in CNC Machining (6 Credit Hours)

Total Credit Hours: 6

Total Program Hours: 43

Note(s):

Most courses taken in this diploma program may be applied toward the Associate in Applied Science degree in Computer-Integrated Machining.

Certificate

Computer-Integrated Machining - CNC and Manual Milling Operator Certificate (C50210B)

This curriculum is designed to give an individual entry-level skills needed to gain employment as a machinist or Computer Numerical Control Programmer (CNC).

It is recommended that students have the necessary math and reading skill before enrollment in this program.

Program Learning Outcomes

Graduates will:

1. Demonstrate hands-on concepts of CNC Milling including Facing, End Milling, Drilling, Tapping, Counter Boring, and Counter Sinking.
2. Demonstrate the ability to read blueprints as well as the ability to think critically in complex problem solving tasks.
3. Demonstrate the ability and knowledge to use and properly care for shop inspecting equipment including Dial and Veneer Calipers, OD and ID Micrometers, Metal Scales, Depth Micrometers, Height Gages, and Gage Blocks.

Major Courses

- MAC 124 CNC Milling (2 Credit Hours)
- MAC 142 Machine Applications II (4 Credit Hours)
- MAC 181 CNC Mill: Prog Set & Oper (4 Credit Hours)
- MAC 232 CAMCNC Milling (3 Credit Hours)

Total Program Hours: 13

Note(s):

The courses taken in this certificate program may be applied toward the Associate in Applied Science degree in Computer-Integrated Machining.

Computer-Integrated Machining - CNC and Manual Turning Operator Certificate (C50210A)

This curriculum is designed to give an individual entry-level skills needed to gain employment as a machinist or (CNC) Computer Numerical Control Programmer.

It is recommended that students have the necessary math and reading skills before enrollment in this program.

Program Learning Outcomes

Graduates will:

1. Demonstrate hands-on concepts of CNC and Manual Lathe including, Turning OD shoulders, Drilling, and Boring, Parting off, OD and ID Threading as well as OD and ID Grooving.
2. Demonstrate the ability to read blueprints as well as the ability to think critically in complex problem solving tasks.
3. Demonstrate the ability and knowledge to use and properly care for shop inspecting equipment including Dial and Veneer Calipers, OD and ID Micrometers, Metal Scales, Depth Micrometers, Height Gages, and Gage Blocks.

Major Courses

- BPR 111 Print Reading (2 Credit Hours)
- MAC 122 CNC Turning (2 Credit Hours)
- MAC 141 Machine Applications I (4 Credit Hours)
- MAC 180 CNC Turn: Prog Set & Oper (4 Credit Hours)
- MAC 231 CAMCNC Turning (3 Credit Hours)

Total Program Hours: 15

Note(s):

The courses taken in this certificate program may be applied toward the Associate in Applied Science degree in Computer-Integrated Machining.

Computer-Integrated Machining - General Machine Operator Certificate (C50210C)

This curriculum is designed to give an individual entry-level skills needed to gain employment as a General Machine Operator for any major manufacturing, processing or packaging company.

It is recommended that students have the necessary math and reading skills before enrollment in this program.

Program Learning Outcomes

Demonstrate hands-on concepts of Manual Milling including Facing, End Milling, Drilling, Tapping, Counter Boring, and Counter Sinking.

- Demonstrate hands-on concepts Manual Lathe including, Turning OD shoulders, Drilling, and Boring, Parting off, OD and ID Threading as well as OD and ID Grooving.
- Demonstrate the ability to read blueprints as well as the ability to think critically in complex problem solving tasks.
- Demonstrate the ability and knowledge to use and properly care for shop inspecting equipment including Dial and Veneer Calipers, OD and ID Micrometers, Metal Scales, Depth Micrometers, Height Gages, and Gage Blocks.

Major Courses

- MAC 122 CNC Turning (2 Credit Hours)
- MAC 124 CNC Milling (2 Credit Hours)
- MAC 141 Machine Applications I (4 Credit Hours)
- MAC 142 Machine Applications II (4 Credit Hours)

Total Program Hours: 12

Note(s):

The courses taken in this certificate program may be applied toward the Associate in Applied Science degree in Computer-Integrated Machining.

Criminal Justice Technology

Associate of Applied Science

Criminal Justice Technology - Forensic Science, A.A.S. (A5518C)

This Associate in Applied Science (A.A.S.) degree is a two-year program that prepares students for the workforce. However, there are some senior institutions where all or part of this degree is accepted as the first two years of a four-year program. Students interested in pursuing a four-year degree should consult an advisor.

Forensic Science is a concentration under the curriculum of Criminal Justice Technology, which focuses on the application of the physical, biomedical, and social sciences to the analysis and evaluation of physical evidence, human testimony and criminal suspects. Study will focus on local, state, and federal law enforcement, evidence processing and procedures.

Students will learn both theory and hands-on analysis of latent evidence. They will learn fingerprint classification, identification, and chemical development. Students will record, cast, and recognize footwear and tire-tracks; and process crime scenes. Issues and concepts of communications and the use of computers and computer assisted design programs in crime scene technology will be discussed.

Graduates should qualify for employment in a variety of criminal justice organizations especially in local, state, and federal law enforcement, and correctional agencies.

Program Learning Outcomes

Graduates will:

1. Identify the roles and interrelationships between the principal components of the criminal justice system (law enforcement, the courts, parole, juvenile justice system, and corrections).
2. Describe criminal law and the elements of various crimes.
3. Interpret the constitutional rights of those accused of crimes and the related restrictions on law enforcement.
4. Identify investigation procedures and techniques utilized in the criminal justice system.
5. Complete a search warrant application and seized item inventory.
6. Demonstrate proper crime scene techniques in the securing, searching, handling, collection, and preservation of evidence.

Course Selection Information

Students, to help you progress in your degree program, take prerequisite courses along with English and Math early in your academic career. This will align you for greater success in completing your program of study. Click on the courses listed below to ensure you are aware of prerequisites. The order shown below under the student program priorities is a guide.

Student Program Priorities:

1. CJC 111, CJC 221, CJC 231, CJC 245

FIRST YEAR

Fall

- ACA 122 College Transfer Success (1 Credit Hour)
- CJC 111 Intro to Criminal Justice (3 Credit Hours)
- CJC 144 Crime Scene Processing (3 Credit Hours)
- CJC 245 Friction Ridge Analysis (3 Credit Hours)
- CJC 246 Adv. Friction Ridge Analy (3 Credit Hours)
- ENG 111 Writing and Inquiry (3 Credit Hours)

Total Credit Hours: 16

Spring

- CJC 112 Criminology (3 Credit Hours)
- CJC 231 Constitutional Law (3 Credit Hours)
- ENG 112 Writing/Research in the Disc (3 Credit Hours)
- Major Hour Elective (3 Credit Hours)

Total Credit Hours: 12

Summer

- Humanities/Fine Arts Elective (3 Credit Hours)
- Social/Behavioral Science Elective (3 Credit Hours)
- Natural Science/Math Elective (3 Credit Hours)

Total Credit Hours: 9

SECOND YEAR

Fall

- CJC 131 Criminal Law (3 Credit Hours)
- CJC 132 Court Procedure & Evidence (3 Credit Hours)
- CJC 146 Trace Evidence (3 Credit Hours)
- CJC 221 Investigative Principles (4 Credit Hours)

Total Credit Hours: 13

Spring

- CJC 113 Juvenile Justice (3 Credit Hours)
- CJC 120 Interviews/Interrogations (2 Credit Hours)
- CJC 212 Ethics & Comm Relations (3 Credit Hours)
- CJC 225 Crisis Intervention (3 Credit Hours)
- Major Hour Elective (3 Credit Hours)

Total Credit Hours: 14

Humanities/Fine Arts Electives

Select one (1) course from the following:

- ART 111 Art Appreciation (3 Credit Hours)
- HUM 120 Cultural Studies (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- PHI 215 Philosophical Issues (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)
- REL 110 World Religions (3 Credit Hours)

Social/Behavioral Science Electives

Select one (1) course from the following:

- HIS 112 World Civilizations II (3 Credit Hours)
- HIS 132 American History II (3 Credit Hours)
- POL 120 American Government (3 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)
- SOC 210 Introduction to Sociology (3 Credit Hours)
- SOC 220 Social Problems (3 Credit Hours)

Natural Science/Math Electives

Select one (1) course from the following:

- BIO 110 Principles of Biology (4 Credit Hours)
- BIO 111 General Biology I (4 Credit Hours)
- GEL 111 Geology (4 Credit Hours)
- MAT 110 Math Measurement & Literacy (3 Credit Hours)
- MAT 121 Algebra/Trigonometry I (3 Credit Hours)
- MAT 143 Quantitative Literacy (3 Credit Hours)
- MAT 152 Statistical Methods I (4 Credit Hours)
- MAT 171 Precalculus Algebra (4 Credit Hours)
- MAT 172 Precalculus Trigonometry (4 Credit Hours)

Major Hour Electives

Select six (6) credit hours from the following:

- CJC 115 Crime Scene Photography (3 Credit Hours)
- CJC 170 Critical Incident Mgmt Pub Saf (3 Credit Hours)
- CJC 222 Criminalistics (3 Credit Hours)
- CJC 232 Civil Liability (3 Credit Hours)
- CJC 240 Law Enfor Mgt. & Supervis (3 Credit Hours)
- WBL 111 Work-Based Learning I (1 Credit Hour)
- WBL 112 Work-Based Learning I (2 Credit Hours)
- WBL 121 Work-Based Learning II (1 Credit Hour)
- WBL 122 Work-Based Learning II (2 Credit Hours)
- WBL 131 Work-Based Learning III (1 Credit Hour)

Total Program Hours: 64

Note(s):

Students successfully completing a Basic Law Enforcement Training (BLET) course accredited by the North Carolina Criminal Justice Education and Training Standards Commission and the North Carolina Sheriffs' Education and Training Standards Commission will receive 18 hours credit for CJC 120-Interviews/Interrogations, CJC 131-Criminal Law, CJC 132-Court Procedures and Evidence, CJC 221-Investigative Principles and CJC 231-Constitutional Law.

Students may complete up to six hours credit from WBL courses. Please contact the Work-Based Learning office for more information.

Criminal Justice Technology, A.A.S. (A55180)

This Associate in Applied Science (A.A.S.) degree is a two-year program that prepares students for the workforce. However, there are some senior institutions where all or part of this degree is accepted as the first two years of a four-year program. Students interested in pursuing a four-year degree should consult an advisor.

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 Learning Outcomes

Graduates will:

1. Identify the roles and interrelationships between the principal components of the criminal justice system (i.e., law enforcement, the courts, parole, juvenile justice system, and corrections).
2. Describe criminal law and the elements of various crimes.
3. Interpret the constitutional rights of those accused of crimes and the related restrictions on law enforcement.
4. Identify detection and investigation procedures and techniques utilized in the criminal justice system.
5. Complete a search warrant application and seized item inventory.

Course Selection Information

Students, to help you progress in your degree program, take prerequisite courses along with English and Math early in your academic career. This will align you for greater success in completing your program of study. Click on the courses listed below to ensure you are aware of prerequisites. The order shown below under the student program priorities is a guide.

Student Program Priorities:

1. CJC 111, CJC 221, CJC 231

FIRST YEAR

Fall

- ACA 122 College Transfer Success (1 Credit Hour)
- CJC 111 Intro to Criminal Justice (3 Credit Hours)
- CJC 121 Law Enforcement Operations (3 Credit Hours)
- CJC 141 Corrections (3 Credit Hours)
- ENG 111 Writing and Inquiry (3 Credit Hours)

Total Credit Hours: 13

Spring

- CJC 112 Criminology (3 Credit Hours)
- CJC 160 Terrorism: Underlying Issues (3 Credit Hours)
- CJC 161 Intro Homeland Security (3 Credit Hours)
- CJC 231 Constitutional Law (3 Credit Hours)
- ENG 112 Writing/Research in the Disc (3 Credit Hours)

Total Credit Hours: 15

Summer

- Natural Science/Math Elective (3 Credit Hours)
- Humanities/Fine Arts Elective (3 Credit Hours)
- Social/Behavioral Science Elective (3 Credit Hours)

Total Credit Hours: 9

SECOND YEAR

Fall

- CJC 131 Criminal Law (3 Credit Hours)
- CJC 132 Court Procedure & Evidence (3 Credit Hours)
- CJC 221 Investigative Principles (4 Credit Hours)
- CJC 214 Victimology (3 Credit Hours)

Total Credit Hours: 13

Spring

- CJC 113 Juvenile Justice (3 Credit Hours)
- CJC 120 Interviews/Interrogations (2 Credit Hours)
- CJC 212 Ethics & Comm Relations (3 Credit Hours)
- CJC 225 Crisis Intervention (3 Credit Hours)
- CJC or Work-Based Learning Elective (3 Credit Hours)

Total Credit Hours: 14

CJC and Work-Based Learning Electives

Select three (3) credit hours from the following:

- CJC 170 Critical Incident Mgmt Pub Saf (3 Credit Hours)
- CJC 232 Civil Liability (3 Credit Hours)
- CJC 240 Law Enfor Mgt. & Supervis (3 Credit Hours)
- WBL 111 Work-Based Learning I (1 Credit Hour)
- WBL 112 Work-Based Learning I (2 Credit Hours)
- WBL 121 Work-Based Learning II (1 Credit Hour)
- WBL 122 Work-Based Learning II (2 Credit Hours)
- WBL 131 Work-Based Learning III (1 Credit Hour)

Humanities/Fine Arts Electives

Select one (1) course from the following:

- ART 111 Art Appreciation (3 Credit Hours)
- HUM 120 Cultural Studies (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- PHI 215 Philosophical Issues (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)
- REL 110 World Religions (3 Credit Hours)

Social/Behavioral Science Electives

Select one (1) course from the following:

- HIS 112 World Civilizations II (3 Credit Hours)
- HIS 132 American History II (3 Credit Hours)
- POL 120 American Government (3 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)
- SOC 210 Introduction to Sociology (3 Credit Hours)
- SOC 220 Social Problems (3 Credit Hours)

Natural Science/Math Electives

Select one (1) course from the following:

- BIO 110 Principles of Biology (4 Credit Hours)
- BIO 111 General Biology I (4 Credit Hours)
- GEL 111 Geology (4 Credit Hours)
- MAT 110 Math Measurement & Literacy (3 Credit Hours)
- MAT 121 Algebra/Trigonometry I (3 Credit Hours)
- MAT 143 Quantitative Literacy (3 Credit Hours)
- MAT 152 Statistical Methods I (4 Credit Hours)
- MAT 171 Precalculus Algebra (4 Credit Hours)
- MAT 172 Precalculus Trigonometry (4 Credit Hours)

Total Program Hours: 64

Note(s):

Students successfully completing a Basic Law Enforcement Training (BLET) course accredited by the North Carolina Criminal Justice Education and Training Standards Commission and the North Carolina Sheriffs' Education and Training Standards Commission will receive 18 hours credit for CJC-120 Interviews/Interrogations, CJC 131-Criminal Law, CJC 132-Court Procedures and Evidence, CJC 221-Investigative Principles, CJC 225-Crisis Intervention and CJC 231-Constitutional Law.

Students may complete up to three credit hours from WBL courses. Please contact the Work-Based Learning office for more information.

Certificate

Criminal Justice Technology - Forensic Science Certificate (C5518C)

The Criminal Justice Technology - Forensic Science Certificate provides in-depth knowledge of latent evidence systems and operations. Topics include crime scene processing, trace evidence, investigative photography and fingerprint processing/identification.

Program Learning Outcome

Graduates will:

1. Demonstrate proper crime scene techniques in the securing, searching, handling, collection, identification and preservation of evidence.

Major Courses

- CJC 115 Crime Scene Photography (3 Credit Hours)
- CJC 144 Crime Scene Processing (3 Credit Hours)
- CJC 146 Trace Evidence (3 Credit Hours)
- CJC 222 Criminalistics (3 Credit Hours)
- CJC 245 Friction Ridge Analysis (3 Credit Hours)

Total Program Hours: 15

Note(s):

The credits obtained from this certificate may be applied toward the Associate Degree in Criminal Justice Technology - Forensic Science.

This certificate is issued by Gaston College and is not associated with third-party certifications.

Criminal Justice Technology - General Certificate (C55180E)

The Criminal Justice Technology - General Certificate provides a base-level knowledge in the criminal justice field. Topics include the American Justice System, functions of the correctional system and statutory and case law in various scenarios.

Program Learning Outcome

Graduates will:

1. Identify the roles and interrelationships between the principal components of the criminal justice system (i.e., law enforcement, the courts, parole, juvenile justice, and corrections.)

Major Courses

- CJC 111 Intro to Criminal Justice (3 Credit Hours)
- CJC 121 Law Enforcement Operations (3 Credit Hours)
- CJC 141 Corrections (3 Credit Hours)
- CJC 212 Ethics & Comm Relations (3 Credit Hours)

Total Program Hours: 12

Note(s):

The credits obtained from this certificate may be applied toward the Associate Degree in Criminal Justice.

This certificate is issued by Gaston College and is not associated with third-party certifications.

Electrical Systems Technology

Associate of Applied Science

Electrical Systems Technology, A.A.S. (A35130)

This Associate in Applied Science (A.A.S.) degree is a two-year program that prepares students for the workforce. However, there are some senior institutions where all or part of this degree is accepted as the first two years of a four-year program. Students interested in pursuing a four-year degree should consult an advisor.

This 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.

Career Outline: 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 Learning Outcomes

Graduates will:

1. Demonstrate knowledge of the current National Electrical Code in the installation of electrical circuits for residential, commercial, and industrial applications.
2. Demonstrate knowledge and hands-on competencies of electric machines, electrical controls, and PLC and the ability to troubleshoot and solve electrical problems.
3. Demonstrate the ability to interact with others and demonstrate a professional work attitude, including an understanding of social and ethical responsibilities, timeliness, and appearance.

Course Selection Information

Students, to help you progress in your degree program, take prerequisite courses along with English and Math early in your academic career. This will align you for greater success in completing your program of study. Click on the courses listed below to ensure you are aware of prerequisites. The order shown below under the student program priorities is a guide.

Student Program Priorities:

1. ELC 112
2. ELC 220

FIRST YEAR

Fall

- ACA 122 College Transfer Success (1 Credit Hour)
- ELC 112 DC/AC Electricity (5 Credit Hours)
- ELC 113 Residential Wiring (4 Credit Hours)
- ELC 118 National Electrical Code (2 Credit Hours)
- ELC 119 NEC Calculations (2 Credit Hours)
- MAT 121 Algebra/Trigonometry I (3 Credit Hours)

Total Credit Hours: 17

Spring

- ELC 115 Industrial Wiring (4 Credit Hours)
- ELC 117 Motors and Controls (4 Credit Hours)
- ELC 128 Intro to PLC (3 Credit Hours)
- ELC 135 Electrical Machines (3 Credit Hours)

Total Credit Hours: 14

Summer

- ALT 120 Renewable Energy Tech (3 Credit Hours)
- CIS 111 Basic PC Literacy (2 Credit Hours)
- ELC 220 Photovoltaic Sys Tech (3 Credit Hours)

Total Credit Hours: 8

SECOND YEAR

Fall

- ALT 250 Thermal Systems (3 Credit Hours)
- ELC 230 Wind & Hydro Power Sys (3 Credit Hours)
- ENG 111 Writing and Inquiry (3 Credit Hours)
- ISC 112 Industrial Safety (2 Credit Hours)
- Social/Behavioral Science Elective (3 Credit Hours)

Total Credit Hours: 14

Spring

- ELC 221 Adv PV Sys Designs (3 Credit Hours)
- ELN 231 Industrial Controls (3 Credit Hours)
- ENG 112 Writing/Research in the Disc (3 Credit Hours)
- Humanities/Fine Arts Elective (3 Credit Hours)

Total Credit Hours: 12

Humanities/Fine Arts Electives

- ART 111 Art Appreciation (3 Credit Hours)
- ART 114 Art History Survey I (3 Credit Hours)
- ART 115 Art History Survey II (3 Credit Hours)
- ENG 231 American Literature I (3 Credit Hours)
- ENG 232 American Literature II (3 Credit Hours)

- ENG 241 British Literature I (3 Credit Hours)
- ENG 242 British Literature II (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- MUS 112 Introduction to Jazz (3 Credit Hours)
- PHI 215 Philosophical Issues (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)
- REL 110 World Religions (3 Credit Hours)

Social/Behavioral Science Electives

- ECO 251 Prin of Microeconomics (3 Credit Hours)
- ECO 252 Prin of Macroeconomics (3 Credit Hours)
- HIS 111 World Civilizations I (3 Credit Hours)
- HIS 112 World Civilizations II (3 Credit Hours)
- HIS 131 American History I (3 Credit Hours)
- HIS 132 American History II (3 Credit Hours)
- POL 120 American Government (3 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)
- SOC 210 Introduction to Sociology (3 Credit Hours)
- SOC 220 Social Problems (3 Credit Hours)

Total Program Hours: 65

Diploma

Electrical Systems Technology Diploma (D35130)

This 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.

Career Outline: 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 Learning Outcomes

Graduates will:

1. Demonstrate knowledge of the current National Electrical Code in the installation of electrical circuits for residential, commercial, and industrial applications.
2. Demonstrate knowledge and hands-on competencies of electric machines, electrical controls, and PLC and the ability to troubleshoot and solve electrical problems.
3. Demonstrate the ability to interact with others and a professional work attitude, including an understanding of social and ethical responsibilities, timeliness, and appearance.

Fall

- ACA 122 College Transfer Success (1 Credit Hour)
- ELC 112 DC/AC Electricity (5 Credit Hours)
- ELC 113 Residential Wiring (4 Credit Hours)
- ELC 118 National Electrical Code (2 Credit Hours)
- ELC 119 NEC Calculations (2 Credit Hours)
- COM 110 Introduction to Communication (3 Credit Hours)
  OR
- ENG 111 Writing and Inquiry (3 Credit Hours)

Total Credit Hours: 17

Spring

- ELC 115 Industrial Wiring (4 Credit Hours)
- ELC 117 Motors and Controls (4 Credit Hours)
- ELC 128 Intro to PLC (3 Credit Hours)
- ELC 135 Electrical Machines (3 Credit Hours)
- MAT 110 Math Measurement & Literacy (3 Credit Hours)
  OR
- MAT 121 Algebra/Trigonometry I (3 Credit Hours)

Total Credit Hours: 17

Summer

- CIS 111 Basic PC Literacy (2 Credit Hours)

Total Credit Hours: 2

Total Program Hours: 36

Note(s):

Most of the courses taken in this diploma program may be applied toward the Associate in Applied Science degree in Electrical Systems Technology.

Certificate

Electrical Systems Technology - Industrial Wiring Certificate (C35130C)

This curriculum is designed to give the individual basic skills and related information needed to gain limited employment in the electrical field.

Program Learning Outcomes

Graduates will:

1. Demonstrate knowledge and hands-on competence of electric machines, electrical controls, and PLC, and the ability to troubleshoot and solve electrical problems.

Major Courses

- ELC 112 DC/AC Electricity (5 Credit Hours)
- ELC 115 Industrial Wiring (4 Credit Hours)
- ELC 117 Motors and Controls (4 Credit Hours)
- ELC 119 NEC Calculations (2 Credit Hours)
- ELC 135 Electrical Machines (3 Credit Hours)

Total Program Hours: 18

Note(s):

The courses taken in this certificate program may be applied toward the Diploma and Associate in Applied Science degree in Electrical Systems Technology.

Electrical Systems Technology - Photovoltaic (PV) Certificate (C35130A)

This curriculum is designed to give the individual basic skills and related information needed to gain limited employment in the electrical field installing photovoltaic systems.

Program Learning Outcomes

Graduates will:

1. Demonstrate knowledge and hands-on competence of photovoltaic systems, and the ability to size, install and troubleshoot these systems.

Major Courses

- ELC 112 DC/AC Electricity (5 Credit Hours)
- ELC 113 Residential Wiring (4 Credit Hours)
- ELC 118 National Electrical Code (2 Credit Hours)
- ELC 220 Photovoltaic Sys Tech (3 Credit Hours)
- ELC 221 Adv PV Sys Designs (3 Credit Hours)

Total Program Hours: 17

Note(s):

The courses taken in this certificate program may be applied toward the Diploma and Associate in Applied Science degree in Electrical Systems Technology.

Electrical Systems Technology - Renewable Energy Certificate (C35130D)

This curriculum is designed to give theory and hands on training for students interested in renewable energy technologies. Areas covered will be basic knowledge of renewable energy conversion and energy savings that accompany the renewable energy market and hands on manufacturing and installation of Solar Thermal and Solar PV systems.

Program Learning Outcomes

Graduates will:

1. Be able to calculate loads in home or business to be supplied by renewable energy sources, and be able to design systems to convert energy and proper placement and installation of such systems.

Major Courses

- ALT 120 Renewable Energy Tech (3 Credit Hours)
- ALT 250 Thermal Systems (3 Credit Hours)
- ELC 112 DC/AC Electricity (5 Credit Hours)
- ELC 220 Photovoltaic Sys Tech (3 Credit Hours)
- ELC 230 Wind & Hydro Power Sys (3 Credit Hours)

Total Program Hours: 17

Note(s):

The courses taken in this certificate program may be applied toward the Diploma and Associate in Applied Science degree in Electrical Systems Technology.

Electrical Systems Technology - Residential Wiring Certificate (C35130B)

This curriculum is designed to give the individual basic skills and related information needed to gain limited employment in the electrical field.

Program Learning Outcomes

Graduates will:

1. Demonstrate knowledge and hands-on competence of electric machines, electrical controls, and PLC, and the ability to troubleshoot and solve electrical problems.

Major Courses

- ELC 112 DC/AC Electricity (5 Credit Hours)
- ELC 113 Residential Wiring (4 Credit Hours)
- ELC 118 National Electrical Code (2 Credit Hours)
- ELC 119 NEC Calculations (2 Credit Hours)

Total Program Hours: 13

Note(s):

The courses taken in this certificate program may be applied toward the Associate in Applied Science degree in Electrical Systems Technology.

Gunsmithing

Diploma

Gunsmithing Diploma (D30200)

The Gunsmithing curriculum is designed to provide the student with the required skills needed to refurbish metal and wood as applicable to firearms, to diagnose malfunctions for repair, and to accomplish more complex custom gunsmithing tasks. Course work includes manufacturing of tools used in the gunsmithing trade, restoration of firearms, stock making, barrel work, repair work, and custom work. The student will accomplish this work by performing actual gunsmithing tasks in a hands-on environment.

Program Learning Outcomes

Graduates will:

1. Read and work from blueprints using hand tools and make basic machine tool setups using manual lathes and milling machines.
2. Produce custom tooling and fixtures for use in gunsmithing type work.
3. Diagnose and correct basic malfunctions, produce and fix simple parts, choose, and install sights.
4. Perform barrel alterations such as custom-barreled actions, recoil pads, and choke tubes.

Admission Information

Program requirements for eligibility:

Students must complete the Gunsmithing Application form (see advisor) and be able to provide ONE of the following:

1. Proof of exemption from permit requirements pursuant to G.S.14-415-25.
   OR

2. A background check from an approved agency (must be a Federal background check) to determine eligibility to possess a firearm in North Carolina.

Fall

- GSM 120 Gunsmithing Tools (6 Credit Hours)
- MAC 141 Machine Applications I (4 Credit Hours)

Total Credit Hours: 10

Spring

- GSM 111 Gunsmithing I (6 Credit Hours)
- MAC 142 Machine Applications II (4 Credit Hours)

Total Credit Hours: 10

Summer

- GSM 125 Barrel Fitting/Alteration (6 Credit Hours)
  OR
- GSM 227 Adv Repair Technology (6 Credit Hours)

Total Credit Hours: 6

Fall

- ACA 122 College Transfer Success (1 Credit Hour)
- GSM 127AB General Repair (3 Credit Hours)
- MAT 110 Math Measurement & Literacy (3 Credit Hours)
  OR
- MAT 121 Algebra/Trigonometry I (3 Credit Hours)

Total Credit Hours: 7

Spring

- COM 110 Introduction to Communication (3 Credit Hours)
  OR
- ENG 111 Writing and Inquiry (3 Credit Hours)
- GSM 127BB General Repair (3 Credit Hours)

Total Credit Hours: 6

Total Program Hours: 39

Information Technology

Associate of Applied Science

Information Technology - Information Systems Support, A.A.S. (A25590IS)

The Information Systems Support track is designed to prepare graduates for employment with organizations that use computers to process, manage, and communicate information.

Coursework will develop a student's ability to communicate complex technical issues related to computer hardware and software in a manner that computer users can understand. Classes cover computer operations and terminology, operating systems, software applications, and technical support.

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

Program Learning Outcomes

Graduates will:

1. Demonstrate the proper use of terminology in relation to information systems support.
2. Identify legal, ethical, social, and security issues related to information systems support.
3. Communicate technical issues related to information systems support.
4. Utilize current application packages and operating systems.

Course Selection Information

Students, to help you progress in your degree program, take prerequisite courses along with English and Math early in your academic career. This will align you for greater success in completing your program of study. Click on the courses listed below to ensure you are aware of prerequisites. The order shown below under the student program priorities is a guide.

Student Program Priorities:

1. DBA 110 ,CIS 115, CTI 110, CTI 120, CTS 120, NOS 130 , WEB 110

FIRST YEAR

Fall

- ACA 122 College Transfer Success (1 Credit Hour)
- CIS 110 Introduction to Computers (3 Credit Hours)
- CTI 110 Web, Pgm, & Db Foundation (3 Credit Hours)
- CTI 120 Network & Sec Foundation (3 Credit Hours)
- ENG 111 Writing and Inquiry (3 Credit Hours)
- Math Elective (4 Credit Hours)

Total Credit Hours: 17

Spring

- CIS 115 Intro to Prog & Logic (3 Credit Hours)
- DBA 110 Database Concepts (3 Credit Hours)
- CTS 120 Hardware/Software Support (3 Credit Hours)
- NOS 130 Windows Single User (3 Credit Hours)
- WEB 110 Internet/Web Fundamentals (3 Credit Hours)

Total Credit Hours: 15

Summer

- CTS 115 Info Sys Business Concepts (3 Credit Hours)
- Social/Behavorial Science Elective (3 Credit Hours)

Total Credit Hours: 6

SECOND YEAR

Fall

- DBA 120 Database Programming I (3 Credit Hours)
- NOS 230 Windows Administration I (3 Credit Hours)
- WEB 115 Web Markup and Scripting (3 Credit Hours)
- COM 231 Public Speaking (3 Credit Hours)
  OR
- ENG 112 Writing/Research in the Disc (3 Credit Hours)
- Major Hour Elective (3 Credit Hours)

Total Credit Hours: 15

Spring

- CTI 140 Virtualization Concepts (3 Credit Hours)
- CTS 130 Spreadsheet (3 Credit Hours)
- CTS 250 User Support & Software Eval (3 Credit Hours)
- CTS 285 Systems Analysis & Design (3 Credit Hours)
- Humanities/Fine Arts Elective (3 Credit Hours)

Total Credit Hours: 15

Math Electives

Select one (1) course from the following:

- MAT 152 Statistical Methods I (4 Credit Hours)
- MAT 171 Precalculus Algebra (4 Credit Hours)

Humanities/Fine Arts Electives

Select one (1) course from the following:

- ART 111 Art Appreciation (3 Credit Hours)
- ART 114 Art History Survey I (3 Credit Hours)
- ENG 231 American Literature I (3 Credit Hours)
- ENG 232 American Literature II (3 Credit Hours)
- HUM 120 Cultural Studies (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- MUS 112 Introduction to Jazz (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)
- REL 110 World Religions (3 Credit Hours)

Social/Behavioral Science Electives

Select one (1) course from the following:

- ECO 251 Prin of Microeconomics (3 Credit Hours)
- ECO 252 Prin of Macroeconomics (3 Credit Hours)
- HIS 111 World Civilizations I (3 Credit Hours)
- HIS 112 World Civilizations II (3 Credit Hours)
- HIS 131 American History I (3 Credit Hours)
- HIS 132 American History II (3 Credit Hours)
- POL 120 American Government (3 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)
- SOC 210 Introduction to Sociology (3 Credit Hours)
- SOC 220 Social Problems (3 Credit Hours)

Major Hour Electives

Select three (3) credit hours from the following:

- OST 286 Professional Development (3 Credit Hours)
- WEB 151 Mobile Application Dev I (3 Credit Hours)
- WEB 210 Web Design (3 Credit Hours)
- WBL 111 Work-Based Learning I (1 Credit Hour)
- WBL 121 Work-Based Learning II (1 Credit Hour)
- WBL 131 Work-Based Learning III (1 Credit Hour)
- WBL 112 Work-Based Learning I (2 Credit Hours)
- WBL 122 Work-Based Learning II (2 Credit Hours)

Total Program Hours: 68

Note(s):

Students may complete up to three (3) hours credit from WBL courses. Please contact the Work-Based Learning office for more information.

Information Technology - Networking and Cyber Defense, A.A.S. (A25590NS)

The Networking and Cyber Defense track prepares individuals for employment supporting network infrastructure environments. The curriculum provides individuals with the skills required to implement effective and comprehensive information security controls.

Course work includes design, installation, configuration, and management of network infrastructure technologies, network operating systems, information policy, and industry best practices to protect data communications.

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

Program Learning Outcomes

Graduates will:

1. Demonstrate the proper use of terminology in relation to networking and cyber defense.
2. Identify legal, ethical, social, and security issues related to networking and cyber defense.
3. Install, manage, and maintain workstation and server operating system software.
4. Create plans for intrusion detection solutions and identify best practices for the defense of systems.
5. Setup and install the hardware for a computer network.
6. Apply systematic troubleshooting strategies to solve network/security issues in a switched network/router environment.

Course Selection Information

Students, to help you progress in your degree program, take prerequisite courses along with English and Math early in your academic career. This will align you for greater success in completing your program of study. Click on the courses listed below to ensure you are aware of prerequisites. The order shown below under the student program priorities is a guide.

Student Program Priorities:

1. CTI 120, CTI 140, NET 125, NOS 130
2. CTI 110, CTS 115, CTS 120, NET 225, NOS 230 , SEC 210

FIRST YEAR

Fall

- ACA 122 College Transfer Success (1 Credit Hour)
- CIS 110 Introduction to Computers (3 Credit Hours)
- CTI 110 Web, Pgm, & Db Foundation (3 Credit Hours)
- CTI 120 Network & Sec Foundation (3 Credit Hours)
- ENG 111 Writing and Inquiry (3 Credit Hours)
- Math Elective (4 Credit Hours)

Total Credit Hours: 17

Spring

- CIS 115 Intro to Prog & Logic (3 Credit Hours)
- CTI 140 Virtualization Concepts (3 Credit Hours)
- CTS 120 Hardware/Software Support (3 Credit Hours)
- NET 125 Introduction to Networks (3 Credit Hours)
- NOS 130 Windows Single User (3 Credit Hours)

Total Credit Hours: 15

Summer

- NET 126 Switching and Routing (3 Credit Hours)
- NET 175 Wireless Technology (3 Credit Hours)
- NOS 120 Linux/UNIX Single User (3 Credit Hours)

Total Credit Hours: 9

SECOND YEAR

Fall

- CTS 115 Info Sys Business Concepts (3 Credit Hours)
- NET 225 Enterprise Networking (3 Credit Hours)
- NOS 230 Windows Administration I (3 Credit Hours)
- SEC 210 Intrusion Detection (3 Credit Hours)
- COM 231 Public Speaking (3 Credit Hours)
  OR
- ENG 112 Writing/Research in the Disc (3 Credit Hours)

Total Credit Hours: 15

Spring

- CTS 130 Spreadsheet (3 Credit Hours)
- NET 289 Networking Project (3 Credit Hours)
- Humanities/Fine Arts Elective (3 Credit Hours)
- Major Hour Elective (3 Credit Hours)
- Social/Behavioral Science Elective (3 Credit Hours)

Total Credit Hours: 15

Math Electives

Select one (1) course from the following:

- MAT 152 Statistical Methods I (4 Credit Hours)
- MAT 171 Precalculus Algebra (4 Credit Hours)

Humanities/Fine Arts Electives

Select one (1) course from the following:

- ART 111 Art Appreciation (3 Credit Hours)
- ART 114 Art History Survey I (3 Credit Hours)
- ENG 231 American Literature I (3 Credit Hours)
- ENG 232 American Literature II (3 Credit Hours)
- HUM 120 Cultural Studies (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- MUS 112 Introduction to Jazz (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)
- REL 110 World Religions (3 Credit Hours)

Social/Behavioral Science Electives

Select one (1) course from the following:

- ECO 251 Prin of Microeconomics (3 Credit Hours)
- ECO 252 Prin of Macroeconomics (3 Credit Hours)
- HIS 111 World Civilizations I (3 Credit Hours)
- HIS 112 World Civilizations II (3 Credit Hours)
- HIS 131 American History I (3 Credit Hours)
- HIS 132 American History II (3 Credit Hours)
- POL 120 American Government (3 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)
- SOC 210 Introduction to Sociology (3 Credit Hours)
- SOC 220 Social Problems (3 Credit Hours)

Major Hour Electives

Select three (3) credit hours from the following:

- CSC 121 Python Programming (3 Credit Hours)
- CTS 250 User Support & Software Eval (3 Credit Hours)
- DBA 110 Database Concepts (3 Credit Hours)
- OST 286 Professional Development (3 Credit Hours)
- WEB 110 Internet/Web Fundamentals (3 Credit Hours)
- WBL 111 Work-Based Learning I (1 Credit Hour)
- WBL 121 Work-Based Learning II (1 Credit Hour)
- WBL 131 Work-Based Learning III (1 Credit Hour)
- WBL 112 Work-Based Learning I (2 Credit Hours)
- WBL 122 Work-Based Learning II (2 Credit Hours)

Total Program Hours: 71

Note(s):

The National Security Agency has designated Gaston College a National Center of Academic Excellence in Cyber Defense. Institutions receiving this designation have met rigorous requirements established by the NSA and have a commitment to "producing cybersecurity professionals that will reduce vulnerabilities in our national infrastructure," as per the Centers of Academic Excellence in Cybersecurity.

Students may complete up to three (3) hours credit from WBL courses. Please contact the Work-Based Learning office for more information.

Information Technology - Software and Web Development, A.A.S (A25590SW)

The Software and Web Development track prepares individuals for employment as computer programmers, applications specialists, and related positions through study and applications in computer concepts, logic, programming procedures, languages, platforms, and business operations.

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

Graduates should qualify for employment in entry-level software and web development positions with businesses, educational systems, and governmental agencies.

Program Learning Outcomes

Graduates will:

1. Demonstrate the proper use of terminology in relation to software and web development.
2. Identify legal, ethical, social, and security issues related to software and web development.
3. Demonstrate the ability to design, code, implement, and test software using programming languages and test cases.
4. Create effective application development documentation.

Course Selection Information

Students, to help you progress in your degree program, take prerequisite courses along with English and Math early in your academic career. This will align you for greater success in completing your program of study. Click on the courses listed below to ensure you are aware of prerequisites. The order shown below under the student program priorities is a guide.

Student Program Priorities:

1. CSC 121, CSC 151, CIS 115, CTI 110, CTI 120, DBA 110

FIRST YEAR

Fall

- ACA 122 College Transfer Success (1 Credit Hour)
- CIS 110 Introduction to Computers (3 Credit Hours)

- CTI 110 Web, Pgm, & Db Foundation (3 Credit Hours)
- CTI 120 Network & Sec Foundation (3 Credit Hours)
- ENG 111 Writing and Inquiry (3 Credit Hours)
- Math Elective (4 Credit Hours)

Total Credit Hours: 17

Spring

- CIS 115 Intro to Prog & Logic (3 Credit Hours)
- CSC 151 JAVA Programming (3 Credit Hours)
- CTS 130 Spreadsheet (3 Credit Hours)
- WEB 110 Internet/Web Fundamentals (3 Credit Hours)
- DBA 110 Database Concepts (3 Credit Hours)

Total Credit Hours: 15

Summer

- CTS 115 Info Sys Business Concepts (3 Credit Hours)
- Social/Behavorial Science Elective (3 Credit Hours)

Total Credit Hours: 6

SECOND YEAR

Fall

- CSC 251 Advanced JAVA Programming (3 Credit Hours)
- DBA 120 Database Programming I (3 Credit Hours)
- WEB 115 Web Markup and Scripting (3 Credit Hours)
- WEB 151 Mobile Application Dev I (3 Credit Hours)
- COM 231 Public Speaking (3 Credit Hours)
  OR
- ENG 112 Writing/Research in the Disc (3 Credit Hours)

Total Credit Hours: 15

Spring

- CSC 121 Python Programming (3 Credit Hours)
- CSC 249 Data Structure & Algorithms (3 Credit Hours)
- CTS 285 Systems Analysis & Design (3 Credit Hours)
- Major Hour Elective (3 Credit Hours)
- Humanities/Fine Arts Elective (3 Credit Hours)

Total Credit Hours: 15

Humanities/Fine Arts Electives

Select one (1) course from the following:

- ART 111 Art Appreciation (3 Credit Hours)
- ART 114 Art History Survey I (3 Credit Hours)
- ENG 231 American Literature I (3 Credit Hours)
- ENG 232 American Literature II (3 Credit Hours)
- HUM 120 Cultural Studies (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- MUS 112 Introduction to Jazz (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)
- REL 110 World Religions (3 Credit Hours)

Social/Behavioral Science Electives

Select one (1) course from the following:

- ECO 251 Prin of Microeconomics (3 Credit Hours)
- ECO 252 Prin of Macroeconomics (3 Credit Hours)
- HIS 111 World Civilizations I (3 Credit Hours)
- HIS 112 World Civilizations II (3 Credit Hours)
- HIS 131 American History I (3 Credit Hours)
- HIS 132 American History II (3 Credit Hours)
- POL 120 American Government (3 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)
- SOC 210 Introduction to Sociology (3 Credit Hours)
- SOC 220 Social Problems (3 Credit Hours)

Math Electives

Select one (1) course from the following:

- MAT 152 Statistical Methods I (4 Credit Hours)
- MAT 171 Precalculus Algebra (4 Credit Hours)

Major Hour Electives

Select three (3) credit hours from the following:

- CTI 140 Virtualization Concepts (3 Credit Hours)
- CTS 120 Hardware/Software Support (3 Credit Hours)
- WEB 120 Intro Internet Multimedia (3 Credit Hours)
- WEB 210 Web Design (3 Credit Hours)
- OST 286 Professional Development (3 Credit Hours)

- WBL 111 Work-Based Learning I (1 Credit Hour)
- WBL 121 Work-Based Learning II (1 Credit Hour)
- WBL 131 Work-Based Learning III (1 Credit Hour)
- WBL 112 Work-Based Learning I (2 Credit Hours)
- WBL 122 Work-Based Learning II (2 Credit Hours)

Total Program Hours: 68

Note(s):

Students may complete up to three hours credit from WBL courses. Please contact the Work-Based Learning office for more information.

Information Technology -Web Administration and Design, A.A.S. (A25590WA)

The Web Administration and Design track prepares students for entry-level jobs using HTML, JavaScript, and PHP. Students will learn to create mobile apps, as well as front-end and back-end development.

Students will gain skills in social media, marketing, and design, preparing them for a variety of careers in the growing and evolving field of web technologies.

Program Learning Outcomes

Graduates will:

1. Create valid, properly structured web pages using a variety of HTML features to form a typical five-to-ten-page site.

2. Create external style sheets that effectively control an entire web site's formatting and layout.

3. Design, create, test, upload, and manage an accessible and standards compliant interactive and responsive web site that includes the use of text, graphics, and multimedia.

4. Identify legal, ethical, social, and security issues related to web administration and design.

5. Design, create, and test a database-driven web application according to industry standards.

Course Selection Information

Students, to help you progress in your degree program, take prerequisite courses along with English and Math early in your academic career. This will align you for greater success in completing your program of study. Click on the courses listed below to ensure you are aware of prerequisites. The order shown below under the student program priorities is a guide.

Student Program Priorities:

1. DBA 110
2. CIS 115, CTI 110, CTI 120,WEB 110, WEB 120 , WEB 210

FIRST YEAR

Fall

- ACA 122 College Transfer Success (1 Credit Hour)
- CIS 110 Introduction to Computers (3 Credit Hours)
- CTI 110 Web, Pgm, & Db Foundation (3 Credit Hours)
- CTI 120 Network & Sec Foundation (3 Credit Hours)
- ENG 111 Writing and Inquiry (3 Credit Hours)
- Math Elective (4 Credit Hours)

Total Credit Hours: 17

Spring

- CIS 115 Intro to Prog & Logic (3 Credit Hours)
- CTS 130 Spreadsheet (3 Credit Hours)
- DBA 110 Database Concepts (3 Credit Hours)
- WEB 110 Internet/Web Fundamentals (3 Credit Hours)
- WEB 120 Intro Internet Multimedia (3 Credit Hours)

Total Credit Hours: 15

Summer

- CTS 115 Info Sys Business Concepts (3 Credit Hours)
- Humanities/Fine Arts Elective (3 Credit Hours)

Total Credit Hours: 6

SECOND YEAR

Fall

- COM 231 Public Speaking (3 Credit Hours)
  OR
- ENG 112 Writing/Research in the Disc (3 Credit Hours)
- DBA 120 Database Programming I (3 Credit Hours)
- WEB 115 Web Markup and Scripting (3 Credit Hours)
- WEB 151 Mobile Application Dev I (3 Credit Hours)
- WEB 210 Web Design (3 Credit Hours)

Total Credit Hours: 15

Spring

- CTS 285 Systems Analysis & Design (3 Credit Hours)
- WEB 225 Content Management Sys (3 Credit Hours)
- WEB 250 Database Driven Websites (3 Credit Hours)
- Social/Behavorial Science Elective (3 Credit Hours)
- Major Hour Elective (3 Credit Hours)

Total Credit Hours: 15

Humanities/Fine Arts Electives

Select one (1) course from the following:

- ART 111 Art Appreciation (3 Credit Hours)
- ART 114 Art History Survey I (3 Credit Hours)
- ENG 231 American Literature I (3 Credit Hours)
- ENG 232 American Literature II (3 Credit Hours)
- HUM 120 Cultural Studies (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- MUS 112 Introduction to Jazz (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)
- REL 110 World Religions (3 Credit Hours)

Social/Behavioral Science Electives

Select one (1) course from the following:

- ECO 251 Prin of Microeconomics (3 Credit Hours)
- ECO 252 Prin of Macroeconomics (3 Credit Hours)
- HIS 111 World Civilizations I (3 Credit Hours)
- HIS 112 World Civilizations II (3 Credit Hours)
- HIS 131 American History I (3 Credit Hours)
- HIS 132 American History II (3 Credit Hours)
- POL 120 American Government (3 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)
- SOC 210 Introduction to Sociology (3 Credit Hours)
- SOC 220 Social Problems (3 Credit Hours)

Math Electives

Select one (1) course from the following:

- MAT 152 Statistical Methods I (4 Credit Hours)
- MAT 171 Precalculus Algebra (4 Credit Hours)

Major Hour Electives

Select three (3) credit hours from the following:

- CSC 121 Python Programming (3 Credit Hours)
- CSC 151 JAVA Programming (3 Credit Hours)
- OST 286 Professional Development (3 Credit Hours)
- WBL 111 Work-Based Learning I (1 Credit Hour)
- WBL 121 Work-Based Learning II (1 Credit Hour)
- WBL 131 Work-Based Learning III (1 Credit Hour)
- WBL 112 Work-Based Learning I (2 Credit Hours)
- WBL 122 Work-Based Learning II (2 Credit Hours)

Total Program Hours: 68

Note(s):

Students may complete up to three hours credit from WBL courses. Please contact the Work-Based Learning office for more information.

Certificate

Information Technology - Information Systems Support Core Certificate (C25590A)

The Information Technology-Information Systems Support Core certificate is designed to provide students with fundamental knowledge and skills in relation to the field of Information Technology.

Program Learning Outcome

Graduates will:

1. Demonstrate the proper use of terminology in relation to information technology.

Major Courses

- CIS 110 Introduction to Computers (3 Credit Hours)
- CIS 115 Intro to Prog & Logic (3 Credit Hours)
- CTI 110 Web, Pgm, & Db Foundation (3 Credit Hours)
- CTI 120 Network & Sec Foundation (3 Credit Hours)
- CTS 115 Info Sys Business Concepts (3 Credit Hours)

Total Program Hours: 15

Note(s):

The credits obtained from this certificate may be applied toward an Associate Degree in Information Technology.

This certificate is issued by Gaston College and is not associated with third-party vendor certifications.

Medical Office Administration

Associate of Applied Science

Medical Office Administration - Billing and Coding, A.A.S. (A25310MC)

The Medical Office Administration-Billing and Coding curriculum prepares individuals to become medical specialists who prepare, submit and/or process insurance claims for medical and other health-care related offices.

Students will gain extensive knowledge of medical terminology, pharmacology, human diseases, diagnostic studies, surgical procedures, and laboratory procedures. In addition to word processing skills, students will gain knowledge of medical billing, coding and insurance.

Graduates should qualify for employment in hospitals, medical clinics, doctors' offices, extended care facilities, diagnostic centers, insurance companies and other health related facilities. Upon graduation, students may be eligible to sit for industry-recognized certification exams.

Program Learning Outcomes

Graduates will:

1. Demonstrate proper use of medical terminology and abbreviations used in medical offices and medical information management systems.
2. Demonstrate, identify and assess appropriate procedures for entering payroll information such as tax and withholding information and processing and creating payroll checks in an office environment.
3. Demonstrate, identify and analyze all medical reports to properly identify all procedures and diagnoses.

Course Selection Information

Students, to help you progress in your degree program, take prerequisite courses along with English and Math early in your academic career. This will align you for greater success in completing your program of study. Click on the courses listed below to ensure you are aware of prerequisites. The order shown below under the student program priorities is a guide.

Student Program Priorities:

1. OST 130, MED 121, OST 148 (fall only course)
2. OST 136, OST 137

FIRST YEAR

Fall

- ACA 122 College Transfer Success (1 Credit Hour)
- ENG 111 Writing and Inquiry (3 Credit Hours)
- OST 130 Comprehensive Keyboarding (3 Credit Hours)
- OST 137 Office Applications I (3 Credit Hours)
- MED 121 Medical Terminology I (3 Credit Hours)

- OST 148 Med Ins & Billing (3 Credit Hours)

Total Credit Hours: 16

Spring

- BIO 161 Intro to Human Biology (3 Credit Hours)
- MED 122 Medical Terminology II (3 Credit Hours)
- OST 247 Procedure Coding (3 Credit Hours)
- OST 248 Diagnostic Coding (3 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)

Total Credit Hours: 15

Summer

- COM 231 Public Speaking (3 Credit Hours)
  OR
- ENG 112 Writing/Research in the Disc (3 Credit Hours)
- OST 136 Word Processing (3 Credit Hours)
- OST 249 Med Coding Certification Prep (3 Credit Hours)

Total Credit Hours: 9

SECOND YEAR

Fall

- OST 134 Text Entry & Formatting (3 Credit Hours)
- OST 164 Office Editing (3 Credit Hours)
- OST 264 Medical Auditing (3 Credit Hours)
- OST 280 Electronic Health Records (3 Credit Hours)
- Humanities/Fine Arts Elective (3 Credit Hours)

Total Credit Hours: 15

Spring

- OST 149 Medical Legal Issues (3 Credit Hours)
- OST 153 Office Finance Solutions (3 Credit Hours)
- OST 286 Professional Development (3 Credit Hours)
- OST 289 Office Admin Capstone (3 Credit Hours)
- Major Hour Elective (2 Credit Hours)

Total Credit Hours: 14

Humanities/Fine Arts Electives

Select one (1) course from the following:

- ART 111 Art Appreciation (3 Credit Hours)
- HUM 120 Cultural Studies (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- PHI 215 Philosophical Issues (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)
- REL 110 World Religions (3 Credit Hours)

Major Hour Electives

Select two (2) credit hours from the following:

- BUS 110 Introduction to Business (3 Credit Hours)
- BUS 260 Business Communication (3 Credit Hours)
- CIS 110 Introduction to Computers (3 Credit Hours)
- MKT 223 Customer Service (3 Credit Hours)
- OST 122 Office Computations (3 Credit Hours)
- OST 138 Office Applications II (3 Credit Hours)
- OST 140 Internet Comm/Research (2 Credit Hours)
- OST 145 Social Media for Office Prof (3 Credit Hours)
- OST 233 Office Publications Design (3 Credit Hours)
- WBL 111 Work-Based Learning I (1 Credit Hour)
- WBL 121 Work-Based Learning II (1 Credit Hour)
- WBL 112 Work-Based Learning I (2 Credit Hours)

Total Program Hours: 69

Note(s):

This program will NOT certify an individual as a professional coder. To become certified, students should contact one of the accrediting bodies and make arrangements for the certification exam. For more information, please visit http://www.aapc.com/.

Students may complete up to two (2) hours credit from WBL courses. Please contact the Work-Based Learning office for more information.

Students completing the Gaston College Medical Office Administration-Billing and Coding program may be eligible to sit for the National Healthcareer Association (NHA) Billing and Coding Specialist (CBCS) exam. This is a national certification exam fully accredited by the National Commission for Certifying Agencies (NCCA). For more information, visit http://www.nhanow.com/certifications.

Medical Office Administration - General, A.A.S. (A25310GE)

The Medical Office Administration-General curriculum prepares individuals for entry-level positions in medical and other health-care related offices.

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

Graduates should qualify for employment in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other health-care related organizations. Upon graduation, students may be eligible to sit for industry-recognized certification exams.

Program Learning Outcomes

Graduates will:

1. Demonstrate proper use of medical terminology and abbreviations used in medical offices and medical information management systems.
2. Demonstrate, identify and assess appropriate procedures for entering payroll information such as tax and withholding information and processing and creating payroll checks in an office environment.
3. Demonstrate, identify and assess appropriate procedures for creating and formatting mailable medical office documents.

Course Selection Information

Students, to help you progress in your degree program, take prerequisite courses along with English and Math early in your academic career. This will align you for greater success in completing your program of study. Click on the courses listed below to ensure you are aware of prerequisites. The order shown below under the student program priorities is a guide.

Student Program Priorities:

1. OST 130, OST 137, MED 121, OST 148 (fall only course)
2. OST 134, OST 136, OST 164

FIRST YEAR

Fall

- ACA 122 College Transfer Success (1 Credit Hour)
- ENG 111 Writing and Inquiry (3 Credit Hours)
- OST 130 Comprehensive Keyboarding (3 Credit Hours)
- OST 137 Office Applications I (3 Credit Hours)
- OST 140 Internet Comm/Research (2 Credit Hours)
- MED 121 Medical Terminology I (3 Credit Hours)

Total Credit Hours: 15

Spring

- BIO 161 Intro to Human Biology (3 Credit Hours)
- OST 136 Word Processing (3 Credit Hours)
- OST 138 Office Applications II (3 Credit Hours)
- MED 122 Medical Terminology II (3 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)

Total Credit Hours: 15

Summer

- COM 231 Public Speaking (3 Credit Hours)
  OR
- ENG 112 Writing/Research in the Disc (3 Credit Hours)
- OST 149 Medical Legal Issues (3 Credit Hours)
- OST 164 Office Editing (3 Credit Hours)

Total Credit Hours: 9

SECOND YEAR

Fall

- OST 134 Text Entry & Formatting (3 Credit Hours)
- OST 148 Med Ins & Billing (3 Credit Hours)
- OST 153 Office Finance Solutions (3 Credit Hours)
- OST 280 Electronic Health Records (3 Credit Hours)
- Major Hour Elective (3 Credit Hours)

Total Credit Hours: 15

Spring

- OST 135 Adv Text Entry & Format (3 Credit Hours)
- OST 243 Med Office Simulation (3 Credit Hours)
- OST 286 Professional Development (3 Credit Hours)
- OST 289 Office Admin Capstone (3 Credit Hours)
- Humanities/Fine Arts Elective (3 Credit Hours)

Total Credit Hours: 15

Humanities/Fine Arts Electives

Select one (1) course from the following:

- ART 111 Art Appreciation (3 Credit Hours)
- HUM 120 Cultural Studies (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- PHI 215 Philosophical Issues (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)
- REL 110 World Religions (3 Credit Hours)

Major Hour Electives

Select three (3) credit hours from the following:

- BUS 110 Introduction to Business (3 Credit Hours)
- BUS 260 Business Communication (3 Credit Hours)
- CIS 110 Introduction to Computers (3 Credit Hours)
- MKT 223 Customer Service (3 Credit Hours)
- OST 122 Office Computations (3 Credit Hours)
- OST 145 Social Media for Office Prof (3 Credit Hours)
- OST 233 Office Publications Design (3 Credit Hours)
- OST 238 Office Applications III (3 Credit Hours)
- OST 247 Procedure Coding (3 Credit Hours)
- OST 248 Diagnostic Coding (3 Credit Hours)
- WBL 111 Work-Based Learning I (1 Credit Hour)
- WBL 121 Work-Based Learning II (1 Credit Hour)
- WBL 131 Work-Based Learning III (1 Credit Hour)
- WBL 112 Work-Based Learning I (2 Credit Hours)
- WBL 122 Work-Based Learning II (2 Credit Hours)

Total Program Hours: 69

Note(s):

Students may complete up to three (3) hours credit from WBL courses. Please contact the Work-Based Learning office for more information.

Students completing the Gaston College Medical Office Administration-General program may be eligible to sit for the National Healthcareer Association (NHA) Medical Administrative Assistant (CMAA) exam. This is a national certification exam fully accredited by the National Commission for Certifying Agencies (NCCA). For more information, visit http://www.nhanow.com/certifications.

Diploma

Medical Office Administration - Billing and Coding Diploma (D25310MC)

The Medical Office Administration-Billing and Coding diploma program is designed for the individual entering, upgrading, or retraining in the medical office field with an interest in working with insurance billing and coding.

Employment opportunities may be found in healthcare facilities, insurance billing offices, labs, and medical equipment manufacturers.

Program Learning Outcomes

Graduates will:

1. Demonstrate proper use of medical terminology and abbreviations used in medical offices and medical information management systems.
2. Demonstrate, identify and analyze all medical reports to properly identify all procedures and diagnoses.

Fall

- ACA 122 College Transfer Success (1 Credit Hour)
- ENG 111 Writing and Inquiry (3 Credit Hours)
- OST 130 Comprehensive Keyboarding (3 Credit Hours)
- MED 121 Medical Terminology I (3 Credit Hours)
- OST 148 Med Ins & Billing (3 Credit Hours)
- OST 164 Office Editing (3 Credit Hours)

Total Credit Hours: 16

Spring

- BIO 161 Intro to Human Biology (3 Credit Hours)
- OST 136 Word Processing (3 Credit Hours)
- MED 122 Medical Terminology II (3 Credit Hours)
- OST 149 Medical Legal Issues (3 Credit Hours)
- OST 247 Procedure Coding (3 Credit Hours)
- OST 248 Diagnostic Coding (3 Credit Hours)

Total Credit Hours: 18

Summer

- OST 137 Office Applications I (3 Credit Hours)
- OST 249 Med Coding Certification Prep (3 Credit Hours)
- OST 289 Office Admin Capstone (3 Credit Hours)

Total Credit Hours: 9

Total Program Hours: 43

Note(s):

The credits obtained from this diploma may be applied toward an Associate Degree in Medical Office Administration.

This program will NOT certify an individual as a professional coder. To become certified, students should contact one of the accrediting bodies and make arrangements for the certification exam. For more information, please visit http://www.aapc.com/.

Medical Office Administration - General Diploma (D25310GE)

The Medical Office Administration-General diploma program is designed for the individual entering, upgrading, or retraining in the medical office field.

Employment opportunities may be found in healthcare facilities, insurance billing offices, labs, and medical equipment manufacturers.

Program Learning Outcomes

Graduates will:

1. Demonstrate proper use of medical terminology and abbreviations used in medical offices and medical information management systems.
2. Demonstrate, identify and assess appropriate procedures for entering payroll information such as tax and withholding information and processing and creating payroll checks in an office environment.

Fall

- ACA 122 College Transfer Success (1 Credit Hour)
- OST 130 Comprehensive Keyboarding (3 Credit Hours)
- OST 137 Office Applications I (3 Credit Hours)
- MED 121 Medical Terminology I (3 Credit Hours)
- OST 148 Med Ins & Billing (3 Credit Hours)
- OST 164 Office Editing (3 Credit Hours)

Total Credit Hours: 16

Spring

- BIO 161 Intro to Human Biology (3 Credit Hours)
- OST 136 Word Processing (3 Credit Hours)
- MED 122 Medical Terminology II (3 Credit Hours)
- OST 153 Office Finance Solutions (3 Credit Hours)
- OST 243 Med Office Simulation (3 Credit Hours)

Total Credit Hours: 15

Summer

- ENG 111 Writing and Inquiry (3 Credit Hours)
- OST 149 Medical Legal Issues (3 Credit Hours)
- OST 289 Office Admin Capstone (3 Credit Hours)

Total Credit Hours: 9

Total Program Hours: 40

Note(s):

The credits obtained from this diploma may be applied toward an Associate Degree in Medical Office Administration.

Certificate

Medical Office Administration - General Certificate (C25310GE)

The Medical Office Administration-General certificate provides the medical office and computer skills necessary for entry-level employment in medical settings.

Program Learning Outcome

Graduates will:

1. Demonstrate proper use of medical terminology and abbreviations used in medical offices and medical information management systems.

Major Courses

- OST 130 Comprehensive Keyboarding (3 Credit Hours)
- OST 148 Med Ins & Billing (3 Credit Hours)
- OST 149 Medical Legal Issues (3 Credit Hours)
- MED 121 Medical Terminology I (3 Credit Hours)
- MED 122 Medical Terminology II (3 Credit Hours)

Total Program Hours: 15

Note(s):

The credits obtained from this certificate may be applied toward an Associate Degree in Medical Office Administration.

This certificate is issued by Gaston College and is not associated with third-party certifications.

Office Administration

Associate of Applied Science

Office Administration, A.A.S. (A25370)

The Office Administration curriculum prepares individuals for employment as administrative office personnel who perform a variety of administrative and clerical tasks, as well as providing support to managers and employees and assisting in daily office needs.

Course work includes computer applications, oral and written communication, analysis and coordination of office tasks and procedures, records management, keyboarding and formatting skills, and knowledge of emerging technologies in an office environment.

Graduates should qualify for employment opportunities in a variety of office positions in business, government, and industry. Upon graduation, students may be eligible to sit for industry-recognized certification exams.

Program Learning Outcomes

Graduates will:

1. Demonstrate effective written communication techniques related to office administration.
2. Demonstrate, identify and assess appropriate procedures for creating and formatting mailable office documents.
3. Demonstrate, identify and assess appropriate procedures for entering payroll information such as tax and withholding information and processing and creating payroll checks in an office environment.
4. Demonstrate, identify and assess appropriate procedures for creating and formatting mailable publications in an office environment

Course Selection Information

Students, to help you progress in your degree program, take prerequisite courses along with English and Math early in your academic career. This will align you for greater success in completing your program of study. Click on the courses listed below to ensure you are aware of prerequisites. The order shown below under the student program priorities is a guide.

Student Program Priorities:

1. OST 130, OST 137
2. OST 134, OST 136, OST 138, OST 164

FIRST YEAR

Fall

- ACA 122 College Transfer Success (1 Credit Hour)
- ENG 111 Writing and Inquiry (3 Credit Hours)
- MKT 223 Customer Service (3 Credit Hours)
- OST 130 Comprehensive Keyboarding (3 Credit Hours)
- OST 137 Office Applications I (3 Credit Hours)
- OST 140 Internet Comm/Research (2 Credit Hours)

Total Credit Hours: 15

Spring

- OST 122 Office Computations (3 Credit Hours)
- OST 138 Office Applications II (3 Credit Hours)
- OST 153 Office Finance Solutions (3 Credit Hours)
- OST 184 Records Management (3 Credit Hours)
- Natural Science/MAT 143 or Higher Elective (3 Credit Hours)

Total Credit Hours: 15

Summer

- COM 231 Public Speaking (3 Credit Hours)
  OR
- ENG 112 Writing/Research in the Disc (3 Credit Hours)
- OST 164 Office Editing (3 Credit Hours)
- OST 136 Word Processing (3 Credit Hours)

Total Credit Hours: 9

SECOND YEAR

Fall

- BUS 260 Business Communication (3 Credit Hours)
- OST 134 Text Entry & Formatting (3 Credit Hours)
- OST 145 Social Media for Office Prof (3 Credit Hours)
- OST 238 Office Applications III (3 Credit Hours)
- Major Hour Elective (1 Credit Hour)
- Humanities/Fine Arts Elective (3 Credit Hours)

Total Credit Hours: 16

Spring

- OST 135 Adv Text Entry & Format (3 Credit Hours)
- OST 233 Office Publications Design (3 Credit Hours)
- OST 286 Professional Development (3 Credit Hours)
- OST 289 Office Admin Capstone (3 Credit Hours)
- Social/Behavioral Science Elective (3 Credit Hours)

Total Credit Hours: 15

Humanities/Fine Arts Electives

Select one (1) course from the following:

- ART 111 Art Appreciation (3 Credit Hours)
- HUM 120 Cultural Studies (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- PHI 215 Philosophical Issues (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)
- REL 110 World Religions (3 Credit Hours)

Social/Behavioral Science Electives

Select one (1) course from the following:

- ECO 251 Prin of Microeconomics (3 Credit Hours)
- ECO 252 Prin of Macroeconomics (3 Credit Hours)
- HIS 111 World Civilizations I (3 Credit Hours)
- HIS 112 World Civilizations II (3 Credit Hours)
- POL 120 American Government (3 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)
- SOC 210 Introduction to Sociology (3 Credit Hours)
- SOC 220 Social Problems (3 Credit Hours)

Natural Science/MAT Electives

Select one (1) course from the following:

- BIO 110 Principles of Biology (4 Credit Hours)
- BIO 111 General Biology I (4 Credit Hours)
- BIO 161 Intro to Human Biology (3 Credit Hours)
- MAT 143 Quantitative Literacy (3 Credit Hours)
- MAT 152 Statistical Methods I (4 Credit Hours)
- MAT 171 Precalculus Algebra (4 Credit Hours)
- MAT 172 Precalculus Trigonometry (4 Credit Hours)

Major Hour Electives

Select one (1) credit hour from the following:

- ACC 120 Prin of Financial Accounting (4 Credit Hours)
- BUS 110 Introduction to Business (3 Credit Hours)
- CIS 110 Introduction to Computers (3 Credit Hours)
- CTI 120 Network & Sec Foundation (3 Credit Hours)
- MKT 120 Principles of Marketing (3 Credit Hours)
- WBL 111 Work-Based Learning I (1 Credit Hour)
- WBL 121 Work-Based Learning II (1 Credit Hour)

Total Program Hours: 70

Note(s):

Students may complete one (1) hour credit from WBL courses. Please contact the Work-Based Learning office for more information.

Diploma

Office Administration Diploma (D25370)

The Office Administration diploma program is designed for the individual entering, upgrading, or retraining in the office administration field.

Skills related to the application of these concepts are developed through the study of office software, communication, team-building, critical thinking, and problem solving. Students are eligible to sit for industry-recognized certification exams.

Employment opportunities are available in a variety of office positions in business, government, and industry.

Program Learning Outcomes

Graduates will:

1. Demonstrate effective written communication techniques related to office administration.
2. Demonstrate, identify and assess appropriate procedures for entering payroll information such as tax and withholding information and processing and creating payroll checks in an office environment.

Fall

- ACA 122 College Transfer Success (1 Credit Hour)
- ENG 111 Writing and Inquiry (3 Credit Hours)
- OST 130 Comprehensive Keyboarding (3 Credit Hours)
- OST 136 Word Processing (3 Credit Hours)
- OST 137 Office Applications I (3 Credit Hours)
- OST 164 Office Editing (3 Credit Hours)

Total Credit Hours: 16

Spring

- OST 122 Office Computations (3 Credit Hours)
- OST 138 Office Applications II (3 Credit Hours)
- OST 140 Internet Comm/Research (2 Credit Hours)
- OST 184 Records Management (3 Credit Hours)
- OST 233 Office Publications Design (3 Credit Hours)

Total Credit Hours: 14

Summer

- OST 134 Text Entry & Formatting (3 Credit Hours)
- OST 289 Office Admin Capstone (3 Credit Hours)
- Natural Science/MAT 143 or Higher (3 Credit Hours)

Total Credit Hours: 9

Natural Science/MAT 143 or Higher Electives

Select one (1) course from the following:

- BIO 110 Principles of Biology (4 Credit Hours)
- BIO 111 General Biology I (4 Credit Hours)
- BIO 161 Intro to Human Biology (3 Credit Hours)
- MAT 143 Quantitative Literacy (3 Credit Hours)
- MAT 152 Statistical Methods I (4 Credit Hours)
- MAT 171 Precalculus Algebra (4 Credit Hours)
- MAT 172 Precalculus Trigonometry (4 Credit Hours)

Total Program Hours: 39

Note(s):

The credits obtained from this diploma may be applied toward an Associate Degree in Office Administration.

Certificate

Office Administration - General Certificate (C25370GE)

The Office Administration-General certificate provides the technical and administrative support skills necessary for entry-level employment in a variety of office settings.

Program Learning Outcome

Graduates will:

1. Demonstrate effective written communication techniques related to office administration.

Major Courses

- OST 130 Comprehensive Keyboarding (3 Credit Hours)
- OST 136 Word Processing (3 Credit Hours)
- OST 137 Office Applications I (3 Credit Hours)
- OST 164 Office Editing (3 Credit Hours)

Total Program Hours: 12

Note(s):

The credits obtained from this certificate may be applied toward an Associate Degree in Office Administration.

This certificate is issued by Gaston College and is not associated with third-party certifications.

Paralegal Technology

Associate of Applied Science

Paralegal Technology, A.A.S. (A25380)

This Associate in Applied Science (A.A.S.) degree is a two-year program that prepares students for the workforce. However, there are some senior institutions where all or part of this degree is accepted as the first two years of a four-year program. Students interested in pursuing a four-year degree should consult an advisor.

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

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

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

This program is recognized as a North Carolina Qualified Paralegal Studies Program by the NC State Bar Board of Paralegal Certification. This designation qualifies graduates of the Paralegal degree program to sit for the North Carolina Certified Paralegal (NCCP) exam, provided they have completed at least nine semester hours of legal education, or the equivalent, with classroom instruction (live, real-time, simultaneous broadcast via satellite or webinar). Students should be aware of this requirement when scheduling classes.

Program Learning Outcomes

Graduates will:

1. Define basic civil, civil injuries, criminal, domestic, and business law concepts, as well as an understanding of the role of the paralegal in our legal system.
2. Perform basic research of defined legal questions by traditional and electronic means and properly cite legal authorities.
3. Describe legal ethics and use of the NC Rules of Professional Conduct.
4. Describe the court system and the litigation process and assist an attorney in the preparation and filing of legal documents.

Course Selection Information

Students, to help you progress in your degree program, take prerequisite courses along with English and Math early in your academic career. This will align you for greater success in completing your program of study. Click on the courses listed below to ensure you are aware of prerequisites. The order shown below under the student program priorities is a guide.

Student Program Priorities:

1. ENG 111, OST 137, LEX 140
2. LEX 120

FIRST YEAR

Fall

- ACA 122 College Transfer Success (1 Credit Hour)

- ENG 111 Writing and Inquiry (3 Credit Hours)
- LEX 110 Intro to Paralegal Study (2 Credit Hours)
- LEX 130 Civil Injuries (3 Credit Hours)
- LEX 140 Civil Litigation I (3 Credit Hours)
- LEX 280 Ethics & Professionalism (2 Credit Hours)
- OST 137 Office Applications I (3 Credit Hours)

Total Credit Hours: 17

Spring

- CJC 131 Criminal Law (3 Credit Hours)
- ENG 112 Writing/Research in the Disc (3 Credit Hours)
- LEX 120 Legal Research/Writing I (3 Credit Hours)
- LEX 170 Administrative Law (2 Credit Hours)
- Math Elective (MAT 143 or Higher) (3 Credit Hours)

Total Credit Hours: 14

SECOND YEAR

Fall

- COM 120 Intro Interpersonal Com (3 Credit Hours)
  OR
- COM 231 Public Speaking (3 Credit Hours)
- LEX 150 Commercial Law I (3 Credit Hours)
- LEX 210 Real Property I (3 Credit Hours)
- Humanities Elective (3 Credit Hours)
- Social Science Elective (3 Credit Hours)

Total Credit Hours: 15

Spring

- LEX 121 Legal Research/Writing II (3 Credit Hours)
- BUS 115 Business Law I (3 Credit Hours)
- LEX 240 Family Law (3 Credit Hours)
- LEX 250 Wills, Estates, & Trusts (3 Credit Hours)
- OST 153 Office Finance Solutions (3 Credit Hours)
- Major Hour Elective (3 Credit Hours)

Total Credit Hours: 18

Humanities/Fine Arts Electives

Select one (1) course from the following:

- ART 111 Art Appreciation (3 Credit Hours)
- ENG 232 American Literature II (3 Credit Hours)
- HUM 120 Cultural Studies (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- PHI 215 Philosophical Issues (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)

Social/Behavioral Science Electives

Select one (1) course from the following:

- ECO 251 Prin of Microeconomics (3 Credit Hours)
- ECO 252 Prin of Macroeconomics (3 Credit Hours)
- POL 120 American Government (3 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)
- SOC 210 Introduction to Sociology (3 Credit Hours)
- SOC 220 Social Problems (3 Credit Hours)

Math Elective (MAT 143 or Higher)

Select one (1) course from the following:

- MAT 143 Quantitative Literacy (3 Credit Hours)
- MAT 152 Statistical Methods I (4 Credit Hours)
- MAT 171 Precalculus Algebra (4 Credit Hours)
- MAT 172 Precalculus Trigonometry (4 Credit Hours)

Major Hour Electives

Select three (3) credit hours from the following:

- OST 286 Professional Development (3 Credit Hours)
- WBL 111 Work-Based Learning I (1 Credit Hour)
- WBL 112 Work-Based Learning I (2 Credit Hours)
- WBL 121 Work-Based Learning II (1 Credit Hour)
- WBL 122 Work-Based Learning II (2 Credit Hours)
- WBL 131 Work-Based Learning III (1 Credit Hour)

Total Program Hours: 64

Note(s):

Students may complete up to three (3) hours credit from WBL courses. Please contact the Work-Based Learning office for more information.

Certificate

Paralegal Technology - Paralegal Office Administration Certificate (C25380)

The Paralegal Office Administration certificate prepares individuals for entry level administrative positions in legal or governmental offices. It equips individuals with technology skills necessary to perform in a computerized workplace.

Completion of this certificate does not qualify students to sit for the North Carolina Certified Paralegal (NCCP) exam. Individuals interested in becoming certified should consider the Paralegal Technology, A.A.S. (A25380) degree program.

Program Learning Outcomes

Graduates will:

1. Identify basic legal concepts, including the proper role of the paralegal in the practice of law.
2. Demonstrate effective use of computer skills and technology to perform office functions relevant to the legal field.

Major Courses

- LEX 110 Intro to Paralegal Study (2 Credit Hours)
- LEX 280 Ethics & Professionalism (2 Credit Hours)
- OST 137 Office Applications I (3 Credit Hours)
- OST 153 Office Finance Solutions (3 Credit Hours)
- OST 286 Professional Development (3 Credit Hours)

Total Program Hours: 13

Note(s):

The credits obtained from this certificate may be applied toward the Associate Degree in Paralegal Technology and/or Office Administration.

This certificate is issued by Gaston College and is not associated with any third-party certifications.

Public Safety Administration

Associate of Applied Science

Public Safety Administration - Corrections Services, A.A.S. (A55480CR)

This Associate in Applied Science (A.A.S.) degree is a two-year program that prepares students for the workforce. However, there are some senior institutions where all or part of this degree is accepted as the first two years of a four-year program. Students interested in pursuing a four-year degree should consult an advisor.

The Public Safety Administration curriculum is designed to provide students, as well as practitioners, with knowledge and skills in the technical, managerial, and administrative areas necessary for entrance or advancement within various public safety and government organizations. Course work in diverse subject areas includes public safety administration and education, interagency operations, crisis leadership, government and agency financial management, professional standards, incident management, administrative law, and supervision, while providing a streamlined pathway that recognizes the value of previously earned skillsets and credentials within the public safety sector. Employment opportunities exist with fire or police departments, emergency medical services, emergency management organizations, governmental agencies, industrial firms, correctional facilities, private industries, insurance organizations, educational organizations, security and protective organizations, and through self-employment opportunities.

Program Learning Outcomes

Graduates will:

1. Analyze concepts and theories related to public safety administration.
2. Apply leadership traits that provide efficient group and task management.
3. Differentiate between public and private resources to effectively meet public safety goals.
4. Demonstrate knowledge of organizational dynamics through a correctional management perspective in real world situations.

FIRST YEAR

Fall

- ACA 122 College Transfer Success (1 Credit Hour)
- CJC 131 Criminal Law (3 Credit Hours)
- CJC 170 Critical Incident Mgmt Pub Saf (3 Credit Hours)
- CJC 212 Ethics & Comm Relations (3 Credit Hours)
- ENG 111 Writing and Inquiry (3 Credit Hours)
- FIP 152 Fire Protection Law (3 Credit Hours)

Total Credit Hours: 16

Spring

- CJC 161 Intro Homeland Security (3 Credit Hours)
- CJC 231 Constitutional Law (3 Credit Hours)
- ENG 112 Writing/Research in the Disc (3 Credit Hours)
- MAT 143 Quantitative Literacy (3 Credit Hours)
  OR
- MAT 152 Statistical Methods I (4 Credit Hours)
  OR
- MAT 171 Precalculus Algebra (4 Credit Hours)

Total Credit Hours: 12-13

Summer

- PAD 151 Intro to Public Admin (3 Credit Hours)

- PAD 252 Public Policy Analysis (3 Credit Hours)
- PAD 254 Grant Writing (3 Credit Hours)

Total Credit Hours: 9

SECOND YEAR

Fall

- CJC 141 Corrections (3 Credit Hours)
- CJC 214 Victimology (3 Credit Hours)
- CJC 225 Crisis Intervention (3 Credit Hours)
- CJC 240 Law Enfor Mgt. & Supervis (3 Credit Hours)
- FIP 228 Local Govt Finance (3 Credit Hours)
- Humanities/Fine Arts Elective (3 Credit Hours)

Total Credit Hours: 18

Spring

- CJC 120 Interviews/Interrogations (2 Credit Hours)
- CJC 221 Investigative Principles (4 Credit Hours)
- CJC 232 Civil Liability (3 Credit Hours)
- Social/Behavioral Science Elective (3 Credit Hours)

Total Credit Hours: 12

Humanities/Fine Arts Electives

Select one (1) course from the following:

- ART 111 Art Appreciation (3 Credit Hours)
- ART 114 Art History Survey I (3 Credit Hours)
- ART 115 Art History Survey II (3 Credit Hours)
- ENG 231 American Literature I (3 Credit Hours)
- ENG 232 American Literature II (3 Credit Hours)
- ENG 241 British Literature I (3 Credit Hours)
- ENG 242 British Literature II (3 Credit Hours)
- HUM 120 Cultural Studies (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- MUS 112 Introduction to Jazz (3 Credit Hours)
- PHI 215 Philosophical Issues (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)
- REL 110 World Religions (3 Credit Hours)

Social/Behavioral Science Electives

Select one (1) course from the following:

- HIS 112 World Civilizations II (3 Credit Hours)
- HIS 132 American History II (3 Credit Hours)
- POL 120 American Government (3 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)
- SOC 210 Introduction to Sociology (3 Credit Hours)
- SOC 220 Social Problems (3 Credit Hours)

Total Program Hours: 66-68

Note(s):

Students successfully completing a Basic Law Enforcement Training (BLET) course accredited by the North Carolina Criminal Justice Education and Training Standards Commission and the North Carolina Sheriffs' Education and Training Standards Commission will receive 18 hours credit for CJC 120-Interviews/Interrogations, CJC 131-Criminal Law, CJC 132-Court Procedures and Evidence, CJC 221-Investigative Principles, CJC 225-Crisis Intervention and CJC 231-Constitutional Law.

Students successfully completing PST 120-NCDPS Correctional Officer Training or PST 124-NC Sheriffs' Detention Officer Training for eight (8) hours credit will receive credit for CJC 141-Corrections, CJC 225-Crisis Intervention and CJC 232-Civil Liability.

Public Safety Administration - EMS Management Services, A.A.S. (A55480PM)

This Associate in Applied Science (A.A.S.) degree is a two-year program that prepares students for the workforce. However, there are some senior institutions where all or part of this degree is accepted as the first two years of a four-year program. Students interested in pursuing a four-year degree should consult an advisor.

The Public Safety Administration curriculum is designed to provide students, as well as practitioners, with knowledge and skills in the technical, managerial, and administrative areas necessary for entrance or advancement within various public safety and government organizations. Course work in diverse subject areas includes public safety administration and education, interagency operations, crisis leadership, government and agency financial management, professional standards, incident management, administrative law, and supervision, while providing a streamlined pathway that recognizes the value of previously earned skillsets and credentials within the public safety sector. Employment opportunities exist with fire, police departments, emergency medical services, emergency management organizations, governmental agencies, industrial firms, correctional facilities, private industries, insurance organizations, educational organizations, security and protective organizations, and through self-employment opportunities.

Program Learning Outcomes

Graduates will:

1. Analyze concepts and theories related to public safety administration.
2. Apply leadership traits that provide efficient group and task management.
3. Differentiate between public and private resources to effectively meet public safety goals.
4. Identify characteristics of an effective leader in the emergency medical service industry.

FIRST YEAR

Fall

- ACA 122 College Transfer Success (1 Credit Hour)
- BIO 168 Anatomy and Physiology I (4 Credit Hours)
- EMS 110 EMT (9 Credit Hours)
- ENG 111 Writing and Inquiry (3 Credit Hours)
- FIP 152 Fire Protection Law (3 Credit Hours)

Total Credit Hours: 20

Spring

- BIO 169 Anatomy and Physiology II (4 Credit Hours)
- EMS 122 EMS Clinical Practicum I (1 Credit Hour)
- EMS 130 Pharmacology (4 Credit Hours)
- EMS 131 Advanced Airway Management (2 Credit Hours)
- EMS 160 Cardiology I (3 Credit Hours)

Total Credit Hours: 14

Summer

- EMS 220 Cardiology II (3 Credit Hours)
- PAD 151 Intro to Public Admin (3 Credit Hours)
- PAD 252 Public Policy Analysis (3 Credit Hours)
- PAD 254 Grant Writing (3 Credit Hours)

Total Credit Hours: 12

SECOND YEAR

Fall

- Social/Behavioral Science Elective (3 Credit Hours)
- Humanities/Fine Arts Elective (3 Credit Hours)
- EMS 270 Life Span Emergencies (4 Credit Hours)
- FIP 228 Local Govt Finance (3 Credit Hours)

Total Credit Hours: 13

Spring

- EPT 150 Incident Management (3 Credit Hours)
- EMS 235 EMS Management (2 Credit Hours)
- ENG 112 Writing/Research in the Disc (3 Credit Hours)
- MAT 143 Quantitative Literacy (3 Credit Hours)
  OR
- MAT 152 Statistical Methods I (4 Credit Hours)
  OR
- MAT 171 Precalculus Algebra (4 Credit Hours)

Total Credit Hours: 11-12

Humanities/Fine Arts Electives

Select one (1) course from the following:

- ART 111 Art Appreciation (3 Credit Hours)
- ART 114 Art History Survey I (3 Credit Hours)
- ART 115 Art History Survey II (3 Credit Hours)
- ENG 231 American Literature I (3 Credit Hours)
- ENG 232 American Literature II (3 Credit Hours)
- ENG 241 British Literature I (3 Credit Hours)
- ENG 242 British Literature II (3 Credit Hours)
- HUM 120 Cultural Studies (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- MUS 112 Introduction to Jazz (3 Credit Hours)
- PHI 215 Philosophical Issues (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)
- REL 110 World Religions (3 Credit Hours)

Social/Behavioral Science Electives

Select one (1) course from the following:

- HIS 112 World Civilizations II (3 Credit Hours)
- HIS 132 American History II (3 Credit Hours)
- POL 120 American Government (3 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)
- SOC 210 Introduction to Sociology (3 Credit Hours)
- SOC 220 Social Problems (3 Credit Hours)

Total Program Hours: 70-71

Public Safety Administration - Fire Protection Services, A.A.S. (A55480FP)

This Associate in Applied Science (A.A.S.) degree is a two-year program that prepares students for the workforce. However, there are some senior institutions where all or part of this degree is accepted as the first two years of a four-year program. Students interested in pursuing a four-year degree should consult an advisor.

The Public Safety Administration curriculum is designed to provide students, as well as practitioners, with knowledge and skills in the technical, managerial, and administrative areas necessary for entrance or advancement within various public safety and government organizations. Course work in diverse subject areas includes public safety administration and education, interagency operations, crisis leadership, government and agency financial management, professional standards, incident management, administrative law, and supervision, while providing a streamlined pathway that recognizes the value of previously earned skillsets and credentials within the public safety sector. Employment opportunities exist with fire or police departments, emergency medical services, emergency management organizations, governmental agencies, industrial firms, correctional facilities, private industries, insurance organizations, educational organizations, security and protective organizations, and through self-employment opportunities.

Program Learning Outcomes

Graduates will:

1. Analyze concepts and theories related to public safety administration.
2. Apply leadership traits that provide efficient group and task management.
3. Differentiate between public and private resources to effectively meet public safety goals.
4. Identify and describe key functions and competencies to be effective in today's fire service administration environment.

FIRST YEAR

Fall

- ACA 122 College Transfer Success (1 Credit Hour)
- FIP 120 Intro to Fire Protection (3 Credit Hours)
- FIP 124 Fire Prevention & Public Ed (3 Credit Hours)
- FIP 136 Inspections & Codes (3 Credit Hours)
- FIP 152 Fire Protection Law (3 Credit Hours)

Total Credit Hours: 13

Spring

- ENG 111 Writing and Inquiry (3 Credit Hours)
- FIP 128 Detection & Investigation (3 Credit Hours)
- FIP 132 Building Construction (3 Credit Hours)
- FIP 146 Fire Protection Systems (4 Credit Hours)

Total Credit Hours: 13

Summer

- PAD 151 Intro to Public Admin (3 Credit Hours)
- PAD 252 Public Policy Analysis (3 Credit Hours)
- PAD 254 Grant Writing (3 Credit Hours)

- Social/Behavioral Science Elective (3 Credit Hours)

Total Credit Hours: 12

SECOND YEAR

Fall

- EPT 140 Emergency Management (3 Credit Hours)
- EPT 150 Incident Management (3 Credit Hours)
- FIP 220 Fire Fighting Strategies (3 Credit Hours)
- FIP 228 Local Govt Finance (3 Credit Hours)
- Humanities/Fine Arts Elective (3 Credit Hours)

Total Credit Hours: 15

Spring

- ENG 112 Writing/Research in the Disc (3 Credit Hours)
- FIP 221 Adv Fire Fighting Strat (3 Credit Hours)
- FIP 276 Managing Fire Services (3 Credit Hours)
- MAT 143 Quantitative Literacy (3 Credit Hours)
  OR
- MAT 152 Statistical Methods I (4 Credit Hours)
  OR
- MAT 171 Precalculus Algebra (4 Credit Hours)

Total Credit Hours: 12-13

Humanities/Fine Arts Electives

Select one (1) course from the following:

- ART 111 Art Appreciation (3 Credit Hours)
- ART 114 Art History Survey I (3 Credit Hours)
- ART 115 Art History Survey II (3 Credit Hours)
- ENG 231 American Literature I (3 Credit Hours)
- ENG 232 American Literature II (3 Credit Hours)
- ENG 241 British Literature I (3 Credit Hours)
- ENG 242 British Literature II (3 Credit Hours)
- HUM 120 Cultural Studies (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- MUS 112 Introduction to Jazz (3 Credit Hours)
- PHI 215 Philosophical Issues (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)
- REL 110 World Religions (3 Credit Hours)

Social/Behavioral Science Electives

Select one (1) course from the following:

- HIS 112 World Civilizations II (3 Credit Hours)
- HIS 132 American History II (3 Credit Hours)
- POL 120 American Government (3 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)
- SOC 210 Introduction to Sociology (3 Credit Hours)
- SOC 220 Social Problems (3 Credit Hours)

Total Program Hours: 65-66

Note(s):

Students successfully completing PST 163-NC OSFM Training will receive credit for FIP 120-Intro to Fire Protection. Those completing PST 166-NC OSFM Training will receive credit for FIP 124-Fire Prevention and Public Ed and EPT 140-Emergency Management.

Public Safety Administration - Law Enforcement Management Services, A.A.S. (A55480LE)

This Associate in Applied Science (A.A.S.) degree is a two-year program that prepares students for the workforce. However, there are some senior institutions where all or part of this degree is accepted as the first two years of a four-year program. Students interested in pursuing a four-year degree should consult an advisor.

The Public Safety Administration curriculum is designed to provide students, as well as practitioners, with knowledge and skills in the technical, managerial, and administrative areas necessary for entrance or advancement within various public safety and government organizations. Course work in diverse subject areas includes public safety administration and education, interagency operations, crisis leadership, government and agency financial management, professional standards, incident management, administrative law, and supervision, while providing a streamlined pathway that recognizes the value of previously earned skillsets and credentials within the public safety sector. Employment opportunities exist with fire or police departments, emergency medical services, emergency management organizations, governmental agencies, industrial firms, correctional facilities, private industries, insurance organizations, educational organizations, security and protective organizations, and through self-employment opportunities.

Program Learning Outcomes

Graduates will:

1. Analyze concepts and theories related to public safety administration.
2. Apply leadership traits that provide efficient group and task management.
3. Differentiate between public and private resources to effectively meet public safety goals.
4. Demonstrate knowledge of organizational dynamics through a law enforcement management perspective in real world situations.

FIRST YEAR

Fall

- ACA 122 College Transfer Success (1 Credit Hour)
- CJC 170 Critical Incident Mgmt Pub Saf (3 Credit Hours)
- CJC or PST Elective (3 Credit Hours)
- CJC or PST Elective (3 Credit Hours)
- ENG 111 Writing and Inquiry (3 Credit Hours)
- FIP 152 Fire Protection Law (3 Credit Hours)

Total Credit Hours: 16

Spring

- CJC 161 Intro Homeland Security (3 Credit Hours)
- CJC 231 Constitutional Law (3 Credit Hours)
- ENG 112 Writing/Research in the Disc (3 Credit Hours)
- MAT 143 Quantitative Literacy (3 Credit Hours)
  OR
- MAT 152 Statistical Methods I (4 Credit Hours)
  OR
- MAT 171 Precalculus Algebra (4 Credit Hours)

Total Credit Hours: 12-13

Summer

- PAD 151 Intro to Public Admin (3 Credit Hours)
- PAD 252 Public Policy Analysis (3 Credit Hours)
- PAD 254 Grant Writing (3 Credit Hours)

Total Credit Hours: 9

SECOND YEAR

Fall

- CJC 225 Crisis Intervention (3 Credit Hours)
- CJC 240 Law Enfor Mgt. & Supervis (3 Credit Hours)
  CJC or PST Elective (3 Credit Hours)
- FIP 228 Local Govt Finance (3 Credit Hours)
- Humanities/Fine Arts Elective (3 Credit Hours)

Total Credit Hours: 15

Spring

- CJC 221 Investigative Principles (4 Credit Hours)
- CJC or PST Elective (3 Credit Hours)
- CJC or PST Elective (2 Credit Hours)
- Social/Behavioral Science Elective (3 Credit Hours)

Total Credit Hours: 12

Humanities/Fine Arts Electives

Select one (1) course from the following:

- ART 111 Art Appreciation (3 Credit Hours)
- ART 114 Art History Survey I (3 Credit Hours)
- ART 115 Art History Survey II (3 Credit Hours)
- ENG 231 American Literature I (3 Credit Hours)
- ENG 232 American Literature II (3 Credit Hours)
- ENG 241 British Literature I (3 Credit Hours)
- ENG 242 British Literature II (3 Credit Hours)
- HUM 120 Cultural Studies (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- MUS 112 Introduction to Jazz (3 Credit Hours)
- PHI 215 Philosophical Issues (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)
- REL 110 World Religions (3 Credit Hours)

Social/Behavioral Science Electives

Select one (1) course from the following:

- HIS 112 World Civilizations II (3 Credit Hours)
- HIS 132 American History II (3 Credit Hours)
- POL 120 American Government (3 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)
- SOC 210 Introduction to Sociology (3 Credit Hours)
- SOC 220 Social Problems (3 Credit Hours)

Criminal Justice/Public Service Training Electives

Select 14 credit hours from the following:

(Note: Only 9 credit hours may be credited from the PST prefix courses)

- CJC 120 Interviews/Interrogations (2 Credit Hours)
- CJC 131 Criminal Law (3 Credit Hours)
- CJC 132 Court Procedure & Evidence (3 Credit Hours)
- CJC 160 Terrorism: Underlying Issues (3 Credit Hours)
- CJC 212 Ethics & Comm Relations (3 Credit Hours)
- PST 123 NC Sheriffs' Telecom Training (2 Credit Hours)

- PST 125 NC Basic Juv Just Ofr Train (7 Credit Hours)
- PST 126 NC Basic Juv Just Counsel Trg (7 Credit Hours)
- PST 127 NC Basic Probation Ofr Traing (9 Credit Hours)
- PST 151 NC Justice Academy Training (1 Credit Hour)
- PST 152 NC Justice Academy Training (2 Credit Hours)
- PST 153 NC Justice Academy Training (3 Credit Hours)
- PST 154 NC Justice Academy Training (4 Credit Hours)
- PST 155 NC Justice Academy Training (5 Credit Hours)
- PST 156 NC Justice Academy Training (6 Credit Hours)
- PST 157 NC Justice Academy Training (7 Credit Hours)
- PST 158 NC Justice Academy Training (8 Credit Hours)
- PST 159 NC Justice Academy Training (9 Credit Hours)
- PST 171 NCCCS Public Safety Training (1 Credit Hour)
- PST 172 NCCCS Public Safety Training (2 Credit Hours)
- PST 173 NCCCS Public Safety Training (3 Credit Hours)
- PST 174 NCCCS Public Safety Training (4 Credit Hours)
- PST 175 NCCCS Public Safety Training (5 Credit Hours)
- PST 176 NCCCS Public Safety Training (6 Credit Hours)
- PST 177 NCCCS Public Safety Training (7 Credit Hours)
- PST 178 NCCCS Public Safety Training (8 Credit Hours)
- PST 179 NCCCS Public Safety Training (9 Credit Hours)
- PST 189 NCDOJ Prof Cert Program (9 Credit Hours)

Total Program Hours: 64-65

Note(s):

Students successfully completing a Basic Law Enforcement Training (BLET) course accredited by the North Carolina Criminal Justice Education and Training Standards Commission and the North Carolina Sheriffs' Education and Training Standards Commission will receive 18 hours credit for CJC 120-Interviews/Interrogations, CJC 131-Criminal Law, CJC 132-Court Procedures and Evidence, CJC 221-Investigative Principles, CJC 225-Crisis Intervention and CJC 231-Constitutional Law.

Sports Media Technology

Associate of Applied Science

Sports Media Technology, A.A.S. (A30170)

Students enrolled in the Sports Media Technology curriculum will develop professional skills in sports media and related applications.

Training will emphasize announcing, script writing, livestreaming, videography, audio and postproduction. Students will also study the mechanics of sports, media management, marketing, and problem solving. Hands-on training and teamwork approaches are essential to the instructional process.

Upon successful completion, students are prepared to work in a sports media organization in a variety of occupations.

Program Learning Outcomes

Graduates will:

1. Construct the various elements for video production and apply that knowledge within the sports media industry.
2. Illustrate storytelling techniques for sports narratives.
3. Describe all elements of livestreaming sports broadcasts.
4. Demonstrate the fundamental skills to write across various media platforms.
5. Demonstrate the ability to speak on air in a live broadcast and conduct a proper interview.

Course Selection Information

Students, to help you progress in your degree program, take prerequisite courses along with English and Math early in your academic career. This will align you for greater success in completing your program of study. Click on the courses listed below to ensure you are aware of prerequisites. The order shown below under the student program priorities is a guide.

Student Program Priorities:

BPT 240

FIRST YEAR

Fall

- ACA 122 College Transfer Success (1 Credit Hour)
- BPT 110 Media Evolution (3 Credit Hours)
- BPT 121 Media Speech Techniques (3 Credit Hours)
- BPT 140 Intro to Media Production (3 Credit Hours)
- BPT 240 Sports Media (4 Credit Hours)

Total Credit Hours: 14

Spring

- BPT 131 Audio Production I (4 Credit Hours)
- BPT 231 Video Production I (4 Credit Hours)
- ENG 111 Writing and Inquiry (3 Credit Hours)
- SMT 110 Play-by-Play (3 Credit Hours)
- SMT 111 Sports Media Practicum I (2 Credit Hours)

Total Credit Hours: 16

Summer

- ENG 112 Writing/Research in the Disc (3 Credit Hours)
- Natural Science/Math Elective (3 Credit Hours)
- Humanities/Fine Arts Elective (3 Credit Hours)
- Social/Behavioral Science Elective (3 Credit Hours)

Total Credit Hours: 12

SECOND YEAR

Fall

- BPT 241 Multimedia Journalism I (4 Credit Hours)
- SMT 112 Sports Media Practicum II (2 Credit Hours)
- Major Hour Elective (3 Credit Hours)
- Major Hour Elective (3 Credit Hours)

Total Credit Hours: 12

Spring

- BPT 112 Media Writing (4 Credit Hours)
- BPT 135 Audio Performance I (2 Credit Hours)
  OR
- BPT 235 Video Performance I (2 Credit Hours)
- BPT 215 Industry Career Preparation (3 Credit Hours)
- SMT 113 Sports Media Practicum III (2 Credit Hours)
- Major Hour Elective (3 Credit Hours)

Total Credit Hours: 14

Humanities/Fine Arts Electives

Select three (3) Credit hours from the following:

- ART 111 Art Appreciation (3 Credit Hours)
- HUM 120 Cultural Studies (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- MUS 112 Introduction to Jazz (3 Credit Hours)
- PHI 215 Philosophical Issues (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)
- REL 110 World Religions (3 Credit Hours)

Social/Behavioral Sciences

Select three (3) credit hours from the following:

- ECO 251 Prin of Microeconomics (3 Credit Hours)
- ECO 252 Prin of Macroeconomics (3 Credit Hours)
- HIS 111 World Civilizations I (3 Credit Hours)
- HIS 112 World Civilizations II (3 Credit Hours)
- POL 120 American Government (3 Credit Hours)

- PSY 150 General Psychology (3 Credit Hours)
- SOC 210 Introduction to Sociology (3 Credit Hours)
- SOC 220 Social Problems (3 Credit Hours)

Natural Science/Math Elective (3 Credit Hours)

Select one (1) course from the following:

- BIO 110 Principles of Biology (4 Credit Hours)
- BIO 111 General Biology I (4 Credit Hours)
- GEL 111 Geology (4 Credit Hours)
- MAT 110 Math Measurement & Literacy (3 Credit Hours)
- MAT 121 Algebra/Trigonometry I (3 Credit Hours)
- MAT 143 Quantitative Literacy (3 Credit Hours)
- MAT 152 Statistical Methods I (4 Credit Hours)
- MAT 171 Precalculus Algebra (4 Credit Hours)
- MAT 172 Precalculus Trigonometry (4 Credit Hours)

Major Hour Electives

Select nine (9) hours from the following:

- ART 264 Digital Photography I (3 Credit Hours)
- BPT 250 Corporate Video (3 Credit Hours)
- MKT 120 Principles of Marketing (3 Credit Hours)
- WEB 120 Intro Internet Multimedia (3 Credit Hours)

Total Program Hours: 68

Certificate

Sports Media Technology Certificate (C30170)

Students enrolled in the Sports Media Technology certificate will develop professional skills in sports media and related applications.

Training will emphasize announcing, livestreaming, videography and audio production. Hands-on learning is essential to the instructional process.

Upon successful completion, students are prepared to work in a sports media organization in a variety of occupations.

Program Learning Outcome

Graduates will:

1. Construct the various elements for video production and apply that knowledge within the sports media industry.
2. Describe all elements of livestreaming sports broadcasts.

Major Courses

- BPT 121 Media Speech Techniques (3 Credit Hours)
- BPT 240 Sports Media (4 Credit Hours)
- SMT 110 Play-by-Play (3 Credit Hours)
- SMT 111 Sports Media Practicum I (2 Credit Hours)

Total Program Hours: 12

Note(s):

The credits obtained from this certificate may be applied toward the Associate Degree in Sports Media Technology.

This certificate is issued by Gaston College and is not associated with third-party certifications.

Textiles Technology

Associate of Applied Science

Textiles Technology - Design, A.A.S. (A50500DE)

This curriculum prepares individuals for a career in fashion merchandising and design.

Coursework includes fundamental textile technology courses, computer-aided design, fabric construction fundamentals, art and management principles.

Graduates should qualify as managers, designers, product development specialists and more.

This curriculum focuses on textile design.

Program Learning Outcomes

Graduates will:

1. Apply the principles and concepts of basic sciences, fiber science, textile technology and management science to the analysis and solution of real-world problems.
2. Define career expectations and opportunities in the textile field.
3. Identify stages of the fashion product development cycle.

Students participating in the college transfer program to the North Carolina A&T State University Fashion Merchandising and Design program should see an academic advisor.

FIRST YEAR

Fall

- ACA 122 College Transfer Success (1 Credit Hour)
- ECO 252 Prin of Macroeconomics (3 Credit Hours)

- ENG 111 Writing and Inquiry (3 Credit Hours)
- MAT 152 Statistical Methods I (4 Credit Hours)
- TEX 121 Textile Design and Studio I (3 Credit Hours)
- TEX 110 Fundamentals of Textiles (3 Credit Hours)

Total Credit Hours: 17

Spring

- ART 171 Digital Design I (3 Credit Hours)
- ENG 112 Writing/Research in the Disc (3 Credit Hours)
- TEX 113 Yarn Production Systems (3 Credit Hours)
- TEX 119 The Textile Industry (3 Credit Hours)
- Professional Elective (5 Credit Hours)

Total Credit Hours: 17

SECOND YEAR

Fall

- ART 131 Drawing I (3 Credit Hours)
- TEX 122 Textile Design and Studio II (3 Credit Hours)
- TEX 212 Yarn Forming Systems (5 Credit Hours)
- Professional Elective (5 Credit Hours)

Total Credit Hours: 16

Spring

- ART 271 Digital Design II (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)
- TEX 210 Fiber Science (5 Credit Hours)
- TEX 211 Fashion Illustration (3 Credit Hours)
- Professional Elective (3 Credit Hours)

Total Credit Hours: 17

Professional Electives

Select 13 credit hours from the following:

- ACC 120 Prin of Financial Accounting (4 Credit Hours)
- ART 114 Art History Survey I (3 Credit Hours)
- ART 115 Art History Survey II (3 Credit Hours)

- ART 132 Drawing II (3 Credit Hours)
- BUS 115 Business Law I (3 Credit Hours)
- BUS 137 Principles of Management (3 Credit Hours)
- CHM 151 General Chemistry I (4 Credit Hours)
- CIS 110 Introduction to Computers (3 Credit Hours)
- ECO 251 Prin of Microeconomics (3 Credit Hours)
- MKT 120 Principles of Marketing (3 Credit Hours)
- TEX 213 Fabric Forming/Weaving (3 Credit Hours)
- TEX 214 Knitting Processes (3 Credit Hours)
- TEX 215 Dyeing & Finishing (3 Credit Hours)
- WBL 111 Work-Based Learning I (1 Credit Hour)
- WBL 121 Work-Based Learning II (1 Credit Hour)
- WBL 122 Work-Based Learning II (2 Credit Hours)

Total Program Hours: 67

Textiles Technology - General, A.A.S. (A50500GE)

This curriculum prepares individuals for textile manufacturing, advanced materials or product development.

Coursework includes industrial safety, quality control, and textile courses in yarn production, weaving processes, dyeing, finishing, and fiber science.

Graduates should qualify as technicians, managers, or designers in the textile industry.

Program Learning Outcomes

Graduates will:

1. Apply the principles and concepts of basic sciences, polymer and fiber science, textile technology and management science to the analysis and solution of real-world problems.
2. Define career expectations and opportunities in the textile field.
3. Explain the critical stages in the various sectors of the textile and apparel supply chain.

Students participating in the college transfer program to the North Carolina State University Textile Technology program should see an academic advisor.

FIRST YEAR

Fall

- ACA 122 College Transfer Success (1 Credit Hour)
- ECO 251 Prin of Microeconomics (3 Credit Hours)
- ENG 111 Writing and Inquiry (3 Credit Hours)
- MAT 152 Statistical Methods I (4 Credit Hours)
- TEX 110 Fundamentals of Textiles (3 Credit Hours)
- Professional Elective (4 Credit Hours)

Total Credit Hours: 18

Spring

- ENG 112 Writing/Research in the Disc (3 Credit Hours)
- CHM 151 General Chemistry I (4 Credit Hours)
  OR
- CHM 131 Introduction to Chemistry (3 Credit Hours)
  AND
- CHM 131A Introduction to Chemistry Lab (1 Credit Hour)
- TEX 113 Yarn Production Systems (3 Credit Hours)
- TEX 119 The Textile Industry (3 Credit Hours)
- TEX 210 Fiber Science (5 Credit Hours)

Total Credit Hours: 18

SECOND YEAR

Fall

- ECO 252 Prin of Macroeconomics (3 Credit Hours)
- MAT 171 Precalculus Algebra (4 Credit Hours)
- TEX 212 Yarn Forming Systems (5 Credit Hours)
- TEX 215 Dyeing & Finishing (3 Credit Hours)

Total Credit Hours: 15

Spring

- BUS 110 Introduction to Business (3 Credit Hours)
- PHY 151 College Physics I (4 Credit Hours)
- TEX 213 Fabric Forming/Weaving (3 Credit Hours)
- TEX 214 Knitting Processes (3 Credit Hours)
- Humanities/Fine Arts Elective (3 Credit Hours)

Total Credit Hours: 16

Professional Electives

Select 4 credit hours from the following:

- ACC 120 Prin of Financial Accounting (4 Credit Hours)
- BUS 115 Business Law I (3 Credit Hours)
- BUS 137 Principles of Management (3 Credit Hours)
- CIS 110 Introduction to Computers (3 Credit Hours)
- MAT 172 Precalculus Trigonometry (4 Credit Hours)
- MKT 120 Principles of Marketing (3 Credit Hours)
- WBL 111 Work-Based Learning I (1 Credit Hour)

- WBL 121 Work-Based Learning II (1 Credit Hour)
- WBL 122 Work-Based Learning II (2 Credit Hours)

Humanities/Fine Arts Electives

Select three (3) credit hours from the following:

- ART 111 Art Appreciation (3 Credit Hours)
- ENG 231 American Literature I (3 Credit Hours)
- ENG 232 American Literature II (3 Credit Hours)
- ENG 241 British Literature I (3 Credit Hours)
- HUM 120 Cultural Studies (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- MUS 112 Introduction to Jazz (3 Credit Hours)
- PHI 215 Philosophical Issues (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)
- REL 110 World Religions (3 Credit Hours)

Total Program Hours: 67

Textiles Technology - Textile Management, A.A.S. (A50500MG)

This curriculum prepares individuals for textile and apparel manufacturing, supply chain and quality.

Coursework includes textile courses in fiber science, yarn, fabric formation, quality control and fundamental management principles..

Graduates should qualify as technicians, managers, or designers in the textile industry.

This curriculum focuses on textile management.

Program Learning Outcomes

Graduates will:

1. Apply the principles and concepts of basic sciences, polymer and fiber science, textile technology and management science to the analysis and solution of real-world problems.
2. Define career expectations and opportunities in the textile field.
3. Apply fundamental business management skills.

FIRST YEAR

Fall

- ACA 122 College Transfer Success (1 Credit Hour)
- BUS 110 Introduction to Business (3 Credit Hours)
- ECO 252 Prin of Macroeconomics (3 Credit Hours)
- ENG 111 Writing and Inquiry (3 Credit Hours)
- MAT 152 Statistical Methods I (4 Credit Hours)

- TEX 110 Fundamentals of Textiles (3 Credit Hours)

Total Credit Hours:17

Spring

- CHM 151 General Chemistry I (4 Credit Hours)
  OR
- Professional Elective (4 Credit Hours)
- TEX 113 Yarn Production Systems (3 Credit Hours)
- TEX 119 The Textile Industry (3 Credit Hours)
- TEX 210 Fiber Science (5 Credit Hours)
- Professional Elective (4 Credit Hours)

Total Credit Hours: 19

SECOND YEAR

Fall

- ENG 112 Writing/Research in the Disc (3 Credit Hours)
- TEX 212 Yarn Forming Systems (5 Credit Hours)
- TEX 215 Dyeing & Finishing (3 Credit Hours)
- Professional Elective (4 Credit Hours)

Total Credit Hours: 15

Spring

- TEX 213 Fabric Forming/Weaving (3 Credit Hours)
- TEX 214 Knitting Processes (3 Credit Hours)
- Humanities/Fine Arts Elective (3 Credit Hours)
- Professional Elective (4 Credit Hours)
- Professional Elective (3 Credit Hours)

Total Credit Hours: 16

Professional Electives

Select 19 credit hours from the following:

- ACC 120 Prin of Financial Accounting (4 Credit Hours)
- ATR 112 Intro to Automation (3 Credit Hours)
- BUS 115 Business Law I (3 Credit Hours)
- BUS 137 Principles of Management (3 Credit Hours)

- CHM 131 Introduction to Chemistry (3 Credit Hours)
  AND
- CHM 131A Introduction to Chemistry Lab (1 Credit Hour)
  OR
- CHM 151 General Chemistry I (4 Credit Hours)
- CIS 110 Introduction to Computers (3 Credit Hours)
- DFT 170 Engineering Graphics (3 Credit Hours)
- ECO 251 Prin of Microeconomics (3 Credit Hours)
- ELC 112 DC/AC Electricity (5 Credit Hours)
- ELC 128 Intro to PLC (3 Credit Hours)
- ISC 132 Mfg Quality Control (3 Credit Hours)
- LOG 110 Introduction to Logistics (3 Credit Hours)
- MKT 120 Principles of Marketing (3 Credit Hours)
- WBL 111 Work-Based Learning I (1 Credit Hour)
- WBL 121 Work-Based Learning II (1 Credit Hour)
- WBL 122 Work-Based Learning II (2 Credit Hours)

Humanities/Fine Arts Electives

Select three (3) credit hours from the following:

- ART 111 Art Appreciation (3 Credit Hours)
- ENG 231 American Literature I (3 Credit Hours)
- ENG 232 American Literature II (3 Credit Hours)
- ENG 241 British Literature I (3 Credit Hours)
- HUM 120 Cultural Studies (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- MUS 112 Introduction to Jazz (3 Credit Hours)
- PHI 215 Philosophical Issues (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)
- REL 110 World Religions (3 Credit Hours)

Total Program Hours: 67

Textiles Technology - Textile Technician, A.A.S. (A50500TE)

This curriculum prepares individuals for textile manufacturing.

Coursework includes industrial safety, quality control, and textile courses in yarn production, weaving processes, dyeing, finishing, and fiber science.

Graduates should qualify as technicians, managers, or designers in the textile industry.

This curriculum focuses on preparation to become a textile technician.

Program Learning Outcomes

Graduates will:

1. Apply the principles and concepts of basic sciences, polymer and fiber science, textile technology and management science to the analysis and solution of real-world problems.
2. Define career expectations and opportunities in the textile field.
3. Demonstrate use of textile manufacturing equipment.

FIRST YEAR

Fall

- ACA 122 College Transfer Success (1 Credit Hour)
- ECO 252 Prin of Macroeconomics (3 Credit Hours)
- ENG 111 Writing and Inquiry (3 Credit Hours)
- MAT 152 Statistical Methods I (4 Credit Hours)
- TEX 110 Fundamentals of Textiles (3 Credit Hours)
- Professional Elective (4 Credit Hours)

Total Credit Hours: 18

Spring

- CHM 151 General Chemistry I (4 Credit Hours)
  OR
- Professional Elective (4 Credit Hours)
- ISC 112 Industrial Safety (2 Credit Hours)
- TEX 113 Yarn Production Systems (3 Credit Hours)
- TEX 119 The Textile Industry (3 Credit Hours)
- TEX 210 Fiber Science (5 Credit Hours)

Total Credit Hours: 17

SECOND YEAR

Fall

- ENG 112 Writing/Research in the Disc (3 Credit Hours)
- TEX 212 Yarn Forming Systems (5 Credit Hours)
- TEX 215 Dyeing & Finishing (3 Credit Hours)
- Professional Elective (4 Credit Hours)

Total Credit Hours: 15

Spring

- TEX 213 Fabric Forming/Weaving (3 Credit Hours)
- TEX 214 Knitting Processes (3 Credit Hours)

- Humanities/Fine Arts Elective (3 Credit Hours)
- Professional Elective (3 Credit Hours)
- Professional Elective (4 Credit Hours)

Total Credit Hours: 16

Professional Electives

Select 19 credit hours from the following:

- ACC 120 Prin of Financial Accounting (4 Credit Hours)
- ATR 112 Intro to Automation (3 Credit Hours)
- BUS 115 Business Law I (3 Credit Hours)
- BUS 137 Principles of Management (3 Credit Hours)
- CHM 131 Introduction to Chemistry (3 Credit Hours)
  AND
- CHM 131A Introduction to Chemistry Lab (1 Credit Hour)
  OR
- CHM 151 General Chemistry I (4 Credit Hours)
- CIS 110 Introduction to Computers (3 Credit Hours)
- DFT 170 Engineering Graphics (3 Credit Hours)
- ECO 251 Prin of Microeconomics (3 Credit Hours)
- ELC 112 DC/AC Electricity (5 Credit Hours)
- ELC 128 Intro to PLC (3 Credit Hours)
- ISC 132 Mfg Quality Control (3 Credit Hours)
- LOG 110 Introduction to Logistics (3 Credit Hours)
- MKT 120 Principles of Marketing (3 Credit Hours)
- WBL 111 Work-Based Learning I (1 Credit Hour)
- WBL 121 Work-Based Learning II (1 Credit Hour)
- WBL 122 Work-Based Learning II (2 Credit Hours)

Humanities/Fine Arts Electives

Select three (3) credit hours from the following:

- ART 111 Art Appreciation (3 Credit Hours)
- ENG 231 American Literature I (3 Credit Hours)
- ENG 232 American Literature II (3 Credit Hours)
- ENG 241 British Literature I (3 Credit Hours)
- HUM 120 Cultural Studies (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- MUS 112 Introduction to Jazz (3 Credit Hours)
- PHI 215 Philosophical Issues (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)
- REL 110 World Religions (3 Credit Hours)

Total Program Hours: 66

Certificate

Textiles Technology - Fashion and Design Fundamentals Certificate (C50500D)

The Textile Technology-Fashion and Design Fundamentals certificate is designed to provide students with the fundamental skills needed to design innovative textile and fashion products.

In addition to course work in studio and computer-aided design, students will complete a fundamentals of textiles course which provides an overview of the textile and apparel supply chain and its supporting processes.

Program Learning Outcomes

Graduates will:

1. Identify stages of the fashion product development cycle.
2. Define career expectations and opportunities in the textile field.

Major Courses

- TEX 110 Fundamentals of Textiles (3 Credit Hours)
- TEX 121 Textile Design and Studio I (3 Credit Hours)
- TEX 122 Textile Design and Studio II (3 Credit Hours)
- TEX 211 Fashion Illustration (3 Credit Hours)

Total Program Hours: 12

Note(s):

The credits obtained from this certificate may be applied toward an Associate Degree in Textile Technology.

This certificate is issued by Gaston College and is not associated with third-party certifications.

Textiles Technology Certificate (C50500)

The Textile Technology certificate is designed to provide students with a comprehensive overview of the textile and apparel supply chain by focusing on the science and technologies relevant to advanced materials development.

In addition to course work in textile fundamentals, students will complete a principles of microeconomics course and textile industry course that will provide students a strong foundation in understanding the global industry and prepare them for a career in textile technology management.

Program Learning Outcomes

Graduates will:

1. Define career expectations and opportunities in the textile field.
2. Explain the critical stages in the various sectors of the textile and apparel supply chain.

Major Courses

- ECO 251 Prin of Microeconomics (3 Credit Hours)
- TEX 110 Fundamentals of Textiles (3 Credit Hours)
- TEX 119 The Textile Industry (3 Credit Hours)
- TEX 210 Fiber Science (5 Credit Hours)

Total Program Hours: 14

Note(s):

The credits obtained from this certificate may be applied toward an Associate Degree in Textile Technology.

This certificate is issued by Gaston College and is not associated with third-party certifications.

Welding Technology

Diploma

Welding Technology Diploma (D50420)

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

Graduates will:

1. Demonstrate knowledge of and hands-on competencies in the areas of SMAW, GMAW, GTAW, PAC, OFW, and OFC, application of mathematics and physics at a basic college level, application of basic fabrication concepts, application of basic destructive and non-destructive weld testing, ability to produce weldments to specification, set-up, operation, and trouble shooting of welding equipment, and identification and proper use of basic hand tools.
2. Demonstrate knowledge and hands-on competence in the application of the principles of welding materials, basic joint design, direction of applied load and the thermal conductivity of various metals and the fundamentals of electricity as they apply to the welding field.
3. Demonstrate an ability to think, analyze and propose a solution to technical problems requiring knowledge at a diploma level in blueprint reading, equipment selection, choice of filler metals, basic fabrication principles, and communicate written, oral or electronic solutions effectively.
4. Demonstrate an ability to accomplish tasks independently or as a team member.

5. Demonstrate an ability to perform as a responsible professional, including an understanding of ethical and societal responsibilities, a respect for diversity, a knowledge of contemporary professional, societal and global issues, and a commitment to equality, and continuous improvement.

Course Selection Information

Students, to help you progress in your degree program, take prerequisite courses along with English and Math early in your academic career. This will align you for greater success in completing your program of study. Click on the courses listed below to ensure you are aware of prerequisites. The order shown below under the student program priorities is a guide.

Student Program Priorities:

1. WLD 115

Fall

- ACA 122 College Transfer Success (1 Credit Hour)
- COM 110 Introduction to Communication (3 Credit Hours)
  OR
- ENG 111 Writing and Inquiry (3 Credit Hours)
- WLD 110 Cutting Processes (2 Credit Hours)
- WLD 115 SMAW (Stick) Plate (5 Credit Hours)
- WLD 121 GMAW (MIG) FCAW/Plate (4 Credit Hours)
- WLD 143 Welding Metallurgy (2 Credit Hours)

Total Credit Hours: 17

Spring

- MAT 110 Math Measurement & Literacy (3 Credit Hours)
- WLD 111 Oxy-Fuel Welding (2 Credit Hours)
- WLD 116 SMAW (Stick) Plate/Pipe (4 Credit Hours)
- WLD 131 GTAW (TIG) Plate (4 Credit Hours)
- WLD 141 Symbols & Specifications (3 Credit Hours)

Total Credit Hours: 16

Summer

- CIS 111 Basic PC Literacy (2 Credit Hours)
- Professional Elective (4 Credit Hours)

Total Credit Hours: 6

Professional Electives

Select four (4) credit hours from the following:

- WLD 151 Fabrication I (4 Credit Hours)
- WBL 111 Work-Based Learning I (1 Credit Hour)
- WBL 112 Work-Based Learning I (2 Credit Hours)
- WBL 113 Work-Based Learning I (3 Credit Hours)
- WBL 121 Work-Based Learning II (1 Credit Hour)
- WBL 122 Work-Based Learning II (2 Credit Hours)
- WBL 123 Work-Based Learning II (3 Credit Hours)
- WBL 131 Work-Based Learning III (1 Credit Hour)
- WBL 132 Work-Based Learning III (2 Credit Hours)

Total Program Hours: 39

Certificate

Welding Technology - Level I Certificate (C50420A)

This curriculum is designed to give the individual basic skills and related information needed to gain limited employment in the Welding field.

Program Learning Outcomes

Graduates will:

1. Demonstrate knowledge and hands-on competence in the application of the principles of welding materials, basic joint design, direction of applied load and the thermal conductivity of various metals.

Major Courses

- WLD 110 Cutting Processes (2 Credit Hours)
- WLD 115 SMAW (Stick) Plate (5 Credit Hours)
- WLD 121 GMAW (MIG) FCAW/Plate (4 Credit Hours)
- WLD 143 Welding Metallurgy (2 Credit Hours)

Total Program Hours: 13

Note(s):

The courses taken in this certificate program may be applied toward the Diploma in Welding Technology.

Welding Technology - Level II Certificate (C50420B)

This curriculum is designed to give the individual basic skills and related information needed to gain limited employment in the Welding field.

Program Learning Outcomes

Graduates will:

1. Demonstrate knowledge and hands-on competence in the application of the principles of welding materials, basic joint design, direction of applied load and the thermal conductivity of various metals.

Major Courses

- WLD 111 Oxy-Fuel Welding (2 Credit Hours)
- WLD 116 SMAW (Stick) Plate/Pipe (4 Credit Hours)
- WLD 131 GTAW (TIG) Plate (4 Credit Hours)
- WLD 141 Symbols & Specifications (3 Credit Hours)

Total Program Hours: 13

Note(s):

Students must have a Level I certificate prior to earning a Level II certificate.

The courses taken in this certificate program may be applied toward the Diploma in Welding Technology.

General Studies

Associate of Applied Science

General Occupational Technology, A.A.S. (A55280)

This Associate in Applied Science (A.A.S.) degree is a two-year program that prepares students for the workforce. However, there are some senior institutions where all or part of this degree is accepted as the first two years of a four-year program. Students interested in pursuing a four-year degree should consult an advisor.

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

The curriculum content will be customized for students according to occupational interests and needs. A program of study for each student will be selected from any non-developmental 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 Learning Outcomes

Graduates will:

1. Develop knowledge and skills specific to an occupational choice; occupational status; job placement; licensure; job satisfaction; performance; productivity; occupational mobility; employer satisfaction, and occupational aspirations.
2. Use critical thinking, problem solving, analytical and evaluative skills, formal and post formal reasoning, conceptual complexity, creativity, moral reasoning (as a process).
3. Demonstrate foundational skills that will enable them to effectively use computers and current information technology in the workforce.
4. Use the mathematical concepts, notations, and manipulations needed in their field of study or occupation.

A program of study for each student will be selected from approved A.A.S., diploma, or certificate level courses offered by the College.

General Education Hours

- ENG 111 Writing and Inquiry (3 Credit Hours)
- ENG 112 Writing/Research in the Disc (3 Credit Hours)
- Humanities/Fine Arts Elective (AA degree level) (3 Credit Hours)
- Social/Behavioral Science Elective (AA degree level) (3 Credit Hours)

Total Credit Hours: 12

Mathematics

Choose one (1) of the following courses:

- MAT 121 Algebra/Trigonometry I (3 Credit Hours)
- MAT 143 Quantitative Literacy (3 Credit Hours)
- MAT 171 Precalculus Algebra (4 Credit Hours)

Total Credit Hours: 3-4

Major Hours

- ACA 122 College Transfer Success (1 Credit Hour)
- CIS 110 Introduction to Computers (3 Credit Hours)
- Choose 46 SHC from a combination of courses. All courses must be taken from approved Associate of Applied Science (AAS), Diploma, or Certificate programs which offer specific job knowledge and skills.
- WBL *** Work Based Learning cannot exceed 8 SHC. Contact office for course selection.

Total Credit Hours: 50

Total Program Hours: 65-66

Note(s):

Contact Work-Based Learning Office for course/section numbers.

Health and Human Services Programs

Health and Human Services

Central Sterile Processing

Certificate

Central Sterile Processing (C45180)

The Central Sterile Processing curriculum is designed to prepare individuals for the field of Sterile Processing and Central Service Supply.

Students will develop skills necessary to properly disinfect, prepare, process, store, and issue both sterile and nonsterile supplies, instrumentation, and equipment for patient care. Additionally, students will learn to operate sterilizing units and monitor effectiveness of the sterilization process.

Graduates will be eligible to take the Certification Board for Sterile Processing and Distribution, Inc. "Sterile Processing and Distribution (SPD) Technician Exam", earning the title of Central Sterile Processing and Distribution Technician (CSPDT). Employment opportunities include surgery centers, central sterile processing departments in hospitals, and traveling consultation services.

Program Learning Outcomes:

Graduates Will:

1. Demonstrate competency in the knowledge and skills required for entry-level sterile processing technician.
2. Use and apply critical thinking skills to recognize, analyze, and solve problems related to sterile processing.
3. Display professionalism in working with colleagues within other ancillary departments while modeling sensitivity to cultural diversity.
4. Demonstrate effective written and oral communication skills in the role of a sterile processing technician with coworkers and colleagues within other ancillary departments.
5. Effectively store, inspect, and control inventory of supplies, instruments, and equipment used to be an effective central sterile technician.
6. Demonstrate mastery of skills required to successfully practice as a sterile processing technician.

Admission Information

Students applying for admission to this program MUST meet all Gaston College admission requirements for General Admission to the College. In addition, students will need to demonstrate college readiness for English and math as exhibited through the college placement test, a placement test waiver, or completion of the acceptable coursework. Your academic advisor will be able to assist you in determining your college readiness and will develop an academic plan, review progress, address issues, and confirm all minimum requirements are met for this program.

Major Courses

- STP 101 Intro Sterile Processing (8 Credit Hours)

- STP 102 STP Clinical Practice (3 Credit Hours)
- STP 103 Prof Success Prep (1 Credit Hour)

Total Program Hours: 12

Cosmetology

Associate of Applied Science

Cosmetology, A.A.S. (A55140)

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 North Carolina 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 Learning Outcomes

Graduates will:

1. Demonstrate the use of safety and infection control practices as they perform client services.
2. Conduct cosmetic services successfully by applying Professional Ethics.
3. Develop cosmetology skills including hairstyling, haircutting, chemical applications, various hair color services, wet setting, thermal styling, ethnic hairstyling, manicures, pedicures, artificial nails, artificial hair, and skin care services.
4. Pass a mock final examination of the North Carolina Board of Cosmetic Arts examination prior to completing the program.
5. Demonstrate appropriate customer service attributes to ensure effective client consultations and customer relations.
6. Demonstrate effective public speaking skills to ensure effective client consultations and customer relations.
7. Demonstrate effective management skills to maximize daily business operations.

Course Selection Information

Students, to help you progress in your degree program, take prerequisite courses along with English and Math early in your academic career. This will align you for greater success in completing your program of study. Click on the courses listed below to ensure you are aware of prerequisites. The order shown below under the student program priorities is a guide.

Student Program Priorities:

1. COS 111, COS 112

Licensure

Gaston College Cosmetology Associate Degree program is licensed by the N.C. Board of Cosmetic Art Examiners.

Admission Information

Students applying for admission to this program MUST meet all Gaston College admission requirements for General Admission to the College. In addition, students will need to demonstrate college readiness for English and math as exhibited through the college placement test, a placement test waiver, or completion of the acceptable coursework. Your academic advisor will be able to assist you in determining your college readiness.

For students interested in applying to this program at Gaston College, please note that it has limited enrollment and participates in a selective admission criteria process to select the most qualified applicants for admission. Students will need to make an appointment with their Admissions Specialist/Advisor in order to review admission requirements and to verify if the student has met selective admission criteria in order to submit an application by the deadline. Students interested in participating in the selective admission process for this program can find additional information and program admission requirements under the subheading "limited enrollment/selective admission" in the College Catalog.

FIRST YEAR

Fall

- ACA 122 College Transfer Success (1 Credit Hour)
- COS 111 Cosmetology Concepts I (4 Credit Hours)
- COS 112 Salon I (8 Credit Hours)

Total Credit Hours: 13

Spring

- COS 113 Cosmetology Concepts II (4 Credit Hours)
- COS 114 Salon II (8 Credit Hours)
- CIS 110 Introduction to Computers (3 Credit Hours)
- COS 250 Computerized Salon Ops (1 Credit Hour)

Total Credit Hours: 16

Summer

- COS 115 Cosmetology Concepts III (4 Credit Hours)
- COS 116 Salon III (4 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)

Total Credit Hours: 11

SECOND YEAR

Fall

- COS 117 Cosmetology Concepts IV (2 Credit Hours)
- COS 118 Salon IV (7 Credit Hours)
- ENG 111 Writing and Inquiry (3 Credit Hours)

- COS 240 Contemporary Design (2 Credit Hours)

Total Credit Hours: 14

Spring

- BIO 110 Principles of Biology (4 Credit Hours)
- BUS 125 Personal Finance (3 Credit Hours)
- BUS 230 Small Business Management (3 Credit Hours)
- COM 231 Public Speaking (3 Credit Hours)
- Humanities/Fine Arts Elective (3 Credit Hours)

Total Credit Hours: 16

Humanities/Fine Arts Electives

Select one (1) course from the following:

- ART 111 Art Appreciation (3 Credit Hours)
- ART 114 Art History Survey I (3 Credit Hours)
- ART 115 Art History Survey II (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- MUS 112 Introduction to Jazz (3 Credit Hours)
- PHI 215 Philosophical Issues (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)

Total Program Hours: 70

Note(s):

Upon completion of these requirements the student is eligible for an Associate of Applied Science degree, and may apply for the State Board of Cosmetic Arts examination. Upon successfully passing the State Board exam, graduates will be issued a license.

Diploma

Cosmetology Diploma (D55140)

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 profession 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 North Carolina 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 Learning Outcomes

Graduates will:

1. Demonstrate the use of safety and infection control practices as they perform client services.
2. Conduct cosmetic services successfully by applying Professional Ethics.
3. Develop cosmetology skills including hairstyling, haircutting, chemical applications, various hair color services, wet setting, thermal styling, ethnic hairstyling, manicures, pedicures, artificial nails, artificial hair, and skin care services.
4. Pass a mock final examination of the North Carolina Board of Cosmetic Arts examination prior to completing the program.

Licensure

Gaston College Cosmetology Diploma program is licensed by the N.C. Board of Cosmetic Art Examiners.

Admission Information

Students applying for admission to this program MUST meet all Gaston College admission requirements for General Admission to the College. In addition, students will need to demonstrate college readiness for English and math as exhibited through the college placement test, a placement test waiver, or completion of the acceptable coursework. Your academic advisor will be able to assist you in determining your college readiness.

For students interested in applying to this program at Gaston College, please note that it has limited enrollment and participates in a selective admission criteria process to select the most qualified applicants for admission. Students will need to make an appointment with their Admissions Specialist/Advisor in order to review admission requirements and to verify if the student has met selective admission criteria in order to submit an application by the deadline. Students interested in participating in the selective admission process for this program can find additional information and program admission requirements under the subheading "limited enrollment/selective admission" in the College Catalog.

FIRST YEAR

Fall

- COS 111 Cosmetology Concepts I (4 Credit Hours)
- COS 112 Salon I (8 Credit Hours)
- ENG 111 Writing and Inquiry (3 Credit Hours)
- COS 250 Computerized Salon Ops (1 Credit Hour)

Total Credit Hours: 16

Spring

- COS 113 Cosmetology Concepts II (4 Credit Hours)
- COS 114 Salon II (8 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)

Total Credit Hours: 15

Summer

- COS 115 Cosmetology Concepts III (4 Credit Hours)
- COS 116 Salon III (4 Credit Hours)

Total Credit Hours: 8

SECOND YEAR

Fall

- COS 117 Cosmetology Concepts IV (2 Credit Hours)
- COS 118 Salon IV (7 Credit Hours)

Total Credit Hours: 9

Total Program Hours: 48

Note(s):

Upon completion of these requirements the student is eligible for a diploma and may apply for the State Board of Cosmetic Arts examination. Upon successfully passing the State Board exam, graduates will be issued a license.

The courses taken in this diploma program may be applied toward the Associate in Applied Science degree in Cosmetology.

Certificate

Cosmetology Instructor Certificate (C55160)

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 Learning Outcomes

Graduates will:

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 North Carolina Board of Cosmetic Arts standards.
5. Keep accurate records of student performances in a clinical setting.

Licensure

Gaston College Cosmetology Instructor Certificate program is licensed by the N.C. Board of Cosmetic Art Examiners.

Admission Information

Students applying for admission to this program MUST meet all Gaston College admission requirements for General Admission to the College. In addition, students will need to demonstrate college readiness for English and math as exhibited through the college placement test, a placement test waiver, or completion of the acceptable coursework. Your academic advisor will be able to assist you in determining your college readiness.

For students interested in applying to this program at Gaston College, please note that it has limited enrollment and participates in a selective admission criteria process to select the most qualified applicants for admission. Students will need to make an appointment with their Admissions Specialist/Advisor in order to review admission requirements and to verify if the student has met selective admission criteria in order to submit an application by the deadline. Students interested in participating in the selective admission process for this program can find additional information and program admission requirements under the subheading "limited enrollment/selective admission" in the College Catalog.

Major Courses

- COS 271 Instructor Concepts I (5 Credit Hours)
- COS 272 Instructor Practicum I (7 Credit Hours)
- COS 273 Instructor Concepts II (5 Credit Hours)
- COS 274 Instructor Practicum II (7 Credit Hours)

Total Program Hours: 24

Note(s):

Upon completion of these requirements the student is eligible for a certificate and may apply for the State Board of Cosmetic Arts examination. Upon successfully passing the State Board exam, graduates will be issued a teaching certificate.

Emergency Medical Science

Associate of Applied Science

Emergency Medical Science - Bridging, A.A.S. (A45340B)

The Emergency Medical Science - Bridging Program is a degree completion track that allows certified, non-degree Paramedics to achieve an Associate of Applied Science in Emergency Medical Science. This program is comprised of major EMS courses along with related courses required in the curriculum. The majority of coursework is online with some required work on campus.

Program Learning Outcomes

Graduates will:

1. Apply advanced knowledge and understanding of managing an emergency medical services system.

2. Examine and analyze the complex nature and seriousness of the patient's condition or extent of injuries to assess the need for advanced emergency medical care, and perform complex medical care based on assessment findings of the patient's condition and/or situation.
3. Demonstrate an increased depth and breadth of patient care in the prehospital setting by applying principles from evidence-based research in emergency medicine.

Admission Information

Students applying for admission to this program MUST meet all Gaston College admission requirements for General Admission to the College. In addition, students will need to demonstrate college readiness for English and math as exhibited through the college placement test, a placement test waiver, or completion of the acceptable coursework. Your academic advisor will be able to assist you in determining your college readiness.

For students interested in applying to this program at Gaston College please note that it has limited enrollment and participates in a selective admission criteria process to select the most qualified applicants for admission. Students will need to make an appointment with their Admissions Specialist/Advisor in order to review admission requirements and to verify if the student has met selective admission criteria in order to submit an application by the deadline. Students interested in participating in the selective admission process for this program can find additional information and program admission requirements under the subheading "limited enrollment/selective admission" in the College Catalog.

Prerequisite Courses

- EMS 110 EMT (9 Credit Hours)
- EMS 122 EMS Clinical Practicum I (1 Credit Hour)
- EMS 130 Pharmacology (4 Credit Hours)
- EMS 131 Advanced Airway Management (2 Credit Hours)
- EMS 160 Cardiology I (3 Credit Hours)
- EMS 220 Cardiology II (3 Credit Hours)
- EMS 221 EMS Clinical Practicum II (2 Credit Hours)
- EMS 240 Patients W/ Special Challenges (2 Credit Hours)
- EMS 231 EMS Clinical Pract III (3 Credit Hours)
- EMS 250 Medical Emergencies (4 Credit Hours)
- EMS 260 Trauma Emergencies (2 Credit Hours)
- EMS 270 Life Span Emergencies (4 Credit Hours)
- EMS 241 EMS Clinical Practicum IV (4 Credit Hours)
- EMS 285 EMS Capstone (2 Credit Hours)

Total Credit Hours: 45

Required Courses

- Social/Behavioral Science Elective (3 Credit Hours)
- ACA 122 College Transfer Success (1 Credit Hour)
- BIO 168 Anatomy and Physiology I (4 Credit Hours)
- BIO 169 Anatomy and Physiology II (4 Credit Hours)
- EMS 235 EMS Management (2 Credit Hours)
- ENG 111 Writing and Inquiry (3 Credit Hours)
- ENG 112 Writing/Research in the Disc (3 Credit Hours)

- PHI 240 Introduction to Ethics (3 Credit Hours)

Total Credit Hours: 23

Social/Behavioral Science Electives

Select one (1) course from the following:

- PSY 150 General Psychology (3 Credit Hours)
  OR
- SOC 225 Social Diversity (3 Credit Hours)

Total Program Hours: 68

Emergency Medical Science - Paramedic, A.A.S. (A45340)

The Emergency Medical Science Associate Degree curriculum provides individuals with the knowledge, skills and attributes to provide advanced emergency medical care as a paramedic for critical and emergent patients who access the emergency medical system and prepares graduates to enter the workforce.

Students will gain complex knowledge, competency, and experience while employing evidence-based practice under medical oversight, and serve as a link from the scene into the healthcare system.

Graduates of this program may be eligible to take state and/or national certification examinations. Employment opportunities include providers of emergency medical services, fire departments, rescue agencies, hospital specialty areas, industry, educational and government agencies.

Minimum Expectations

Paramedic minimum expectations are to prepare competent entry-level paramedics in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains with exit points at the Paramedic level.

Program Learning Outcomes

Graduates will:

1. Examine and analyze the nature and seriousness of the patient's condition or extent of injuries to assess the need for emergency medical care, perform appropriate medical care based on assessment findings of the patient's condition, lift, move, position and otherwise handle the patient to minimize discomfort and prevent further injury.
2. Demonstrate the roles and responsibilities of a paramedic within an EMS system, perform the basic concepts of development, pathophysiology and pharmacology to assessment and management of emergency patients, be able to properly administer medications, and apply effective communication with patients, peers, and healthcare professionals.
3. Perform airway management including oxygenation and ventilation of a patient.
4. Demonstrate a proper history and perform a comprehensive physical examination on any patient, and communicate findings to others.
5. Demonstrate integration of pathophysiological principles and analyze assessment findings to formulate a field impression and implement the treatment plan for the medical patient.
6. Demonstrate integration of pathophysiological principles and analyze assessment findings to formulate a field impression and implement the treatment plan for the trauma patient.
7. Demonstrate integration of pathophysiological principles and analyze assessment findings to formulate a field impression and implement the treatment plan for neonatal, pediatric and geriatric patients, diverse patients, and chronically ill patients.

8. Demonstrate integration of pathophysiological principles and analyze assessment findings to formulate a field impression and implement the treatment plan for patients with common complaints.
9. Perform safety management principles at the scene of an emergency.
10. Apply general knowledge and understanding of managing an emergency medical services system.

Course Selection Information

Students, to help you progress in your degree program, take prerequisite courses along with English and Math early in your academic career. This will align you for greater success in completing your program of study. Click on the courses listed below to ensure you are aware of prerequisites. The order shown below under the student program priorities is a guide.

Student Program Priorities:

EMS 110, EMS 122, EMS 130

Accreditation

The Gaston College EMS Education Emergency Medical Science - Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). To contact CAAHEP: Commission on Accreditation of Allied Health Education Programs, 25400 U. S. Highway 19 North, Suite 158, Clearwater, FL 33763 Phone: 727.210.2350 www.caahep.org To contact CoAEMSP: 8301 Lakeview Parkway, Suite 111-312, Rowlett TX 75088, Phone: 214.703.8445 FAX: 214.703.8992 www.coaemsp.org.

Admission Information

Students applying for admission to this program MUST meet all Gaston College admission requirements for General Admission to the College. In addition, students will need to demonstrate college readiness for English and math as exhibited through the college placement test, a placement test waiver, or completion of the acceptable coursework. Your academic advisor will be able to assist you in determining your college readiness.

For students interested in applying to this program at Gaston College, please note that it has limited enrollment and participates in a selective admission criteria process to select the most qualified applicants for admission. Students will need to make an appointment with their Admissions Specialist/Advisor in order to review admission requirements and to verify if the student has met selective admission criteria in order to submit an application by the deadline. Students interested in participating in the selective admission process for this program can find additional information and program admission requirements under the subheading "limited enrollment/selective admission" in the College Catalog.

FIRST YEAR

Fall

- ACA 122 College Transfer Success (1 Credit Hour)
- EMS 110 EMT (9 Credit Hours)
- BIO 168 Anatomy and Physiology I (4 Credit Hours)
- ENG 111 Writing and Inquiry (3 Credit Hours)

Total Credit Hours: 17

Spring

- BIO 169 Anatomy and Physiology II (4 Credit Hours)
- EMS 122 EMS Clinical Practicum I (1 Credit Hour)
- EMS 130 Pharmacology (4 Credit Hours)
- EMS 131 Advanced Airway Management (2 Credit Hours)
- EMS 160 Cardiology I (3 Credit Hours)

Total Credit Hours: 14

Summer

- EMS 220 Cardiology II (3 Credit Hours)
- EMS 221 EMS Clinical Practicum II (2 Credit Hours)
- EMS 240 Patients W/ Special Challenges (2 Credit Hours)

Total Credit Hours: 7

SECOND YEAR

Fall

- EMS 231 EMS Clinical Pract III (3 Credit Hours)
- EMS 250 Medical Emergencies (4 Credit Hours)
- EMS 260 Trauma Emergencies (2 Credit Hours)
- EMS 270 Life Span Emergencies (4 Credit Hours)
- ENG 112 Writing/Research in the Disc (3 Credit Hours)

Total Credit Hours: 16

Spring

- Social/Behavioral Science Elective (3 Credit Hours)
- EMS 235 EMS Management (2 Credit Hours)
- EMS 241 EMS Clinical Practicum IV (4 Credit Hours)
- EMS 285 EMS Capstone (2 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)

Total Credit Hours: 14

Social/Behavioral Science Electives

Select one (1) course from the following:

- PSY 150 General Psychology (3 Credit Hours)
  OR
- SOC 225 Social Diversity (3 Credit Hours)

Total Program Hours: 68

Esthetics

Certificate

Esthetics Instructor Certificate (C55270)

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 Learning Outcomes

Graduates will:

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 Arts standards.
5. Keep accurate records of student performances in a clinical setting.

Licensure

Gaston College Esthetics Instructor Certificate program is licensed by the NC Board of Cosmetic Art Examiners.

Admission Information

Students applying for admission to this program MUST meet all Gaston College admission requirements for General Admission to the College. In addition, students will need to demonstrate college readiness for English and math as exhibited through the college placement test, a placement test waiver, or completion of the acceptable coursework. Your academic advisor will be able to assist you in determining your college readiness.

For students interested in applying to this program at Gaston College, please note that it has limited enrollment and participates in a selective admission criteria process to select the most qualified applicants for admission. Students will need to make an appointment with their Admissions Specialist/Advisor in order to review admission requirements and to verify if the student has met selective admission criteria in order to submit an application by the deadline. Students interested in participating in the selective admission process for this program can find additional information and program admission requirements under the subheading "limited enrollment/selective admission" in the College Catalog.

Major Courses

- COS 253 Esthetics Ins. Concepts I (11 Credit Hours)
- COS 254 Esthetic Ins. Concepts II (11 Credit Hours)

Total Program Hours: 22

Note(s):

Upon completion of these requirements the student is eligible for a certificate and may apply for the State Board of Cosmetic Arts examination. Upon successfully passing the State Board exam, graduates will be issued a teaching certificate.

Esthetics Technology Certificate (C55230)

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 Board of Cosmetic Arts Licensing Exam for Estheticians 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 Learning Outcomes

Graduates will:

1. Demonstrate knowledge of the following esthetics concepts: orientation, anatomy, physiology, hygiene, sterilizations, first aid, chemistry, basic dermatology, and professional ethics.
2. Demonstrate safe and competent techniques for the following procedures: client consultation, facials, body treatments, hair removal, makeup applications, and color analysis.
3. Demonstrate knowledge of the following advanced esthetics concepts: nutrition, business management, makeup, and color analysis.
4. Demonstrate safe and competent techniques for the following advanced procedures: machine facials, aromatherapy, skin manipulations, electricity and apparatus.
5. Sit for the North Carolina Board of Cosmetic Arts Esthetics Licensing Exam for Estheticians.

Licensure

Gaston College Esthetics Technology Certificate program is licensed by the NC Board of Cosmetic Art Examiners.

Admission Information

Students applying for admission to this program MUST meet all Gaston College admission requirements for General Admission to the College. In addition, students will need to demonstrate college readiness for English and math as exhibited through the college placement test, a placement test waiver, or completion of the acceptable coursework. Your academic advisor will be able to assist you in determining your college readiness.

For students interested in applying to this program at Gaston College, please note that it has limited enrollment and participates in a selective admission criteria process to select the most qualified applicants for admission. Students will need to make an appointment with their Admissions Specialist/Advisor in order to review admission requirements and to verify if the student has met selective admission criteria in order to submit an application by the deadline. Students interested in participating in the selective admission process for this program can find additional information and program admission requirements under the subheading "limited enrollment/selective admission" in the College Catalog.

Fall

- COS 119 Esthetics Concepts I (2 Credit Hours)
- COS 120 Esthetics Salon I (6 Credit Hours)

Total Credit Hours: 8

Spring

- COS 125 Esthetics Concepts II (2 Credit Hours)
- COS 126 Esthetics Salon II (6 Credit Hours)

Total Credit Hours: 8

Total Program Hours: 16

Note(s):

Upon completion of these requirements the student is eligible for a certificate and may apply for the State Board of Cosmetic Arts examination. Upon successfully passing the State Board exam, graduates will be issued an Esthetics license.

Health and Fitness Science

Associate of Applied Science

Health & Fitness Science, A.A.S. (A45630)

The Health and Fitness Science program is designed to provide students with the knowledge and skills necessary for employment in the fitness and exercise industry.

Students will be trained in exercise science and be able to administer basic fitness tests and health risk appraisals, teach specific exercise and fitness classes and provide instruction in the proper use of exercise equipment and facilities.

Graduates should qualify for employment opportunities in commercial fitness clubs, YMCAs/YWCAs, wellness programs in business and industry, Parks & Recreation Departments and other organizations implementing exercise & fitness programs.

Program Learning Outcomes

Graduates will:

1. Demonstrate competency and knowledge of kinesiology and exercise physiology.
2. Demonstrate, instruct, and administer proper exercise testing methods.
3. Design, plan, and lead individual and group exercise programs.
4. Demonstrate competency in the knowledge, skills, and abilities to be a successful and proficient personal trainer.
5. Demonstrate competency and knowledge of fitness facility management.

Course Selection Information

Students, to help you progress in your degree program, take prerequisite courses along with English and Math early in your academic career. This will align you for greater success in completing your program of study. Click on the courses listed below to ensure you are aware of prerequisites. The order shown below under the student program priorities is a guide.

Student Program Priorities:

1. HFS 110
2. HFS 111

Admission Information

Students applying for admission to this program MUST meet all Gaston College admission requirements for General Admission to the College. In addition, students will need to demonstrate college readiness for English and math as exhibited through the college placement test, a placement test waiver, or completion of the acceptable coursework. Your academic advisor will be able to assist you in determining your college readiness and will develop an academic plan, review progress, address issues, and confirm all minimum requirements are met for this program.

FIRST YEAR

Fall

- ACA 122 College Transfer Success (1 Credit Hour)
- BIO 168 Anatomy and Physiology I (4 Credit Hours)
- HFS 110 Exercise Science (4 Credit Hours)
- PED 110 Fit and Well for Life (2 Credit Hours)
- ENG 111 Writing and Inquiry (3 Credit Hours)

Total Credit Hours: 14

Spring

- BIO 169 Anatomy and Physiology II (4 Credit Hours)
- HEA 112 First Aid & CPR (2 Credit Hours)
- HFS 111 Fitness & Exer Testing I (4 Credit Hours)
- HFS 116 Pvnt & Care Exer Injuries (3 Credit Hours)
- HFS 118 Fitness Facility Mgmt (4 Credit Hours)
- PED 117 Weight Training I (1 Credit Hour)

Total Credit Hours: 18

SECOND YEAR

Fall

- COM 120 Intro Interpersonal Com (3 Credit Hours)
- HFS 212 Exercise Programming (3 Credit Hours)
- HFS 218 Lifestyle Chng & Wellness (4 Credit Hours)

- MAT 143 Quantitative Literacy (3 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)
- Humanities/Fine Arts Elective (3 Credit Hours)

Total Credit Hours: 19

Spring

- BIO 155 Nutrition (3 Credit Hours)
- HFS 120 Group Exer Instruction (3 Credit Hours)
- HFS 210 Personal Training (3 Credit Hours)
- PED 121 Walk, Jog, Run (1 Credit Hour)
- PED 122 Yoga I (1 Credit Hour)
- WBL 111 Work-Based Learning I (1 Credit Hour)
- HEA 110 Personal Health/Wellness (3 Credit Hours)

Total Credit Hours: 15

Humanities/Fine Arts Electives

Select one (1) course from the following:

- ART 111 Art Appreciation (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)

Total Program Hours: 66

Note(s):

A math course is required for all HFS students. The College will advise all HFS students to take three (3) hours in math. An additional Chemistry course is available for those HFS students who will be preparing for their Baccalaureate degree at UNC Charlotte.

Certificate

Health & Fitness Science - Group Exercise Instructor Certificate (C45630A)

The Group Exercise Instructor Certificate prepares students to work as a Group Exercise Instructor in the health and fitness industry. Upon completion, students will be able to demonstrate the ability to design group exercise classes using their knowledge of exercise science, lead classes effectively, and provide technique demonstrations. Students will also be trained to analyze and evaluate potential Group Exercise Instructors in their presentation skills, class organization, use of audiovisuals, and proper critique to participants. Group Exercise Instructors are able to work in a variety of settings, including YMCAs, fitness centers, and recreation centers.

Program Learning Outcomes

Graduates will:

1. Demonstrate competency and knowledge of kinesiology and exercise physiology.
2. Design, plan, and lead both individual and group exercise programs based on scientifically recognized training guidelines.
3. Demonstrate competency in the knowledge, skills, and abilities to be a successful and proficient Group Exercise Instructor.

Admission Information

Students applying for admission to this program MUST meet all Gaston College admission requirements for General Admission to the College. In addition, students will need to demonstrate college readiness for English and math as exhibited through the college placement test, a placement test waiver, or completion of the acceptable coursework. Your academic advisor will be able to assist you in determining your college readiness and will develop an academic plan, review progress, address issues, and confirm all minimum requirements are met for this program.

Major Courses

- HFS 110 Exercise Science (4 Credit Hours)
- HFS 120 Group Exer Instruction (3 Credit Hours)
- PED 110 Fit and Well for Life (2 Credit Hours)
- PED 117 Weight Training I (1 Credit Hour)
- PED 121 Walk, Jog, Run (1 Credit Hour)
- PED 122 Yoga I (1 Credit Hour)

Total Program Hours: 12

Health & Fitness Science - Health and Wellness Coach Certificate (C45630)

The Health and Wellness Coach Certificate prepares students to work as health and wellness coaches in the health and fitness industry. Upon completion students will demonstrate the ability to effectively implement coaching strategies that improve the health of individuals and communities. Health and wellness coaches are able to work in a variety of settings including hospitals, nonprofit organizations, government, doctors' offices, private businesses and other health and fitness areas.

Program Learning Outcomes

Graduates will:

1. Demonstrate knowledge of the various components of health and wellness and lifestyle behavior change strategies and models.
2. Administer health and wellness assessments and interpret results within current scope of practice guidelines.
3. Develop individual lifelong health and wellness programs that meet the health needs, abilities, and interests of clients.
4. Conduct wellness coaching sessions that demonstrate effective communication, coaching, and lifestyle behavior modification.

Admission Information

Students applying for admission to this program MUST meet all Gaston College admission requirements for General Admission to the College. In addition, students will need to demonstrate college readiness for English and math as exhibited through the college placement test, a placement test waiver, or completion of the acceptable coursework. Your academic advisor will be able to assist you in determining your college readiness and will develop an academic plan, review progress, address issues, and confirm all minimum requirements are met for this program.

Major Courses

- BIO 155 Nutrition (3 Credit Hours)
- HEA 110 Personal Health/Wellness (3 Credit Hours)
- HFS 218 Lifestyle Chng & Wellness (4 Credit Hours)
- PED 110 Fit and Well for Life (2 Credit Hours)

Total Program Hours: 12

Health & Fitness Science Certificate - Foundations of Health & Fitness Science (C45630B)

The Foundations of Health & Fitness Science Certificate prepares students to understand the components of overall health and wellbeing, their interaction with one-another, and the best practices for improving each. Upon completion of the Certificate, students will be able to identify what components are in need of enhancing, and the ability to develop an exercise and behavior modification plan to achieve this.

Program Learning Outcomes

Graduates will:

1. Demonstrate the knowledge of personal health and wellness.
2. Identify personal change outcomes based on knowledge and practice.
3. Demonstrate knowledge of the fitness components: cardiorespiratory endurance, muscular strength and endurance, flexibility and body composition.
4. Demonstrate knowledge of personal and social dietary habits, coping mechanisms, safety practices, and other topics related to a high level wellness lifestyle.
5. Develop and implement a personal fitness program based on scientifically recognized safety and training guidelines.

Admission Information

Students applying for admission to this program MUST meet all Gaston College admission requirements for General Admission to the College. In addition, students will need to demonstrate college readiness for English and math as exhibited through the college placement test, a placement test waiver, or completion of the acceptable coursework. Your academic advisor will be able to assist you in determining your college readiness and will develop an academic plan, review progress, address issues, and confirm all minimum requirements are met for this program.

Major Courses

- ACA 111 College Student Success (1 Credit Hour)
- HEA 110 Personal Health/Wellness (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)

- PED 110 Fit and Well for Life (2 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)

Total Program Hours: 12

Health Information Technology

Associate of Applied Science

Health Information Technology, A.A.S. (A45360)

The Health Information Technology Curriculum is designed to provide individuals with the technical knowledge and skills to process, analyze, maintain, and report health information data in compliance with legal, accreditation, licensure and certification standards.

Course work includes diagnosis and procedure coding/classification systems, privacy and security strategies, health informatics, data analytics and use, revenue cycle management, regulatory compliance, and organizational leadership.

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

Program Learning Outcomes

Graduates Will:

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

Admission Information

Students applying for admission to this program MUST meet all Gaston College admission requirements for General Admission to the College. In addition, students will need to demonstrate college readiness for English and math as exhibited through the college placement test, a placement test waiver, or completion of the acceptable coursework. Your academic advisor will be able to assist you in determining your college readiness and will develop an academic plan, review progress, address issues, and confirm all minimum requirements are met for this program.

FIRST YEAR

Fall

- ACA 111 College Student Success (1 Credit Hour)

OR

- ACA 122 College Transfer Success (1 Credit Hour)
- BIO 168 Anatomy and Physiology I (4 Credit Hours)
- HIT 110 Intro to Healthcare & HIM (3 Credit Hours)
- HIT 114 Health Data Sys/Standards (3 Credit Hours)
- MED 121 Medical Terminology I (3 Credit Hours)
- CIS 110 Introduction to Computers (3 Credit Hours)

Total Credit Hours: 17

Spring

- BIO 169 Anatomy and Physiology II (4 Credit Hours)
- ENG 111 Writing and Inquiry (3 Credit Hours)
- HIT 112 Health Law and Ethics (3 Credit Hours)
- MAT 152 Statistical Methods I (4 Credit Hours)
- MED 122 Medical Terminology II (3 Credit Hours)

Total Credit Hours: 17

Summer

- HIT 211 Diagnosis Coding & Reporting (3 Credit Hours)
- HIT 213 Inpt Proc Coding & Reporting (2 Credit Hours)
- HIT 226 Pathophysiology & Pharmacology (3 Credit Hours)
- HIT 124 Prof Practice Exp II (1 Credit Hour)
- DBA 110 Database Concepts (3 Credit Hours)

Total Credit Hours: 12

SECOND YEAR

Fall

- HIT 217 Quality & Data Analysis (3 Credit Hours)
- HIT 214 OP Procedure Coding/Reporting (2 Credit Hours)
- HIT 215 Revenue Cycle Management (2 Credit Hours)
- HIT 222 Prof Practice Exp III (2 Credit Hours)
- ENG 112 Writing/Research in the Disc (3 Credit Hours)

Total Credit Hours: 12

Spring

- ART 111 Art Appreciation (3 Credit Hours)

- HIT 216 Quality Management (2 Credit Hours)
- HIT 218 Mgmt Principles in HIT (3 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)
- HIT 280 HIM Capstone (2 Credit Hours)

Total Credit Hours: 13

Total Program Hours: 71

Human Services Technology

Associate of Applied Science

Human Services Technology Addiction and Recovery Studies, A.A.S. (A4538E)

The Human Services Technology/Addiction and Recovery Studies concentration prepares students to assist in drug and alcohol counseling, prevention-oriented educational activities, rehabilitation with recovering clients, managing community-based programs, counseling in residential facilities, and pursuit of four-year degrees.

Course work includes classroom and experiential activities oriented toward an overview of chemical dependency, psychological/sociological process, the twelve Core Functions, intervention techniques with individuals in groups, and follow-up activities with recovering clients.

Graduates should qualify for positions as substance abuse counselors, DWI counselors, halfway house workers, residential facility employees, and substance education specialists. With educational and clinical experiences, graduates can obtain certification by the North Carolina Addictions Specialist Professional Practice Board.

Program Learning Outcomes

Graduates will:

1. Analyze experiential learning in small groups and identify and explain the interactions of group members in group settings.
2. Perform basic interviewing skills needed to function in a helping relationship using the Microskills Model.
3. Demonstrate performance of counseling techniques.
4. Assess crisis situations and respond with the appropriate differential techniques applicable to various crisis situations.
5. Apply multicultural competence in service delivery.
6. Apply the Ethical Principles of Conduct for a Substance Abuse Professional.
7. Demonstrate competence in each of the 12 Core Functions of a Substance Abuse Professional:

- Screening
- Intake
- Orientation
- Assessment
- Treatment Planning
- Counseling
- Case Management
- Crisis Intervention

- Client Education
- Referrals
- Report and Record Keeping
- Consultation with Other Professionals

Course Selection Information

Students, to help you progress in your degree program, take prerequisite courses along with English and Math early in your academic career. This will align you for greater success in completing your program of study. Click on the courses listed below to ensure you are aware of prerequisites. The order shown below under the student program priorities is a guide.

Student Program Priorities:

1. HSE 112, PSY 150
2. HSE 110, SAB 110

Admission Information

Students applying for admission to this program MUST meet all Gaston College admission requirements for General Admission to the College. In addition, students will need to demonstrate college readiness for English and math as exhibited through the college placement test, a placement test waiver, or completion of the acceptable coursework. Your academic advisor will be able to assist you in determining your college readiness and will develop an academic plan, review progress, address issues, and confirm all minimum requirements are met for this program.

Fall

- OST 137 Office Applications I (3 Credit Hours)
- HSE 110 Intro to Human Services (3 Credit Hours)
- HSE 112 Group Process I (2 Credit Hours) *
- SAB 110 Substance Abuse Overview (3 Credit Hours)
- SAB 220 Group Techniques/Therapy (3 Credit Hours) *
- ACA 122 College Transfer Success (1 Credit Hour)

Total Credit Hours: 15

Spring

- ENG 111 Writing and Inquiry (3 Credit Hours)
- HSE 125 Counseling (3 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)
- SAB 210 Addiction and Recovery Counsel (3 Credit Hours)
- SOC 220 Social Problems (3 Credit Hours)

Total Credit Hours: 15

Fall

- ENG 112 Writing/Research in the Disc (3 Credit Hours)

OR

- COM 231 Public Speaking (3 Credit Hours)
- HSE 123 Interviewing Techniques (3 Credit Hours)
- HSE 225 Crisis Intervention (3 Credit Hours)
- PSY 281 Abnormal Psychology (3 Credit Hours)
- SAB 135 Addictive Process (3 Credit Hours)

Total Credit Hours: 15

Spring

- HSE 210 Human Services Issues (2 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)
- SAB 120 Intake and Assessment (3 Credit Hours)
- SAB 125 SA Case Management (3 Credit Hours)
- WBL 111 Work-Based Learning I (1 Credit Hour)
- WBL 115 Work-Based Learning Seminar I (1 Credit Hour)

Total Credit Hours: 13

Fall

- BIO 110 Principles of Biology (4 Credit Hours)
- PSY 241 Developmental Psych (3 Credit Hours)
- SAB 240 Sab Issues in Client Serv (3 Credit Hours)
- WBL 121 Work-Based Learning II (1 Credit Hour)
- WBL 125 Work-Based Learning Seminar II (1 Credit Hour)

Total Credit Hours: 12

Total Program Hours: 70

Note(s):

**HSE 112 is an 8 week - first session prerequisite course for SAB 220. SAB 220 is an 8 week - second session course.*

To be eligible for WBL 111 and WBL 115, students must be planning to graduate within the next two semesters; register with the North Carolina Addictions Specialist Professional Practice Board prior; recommended for placement by the Human Services Technology faculty, and have completed the following nine courses: HSE 110, HSE 112, HSE 123, HSE 225, PSY 150, SAB 110, SAB 135, SAB 210, and SAB 220, or receive Departmental approval to substitute course(s).

Human Services Technology, A.A.S. (A45380)

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 Learning Outcomes

Graduates will:

1. Identify the knowledge, skills, and roles of a human service worker.
2. Analyze experiential learning in small groups and identify and explain the interactions of group members in group settings.
3. Perform basic interviewing skills needed to function in a helping relationship using the Microskills Model.
4. Demonstrate performance of counseling techniques.
5. Demonstrate an integration of the knowledge, skills, and experiences gained in classroom and clinical experiences with emerging trends in the field.
6. Assess crisis situations and respond with the appropriate differential techniques applicable to various crisis situations.
7. Demonstrate professional work ethics/traits and personal behaviors necessary for career success.
8. Apply multicultural competence in service delivery.

Course Selection Information

Students, to help you progress in your degree program, take prerequisite courses along with English and Math early in your academic career. This will align you for greater success in completing your program of study. Click on the courses listed below to ensure you are aware of prerequisites. The order shown below under the student program priorities is a guide.

Student Program Priorities:

1. HSE 110, HSE 112, PSY 150

Admission Information

Students applying for admission to this program MUST meet all Gaston College admission requirements for General Admission to the College. In addition, students will need to demonstrate college readiness for English and math as exhibited through the college placement test, a placement test waiver, or completion of the acceptable coursework. Your academic advisor will be able to assist you in determining your college readiness and will develop an academic plan, review progress, address issues, and confirm all minimum requirements are met for this program.

Fall

- HSE 110 Intro to Human Services (3 Credit Hours)
- HSE 112 Group Process I (2 Credit Hours) *
- HSE 123 Interviewing Techniques (3 Credit Hours)
- HSE 212 Group Process II (2 Credit Hours) *
- HSE 225 Crisis Intervention (3 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)
- ACA 122 College Transfer Success (1 Credit Hour)

Total Credit Hours: 17

Spring

- ENG 111 Writing and Inquiry (3 Credit Hours)
- HSE 125 Counseling (3 Credit Hours)
- HSE 220 Case Management (3 Credit Hours)
- OST 137 Office Applications I (3 Credit Hours)
- PSY 281 Abnormal Psychology (3 Credit Hours)
- SOC 220 Social Problems (3 Credit Hours)

Total Credit Hours: 18

Fall

- ENG 112 Writing/Research in the Disc (3 Credit Hours)
  OR
- COM 231 Public Speaking (3 Credit Hours)
- WBL 111 Work-Based Learning I (1 Credit Hour) *
- WBL 115 Work-Based Learning Seminar I (1 Credit Hour) *
- DDT 110 Developmental Disabilities (3 Credit Hours)
- HSE 227 Children & Adol in Crisis (3 Credit Hours)
- PSY 241 Developmental Psych (3 Credit Hours)
- SAB 135 Addictive Process (3 Credit Hours)

Total Credit Hours: 17

Spring

- BIO 110 Principles of Biology (4 Credit Hours)
- GRO 120 Gerontology (3 Credit Hours)
- HSE 210 Human Services Issues (2 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)
- WBL 121 Work-Based Learning II (1 Credit Hour)
- WBL 125 Work-Based Learning Seminar II (1 Credit Hour)

Total Credit Hours: 14

Total Program Hours: 66

Note(s):

**HSE 112 is an 8 week - first session prerequisite course for HSE 212. HSE 212 is an 8 week - second session course.*

To be eligible for WBL 111 and WBL 115, students must be planning to graduate within the next two semesters, recommended for placement by the Human Services Technology faculty, and have completed the following five courses: HSE 110, HSE 112, HSE 123, HSE 225, and PSY 150, or receive Departmental approval to substitute course(s).

Diploma

Human Services Technology Diploma (D45380)

The Human Services Technology Diploma 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.

This Human Services Diploma program is designed for non-licensed positions and does not academically qualify graduates for any state professional license. Graduates from the Human Services Diploma can choose to continue their education at the Associate Degree level and become eligible to sit for the national Human Services Board-Certified Practitioner credential developed by the Center for Credentialing and Education upon Associate Degree completion.

Program Learning Outcomes

Graduates will:

1. Identify the knowledge, skills, and roles of a human service worker.
2. Analyze experiential learning in small groups and identify and explain the interactions of group members in group settings.
3. Perform basic interviewing skills needed to function in a helping relationship using the Microskills Model.
4. Demonstrate performance of counseling techniques.
5. Demonstrate an integration of the knowledge, skills, and experiences gained in classroom and clinical experiences with emerging trends in the field.
6. Assess crisis situations and respond with the appropriate differential techniques applicable to various crisis situations.
7. Apply multicultural competence in service delivery.

Admission Information

The Human Services Technology Diploma program is a pathway only offered for students enrolled in the Gaston Early College of Medical Sciences.

Required Classes

- ACA 122 College Transfer Success (1 Credit Hour)
- PSY 150 General Psychology (3 Credit Hours)
- PSY 241 Developmental Psych (3 Credit Hours)
- PSY 281 Abnormal Psychology (3 Credit Hours)
- ENG 111 Writing and Inquiry (3 Credit Hours)
- SOC 220 Social Problems (3 Credit Hours)
- HSE 110 Intro to Human Services (3 Credit Hours)
- HSE 112 Group Process I (2 Credit Hours)
- HSE 123 Interviewing Techniques (3 Credit Hours)
- HSE 125 Counseling (3 Credit Hours)
- HSE 210 Human Services Issues (2 Credit Hours)
- HSE 212 Group Process II (2 Credit Hours)
- HSE 225 Crisis Intervention (3 Credit Hours)
- SAB 135 Addictive Process (3 Credit Hours)

Total Program Hours: 37

Note(s):

**HSE 112 is an 8 week - first session prerequisite course for HSE 212. HSE 212 is an 8 week - second session course.*

Certificate

Human Services Technology - At-Risk Youth Certificate (C45380A)

The curriculum prepares students for entry-level direct service work with the at-risk youth population. The courses are designed to enable students to link counseling theory to practice. In addition to course work in Human Services, students will participate in fieldwork experience in a Human Services agency.

Program Learning Outcomes

Graduates will:

1. Identify the knowledge, skills, and roles of a human service worker.
2. Identify the main crises affecting children and adolescents in contemporary society.
3. Identify the intervention strategies and available services for children and adolescents experiencing crises.
4. Identify and demonstrate knowledge of how to assess crisis situations and respond appropriately with the appropriate differential techniques applicable to various crisis situations.
5. Demonstrate professional work ethic traits and personal behaviors necessary for career success.

Admission Information

Students applying for admission to this program MUST meet all Gaston College admission requirements for General Admission to the College. In addition, students will need to demonstrate college readiness for English and math as exhibited through the college placement test, a placement test waiver, or completion of the acceptable coursework. Your academic advisor will be able to assist you in determining your college readiness and will develop an academic plan, review progress, address issues, and confirm all minimum requirements are met for this program.

Major Courses

- HSE 110 Intro to Human Services (3 Credit Hours)
- HSE 220 Case Management (3 Credit Hours)
- HSE 225 Crisis Intervention (3 Credit Hours)
- HSE 227 Children & Adol in Crisis (3 Credit Hours)
- SAB 135 Addictive Process (3 Credit Hours)
- WBL 111 Work-Based Learning I (1 Credit Hour)
- WBL 115 Work-Based Learning Seminar I (1 Credit Hour)

Total Program Hours: 17

Note(s):

The courses taken in this certificate program may be applied toward the Associate in Applied Science degree in Human Services Technology.

To be eligible for WBL 111 and WBL 115, students must be recommended for placement by the Human Services Technology faculty and have completed the following courses: HSE 110 and one other HSE course in the major courses list.

Human Services Technology - Gerontology Certificate (C45380C)

The curriculum prepares students for direct service delivery work to older adults and their families. Course work includes psychological, social, and physical aspects of the aging process; as well as methods to prevent and reduce substance misuse within the older adult population.

Program Learning Outcomes

Graduates will:

1. Identify the knowledge, skills, and roles of a human service worker.
2. Identify the aging process and its psychological, social, and physical aspects.
3. Identify how substance use and misuse impacts the quality of life for the older adult.
4. Demonstrate documentation skills used in case management.

Admission Information

Students applying for admission to this program MUST meet all Gaston College admission requirements for General Admission to the College. In addition, students will need to demonstrate college readiness for English and math as exhibited through the college placement test, a placement test waiver, or completion of the acceptable coursework. Your academic advisor will be able to assist you in determining your college readiness and will develop an academic plan, review progress, address issues, and confirm all minimum requirements are met for this program.

Major Courses

- GRO 120 Gerontology (3 Credit Hours)
- GRO 150 Substance Use and Aging (3 Credit Hours)
- HSE 110 Intro to Human Services (3 Credit Hours)
- HSE 125 Counseling (3 Credit Hours)
- HSE 210 Human Services Issues (2 Credit Hours)
- HSE 220 Case Management (3 Credit Hours)
  OR
- SAB 125 SA Case Management (3 Credit Hours)

Total Program Hours: 17

Human Services Technology Certificate (C45380)

The curriculum prepares students for entry- level direct service work in the Human Services field. The courses are designed to enable students to link counseling theory to practice. In addition to course work in Human Services, students will participate in fieldwork experience at a Human Services agency.

Program Learning Outcomes

Graduates will:

1. Identify the knowledge, skills, and roles of a human service worker.
2. Perform basic interviewing skills needed to function in a helping relationship.
3. Demonstrate performance of counseling techniques.
4. Assess crisis situations and respond appropriately with the appropriate differential techniques applicable to various crisis situations.
5. Demonstrate professional work ethic traits and personal behaviors necessary for career success.

Admission Information

Students applying for admission to this program MUST meet all Gaston College admission requirements for General Admission to the College. In addition, students will need to demonstrate college readiness for English and math as exhibited through the college placement test, a placement test waiver, or completion of the acceptable coursework. Your academic advisor will be able to assist you in determining your college readiness and will develop an academic plan, review progress, address issues, and confirm all minimum requirements are met for this program.

Major Courses

- HSE 110 Intro to Human Services (3 Credit Hours)
- HSE 123 Interviewing Techniques (3 Credit Hours)
- HSE 125 Counseling (3 Credit Hours)
- HSE 220 Case Management (3 Credit Hours)
- HSE 225 Crisis Intervention (3 Credit Hours)
- WBL 111 Work-Based Learning I (1 Credit Hour)
- WBL 115 Work-Based Learning Seminar I (1 Credit Hour)

Total Program Hours: 17

Note(s):

The course taken in this certificate program may be applied toward the Associate in Applied Science degree in Human Services Technology.

To be eligible for WBL 111 and WBL 115, students must be recommended for placement by the Human Services Technology faculty and have completed the following courses: HSE 110 and one other HSE course in the major courses list.

Medical Assisting

Associate of Applied Science

Medical Assisting, A.A.S. (A45400)

Students who have successfully completed the one-year Medical Assisting diploma are encouraged to continue their education by completing the Medical Assisting Associate in Applied Science degree. The Medical Assisting associate degree completion program is designed for Medical Assistants who desire an associate degree for career advancement or transfer purposes. After

completion of the forty-eight credit hours required for the diploma, students pursing an associate degree will need to complete course work in the following areas: English, Student Success, Psychology, Humanities, Medical Assisting, and Biology.

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

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

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

Program Learning Outcomes

Graduates will:

1. Plan community health projects to encourage and enhance community health and wellness.
2. Plan, develop, and conduct patient education activities.
3. Function in the role of patient advocate to assist patients, survivors, and caregivers within the health care system.
4. Participate in and coordinate networking opportunities within the health care community.

Admission Information

Students applying for admission to this program MUST meet all Gaston College admission requirements for General Admission to the College. In addition, students will need to demonstrate college readiness for English and math as exhibited through the college placement test, a placement test waiver, or completion of the acceptable coursework. Your academic advisor will be able to assist you in determining your college readiness.

For students interested in applying to this program at Gaston College, please note that there is limited enrollment and participates in a selective admission criteria process to select the most qualified applicants for admission. Students will need to make an appointment with their Admissions Specialist/Advisor in order to review admission requirements and to verify if the student has met selective admission criteria in order to submit an application by the deadline. Students interested in participating in the selective admission process for this program can find additional information and program admission requirements under the subheading "limited enrollment/selective admission" in the College Catalog.

Prerequisite Courses

- ENG 111 Writing and Inquiry (3 Credit Hours)
- MED 116 Introduction to A & P (4 Credit Hours)
- MED 110 Orientation to Medical Assisting (1 Credit Hour)
- MED 118 Medical Law and Ethics (2 Credit Hours)
- MED 121 Medical Terminology I (3 Credit Hours)
- MED 122 Medical Terminology II (3 Credit Hours)
- MED 130 Administrative Office Procedures I (2 Credit Hours)
- MED 131 Administrative Office Procedures II (2 Credit Hours)
- MED 140 Exam Room Procedures I (5 Credit Hours)
- MED 150 Laboratory Procedures I (5 Credit Hours)
- MED 240 Exam Room Procedures II (5 Credit Hours)
- MED 260 Clinical Externship (5 Credit Hours)
- MED 264 Medical Assisting Overview (2 Credit Hours)

- MED 272 Drug Therapy (3 Credit Hours)

Total Credit Hours: 45

Required Courses

- ACA 122 College Transfer Success (1 Credit Hour)
- BIO 168 Anatomy and Physiology I (4 Credit Hours)
- BIO 169 Anatomy and Physiology II (4 Credit Hours)
- ENG 112 Writing/Research in the Disc (3 Credit Hours)
- MED 276 Patient Education (2 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)
- Humanities/Fine Arts Elective (3 Credit Hours)

Total Credit Hours: 20

Humanities/Fine Arts Electives

Select one (1) course from the following:

- ART 111 Art Appreciation (3 Credit Hours)
- ART 114 Art History Survey I (3 Credit Hours)
- ART 115 Art History Survey II (3 Credit Hours)
- ENG 231 American Literature I (3 Credit Hours)
- ENG 232 American Literature II (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- MUS 112 Introduction to Jazz (3 Credit Hours)
- PHI 215 Philosophical Issues (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)

Total Program Hours: 65

Diploma

Medical Assisting Diploma (D45400)

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

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

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

The Gaston College Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs
25400 U.S. Highway 19 North, Suite 158
Clearwater, FL 33763
727.210.2350
www.caahep.org

Program Learning Outcomes

Graduates will:

1. Communicate effectively as a health care professional to a diverse population.
2. Perform administrative competencies related to the practice of medical assisting utilizing necessary computer applications when applicable.
3. Perform clinical competencies related to the practice of medical assisting.
4. Perform laboratory procedures related to the physician's office laboratory.
5. Implement legal and ethical concepts in the medical office setting.
6. Demonstrate knowledge of biological sciences, medical terminology and disease processes.
7. Demonstrate knowledge of management skills relevant to the medical office setting.
8. Apply clinical, administrative and laboratory skills in the office setting and function as an entry-level health care professional.

Course Selection Information

Students, to help you progress in your degree program, take prerequisite courses along with English and Math early in your academic career. This will align you for greater success in completing your program of study. Click on the courses listed below to ensure you are aware of prerequisites. The order shown below under the student program priorities is a guide.

Student Program Priorities:

1. MED 110, MED 116 , ACA 122

Admission Information

Students applying for admission to this program MUST meet all Gaston College admission requirements for General Admission to the College. In addition, students will need to demonstrate college readiness for English and math as exhibited through the college placement test, a placement test waiver, or completion of the acceptable coursework. Your academic advisor will be able to assist you in determining your college readiness.

For students interested in applying to this program at Gaston College, please note that there is limited enrollment and participates in a selective admission criteria process to select the most qualified applicants for admission. Students will need to make an appointment with their Admissions Specialist/Advisor in order to review admission requirements and to verify if the student has met selective admission criteria in order to submit an application by the deadline. Students interested in participating in the selective admission process for this program can find additional information and program admission requirements under the subheading "limited enrollment/selective admission" in the College Catalog.

Fall

- ACA 122 College Transfer Success (1 Credit Hour)
- MED 116 Introduction to A & P (4 Credit Hours)
- MED 140 Exam Room Procedures I (5 Credit Hours)
- MED 110 Orientation to Medical Assisting (1 Credit Hour)

- MED 121 Medical Terminology I (3 Credit Hours)
- MED 122 Medical Terminology II (3 Credit Hours)

Total Credit Hours: 17

Spring

- ENG 111 Writing and Inquiry (3 Credit Hours)
- MED 150 Laboratory Procedures I (5 Credit Hours)
- MED 240 Exam Room Procedures II (5 Credit Hours)
- MED 118 Medical Law and Ethics (2 Credit Hours)
- MED 130 Administrative Office Procedures I (2 Credit Hours)
- MED 131 Administrative Office Procedures II (2 Credit Hours)
- MED 272 Drug Therapy (3 Credit Hours)

Total Credit Hours: 22

Summer

- MED 260 Clinical Externship (5 Credit Hours)
- MED 264 Medical Assisting Overview (2 Credit Hours)

Total Credit Hours: 7

Total Program Hours: 46

Certificate

Medical Assisting (C45400)

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

Course work includes instruction in scheduling appointments, coding and processing insurance accounts,

billing, collections, computer operations; assisting with examinations/treatments, performing routine laboratory procedures, electrocardiography, supervised medication administration; and ethical/legal issues associated with patient care.

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

Major Requirements

- MED 110 Orientation to Medical Assisting (1 Credit Hour)
- MED 118 Medical Law and Ethics (2 Credit Hours)

- MED 121 Medical Terminology I (3 Credit Hours)
- MED 122 Medical Terminology II (3 Credit Hours)
- MED 140 Exam Room Procedures I (5 Credit Hours)

Total Credit Hours: 14

Nursing

Associate of Applied Science

Nursing - Registered Nursing, A.A.S. (A45110RN)

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.

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

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

The Gaston College Associate Degree Nursing Program is nationally accredited by the Accreditation Commission for Education in Nursing (ACEN) http://acenursing.org/.

Program Learning Outcomes

Graduates will:

1. Practice professional nursing behaviors incorporating personal responsibility and accountability for continued competence.
2. Communicate professionally and effectively with individuals, significant support person(s), and members of the interdisciplinary healthcare team.
3. Integrate knowledge of the holistic needs of the individual to provide an individual centered assessment.
4. Incorporate informatics to formulate evidence-based clinical judgments and management decisions.
5. Implement caring interventions incorporating documented best practices for individuals in diverse settings.
6. Develop a teaching plan for individuals, and/or the nursing team, incorporating teaching and learning principles.
7. Collaborate with the interdisciplinary healthcare team to advocate for positive individual and organizational outcomes.
8. Manage health care for the individual using cost effective nursing strategies, quality improvement processes, and current technologies.
9. Prioritize assessments and client-centered nursing interventions relevant to clinical decision making.

Course Selection Information

Students, to help you progress in your degree program, take prerequisite courses along with English and Math early in your academic career. This will align you for greater success in completing your program of study. Click on the courses listed below to ensure you are aware of prerequisites. The order shown below under the student program priorities is a guide.

Student Program Priorities:

1. BIO 168, BIO 169, PSY 150, ACA 122

Admission Information

Students applying for admission to this program MUST meet all Gaston College admission requirements for General Admission to the College. In addition, students will need to demonstrate college readiness for English and math as exhibited through the college placement test, a placement test waiver, or completion of the acceptable coursework. Your academic advisor will be able to assist you in determining your college readiness.

For students interested in applying to this program at Gaston College, please note that there is limited enrollment and participates in a selective admission criteria process to select the most qualified applicants for admission. Students will need to make an appointment with their Admissions Specialist/Advisor in order to review admission requirements and to verify if the student has met selective admission criteria in order to submit an application by the deadline. Students interested in participating in the selective admission process for this program can find additional information and program admission requirements under the subheading "limited enrollment/selective admission" in the College Catalog.

FIRST YEAR

Fall

- ACA 122 College Transfer Success (1 Credit Hour)
- BIO 168 Anatomy and Physiology I (4 Credit Hours)
- NUR 111 Intro to Health Concepts (8 Credit Hours)
- ENG 111 Writing and Inquiry (3 Credit Hours)

Total Credit Hours: 16

Spring

- BIO 169 Anatomy and Physiology II (4 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)
- NUR 112 Health-Illness Concepts (5 Credit Hours)
- NUR 211 Health Care Concepts (5 Credit Hours)

Total Credit Hours: 17

Summer

- NUR 114 Holistic Health Concepts (5 Credit Hours)

Total Credit Hours: 5

SECOND YEAR

Fall

- NUR 113 Family Health Concepts (5 Credit Hours)
- NUR 212 Health System Concepts (5 Credit Hours)
- ENG 112 Writing/Research in the Disc (3 Credit Hours)
- PSY 241 Developmental Psych (3 Credit Hours)

Total Credit Hours: 16

Spring

- BIO 275 Microbiology (4 Credit Hours)
- NUR 213 Complex Health Concepts (10 Credit Hour)
- Humanities/Fine Arts Elective (3 Credit Hours)

Total Credit Hours: 17

Humanities/Fine Arts Electives

Select one (1) course from the following:

- ART 111 Art Appreciation (3 Credit Hours)
- ART 114 Art History Survey I (3 Credit Hours)
- ART 115 Art History Survey II (3 Credit Hours)
- ENG 231 American Literature I (3 Credit Hours)
- ENG 232 American Literature II (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- MUS 112 Introduction to Jazz (3 Credit Hours)
- PHI 215 Philosophical Issues (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)

Total Program Hours: 71

Nursing - Registered, LPN to RN, A.A.S. (A45110PN)

Evening/Weekend/Online Option

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.

The Gaston College Associate Degree Nursing Program is nationally accredited by the Accreditation Commission for Education in Nursing (ACEN) http://acenursing.org/.

Program Learning Outcomes

Graduates will:

1. Practice professional nursing behaviors incorporating personal responsibility and accountability for continued competence.
2. Communicate professionally and effectively with individuals, significant support person(s), and members of the interdisciplinary healthcare team.
3. Integrate knowledge of the holistic needs of the individual to provide an individual centered assessment.
4. Incorporate informatics to formulate evidence-based clinical judgments and management decisions.
5. Implement caring interventions incorporating documented best practices for individuals in diverse settings.
6. Develop a teaching plan for individuals, and/or the nursing team, incorporating teaching and learning principles.
7. Collaborate with the interdisciplinary healthcare team to advocate for positive individual and organizational outcomes.
8. Manage health care for the individual using cost effective nursing strategies, quality improvement processes, and current technologies.
9. Prioritize assessments and client-centered nursing interventions relevant to clinical decision making.

The LPN to RN alternate schedule option is an accelerated, evening/weekend program with the majority of the content presented in online classes. Students are required to attend scheduled on-campus lab/class sessions, clinical at acute care facilities and testing on-campus (includes quizzes, final exams, and ATI testing). Students must have a computer with email and internet capabilities to participate in this option. Students are strongly encouraged to take an online course prior to applying to the LPN-RN option.

Course Selection Information

Students, to help you progress in your degree program, take prerequisite courses along with English and Math early in your academic career. This will align you for greater success in completing your program of study. Click on the courses listed below to ensure you are aware of prerequisites. The order shown below under the student program priorities is a guide.

Student Program Priorities:

1. BIO 168, BIO 169, PSY 150, ACA 122

Admission Information

Students applying for admission to this program MUST meet all Gaston College admission requirements for General Admission to the College. In addition, students will need to demonstrate college readiness for English and math as exhibited through the college placement test, a placement test waiver, or completion of the acceptable coursework. Your academic advisor will be able to assist you in determining your college readiness.

For students interested in applying to this program at Gaston College, please note that there is limited enrollment and participates in a selective admission criteria process to select the most qualified applicants for admission. Students will need to make an appointment with their Admissions Specialist/Advisor in order to review admission requirements and to verify if the student has met selective admission criteria in order to submit an application by the deadline. Students interested in participating in the selective admission process for this program can find additional information and program admission requirements under the subheading "limited enrollment/selective admission" in the College Catalog.

Prerequisite Courses

These courses must be completed by the end of fall semester in which application is submitted.

- ACA 122 College Transfer Success (1 Credit Hour)

- BIO 168 Anatomy and Physiology I (4 Credit Hours)
- BIO 169 Anatomy and Physiology II (4 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)
- ENG 111 Writing and Inquiry (3 Credit Hours)
- NUR 101 Practical Nursing I (11 Credit Hours)
- NUR 102 Practical Nursing II (10 Credit Hours)
- NUR 103 Practical Nursing III (9 Credit Hours)

Total Credit Hours: 45

FIRST YEAR

Summer

- NUR 214 Nursing Transition Concepts (4 Credit Hours)

Total Credit Hours: 4

Fall

- ENG 112 Writing/Research in the Disc (3 Credit Hours)
- NUR 221 LPN to ADN Concepts I (9 Credit Hours)
- PSY 241 Developmental Psych (3 Credit Hours)
- Humanities/Fine Arts Elective (3 Credit Hours)

Total Credit Hours: 18

Spring

- BIO 275 Microbiology (4 Credit Hours)
- NUR 223 LPN to ADN Concepts II (9 Credit Hours)

Total Credit Hours: 13

Humanities/Fine Arts Electives

Select one (1) course from the following:

- ART 111 Art Appreciation (3 Credit Hours)
- ART 114 Art History Survey I (3 Credit Hours)
- ART 115 Art History Survey II (3 Credit Hours)
- ENG 231 American Literature I (3 Credit Hours)
- ENG 232 American Literature II (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- MUS 112 Introduction to Jazz (3 Credit Hours)

- PHI 215 Philosophical Issues (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)

Total Program Hours: 80

Diploma

Nurse Aide - Therapeutic and Diagnostic Services Diploma (D45970)

This curriculum is designed to prepare students for careers in the Health Sciences.

Students will complete general education courses that provide a foundation for success in nursing and allied health curricula. Students may select a career pathway that will prepare them for an entry level position in health care. Courses may also provide foundational knowledge needed in the pursuit of advanced health science degrees or programs.

Graduates should qualify for an entry-level job associated with the program major, such as Emergency Medical Technician (EMT) or Advanced Emergency Medical Technician (AEMT), Medical Assistant, Nurse Aide, Pharmacy Technician, Phlebotomist, or Massage Therapist dependent upon the selected program major.

Nurse Aide: The Nurse Aide curriculum prepares individuals to work under the supervision of licensed nursing professionals in performing nursing care and services for persons of all ages. Topics include: growth and development, personal care, vital signs, communication, nutrition, medical asepsis, therapeutic activities, accident and fire safety, household environment and equipment management, family resources and services, and employment skills. Upon completion, students should be able to demonstrate knowledge and skills and safe performance of skills necessary to be eligible for listing on the North Carolina Nurse Aide I & Nurse Aide II Registry.

Program Learning Outcomes

Graduates will:

1. Complete General education courses required for entry into chosen health field.
2. Demonstrate knowledge of the role and awareness of the scope of practice for Nurse Aide I and II in North Carolina.
3. Demonstrate mastery of skills required by Division of Health Services Regulation (DHSR), North Carolina Board of Nursing (NCBON), and North Carolina Community College System (NCCCS) for education of nurse aides in North Carolina.

Admission Information

Students applying for admission to this program MUST meet all Gaston College admission requirements for General Admission to the College. In addition, students will need to demonstrate college readiness for English and math as exhibited through the college placement test, a placement test waiver, or completion of the acceptable coursework. Your academic advisor will be able to assist you in determining your college readiness.

For students interested in applying to this program at Gaston College, please note that there is limited enrollment and participates in a selective admission criteria process to select the most qualified applicants for admission. Students will need to make an appointment with their Admissions Specialist/Advisor in order to review admission requirements and to verify if the student has met selective admission criteria in order to submit an application by the deadline. Students interested in participating in the selective admission process for this program can find additional information and program admission requirements under the subheading "limited enrollment/selective admission" in the College Catalog.

Summer

- BIO 168 Anatomy and Physiology I (4 Credit Hours)
- ENG 111 Writing and Inquiry (3 Credit Hours)
- HEA 112 First Aid & CPR (2 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)

Total Credit Hours: 12

Fall

- NAS 101 Nurse Aide I (6 Credit Hours)
- BIO 169 Anatomy and Physiology II (4 Credit Hours)
- BIO 275 Microbiology (4 Credit Hours)
- ENG 112 Writing/Research in the Disc (3 Credit Hours)

Total Credit Hours: 17

Spring

- NAS 102 Nurse Aide II (6 Credit Hours)
- CIS 110 Introduction to Computers (3 Credit Hours)
- PSY 241 Developmental Psych (3 Credit Hours)

Total Credit Hours: 14

Total Program Hours: 43

Nursing - Practical Nursing Diploma (D45660)

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 Learning Outcomes

Graduates will:

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.

The Gaston College Practical Nursing Program is nationally accredited by the Accreditation Commission for Education in Nursing (ACEN) http://acenursing.org/.

Admission Information

Students applying for admission to this program MUST meet all Gaston College admission requirements for General Admission to the College. In addition, students will need to demonstrate college readiness for English and math as exhibited through the college placement test, a placement test waiver, or completion of the acceptable coursework. Your academic advisor will be able to assist you in determining your college readiness.

For students interested in applying to this program at Gaston College, please note that there is limited enrollment and participates in a selective admission criteria process to select the most qualified applicants for admission. Students will need to make an appointment with their Admissions Specialist/Advisor in order to review admission requirements and to verify if the student has met selective admission criteria in order to submit an application by the deadline. Students interested in participating in the selective admission process for this program can find additional information and program admission requirements under the subheading "limited enrollment/selective admission" in the College Catalog.

Fall

- PSY 150 General Psychology (3 Credit Hours)
- BIO 168 Anatomy and Physiology I (4 Credit Hours)
- NUR 101 Practical Nursing I (11 Credit Hours)

Total Credit Hours: 18

Spring

- ENG 111 Writing and Inquiry (3 Credit Hours)
- BIO 169 Anatomy and Physiology II (4 Credit Hours)
- NUR 102 Practical Nursing II (10 Credit Hours)

Total Credit Hours: 17

Summer

- NUR 103 Practical Nursing III (9 Credit Hours)

Total Credit Hours: 9

Total Program Hours: 44

Pharmacy Technology

Associate of Applied Science

Pharmacy Technology, A.A.S. (A45580)

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

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

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

Program Learning Outcomes

Graduates Will:

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

Course Selection Information

Students, to help you progress in your degree program; take prerequisite courses along with English and Math early in your academic career. This will align you for greater success in completing your program of study. Click on the courses listed below to ensure you are aware of prerequisites. The order shown below under the student program priorities is a guide.

Student Program Priorities:

PHM 110, PHM 111, PHM 115

Admission Information

Students applying for admission to this program MUST meet all Gaston College admission requirements for General Admission to the College. In addition, students will need to demonstrate college readiness for English and math as exhibited through the college placement test, a placement test waiver, or completion of the acceptable coursework. Your academic advisor will be able to assist you in determining your college readiness and will develop an academic plan, review progress, address issues, and confirm all minimum requirements are met for this program.

FIRST YEAR

Fall

- ACA 122 College Transfer Success (1 Credit Hour)
- ENG 111 Writing and Inquiry (3 Credit Hours)
- PHM 110 Introduction to Pharmacy (3 Credit Hours)
- PHM 115 Pharmacy Calculations (3 Credit Hours)
- PHM 115A Pharmacy Calculations Lab (1 Credit Hour)
- PHM 111 Pharmacy Practice I (4 Credit Hours)

Total Credit Hours: 15

Spring

- BIO 161 Intro to Human Biology (3 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)
- MAT 143 Quantitative Literacy (3 Credit Hours)
- PHM 120 Pharmacology I (3 Credit Hours)
- PHM 160 Pharm Dosage Forms (3 Credit Hours)

Total Credit Hours: 15

Summer

- COM 231 Public Speaking (3 Credit Hours)
- PHM 118 Sterile Products (4 Credit Hours)
- PHM 125 Pharmacology II (3 Credit Hours)
- PHM 140 Trends in Pharmacy (2 Credit Hours)

Total Credit Hours: 12

SECOND YEAR

Fall

- ART 111 Art Appreciation (3 Credit Hours)

- PHM 165 Pharmacy Prof Practice (2 Credit Hours)
- PHM 155 Community Pharmacy (3 Credit Hours)
- PHM 150 Hospital Pharmacy (4 Credit Hours)

Total Credit Hours: 12

Spring

- PHM 138 Pharmacy Clinical (8 Credit Hours)
- PHM 265 Professional Issues (3 Credit Hours)

Total Credit Hours: 11

Total Program Hours: 65

Certificate

Pharmacy Technology, Certificate (C45580A)

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

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

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

Program Learning Outcomes

Graduates Will:

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

Course Selection Information

Students, to help you progress in your degree program; take prerequisite courses along with English and Math early in your academic career. This will align you for greater success in completing your program of study. Click on the courses listed below to ensure you are aware of prerequisites. The order shown below under the student program priorities is a guide.

Student Program Priorities:

PHM 110, PHM 111, PHM 115

Admissions Information

Students applying for admission to this program MUST meet all Gaston College admission requirements for General Admission to the College. In addition, students will need to demonstrate college readiness for English and math as exhibited through the college placement test, a placement test waiver, or completion of the acceptable coursework. Your academic advisor will be able to assist you in determining your college readiness and will develop an academic plan, review progress, address issues, and confirm all minimum requirements are met for this program.

Major Courses

- PHM 110 Introduction to Pharmacy (3 Credit Hours)
- PHM 115 Pharmacy Calculations (3 Credit Hours)
- PHM 115A Pharmacy Calculations Lab (1 Credit Hour)
- PHM 111 Pharmacy Practice I (4 Credit Hours)
- PHM 165 Pharmacy Prof Practice (2 Credit Hours)

Total Program Hours: 13

Surgical Technology

Associate of Applied Science

Surgical Technology, A.A.S. (A45740)

The Surgical Technology program prepares individuals to assist in the care of the surgical patient in the operating room and to function as a member of the surgical team. Students will apply theoretical knowledge to the care of patients undergoing surgery and develop skills necessary to prepare supplies, equipment, and instruments; maintain aseptic conditions; prepare patients for surgery; and assist surgeons during operations. After program completion, graduates can expect to find employment in labor, delivery, and emergency departments; inpatient and outpatient surgery centers; dialysis facilities; endoscopy centers; and physician offices, among other settings.

Program Learning Outcomes

The expectation of the Surgical Technology Program of Gaston College is to: "To prepare entry-level Surgical Technologists who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession."

The Surgical Technology program at Gaston College has a site visit scheduled for pursuing initial accreditation by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org). This step in the process is neither a status of accreditation nor a guarantee that accreditation will be granted.

Graduates will:

1. Collaborate as a member of the healthcare team.

2. Demonstrate the application of anatomy and physiology concepts to meet current industry standards in the surgical setting.

3. Demonstrate aseptic technique and a sound surgical conscience when performing surgical procedures in the health care setting.

4. Explain universal precautions, principles of sterilization, and its application in the operating room (OR).

5. Explain and demonstrate client care concepts for the surgical environment.

FIRST YEAR

Fall

- SUR 110 Introduction to Surgical Technology (3 Credit Hours)
- SUR 111 Perioperative Patient Care (7 Credit Hours)
- BIO 168 Anatomy and Physiology I (4 Credit Hours)
- ACA 122 College Transfer Success (1 Credit Hour)

Total credit hours: 15

Spring

- SUR 122 Surgical Procedures I (6 Credit Hours) *
- SUR 123 Clinical Practice I (7 Credit Hours) *
- MED 121 Medical Terminology I (3 Credit Hours)
- BIO 169 Anatomy and Physiology II (4 Credit Hours)

**SUR 122 and SUR 123 are split between the Spring and Summer semesters.*

Total Credit Hours: 13.5

Summer

- SUR 122 Surgical Procedures I (6 Credit Hours) *
- SUR 123 Clinical Practice I (7 Credit Hours) *

**SUR 122 and SUR 123 are split between the Spring and Summer semesters.*

Total Credit Hours: 6.5

SECOND YEAR

Fall

- SUR 134 Surgical Procedures II (5 Credit Hours)
- SUR 135 Clinical Practice II (4 Credit Hours)
- ENG 111 Writing and Inquiry (3 Credit Hours)

Humanities/Fine Arts Electives

Select one (1) course from the following:

- ART 111 Art Appreciation (3 Credit Hours)
- ART 114 Art History Survey I (3 Credit Hours)
- ART 115 Art History Survey II (3 Credit Hours)
- ENG 231 American Literature I (3 Credit Hours)
- ENG 232 American Literature II (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- MUS 112 Introduction to Jazz (3 Credit Hours)
- PHI 215 Philosophical Issues (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)

Total Credit Hours: 15

Spring

- SUR 137 Professional Success Preparation (1 Credit Hour)
- SUR 210 Advanced SUR Clinical Practice (2 Credit Hours)
- SUR 211 Advanced Theoretical Concepts (2 Credit Hours)
- COM 231 Public Speaking (3 Credit Hours)
  OR
- ENG 112 Writing/Research in the Disc (3 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)
  OR
- SOC 210 Introduction to Sociology (3 Credit Hours)
- BIO 275 Microbiology (4 Credit Hours)
- SUR 212 Clinical Supplement (4 Credit Hours)

Total Credit Hours: 19

Total Program Hours: 69

Respiratory Therapy

Associate of Applied Science

Respiratory Therapy, A.A.S. (A45720)

Collaborative Program with Catawba Valley Community College, CVCC. While the degree is earned through CVCC, all students accepted into this program will take the entirety of the coursework on the Gaston College campus.

*Pending SACSCOC Approval

Courses required to meet graduation requirements in this curriculum are offered during daytime hours. Minimum time for completion: five semesters full-time attendance. The Associate of Applied Science degree is awarded graduates of this curriculum.

The Respiratory Therapy curriculum prepares individuals to function as respiratory therapists through demonstrated competence in the cognitive, psychomotor, and affective learning domains of respiratory care practice. Graduates perform diagnostic and therapeutic procedures with exposure to current and emerging practice settings.

The curriculum prepares graduates to operate within inter-professional teams and effectively communicate with clients/patients of various ages, ethnicities, and cultures. Application of problem solving strategies, applying ethical decision making, and understanding professional responsibilities are emphasized.

Graduates are eligible to complete the credentialing process through the National Board for Respiratory Care, which will qualify them for a license to practice in a variety of healthcare settings with responsibilities for assessment, treatment, management and education of patients with cardiopulmonary diseases.

The Respiratory Therapy curriculum prepares individuals to function as respiratory graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior), learning domains of respiratory care practice as performed by Registered Respiratory Therapists (RRT).

Note: Students must complete college level chemistry (CHM 100 or greater), 4 credit hours, prior to admission into the Respiratory Therapy program.

General Education Courses

English/Communications

- ENG 111 Writing and Inquiry (3 Credit Hours)
- ENG 112 Writing/Research in the Disc (3 Credit Hours)

Humanities/Fine Arts

- Elective (3 Credit Hours)

Natural Sciences/Mathematics

- BIO 168 Anatomy and Physiology I (4 Credit Hours)
- BIO 169 Anatomy and Physiology II (4 Credit Hours)

Social/Behavioral Sciences

- Elective (3 Credit Hours)

Major Courses

- BIO 275 Microbiology (4 Credit Hours)
- RCP 110 Intro to Respiratory Care (4 Credit Hours)
- RCP 111 Therapeutics/Diagnostics (5 Credit Hours)
- RCP 113 RCP Pharmacology (2 Credit Hours)
- RCP 114 C-P Anatomy & Physiology (3 Credit Hours)
- RCP 115 C-P Pathophysiology (2 Credit Hours)
- RCP 122 Special Practice Lab (1 Credit Hour)
- RCP 123 Special Practice Lab (1 Credit Hour)
- RCP 145 RCP Clinical Practice II (5 Credit Hours)
- RCP 152 RCP Clinical Practice III (2 Credit Hours)
- RCP 210 Critical Care Concepts (4 Credit Hours)
- RCP 211 Adv Monitoring/Procedures (4 Credit Hours)
- RCP 214 Neonatal/Peds RC (2 Credit Hours)
- RCP 215 Career Preparation (1 Credit Hour)
- RCP 236 RCP Clinical Practice IV (6 Credit Hours)
- RCP 246 RCP Clinical Practice V (6 Credit Hours)

Total Program Hours: 72

Developmental Course Requirements

Developmental coursework (both prerequisite and corequisite) will be required of students whose placement test measures indicate a need for greater proficiency in the areas of English and/or mathematics. Please refer to the Course Description section for prerequisite and corequisite course information.

- ENG 002 Transition English (3 Credit Hours)
- ENG 011 Writing and Inquiry Support (2 Credit Hours)
- MAT 003 Transition Math (3 Credit Hours)

Suggested Program Sequence Day

FIRST YEAR

Fall

- RCP 110 Intro to Respiratory Care (4 Credit Hours)
- RCP 113 RCP Pharmacology (2 Credit Hours)
- RCP 122 Special Practice Lab (1 Credit Hour)
- RCP 114 C-P Anatomy & Physiology (3 Credit Hours)
- BIO 168 Anatomy and Physiology I (4 Credit Hours)
- ENG 111 Writing and Inquiry (3 Credit Hours)

Total Credit Hours: 17

Spring

- RCP 111 Therapeutics/Diagnostics (5 Credit Hours)
- RCP 115 C-P Pathophysiology (2 Credit Hours)
- RCP 145 RCP Clinical Practice II (5 Credit Hours)
- BIO 169 Anatomy and Physiology II (4 Credit Hours)
- ENG 112 Writing/Research in the Disc (3 Credit Hours)

Total Credit Hours: 19

Summer

- RCP 152 RCP Clinical Practice III (2 Credit Hours)
- RCP 123 Special Practice Lab (1 Credit Hour)

Total Credit Hours: 3

SECOND YEAR

Fall

- BIO 275 Microbiology (4 Credit Hours)
- RCP 210 Critical Care Concepts (4 Credit Hours)
- RCP 236 RCP Clinical Practice IV (6 Credit Hours)
- RCP 214 Neonatal/Peds RC (2 Credit Hours)
- Humanities/Fine Arts Elective (3 Credit Hours)

Total Credit Hours: 19

Spring

- RCP 211 Adv Monitoring/Procedures (4 Credit Hours)
- RCP 246 RCP Clinical Practice V (6 Credit Hours)
- RCP 215 Career Preparation (1 Credit Hour)
- Social/Behavioral Science Elective (3 Credit Hours)

Total Credit Hours: 14

Total Program Hours: 72

Veterinary Medical Technology

Associate of Applied Science

Veterinary Medical Technology, A.A.S. (A45780)

The Veterinary Medical Technology (Vet Tech) Curriculum prepares the graduate to assist veterinarians in preparing animals, equipment, and medications for examination and surgery; collecting specimens; performing laboratory, radiographic, anesthetic, dental procedures; assisting in surgery; and providing proper husbandry of animals and their environment.

Course work includes instruction in veterinary anatomy, nutrition, parasitology, pathology, physiology, radiology, terminology, zoology, office practices, laboratory techniques, dentistry, and small and large animal clinical practices.

Graduates of accredited programs may be eligible to take state and national examinations. Graduates may be employed in veterinary clinics; diagnostic, research, or pharmaceutical laboratories; zoos; academic institutions; or other areas associated with animal care.

Program Learning Outcomes

Graduates will:

1. Prepare animals and equipment for examination and surgery.
2. Safely prepare and administer medications in a veterinary setting.
3. Correctly collect specimens for laboratory analysis.
4. Safely perform laboratory, radiographic, anesthetic and dental procedures in a veterinary setting.
5. Competently assist the veterinarian in surgical procedures.
6. Provide proper husbandry of animals and their environment.
7. Demonstrate an understanding of common veterinary diseases and diagnostic procedures.
8. Demonstrate knowledge of veterinary regulatory issues and veterinary office procedures.

Curriculum Information

The Vet Tech Program is a two-year, full time, six (6) semester course of study (71 semester credit hours) leading to an Associate of Applied Science degree. The program is designed to provide both the theoretical knowledge and practical skills necessary for a professional career as a veterinary technician.

Course Selection Information

Students, to help you progress in your degree program, take prerequisite courses along with English and Math early in your academic career. This will align you for greater success in completing your program of study. Click on the courses listed below to ensure you are aware of prerequisites. The order shown below under the student program priorities is a guide.

Student Program Priorities:

1. CHM 130, CHM 130A

Admissions Requirements

Students applying for admission to this program MUST meet all Gaston College admission requirements for General Admission to the College. In addition, students will need to demonstrate college readiness for English and math as exhibited through the college placement test, a placement test waiver, or completion of the acceptable coursework. Your academic advisor will be able to assist you in determining your college readiness.

For students interested in applying to this program at Gaston College, please note that there is limited enrollment and the program participates in a selective admission criteria process to select the most qualified applicants for admission. Students will need to make an appointment with their Admissions Specialist/Advisor in order to review admission requirements and to verify if the student has met selective admission criteria in order to submit an application by the deadline. Students interested in participating in the selective admission process for this program can find additional information and program admission requirements under the subheading "limited enrollment/selective admission" in the College Catalog.

FIRST YEAR

Fall

- ACA 122 College Transfer Success (1 Credit Hour)
- VET 110 Animal Breeds and Husbandry (3 Credit Hours)
- VET 121 Veterinary Medical Terminology (3 Credit Hours)
- VET 123 Veterinary Parasitology (3 Credit Hours)
- ENG 111 Writing and Inquiry (3 Credit Hours)

Total Credit Hours: 13

Spring

- CHM 130 Gen, Org, & Biochemistry (3 Credit Hours)
- CHM 130A Gen, Org, & Biochem Lab (1 Credit Hour)
- VET 120 Veterinary Anatomy & Physiology (4 Credit Hours)
- VET 131 Veterinary Laboratory Techniques I (3 Credit Hours)
- VET 133 Vet Clinical Practice I (3 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)
  OR
- SOC 210 Introduction to Sociology (3 Credit Hours)

Total Credit Hours: 17

Summer

- VET 237 Animal Nutrition (3 Credit Hours)
- VET 125 Veterinary Diseases I (2 Credit Hours)
- ENG 112 Writing/Research in the Disc (3 Credit Hours)

Total Credit Hours: 8

SECOND YEAR

Fall

- VET 215 Veterinary Pharmacology (3 Credit Hours)
- VET 211 Veterinary Laboratory Techniques II (3 Credit Hours)
- VET 213 Veterinary Clinical Practice II (4 Credit Hours)
- VET 126 Veterinary Diseases II (2 Credit Hours)

Total Credit Hours: 12

Spring

- VET 212 Veterinary Laboratory Techniques III (3 Credit Hours)

- VET 214 Veterinary Clinical Practice III (4 Credit Hours)
- VET 137 Vet Office Practices (2 Credit Hours)
- VET 217 Large Animal Clinical Practice (3 Credit Hours)
- Humanities/Fine Arts Elective (3 Credit Hours)

Total Credit Hours: 15

Summer

- WBL 112 Work-Based Learning I (2 Credit Hours)

Total Credit Hours: 2

Humanities/Fine Arts Electives

Select one (1) course from the following:

- ART 111 Art Appreciation (3 Credit Hours)
- ART 114 Art History Survey I (3 Credit Hours)
- ART 115 Art History Survey II (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- MUS 112 Introduction to Jazz (3 Credit Hours)
- PHI 215 Philosophical Issues (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)

Total Program Hours: 67

Public Safety Programs

Public Safety

Basic Law Enforcement Training (BLET)

Certificate

Basic Law Enforcement Training Certificate (C55120)

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

Program Learning Outcomes

Graduates will:

1. Demonstrate a basic understanding of legal issues required to be a beginning level police officer.
2. Demonstrate proper patrol techniques required to be a beginning level police officer.
3. Demonstrate the basic communication skills required to be a beginning level police officer.
4. Demonstrate proper investigative techniques required to be a beginning level police officer.
5. Demonstrate acceptable practical skills required to be a beginning level police officer.
6. Demonstrate the sheriff specific duties required to be a beginning level police officer.

Admission Requirements

1. Student must be twenty (20) years old at the time of course registration.
2. Student must be a high school graduate or equivalent.
3. Student is required to have a personal interview with the Criminal Justice Academy Director.
4. Student is required to have a letter of employment or sponsorship from the Chief/Sheriff of a law enforcement agency.
5. Student must present an acceptable criminal record report.
6. Student must present an acceptable criminal record report (no felonies or class B misdemeanors).
7. Student must present an acceptable driving history report.
8. Student must complete the TABE Reading Comprehension Test administered by the staff of Gaston College prior to enrollment. Contact the Admissions Office at 704.922.6214 for an appointment to schedule your test.
9. Student must possess a valid driver's license.

*Priority admission is granted to those individuals holding full-time employment with criminal justice agencies.

Major Courses

- LET 110 Basic Law Enforcement BLET (37 Credit Hours)

Total Program Hours: 37

Note(s):

Students successfully completing the Basic Law Enforcement Training (BLET) course accredited by the North Carolina Criminal Justice Education and Training Standards Commission and the North Carolina Sheriffs' Education and Training Standards Commission will receive 18 hours credit toward an associate degree in Criminal Justice.

Fire Protection Technology

Associate of Applied Science

Fire Protection Technology, A.A.S. (A55240)

The Fire Protection Technology curriculum is designed to provide individuals with technical and professional knowledge to make decisions regarding fire protection for both public and private sectors. It also provides a sound foundation of continuous higher learning in fire protection, administration, and management. Course work includes classroom and laboratory exercise to introduce the students to various aspects of fire protection. Students will learn technical and administrative skills such as hydraulics and hazardous materials. The curriculum includes areas such as the scientific understanding of fire hazards and their control and general courses that prepare one to work with people harmoniously.

Careers: Opportunities are excellent for individuals with adequate ability and training. Students seeking employment may be hired by governmental agencies, industrial firms, educational organizations, and insurance rating organizations. Employed persons should have opportunities for positions requiring increased skill and responsibility as they increase their job competence. Each class session is offered twice weekly to accommodate shift schedules - students may choose the session they wish to attend each week.

Program Learning Outcomes

Graduates will:

1. Demonstrate fire prevention practices, per NFPA 1021 guidelines.
2. Demonstrate written and oral communication skills, applicable to the fire service, incorporating NFPA 1041 and 1021.
3. Demonstrate knowledge of the financial processes associated with the fire service.
4. Demonstrate and apply fire-ground operations management, to include applicable NFPA standards and guidelines.
5. Demonstrate knowledge of fire service organization and management.
6. Demonstrate knowledge of an effective emergency management program to include applicable NFPA standards and guidelines.

General Education Courses

English

- ENG 111 Writing and Inquiry (3 Credit Hours)

Communications

- ENG 112 Writing/Research in the Disc (3 Credit Hours)

Humanities/Fine Arts

Select three (3) credit hours:

- ART 111 Art Appreciation (3 Credit Hours)
- ART 114 Art History Survey I (3 Credit Hours)
- ART 115 Art History Survey II (3 Credit Hours)
- ENG 231 American Literature I (3 Credit Hours)
- ENG 232 American Literature II (3 Credit Hours)
- ENG 241 British Literature I (3 Credit Hours)
- ENG 242 British Literature II (3 Credit Hours)
- MUS 110 Music Appreciation (3 Credit Hours)
- MUS 112 Introduction to Jazz (3 Credit Hours)
- PHI 240 Introduction to Ethics (3 Credit Hours)
- REL 110 World Religions (3 Credit Hours)

Social/Behavioral Sciences

Select three (3) credit hours:

- POL 120 American Government (3 Credit Hours)
- PSY 150 General Psychology (3 Credit Hours)
- SOC 210 Introduction to Sociology (3 Credit Hours)
- SOC 220 Social Problems (3 Credit Hours)

Natural Science/Math

- BIO 110 Principles of Biology (4 Credit Hours)
  OR
- MAT 143 Quantitative Literacy (3 Credit Hours)
  OR
- MAT 152 Statistical Methods I (4 Credit Hours)
  OR
- MAT 171 Precalculus Algebra (4 Credit Hours)

Total Credit Hours: 15

Major Courses

- FIP 120 Intro to Fire Protection (3 Credit Hours)
- FIP 124 Fire Prevention & Public Ed (3 Credit Hours)
- FIP 132 Building Construction (3 Credit Hours)
- FIP 152 Fire Protection Law (3 Credit Hours)
- FIP 220 Fire Fighting Strategies (3 Credit Hours)
- FIP 228 Local Govt Finance (3 Credit Hours)

Total Credit Hours: 18

Other Major Courses

Select 30 Credit Hours:

- EPT 140 Emergency Management (3 Credit Hours)
- EPT 150 Incident Management (3 Credit Hours)
- FIP 128 Detection & Investigation (3 Credit Hours)
- FIP 136 Inspections & Codes (3 Credit Hours)
- FIP 146 Fire Protection Systems (4 Credit Hours)
- FIP 221 Adv Fire Fighting Strat (3 Credit Hours)
- FIP 230 Chem of Hazardous Mat I (5 Credit Hours)
- FIP 232 Hydraulics & Water Dist (3 Credit Hours)
- FIP 276 Managing Fire Services (3 Credit Hours)
- PST 166 NC OSFM Training (6 Credit Hours)

Select three (3) credit hours:

- FIP 140 Industrial Fire Protection (3 Credit Hours)
  OR
- PST 163 NC OSFM Training (3 Credit Hours)

Total Credit Hours: 33

Required Course

- ACA 122 College Transfer Success (1 Credit Hour)

Total Program Hours: 67

Certificate

Fire Protection Technology - Industrial Fire Protection Certificate (C55240)

The Industrial Fire Brigade Certificate curriculum is designed to provide students with knowledge and skills in the technical, managerial, and leadership areas necessary for advancement within the fire protection community and related firefighting industries, and to provide currently employed firefighters and safety professionals with knowledge and skills often required for promotional consideration.

Course work includes diverse fire protection subject areas, including fire protection systems, building construction, along with local, state, and federal laws and standards, as they apply to emergency services management and industrial safety. Emphasis includes understanding fire characteristics and the structural consequences of fire; risk assessment and management; and relevant research, communications, and leadership methodologies.

Employment opportunities include fire departments, governmental agencies, industrial firms, insurance rating organizations, and educational organizations.

Program Learning Outcomes

Graduates will:

1. Demonstrate knowledge of basic fire protection engineering concepts, fire protection systems evaluation and design, as it relates to risk reduction.
2. Demonstrate fundamental knowledge of the functions of planning, organizing, directing and controlling as applicable to leadership in fire and industrial safety.
3. Demonstrate fundamental knowledge of the local, state and national standards appropriate to fire safety.
4. Demonstrate fundamental knowledge of human resources and safety management as it relates to the work place.
5. Demonstrate written and oral communication skills, applicable to fire and industrial safety.

Major Courses

- FIP 120 Intro to Fire Protection (3 Credit Hours)
- FIP 152 Fire Protection Law (3 Credit Hours)
- FIP 132 Building Construction (3 Credit Hours)
- FIP 140 Industrial Fire Protection (3 Credit Hours)
- FIP 146 Fire Protection Systems (4 Credit Hours)

Total Program Hours: 16

Note(s):

The courses taken in this certificate program may be applied toward the Associate in Applied Science degree in Fire Protection Technology.

Course Descriptions

To determine which of these courses are transferable, please review the Transfer Course List found on the Comprehensive Articulation Agreement webpage at http://www.nccommunitycolleges.edu/academic-programs/college-transferarticulation-agreements/comprehensive-articulation-agreement-caa. Check at the college to which you plan to transfer for information and guidance on the transfer of credits.

Key to Course Descriptions

Academic Related

ACA 111 College Student Success (1 Credit Hour)

Class Hours: 1
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course introduces the college's physical, academic, and social environment and promotes the personal development essential for success. Topics include campus facilities and resources; policies, procedures, and programs; study skills; and life management issues such as health, self-esteem, motivation, goal-setting, diversity, and communication. Upon completion, students should be able to function effectively within the college environment to meet their educational objectives.
This course is graded Pass/Repeat.

ACA 122 College Transfer Success (1 Credit Hour)

Class Hours: 0
Lab Hours: 2
Clinical/Work Experience Hours: 0
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.
Competencies

1. Develop a strategic plan for completing community college academic goals, including certificates, diplomas, and/or associate degrees.
2. Develop a strategic plan for transferring to a university and preparing for a new career.
3. Identify the rights and responsibilities of transfer students under the Comprehensive Articulation Agreement (CAA), including Universal General Education Transfer Component (UGETC) designated courses, the Transfer Assured Admissions Policy (TAAP), the CAA appeals process, and university tuition surcharge.
4. Evaluate learning strategies, including note-taking, test-taking, information processing, time management, and memorization techniques, and identify strategies for improvement.
5. Identify essential college resources, including financial aid, advising, registration, tutoring, library services, computer labs, and counseling services and recognize the importance of these resources on student success.
6. Identify essential college policies and procedures, including academic integrity such as avoiding plagiarism; calculating a GPA, and maintaining satisfactory academic progress for financial aid eligibility and/or good academic standing.

Accounting

ACC 120 Prin of Financial Accounting (4 Credit Hours)

Class Hours: 3
Lab Hours: 2
Clinical/Work Experience Hours: 0
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.

ACC 121 Prin of Managerial Accounting (4 Credit Hours)

Class Hours: 3
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: Take 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.

ACC 122 Prin of Financial Acct II (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: Take 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.

ACC 129 Individual Income Taxes (3 Credit Hours)

Class Hours: 2
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course introduces the relevant laws governing individual income taxation. Topics include tax law, electronic research and methodologies, and the use of technology for preparation of individual tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various individual tax forms.

ACC 130 Business Income Taxes (3 Credit Hours)

Class Hours: 2
Lab Hours: 2

Clinical/Work Experience Hours: 0
Prerequisites: Take ACC 129
Corequisites: None
This course introduces the relevant laws governing business and fiduciary income taxes. Topics include tax law relating to business organizations, electronic research and methodologies, and the use of technology for the preparation of business tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various business tax forms.

ACC 140 Payroll Accounting (2 Credit Hours)

Class Hours: 1
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: Take One: ACC 115 or ACC 120
Corequisites: None
This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages; calculating social security, income, and unemployment taxes; preparing appropriate payroll tax forms; and journalizing/posting transactions. Upon completion, students should be able to analyze data, make appropriate computations, complete forms, and prepare accounting entries using appropriate technology.

ACC 149 Intro to ACC Spreadsheets (2 Credit Hours)

Class Hours: 1
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: Take One: ACC 115 or ACC 120
Corequisites: None
This course provides a working knowledge of computer spreadsheets and their use in accounting. Topics include pre-programmed problems, model-building problems, beginning-level macros, graphics, and what-if analysis enhancements of template problems. Upon completion, students should be able to use a computer spreadsheet to complete many of the tasks required in accounting.

ACC 150 Accounting Software Appl (2 Credit Hours)

Class Hours: 1
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: Take One: ACC 115 or ACC 120
Corequisites: None
This course introduces microcomputer applications related to accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to accurately solve accounting problems.

ACC 220 Intermediate Accounting I (4 Credit Hours)

Class Hours: 3
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: Take ACC 120; Take ACC 122
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 analyses of balance sheet components. Upon

completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards.

ACC 221 Intermediate Acct II (4 Credit Hours)

Class Hours: 3
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: Take ACC 220
Corequisites: None
This course is a continuation of ACC 220. Emphasis is placed on special problems which may include leases, bonds, investments, ratio analyses, present value applications, accounting changes, and corrections. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

ACC 225 Cost Accounting (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: Take ACC 121
Corequisites: None
This course introduces the nature and purposes of cost accounting as an information system for planning and control. Topics include direct materials, direct labor, factory overhead, process, job order, and standard cost systems. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

ACC 240 Gov & Not-for-Profit Acct (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: ACC 121
Corequisites: None
This course introduces principles and procedures applicable to governmental and not-for-profit organizations. Emphasis is placed on various budgetary accounting procedures and fund accounting. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

Air Conditioning, Heating and Refrigeration

AHR 110 Intro to Refrigeration (5 Credit Hours)

Class Hours: 2
Lab Hours: 6
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course introduces the basic refrigeration process used in mechanical refrigeration and air conditioning systems. Topics include terminology, safety, and identification and function of components; refrigeration cycle; and tools and instrumentation used in mechanical refrigeration systems. Upon completion, students should be able to identify refrigeration systems and components, explain the refrigeration process, and use the tools and instrumentation of the trade.

Competencies
Student Learning Outcomes

1. Demonstrate safe practices and procedures with tools, materials, and industry accepted test equipment covered in the course.
2. Identify and explain the theory, operating principle, and components of the refrigeration cycle.
3. Identify tools, materials, and equipment used in the refrigeration industry.
4. Evacuate, charge, recover, and safely operate a basic refrigeration /cooling system in accordance with EPA regulations.
5. Demonstrate refrigeration piping and soldering techniques.

AHR 111 HVACR Electricity (3 Credit Hours)

Class Hours: 2
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course introduces electricity as it applies to HVACR equipment. Emphasis is placed on power sources, interaction of electrical components, wiring of simple circuits, and the use of electrical test equipment. Upon completion, students should be able to demonstrate good wiring practices and the ability to read simple wiring diagrams.
Competencies
Student Learning Outcomes

1. Demonstrate safe practices and procedures with tools, materials, and industry accepted test equipment covered in the course.
2. Be able to use electrical test instruments.
3. Demonstrate knowledge of electricity as applied to heating, ventilation, air conditioning and refrigeration machines.
4. Identify the various electrical components used in HVAC equipment and explain their operation.
5. Use Ohm's Law to calculate the current, voltage, and resistance in a circuit.
6. Draw and interpret wiring schematics for installation and troubleshooting.
7. Follow systematic troubleshooting procedure to diagnose electrical problems and control circuit problems.

AHR 112 Heating Technology (4 Credit Hours)

Class Hours: 2
Lab Hours: 4
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course covers the fundamentals of heating including oil, gas, and electric heating systems. Topics include safety, tools and instrumentation, system operating characteristics, installation techniques, efficiency testing, electrical power, and control systems. Upon completion, students should be able to explain the basic oil, gas, and electrical heating systems and describe the major components of a heating system.
Competencies
Student Learning Outcomes

1. Demonstrate safe practices and procedures with tools, materials, and industry accepted test equipment covered in the course.
2. Use industry terminology to describe principles for oil, gas, and electric warm air heating systems.
3. Identify the major components of oil, gas, and electric heating systems.
4. Install and start-up warm air heating systems.

5. Identify various types of energy sources used in heating and describe the individual characteristics of each.
6. Describe service procedures for heating systems.
7. Use tools and instruments necessary to troubleshoot and test system efficiency.

AHR 113 Comfort Cooling (4 Credit Hours)

Class Hours: 2
Lab Hours: 4
Clinical/Work Experience Hours: 0
Prerequisites: AHR 110
Corequisites: None
This course covers the installation procedures, system operations, and maintenance of residential and light commercial comfort cooling systems. Topics include terminology, component operation, and testing and repair of equipment used to control and produce assured comfort levels. Upon completion, students should be able to use psychrometrics, manufacturer specifications, and test instruments to determine proper system operation.
Competencies
Student Learning Outcomes

1. Demonstrate safe practices and procedures with tools, materials, and industry accepted test equipment covered in the course.
2. Evaluate system operation using psychometrics, manufacturer specifications, and test instruments.
3. Demonstrate methods of installing, testing, maintaining, and repairing comfort cooling systems.
4. Demonstrate use of test equipment and interpretation of test equipment results.
5. Identify refrigerants used in residential and light commercial comfort cooling systems and demonstrate the proper procedures for handling these refrigerants.

AHR 114 Heat Pump Technology (4 Credit Hours)

Class Hours: 2
Lab Hours: 4
Clinical/Work Experience Hours: 0
Prerequisites: Take One: AHR 110 or AHR 113
Corequisites: None
This course covers the principles of air source and water source heat pumps. Emphasis is placed on safety, modes of operation, defrost systems, refrigerant charging, and system performance. Upon completion, students should be able to understand and analyze system performance and perform routine service procedures.
Competencies
Student Learning Outcomes

1. Demonstrate safe practices and procedures with tools, materials, and industry accepted test equipment covered in the course.
2. Diagram refrigerant flow through a heat pump in both the heating and cooling mode identifying refrigerant conditions and pressures.
3. Explain the defrost cycle for air-to-air heat pumps.
4. Identify and troubleshoot electrical control system components for heat pumps.
5. Identify and troubleshoot refrigeration system components for heat pumps.
6. Identify and describe the different types of heat pumps in relation to their source of heat.

AHR 130 HVAC Controls (3 Credit Hours)

Class Hours: 2
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: Take One: 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.

AHR 133 HVAC Servicing (4 Credit Hours)

Class Hours: 2
Lab Hours: 6
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: Take One: AHR 112 or AHR 113
The course covers the maintenance and servicing of HVAC equipment. Topics include testing, adjusting, maintaining, and troubleshooting HVAC equipment and record keeping. Upon completion, students should be able to adjust, maintain, and service HVAC equipment.

AHR 151 HVAC Duct Systems I (2 Credit Hours)

Class Hours: 1
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course introduces the techniques used to lay out and fabricate duct work commonly found in HVAC systems. Emphasis is places on the skills required to fabricate duct work. Upon completion, students should be able to lay out and fabricate simple duct work.

AHR 160 Refrigerant Certification (1 Credit Hour)

Class Hours: 1
Lab Hours: 0
Clinical/Work Experience Hours: 0
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.

AHR 210 Residential Building Code (2 Credit Hours)

Class Hours: 1
Lab Hours: 2
Clinical/Work Experience Hours: 0
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.

Alternative Energy

ALT 120 Renewable Energy Tech (3 Credit Hours)

Class Hours: 2
Lab Hours: 2
Clinical/Work Experience Hours: 0
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 hydo-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.

ALT 250 Thermal Systems (3 Credit Hours)

Class Hours: 2
Lab Hours: 2
Clinical/Work Experience Hours: 0
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.

Art

ART 111 Art Appreciation (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
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 identified as a Universal General Education Transfer Component (UGETC) course under the North Carolina Comprehensive Articulation Agreement. Students completing courses designated as UGETC, with a C or higher, will receive equivalent general education course credit for those courses at the receiving UNC institution.

ART 113 Art Methods and Materials (3 Credit Hours)

Class Hours: 0
Lab Hours: 6
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course provides an overview of media and techniques. Emphasis is placed on exploration and manipulation of materials.

Upon completion, students should be able to demonstrate familiarity with a variety of methods, materials, and processes. This course provides an introduction to the medium of clay exploring hand building construction, simple wheel thrown forms, glaze technique, and creative expression.

ART 114 Art History Survey I (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
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 a historical understanding of art as a product reflective of human social development.
This course has been identified as a Universal General Education Transfer Component (UGETC) course under the North Carolina Comprehensive Articulation Agreement. Students completing courses designated as UGETC, with a C or higher, will receive equivalent general education course credit for those courses at the receiving UNC institution.

ART 115 Art History Survey II (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
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 a historical understanding of art as a product reflective of human social development.
This course has been identified as a Universal General Education Transfer Component (UGETC) course under the North Carolina Comprehensive Articulation Agreement. Students completing courses designated as UGETC, with a C or higher, will receive equivalent general education course credit for those courses at the receiving UNC institution.

ART 121 Two-Dimensional Design (3 Credit Hours)

Class Hours: 0
Lab Hours: 6
Clinical/Work Experience Hours: 0
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.

ART 122 Three-Dimensional Design (3 Credit Hours)

Class Hours: 0
Lab Hours: 6
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course introduces basic studio problems in three-dimensional visual design. Emphasis is placed on the structural elements

and organizational principles as applied to mass and space. Upon completion, students should be able to apply three-dimensional design concepts.

ART 131 Drawing I (3 Credit Hours)

Class Hours: 0
Lab Hours: 6
Clinical/Work Experience Hours: 0
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.

ART 132 Drawing II (3 Credit Hours)

Class Hours: 0
Lab Hours: 6
Clinical/Work Experience Hours: 0
Prerequisites: Take 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.

ART 171 Digital Design I (3 Credit Hours)

Class Hours: 0
Lab Hours: 6
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course is designed to introduce students to the elements and principles of design through the use of digital software. Emphasis is placed on developing composition and design skills using vector, raster, and time-based media. Upon completion, students should be able to identify and use tools in digital software, understand and utilize digital and artistic vocabulary, and employ the principles and elements of design to create artwork using digital means.

ART 214 Portfolio and Resume (1 Credit Hour)

Class Hours: 0
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course covers resume writing, interview skills, and the preparation and presentation of an art portfolio. Emphasis is placed on the preparation of a portfolio of original artwork, the preparation of a photographic portfolio, approaches to resume writing, and interview techniques. Upon completion, students should be able to photograph and present a digital portfolio and write an effective resume. Students should complete this course during their last semester at Gaston College.

ART 231 Printmaking I (3 Credit Hours)

Class Hours: 0
Lab Hours: 6
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course introduces printmaking: its history, development techniques, and processes. Emphasis is placed on basic applications with investigation into image source and development. Upon completion, students should be able to produce printed images utilizing a variety of methods.

ART 232 Printmaking II (3 Credit Hours)

Class Hours: 0
Lab Hours: 6
Clinical/Work Experience Hours: 0
Prerequisites: Take ART 231
Corequisites: None
This course includes additional methods and printmaking processes. Emphasis is placed on the printed image as related to method, source, and concept. Upon completion, students should be able to produce expressive images utilizing both traditional and innovative methods.

ART 240 Painting I (3 Credit Hours)

Class Hours: 0
Lab Hours: 6
Clinical/Work Experience Hours: 0
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.

ART 241 Painting II (3 Credit Hours)

Class Hours: 0
Lab Hours: 6
Clinical/Work Experience Hours: 0
Prerequisites: Take ART 240; Take ART 121
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.

ART 244 Watercolor (3 Credit Hours)

Class Hours: 0
Lab Hours: 6
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course introduces basic methods and techniques used in watercolor. Emphasis is placed on application, materials, content, and individual expression. Upon completion, students should be able to demonstrate a variety of traditional and nontraditional concepts used in watercolor media.

ART 264 Digital Photography I (3 Credit Hours)

Class Hours: 0
Lab Hours: 6
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course introduces digital photographic equipment, theory and processes. Emphasis is placed on camera operation, composition, computer photo manipulation and creative expression. Upon completion, students should be able to successfully expose, digitally manipulate, and print a well-conceived composition.

ART 265 Digital Photography II (3 Credit Hours)

Class Hours: 0
Lab Hours: 6
Clinical/Work Experience Hours: 0
Prerequisites: Take ART 264
Corequisites: None
This course provides exploration of the concepts and processes of photo manipulation through complex composite images, special effects, color balancing and image/text integration. Emphasis is placed on creating a personal vision and style. Upon completion, students should be able to produce well-executed images using a variety of photographic and photo manipulative approaches.

ART 266 Videography I (3 Credit Hours)

Class Hours: 0
Lab Hours: 6
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course introduces various aspects of basic video production including concept development, scripting, camera operation, and post-production. Emphasis is placed on creative expression, camera handling, story boarding, and editing. Upon completion, students should be able to demonstrate a basic understanding of video camera operation and production techniques.

ART 267 Videography II (3 Credit Hours)

Class Hours: 0
Lab Hours: 6
Clinical/Work Experience Hours: 0
Prerequisites: Take ART 266
Corequisites: None
This course is designed to provide a framework for the production of a long-term video project. Emphasis is placed on realization of the unique creative vision. Upon completion, students should be able to produce a thematically coherent, edited video with sound and titling.

ART 271 Digital Design II (3 Credit Hours)

Class Hours: 0
Lab Hours: 6
Clinical/Work Experience Hours: 0
Prerequisites: Take ART 171

Corequisites: None
This course includes advanced digital techniques in raster, vector, and time based media. Emphasis is based on creative application and integration of digital technologies. Upon completion, students should be able to demonstrate command of various digital systems to express their personal vision.

ART 275 Introduction to Graphic Design (3 Credit Hours)

Class Hours: 0
Lab Hours: 6
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course introduces students to the field of graphic design. Emphasis is placed on the basic concepts of visual communication, the design process and the ability to evaluate and discuss design issues in a critical manner. Upon completion, students should be able to use contemporary design software and visual language techniques as they apply to creative visual problem-solving involving typography, image manipulation, symbolic representation and page management while being responsive to the relationship between client, designer and audience.

ART 281 Sculpture I (3 Credit Hours)

Class Hours: 0
Lab Hours: 6
Clinical/Work Experience Hours: 0
Prerequisites: Take ART 122
Corequisites: None
This course provides an exploration of the creative and technical methods of sculpture with focus on the traditional processes. Emphasis is placed on developing basic skills as they pertain to three-dimensional expression in various media. Upon completion, students should be able to show competence in variety of sculptural approaches.

ART 282 Sculpture II (3 Credit Hours)

Class Hours: 0
Lab Hours: 6
Clinical/Work Experience Hours: 0
Prerequisites: Take ART 281; Take ART 122
Corequisites: None
This course builds on the visual and technical skills learned in ART 281. Emphasis is placed on developing original solutions to sculptural problems in a variety of media. Upon completion, students should be able to express individual ideas using the techniques and materials of sculpture.

ART 283 Ceramics I (3 Credit Hours)

Class Hours: 0
Lab Hours: 6
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course provides an introduction to three-dimensional design principles using the medium of clay. Emphasis is placed on fundamentals of forming, surface design, glaze application, and firing. Upon completion, students should be able to demonstrate skills in slab and coil construction, simple wheel forms, glaze technique, and creative expression.

ART 284 Ceramics II (3 Credit Hours)

Class Hours: 0
Lab Hours: 6
Clinical/Work Experience Hours: 0
Prerequisites: Take ART 283
Corequisites: None
This course covers advanced hand building and wheel techniques. Emphasis is placed on creative expression, surface design, sculptural quality, and glaze effect. Upon completion, students should be able to demonstrate a high level of technical competence in forming and glazing with a development of three-dimensional awareness.

ART 285 Ceramics III (3 Credit Hours)

Class Hours: 0
Lab Hours: 6
Clinical/Work Experience Hours: 0
Prerequisites: Take ART 284
Corequisites: None
This course provides the opportunity for advanced self-determined work in sculptural and functional ceramics. Emphasis is placed on developing the technical awareness of clay bodies, slips, engobes, and firing procedures necessary to fulfill the student's artistic goals. Upon completion, students should be able to demonstrate a knowledge of materials and techniques necessary to successfully create original projects in the clay medium.

ART 286 Ceramics IV (3 Credit Hours)

Class Hours: 0
Lab Hours: 6
Clinical/Work Experience Hours: 0
Prerequisites: Take ART 285
Corequisites: None
This course provides the opportunity for self-determined work in sculptural and functional ceramics. Emphasis is placed on developing the technical awareness of glaze materials, glaze formulation, and firing techniques necessary to fulfill the student's artistic goals. Upon completion, students should be able to demonstrate knowledge of materials and techniques necessary to successfully create original projects in the clay medium.

ART 288 Studio (3 Credit Hours)

Class Hours: 0
Lab Hours: 6
Clinical/Work Experience Hours: 0
Prerequisites: Take ART 121 ART 122
Corequisites: None
This course provides the opportunity for advanced self-determined work beyond the limits of regular studio course sequences. Emphasis is placed on creative self-expression and in-depth exploration of techniques and materials. Upon completion, students should be able to create original projects specific to media, materials, and techniques.

Audio and Video Production

BPT 110 Media Evolution (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course introduces media in the United States. Emphasis is placed on industry development, media ethics, governmental oversight, technological advancements, revenue models, and audience shifts and trends. Upon completion, students should be able to demonstrate knowledge of regulations, organizational structures, revenue sources, historical development, and on-going operation in media related industries.

BPT 112 Media Writing (4 Credit Hours)

Class Hours: 3
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: Take ENG 111
Corequisites: None
This course introduces the principles for writing for media. Emphasis is placed on understanding target audiences and demographics, while shaping the message to meet the specificity of the content platform. Upon completion, students should be able to understand and write copy and scripts according to standard industry formats.

BPT 121 Media Speech Techniques (3 Credit Hours)

Class Hours: 2
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course covers basic preparation and speaking performance. Emphasis is placed on proper articulation, pronunciation, rate of delivery, pitch, breathing techniques, inflection, projection, and phrasing for media talent. Upon completion, students should be able demonstrate effective communication to a target audience.

BPT 131 Audio Production I (4 Credit Hours)

Class Hours: 2
Lab Hours: 4
Clinical/Work Experience Hours: 0
Prerequisites: BPT 140
Corequisites: None
This course covers the creation, development, production, and presentation of audio programming elements for various formats and platforms. Emphasis is placed on the operation of professional audio equipment, microphones, and recording devices. Upon completion, students should be able to correctly operate audio recording and playback equipment and demonstrate an understanding of the basic components of sound.

BPT 132 Audio Production II (4 Credit Hours)

Class Hours: 2
Lab Hours: 4
Clinical/Work Experience Hours: 0
Prerequisites: Take BPT 131
Corequisites: None
This course is designed to advance the skills learned in BPT 131 Audio Production I and covers creation, development, production, and presentation of audio programming elements for various formats and platforms. Emphasis is placed on the operation of professional audio equipment, microphones, and recording devices. Upon completion, students should be able to correctly operate audio recording and playback equipment and demonstrate an understanding of the basic components of sound.

BPT 135 Audio Performance I (2 Credit Hours)

Class Hours: 0
Lab Hours: 4
Clinical/Work Experience Hours: 0
Prerequisites: Take BPT 140
Corequisites: None
This course the basics for audio performance and audio content creation. Emphasis is placed on diction, scripting, recording, ad-libbing, microphone techniques, articulation, pronunciation, and presentation of audio broadcasting elements for broadcast and/or other electronic media applications. Upon completion, students should be able to demonstrate competency in audio communications.

BPT 140 Intro to Media Production (3 Credit Hours)

Class Hours: 2
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course introduces the basics of audio and video production. Emphasis is placed on file management, content licensing, editing software, equipment, and aesthetic and technical concepts in audio and video production. Upon completion, students should be able to demonstrate an understanding of content file standards and basic project management.

BPT 215 Industry Career Preparation (3 Credit Hours)

Class Hours: 2
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course covers employment trends and job descriptions in media, research, resume development, industry best practices for showcasing competencies in technical skills, and interviewing skills. Emphasis is placed on preparing students for employment in various jobs in media. Upon completion, students should be able to research, analyze, and identify employment opportunities in industry that match skills mastered in the Audio and Video Production Technology Program.

BPT 220 Emerging Technologies (4 Credit Hours)

Class Hours: 2
Lab Hours: 4
Clinical/Work Experience Hours: None
Prerequisites: None
Corequisites: None

This course introduces advancements in technology, equipment, and/or software in the industry. Emphasis is placed on new and emerging content production trends in the audio and video industry. Upon completion, students should be able to adapt and utilize the most current audio and video technology.

BPT 231 Video Production I (4 Credit Hours)

Class Hours: 2
Lab Hours: 6
Clinical/Work Experience Hours: 0
Prerequisites: BPT 140
Corequisites: None
This course is designed to develop technical abilities and a creative eye for producing effective videos. Emphasis is placed on fundamental techniques and aesthetics of planning, shooting, lighting, sound design, and editing. Upon completion, students should be able to create professional video productions in a team environment.

BPT 232 Video Production II (4 Credit Hours)

Class Hours: 2
Lab Hours: 6
Clinical/Work Experience Hours: 0
Prerequisites: Take BPT 231
Corequisites: None
This course is designed to advance the study of video production learned in BPT 231 Video Production I and is designed to develop technical abilities and a creative eye for producing effective videos. Emphasis is placed on fundamental techniques and aesthetics of planning, shooting, lighting, sound design, and editing. Upon completion, students should be able to create professional video productions in a team environment.

BPT 235 Video Performance I (2 Credit Hours)

Class Hours: 0
Lab Hours: 6
Clinical/Work Experience Hours: 0
Prerequisites: BPT 231
Corequisites: None
This course provides hands-on experience in the operation of video equipment. Emphasis is placed on the application of skills through direct participation in the production or distribution of video. Upon completion, students should be able to demonstrate competence in creating video content.

BPT 240 Sports Media (4 Credit Hours)

Class Hours: 1
Lab Hours: 6
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course provides direct experience as sportscasters for sporting events. Emphasis is placed on commentary, game analysis, and audience engagement. Upon completion, students should be able to demonstrate competence in interviewing athletes and coaches, as well as writing and producing sports media content.

BPT 241 Multimedia Journalism I (4 Credit Hours)

Class Hours: 3
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: BPT 140
Corequisites: None
This course introduces the gathering, writing, delivery, editing, and production of news stories and reports. Emphasis is placed on proper news writing skills. Upon completion, students should be able to write news scripts and produce news content.

BPT 250 Corporate Video (3 Credit Hours)

Class Hours: 2
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: BPT 231
Corequisites: None
This course covers planning and video production for businesses, education, or corporate clients. Emphasis is placed on meeting the defined goal of the client, including interviewing, research, location scouting, script review, field production and post-production. Upon completion, students should be able to plan, write, shoot, and edit a corporate video.

BPT 260 Multi-Track Recording (3 Credit Hours)

Class Hours: 2
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: Take BPT 131
Corequisites: None
This course covers the application of audio production techniques in a multi-track recording setting. Emphasis is placed on proper use of control room equipment and mix-down of multiple sound sources. Upon completion, students should be able to produce music or other content using sound engineering techniques.

Automotive Technology

AUT 113 Automotive Servicing I (2 Credit Hours)

Class Hours: 0
Lab Hours: 6
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course is a lab used as an alternative to co-op placement. Emphasis is placed on shop operations, troubleshooting, testing, adjusting, repairing, and replacing components using appropriate test equipment and service information. Upon completion, students should be able to perform a variety of automotive repairs using proper service procedures and to operate appropriate equipment.

AUT 116 Engine Repair (3 Credit Hours)

Class Hours: 2
Lab Hours: 3
Clinical/Work Experience Hours: 0

Prerequisites: None
Corequisites: Take AUT 116A
This course covers the theory, construction, inspection, diagnosis, and repair of internal combustion engines and related systems. Topics include fundamental operating principles of engines and diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis, measurement and repair of automotive engines using appropriate tools, equipment, procedures, and service information.

AUT 116A Engine Repair Lab (1 Credit Hour)

Class Hours: 0
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: Take AUT 116
This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis, measurement and repair of automotive engines using appropriate tools, equipment, procedures, and service information.

AUT 141 Suspension & Steering System (3 Credit Hours)

Class Hours: 2
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: Take AUT 141A
This course covers principles of operation, types, and diagnosis/repair of suspension and steering systems to include steering geometry. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair steering and suspension components, check and adjust various alignment angles, repair tires, and balance wheels.

AUT 141A Suspension & Steering Lab (1 Credit Hour)

Class Hours: 0
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: Take AUT 141
This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair steering and suspension components, check and adjust alignment angles, repair tires, and balance wheels.

AUT 151 Brake Systems (3 Credit Hours)

Class Hours: 2
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: Take AUT 151A
This course covers principles of operation and types, diagnosis, service, and repair of brake systems. Topics include drum and

disc brakes involving hydraulic, vacuum boost, hydra-boost, electrically powered boost, and anti-lock and parking brake systems. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems.

AUT 151A Brakes Systems Lab (1 Credit Hour)

Class Hours: 0
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: Take AUT 151
This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include drum and disc brakes involving hydraulic, vacuum-boost, hydra-boost, electrically powered boost, and anti-lock, parking brake systems and emerging brake systems technologies. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems.

AUT 181 Engine Performance 1 (3 Credit Hours)

Class Hours: 2
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course covers the introduction, theory of operation, and basic diagnostic procedures required to restore engine performance to vehicles equipped with complex engine control systems. Topics include an overview of engine operation, ignition components and systems, fuel delivery, injection components and systems and emission control devices. Upon completion, students should be able to describe operation and diagnose/repair basic ignition, fuel and emission related driveability problems using appropriate test equipment/service information.

AUT 183 Engine Performance 2 (4 Credit Hours)

Class Hours: 2
Lab Hours: 6
Clinical/Work Experience Hours: 0
Prerequisites: Take AUT 181
Corequisites: None
This course covers study of the electronic engine control systems, the diagnostic process used to locate engine performance concerns, and procedures used to restore normal operation. Topics will include currently used fuels and fuel systems, exhaust gas analysis, emission control components and systems, OBD II (on-board diagnostics) and interrelated electrical/electronic systems. Upon completion, students should be able to diagnose and repair complex engine performance concerns using appropriate test equipment and service information.

AUT 213 Automotive Servicing 2 (2 Credit Hours)

Class Hours: 1
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course is a lab used as an alternative to co-op placement. Emphasis is placed on shop operations, troubleshooting, testing, adjusting, repairing, and replacing components using appropriate test equipment and service information. Upon completion, students should be able to perform a variety of automotive repairs using proper service procedures and to operate appropriate equipment.

AUT 221 Auto Transm/Transaxles (3 Credit Hours)

Class Hours: 2
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course covers operation, diagnosis, service, and repair of automatic transmissions/transaxles. Topics include hydraulic, pneumatic, mechanical, and electrical/electronic operation of automatic drive trains and the use of appropriate service tools and equipment. Upon completion, students should be able to explain operational theory and diagnose and repair automatic drive trains.

AUT 231 Man Trans/Axles/Drtrains (3 Credit Hours)

Class Hours: 2
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course covers the operation, diagnosis, and repair of manual transmissions/transaxles, clutches, drive shafts, axles, and final drives. Topics include theory of torque, power flow, and manual drive train service and repair using appropriate service information, tools, and equipment. Upon completion, students should be able to explain operational theory and diagnose and repair manual drive trains.

AUT 281 Adv Engine Performance (3 Credit Hours)

Class Hours: 2
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: Take AUT 181
Corequisites: None
This course utilizes service information and specialized test equipment to diagnose and repair power train control systems. Topics include computerized ignition, fuel and emission systems, related diagnostic tools and equipment, data communication networks, and service information. Upon completion, students should be able to perform diagnosis and repair.

Automation Training

ATR 112 Intro to Automation (3 Credit Hours)

Class Hours: 2
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course introduces the basic principles of automated systems and describes the tasks that technicians perform on the job. Topics include the history, development, and current applications of robots and automated systems including their configuration, operation, components, and controls. Upon completion, students should be able to understand the basic concepts of automation and robotic systems.

ATR 211 Robot Programming (3 Credit Hours)

Class Hours: 2
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: Take ATR 112
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.

Biology

BIO 110 Principles of Biology (4 Credit Hours)

Class Hours: 3
Lab Hours: 3
Clinical/Work Experience Hours: 0
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.
This course has been identified as a Universal General Education Transfer Component (UGETC) course under the North Carolina Comprehensive Articulation Agreement. Students completing courses designated as UGETC, with a C or higher, will receive equivalent general education course credit for those courses at the receiving UNC institution.

BIO 111 General Biology I (4 Credit Hours)

Class Hours: 3
Lab Hours: 3
Clinical/Work Experience Hours: 0
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 identified as a Universal General Education Transfer Component (UGETC) course under the North Carolina Comprehensive Articulation Agreement. Students completing courses designated as UGETC, with a C or higher, will receive equivalent general education course credit for those courses at the receiving UNC institution.

BIO 112 General Biology II (4 Credit Hours)

Class Hours: 3
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: Take 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 identified as a Universal General Education Transfer Component (UGETC) course under the North Carolina Comprehensive Articulation Agreement. Students completing courses designated as UGETC, with a C or higher, will receive equivalent general education course credit for those courses at the receiving UNC institution.

BIO 155 Nutrition (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
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.

BIO 161 Intro to Human Biology (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course provides a basic survey of human biology. Emphasis is placed on the basic structure and function of body systems and the medical terminology used to describe normal and pathological states. Upon completion, students should be able to demonstrate an understanding of normal anatomy and physiology and the appropriate use of medical terminology.

BIO 168 Anatomy and Physiology I (4 Credit Hours)

Class Hours: 3
Lab Hours: 3
Clinical/Work Experience Hours: 0
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, nervous and special senses. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships.

BIO 169 Anatomy and Physiology II (4 Credit Hours)

Class Hours: 3
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: Take 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.

BIO 250 Genetics (4 Credit Hours)

Class Hours: 3
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: Take BIO 112
Corequisites: None
This course covers principles of prokaryotic and eukaryotic cell genetics. Emphasis is placed on the molecular basis of heredity, chromosome structure, patterns of Mendelian and non-Mendelian inheritance, evolution, and biotechnological applications. Upon completion, students should be able to recognize and describe genetic phenomena and demonstrate knowledge of important genetic principles.

BIO 275 Microbiology (4 Credit Hours)

Class Hours: 3
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: Take One: 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.

Biotechnology

AGR 139 Introduction to Sustainable Ag (3 Credit Hours)

Class Hours: 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.

AGR 160 Plant Science (3 Credit Hours)

Class Hours: 2
Lab Hours: 2
Prerequisites: None
Corequisites: None
This course introduces the basic principles of botany that pertain to agricultural production. Emphasis is placed on the anatomy and physiology of flowering plants. Upon completion, students should be able to identify and explain plant systems.

AGR 170 Soil Science (3 Credit Hours)

Class Hours: 2
Lab Hours: 2
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.

ANS 110 Animal Science (3 Credit Hours)

Class Hours: 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.

BTC 181 Basic Lab Techniques (4 Credit Hours)

Class Hours: 3
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course introduces the basic skills and knowledge necessary in a biological or chemical laboratory. Emphasis is placed on good manufacturing practices, safety, sustainable lab practices, solution preparation, and equipment operation and maintenance following standard operating procedures. Upon completion, students should be able to prepare and perform basic laboratory procedures using labware, solutions, and equipment according to prescribed protocols.
Competencies
Student Learning Outcomes

1. Demonstrate knowledge of safety precautions in the laboratory.
2. Solve mathematical and statistical problems as they apply to the lab.
3. Demonstrate the proper operation of standard laboratory equipment.
4. Demonstrate calibration of both top-loading and analytical balances.
5. Illustrate a Standard Operating Procedure.

Blueprint Reading

BPR 111 Print Reading (2 Credit Hours)

Class Hours: 1
Lab Hours: 2
Clinical/Work Experience Hours: 0

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.
Competencies
Student Learning Outcomes

1. Interpret symbols, abbreviations, and line types.
2. Identify and describe types of projection and use of views.
3. Draw freehand sketches.
4. Calculate measurements of features.
5. Identify and interpret dimensioning and tolerancing.

Business

BUS 110 Introduction to Business (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects.
Competencies
Student Learning Outcomes

1. Identify various forms of business organizations.
2. Define business vocabulary.
3. Describe the basics of business ethics.
4. Explain basic management principles.

BUS 115 Business Law I (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
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.
Competencies
Student Learning Outcomes

1. Identify the elements of a contract.

2. Describe the structure of the U.S. court system.
3. Identify laws, conditions and regulations in national and international work environments.

BUS 116 Business Law II (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: Take BUS 115
Corequisites: None
This course includes the study of the legal and ethical framework of business. Business organizations, property law, intellectual property law, agency and employment law, consumer law, secured transactions, and bankruptcy 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.

BUS 125 Personal Finance (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
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.

BUS 137 Principles of Management (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
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.
Competencies
Student Learning Outcomes

1. Explain strategic management in business operations.
2. Define management, quality management, and project management.
3. Identify relevant issues in human resource management.

BUS 217 Employment Law and Regs (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course introduces the principle laws and regulations affecting public and private organizations and their employees or

prospective employees. Topics include fair employment practices, EEO, affirmative action, and employee rights and protections. Upon completion, students should be able to evaluate organization policy for compliance and assure that decisions are not contrary to law.
Competencies
Student Learning Outcomes

1. Define fair employment practices, EEO, affirmative action.
2. Identify employee rights and protections.
3. Evaluate organization policy for compliance.
4. Evaluate decisions to assure they are not contrary to law.

BUS 225 Business Finance (3 Credit Hours)

Class Hours: 2
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: Take ACC 120
Corequisites: None
This course provides an overview of business financial management. Emphasis is placed on financial statement analysis, time value of money, management of cash flow, risk and return, and sources of financing. Upon completion, students should be able to interpret and apply the principles of financial management.

BUS 230 Small Business Management (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
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.

BUS 234 Training and Development (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course covers developing, conducting, and evaluating employee training with attention to adult learning principles. Emphasis is placed on conducting a needs assessment, using various instructional approaches, designing the learning environment, and locating learning resources. Upon completion, students should be able to design, conduct, and evaluate a training program.
Competencies
Student Learning Outcomes

1. Design, conduct, and evaluate a training program.
2. Define the steps for conducting a needs assessment.
3. Identify instructional approaches.
4. Design a learning environment.

BUS 239 Bus Applications Seminar (2 Credit Hours)

Class Hours: 1
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: Take One Set:
Set 1: ACC 120, BUS 115, BUS 137, MKT 120, and ECO 151
Set 2: ACC 120, BUS 115, BUS 137, MKT 120, and ECO 251
Set 3: ACC 120, BUS 115, BUS 137, MKT 120, and ECO 252
Corequisites: None
This course is designed as a capstone course for Business Administration majors. Emphasis is placed on decision making in the areas of management, marketing, production, purchasing, and finance. Upon completion, students should be able to apply the techniques, processes, and vital professional skills needed in the work place.

BUS 256 Recruit Select & Per Plan (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course introduces the basic principles involved in managing the employment process. Topics include personnel planning, recruiting, interviewing and screening techniques, maintaining employee records; and voluntary and involuntary separations. Upon completion, students should be able to acquire and retain employees who match position requirements and fulfill organizational objectives.
Competencies
Student Learning Outcomes

1. Identify recruiting, interviewing and screening techniques.
2. Describe processes to acquire and retain employees who match position requirement and fulfill organizational objectives.
3. Describe personnel planning.
4. Identify procedures for maintaining employee records.

BUS 258 Compensation and Benefits (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course is designed to study the basic concepts of pay and its role in rewarding performance. Topics include wage and salary surveys, job analysis, job evaluation techniques, benefits, and pay-for-performance programs. Upon completion, students should be able to develop and manage a basic compensation system to attract, motivate, and retain employees.
Competencies
Student Learning Outcomes

1. Describe job analysis and job evaluation techniques.
2. Describe benefits and pay-for-performance programs.
3. Develop and manage a basic compensation system to attract, motivate, and retain employees.
4. Define wage and salary surveys.

BUS 259 HRM Applications (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: Take BUS 217 or BUS 234
Corequisites: None
This course provides students in the Human Resource Management concentration the opportunity to reinforce their learning experiences from preceding HRM courses. Emphasis is placed on application of day-to-day HRM functions by completing in-basket exercises and through simulations. Upon completion, students should be able to determine the appropriate actions called for by typical events that affect the status of people at work.
Competencies
Student Learning Outcomes

1. Apply day-to-day HRM functions to exercises and simulations.
2. Determine the appropriate actions called for by typical events that affect the status of people at work.

BUS 260 Business Communication (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: Take One: 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.

Central Sterile Processing

STP 101 Intro Sterile Processing (8 Credit Hours)

Class Hours: 7
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course is designed to introduce the primary responsibilities of a central sterile technician. Emphasis is placed on preparation, storage, and distribution of instruments, supplies and equipment, quality assurance, inventory management, and basic biological sciences. Upon completion, students should be able to demonstrate competence in sterile processing techniques and be able to utilize the appropriate medical terminology as it relates to the Sterile Processing Technician.

STP 102 STP Clinical Practice (3 Credit Hours)

Class Hours: 0
Lab Hours: 0
Clinical/Work Experience Hours: 9
Prerequisites: None
Corequisites: Take STP 101 and STP 103
This course provides supervised experience in sterile processing techniques in a clinical facility. Emphasis is placed on

preparation, storage, and distribution of instruments, supplies and equipment, quality assurance, and inventory management. Upon completion, students should be able to demonstrate competence in sterile processing techniques.

STP 103 Prof Success Prep (1 Credit Hour)

Class Hours: 1
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: Take STP 102 and STP 101
This course provides job-seeking skills and an overview of theoretical knowledge in preparation for certification. Topics include test taking strategies, resume preparation, and interviewing techniques. Upon completion, students should be able to prepare a resume, demonstrate appropriate interview techniques, and identify strengths and weaknesses in preparation for certification.

Chemistry

CHM 130 Gen, Org, & Biochemistry (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: Take DMA 050 MAT 003 MAT 070 MAT 140 MAT 143 MAT 151 MAT 152 MAT 161 or MAT 171 , or MAT 175
Corequisites: Take CHM 130A
This course provides a survey of basic facts and principles of general, organic, and biochemistry. Topics include measurement, molecular structure, nuclear chemistry, solutions, acid-base chemistry, gas laws, and the structure, properties, and reactions of major organic and biological groups. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts.

CHM 130A Gen, Org, & Biochem Lab (1 Credit Hour)

Class Hours: 0
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: Take CHM 130
This course is a laboratory for CHM 130. Emphasis is placed on laboratory experiences that enhance materials presented in CHM130. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 130.

CHM 131 Introduction to Chemistry (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: Take DMA 065 DMA 080 MAT 080 MAT 161 MAT 171 , MAT 175 ,or MAT 003 with a demonstrated mastery of Tier 2
Corequisites: Take 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.

CHM 131A Introduction to Chemistry Lab (1 Credit Hour)

Class Hours: 0
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: Take DMA 065 DMA 080 MAT 080 MAT 161 MAT 171 , MAT 175 ,or MAT 003 with a demonstrated mastery of Tier 2
Corequisites: Take 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.

CHM 132 Organic and Biochemistry (4 Credit Hours)

Class Hours: 3
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: Take One Set:
Set 1: CHM 131 and CHM 131A
Set 2: 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.

CHM 151 General Chemistry I (4 Credit Hours)

Class Hours: 3
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: Take MAT 161 MAT 171 MAT 175 MAT 271 or MAT 003 at P3 Mastery
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 identified as a Universal General Education Transfer Component (UGETC) course under the North Carolina Comprehensive Articulation Agreement. Students completing courses designated as UGETC, with a C or higher, will receive equivalent general education course credit for those courses at the receiving UNC institution.

CHM 152 General Chemistry II (4 Credit Hours)

Class Hours: 3
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: Take CHM 151
Take MAT 161 MAT 171 MAT 175 or MAT 271
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 identified as a Universal General Education Transfer Component (UGETC) course under the North Carolina Comprehensive Articulation Agreement. Students completing courses designated as UGETC, with a C or higher, will receive equivalent general education course credit for those courses at the receiving UNC institution.

CHM 251 Organic Chemistry I (4 Credit Hours)

Class Hours: 3
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: Take 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.

CHM 252 Organic Chemistry II (4 Credit Hours)

Class Hours: 3
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: Take 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.

Civil Engineering Technology

CEG 111 Intro to GIS and GNSS (4 Credit Hours)

Class Hours: 2
Lab Hours: 4
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course introduces the methods and techniques used in the Geographic Information Systems (GIS) and Global Navigation Satellite Systems (GNSS) professions. Emphasis is placed on data collection and mapping using GIS software. Upon completion, students should be able to use GNSS technologies to collect field data and create GIS maps.
Competencies
Student Learning Outcomes

1. Utilize GNSS technologies to collect field data
2. Create GIS maps.

CEG 115 Intro to Tech & Sustainability (3 Credit Hours)

Class Hours: 2
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course introduces basic skills, sustainability concepts and career fields for technicians. Topics include career options, technical vocabulary, dimensional analysis, measurement systems, engineering graphics, professional ethics, and related topics. Upon completion, students should be able to identify drawing elements and create sketches, perform basic engineering computations and identify measures of sustainable development.
Competencies
Student Learning Outcomes

1. Identify drawing elements and create sketches.
2. Perform basic engineering computations.
3. Identify measures of sustainable development.

CEG 151 CAD for Engineering Technology (3 Credit Hours)

Class Hours: 2
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: Take SRV 110
Corequisites: None
This course introduces computer-aided drafting (CAD) software. Topics include file and data management, drawing, editing, dimensioning commands, plotting, and related topics. Upon completion, students should be able to create and plot basic drawings and maps using CAD software.
Competencies
Student Learning Outcomes

1. Create basic drawings and maps using CAD software.
2. Plot finished drawings and maps using CAD software.

CEG 210 Construction Materials & Methods (3 Credit Hours)

Class Hours: 2
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: Take MAT 171 or MAT 175
This course covers the behavior and properties of Portland cement, asphaltic concretes, and other construction materials, including construction methods and equipment. Topics include cementing agents, aggregates, water and admixture materials with their proportions, production, placement, consolidation, curing; and their inspection. Upon completion, students should be able to proportion Portland concrete mixes to attain predetermined strengths, perform standard control tests on Portland cement concrete, identify inspection criteria for concretes, identify construction equipment and applications.

CEG 211 Hydrology & Erosion Control (3 Credit Hours)

Class Hours: 2
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: Take EGR 250
Take One Set:
Set 1: DMA 060, DMA 070, and DMA 080
Set 2: DMA 065
Set 3: MAT 121
Set 4: MAT 171
Set 5:MAT 175
Set 6: MAT 003 with a demonstrated mastery of Tier 2
Set 7: BSP 4003 with a demonstrated mastery of Tier 2
Corequisites: None
This course introduces basic engineering principles and characteristics of hydrology, erosion and sediment control. Topics include stormwater runoff, gravity pipe flow, open channel flow, low impact development (LID), erosion control devices and practices. Upon completion, students should be able to analyze and design gravitational drainage structures, identify LID and erosion control elements, and prepare a stormwater drainage plan.

CEG 212 Intro to Environmental Tech (3 Credit Hours)

Class Hours: 2
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: Take One: EGR 250, EGR 251, or MEC 210
Corequisites: None
This course introduces basic engineering principles of hydraulics, and water and wastewater technologies. Topics include fluid statics, fluid dynamics, flow measurement, the collection, treatment, and distribution of water and wastewater. Upon completion, students should be able to identify water and wastewater system elements, describe water and wastewater system processes and perform basic hydraulics and treatment computations.

CEG 235 Project Management/Estimating (3 Credit Hours)

Class Hours: 2
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: Take One: CEG 115, CIS 110, CIS 111, EGR 115 or EGR 125
Corequisites: None
This course covers planning and estimating practices which are applicable to the civil engineering and related construction industries. Emphasis is placed on construction project planning and management, material take-offs labor and equipment requirements in accordance with industry formats, and other economic topics. Upon completion, students should be able to accurately complete material take-offs, prepare cost estimates, and prepare construction schedules.

CIV 111 Soils and Foundations (4 Credit Hours)

Class Hours: 2
Lab Hours: 4
Clinical/Work Experience Hours: 0
Prerequisites: Take EGR 250 EGR 251 or MEC 210
Corequisites: None
This course presents an overview of soil as a construction material using both analysis and testing procedures. Topics include index properties, classification, stress analysis, compressibility, compaction, dewatering, excavation, stabilization, settlement, and foundations. Upon completion, students should be able to perform basic soil tests and analyze engineering properties of soil.

CIV 250 Civil Eng Tech Project (2 Credit Hours)

Class Hours: 1
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: Take EGR 250
Corequisites: None
This course includes an integrated team approach to civil engineering technology projects. Emphasis is placed on project proposal, site selection, analysis/design of structures, construction material selection, time and cost estimating, planning, and management of a project. Upon completion, students should be able to apply team concepts, prepare estimates, submit bid proposals, and manage projects.

Communications

COM 110 Introduction to Communication (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course provides an overview of the basic concepts of communication and the skills necessary to communicate in various contexts. Emphasis is placed on communication theories and techniques used in interpersonal group, public, intercultural, and mass communication situations. Upon completion, students should be able to explain and illustrate the forms and purposes of human communication in a variety of contexts.

COM 120 Intro Interpersonal Com (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course introduces the practices and principles of interpersonal communication in both dyadic and group settings. Emphasis is placed on the communication process, perception, listening, self-disclosure, speech apprehension, ethics, nonverbal communication, conflict, power, and dysfunctional communication relationships. Upon completion, students should be able to demonstrate interpersonal communication skills, apply basic principles of group discussion, and manage conflict in interpersonal communication situations.
This course has been identified as a Universal General Education Transfer Component (UGETC) course under the North Carolina Comprehensive Articulation Agreement. Students completing courses designated as UGETC, with a C or higher, will receive equivalent general education course credit for those courses at the receiving UNC institution.

COM 231 Public Speaking (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: Take ENG 002 or ENG 090 or ENG 111 or DRE 098
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 identified as a Universal General Education Transfer Component (UGETC) course under the North Carolina Comprehensive Articulation Agreement. Students completing courses designated as UGETC, with a C or higher, will receive equivalent general education course credit for those courses at the receiving UNC institution.

Computer Information Systems

CIS 110 Introduction to Computers (3 Credit Hours)

Class Hours: 2
Lab Hours: 2
Clinical/Work Experience Hours: 0
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.
Competencies

1. Identify the basic elements required in a computer system.
2. Produce electronic documents using various software applications.
3. Illustrate the role of the computer for personal and professional uses.

CIS 111 Basic PC Literacy (2 Credit Hours)

Class Hours: 1
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course provides an overview of computer concepts. Emphasis is placed on the use of personal computers and software applications for personal and fundamental workplace use. Upon completion, students should be able to demonstrate basic personal computer skills.

CIS 115 Intro to Prog & Logic (3 Credit Hours)

Class Hours: 2
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: Take One Set:
Set 1: DMA 010, DMA 020, DMA 030, and DMA 040
Set 2: DMA 025 and DMA 040
Set 3: MAT 121
Set 4: MAT 171

Set 5: MAT 175
Set 6: 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 manage files with operating system commands, use top-down algorithm design, and implement algorithmic solutions in a programming language.

Competencies

1. Apply control structures
2. Apply top-down algorithmic design.
3. Implement algorithmic solutions in a programming language.

Computer Information Technology

CTS 115 Info Sys Business Concepts (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
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.
Competencies

1. Identify the relationship between the business objectives and the IT requirements of an enterprise.
2. Identify attributes that make up a "hybrid business manager."
3. Assess the role of technology options for managing business processes.

CTS 120 Hardware/Software Support (3 Credit Hours)

Class Hours: 2
Lab Hours: 3
Clinical/Work Experience Hours: 0
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.
Competencies

1. Identify appropriate computer equipment and software based on organizational needs.
2. Demonstrate ability to upgrade/maintain existing equipment and software.
3. Repair non-functioning personal computers.

CTS 130 Spreadsheet (3 Credit Hours)

Class Hours: 2
Lab Hours: 2
Clinical/Work Experience Hours: 0
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.

CTS 250 User Support & Software Eval (3 Credit Hours)

Class Hours: 2
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: CTS 120 NOS 130
Corequisites: None
This course provides an opportunity to evaluate software and hardware and make recommendations to meet end-user needs. Emphasis is placed on software and hardware evaluation, installation, training, and support. Upon completion, students should be able to present proposals and make hardware and software recommendations based on their evaluations.

CTS 285 Systems Analysis & Design (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course introduces established and evolving methodologies for the analysis, design, and development of an information system. Emphasis is placed on system characteristics, managing projects, prototyping, CASE/OOM tools, and systems development life cycle phases. Upon completion, students should be able to analyze a problem and design an appropriate solution using a combination of tools and techniques.

Computer Programming

CSC 121 Python Programming (3 Credit Hours)

Class Hours: 2
Lab Hours: 3
Clinical/Work Experience Hours: 0
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.

CSC 133 C Programming (3 Credit Hours)

Class Hours: 2
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: Take MAT 121 , MAT 171 , or MAT 175
This course introduces computer programming using the C programming language with structured programming principles. Topics include input/output operations, iteration, arithmetic operations, arrays, pointers, filters, and other related topics. Upon completion, students should be able to design, code, test and debug at a beginning level.

CSC 134 C++ Programming (3 Credit Hours)

Class Hours: 2
Lab Hours: 3
Clinical/Work Experience Hours: 0
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.

CSC 151 JAVA Programming (3 Credit Hours)

Class Hours: 2
Lab Hours: 3
Clinical/Work Experience Hours: 0
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.

CSC 249 Data Structure & Algorithms (3 Credit Hours)

Class Hours: 2
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: Take CSC 151 JAVA Programming (3 Credit Hours)
Corequisites: None
This course introduces the data structures and algorithms frequently used in programming applications. Topics include list, stacks, queues, dequeues, heaps, sorting, searching, mathematical operations, recursion, encryption, random numbers, algorithm testing, and standards. Upon completion, students should be able to design data structures and implement algorithms to solve various problems.

CSC 251 Advanced JAVA Programming (3 Credit Hours)

Class Hours: 2
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: Take CSC 151
Corequisites: None
This course is a continuation of CSC 151 using the JAVA programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment.

Computer Tech Integration

CTI 110 Web, Pgm, & Db Foundation (3 Credit Hours)

Class Hours: 2
Lab Hours: 2
Clinical/Work Experience Hours: 0
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.
Competencies

1. Apply basic principles of programming logic.
2. Create a simple website with mark-up tools.
3. Create a simple database table.

CTI 120 Network & Sec Foundation (3 Credit Hours)

Class Hours: 2
Lab Hours: 2
Clinical/Work Experience Hours: 0
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.
Competencies

1. Perform basic calculations necessary for network operations.
2. Identify the components of local and wide area networks.
3. Identify security risks to a networked information system.

CTI 140 Virtualization Concepts (3 Credit Hours)

Class Hours: 1
Lab Hours: 4

Clinical/Work Experience Hours: 0
Prerequisites: Take CTI 120
Corequisites: None
This course introduces operating system virtualization. Emphasis is placed on virtualization terminology, virtual machine storage, virtual networking and access control. Upon completion, students should be able to perform tasks related to installation, configuration and management of virtual machines.

Cosmetology

COS 111 Cosmetology Concepts I (4 Credit Hours)

Class Hours: 4
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: Take 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.

COS 112 Salon I (8 Credit Hours)

Class Hours: 0
Lab Hours: 24
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: Take 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.

COS 113 Cosmetology Concepts II (4 Credit Hours)

Class Hours: 4
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: Take 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.

COS 114 Salon II (8 Credit Hours)

Class Hours: 0
Lab Hours: 24
Clinical/Work Experience Hours: 0
Prerequisites: Take 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.

COS 115 Cosmetology Concepts III (4 Credit Hours)

Class Hours: 4
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: Take 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.

COS 116 Salon III (4 Credit Hours)

Class Hours: 0
Lab Hours: 12
Clinical/Work Experience Hours: 0
Prerequisites: Take 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.

COS 117 Cosmetology Concepts IV (2 Credit Hours)

Class Hours: 2
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: Take 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.

COS 118 Salon IV (7 Credit Hours)

Class Hours: 0
Lab Hours: 21
Clinical/Work Experience Hours: 0
Prerequisites: Take 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.

COS 119 Esthetics Concepts I (2 Credit Hours)

Class Hours: 2
Lab Hours: 0
Clinical/Work Experience Hours: 0
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.

COS 120 Esthetics Salon I (6 Credit Hours)

Class Hours: 0
Lab Hours: 18
Clinical/Work Experience Hours: 0
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.

COS 125 Esthetics Concepts II (2 Credit Hours)

Class Hours: 2
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
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.

COS 126 Esthetics Salon II (6 Credit Hours)

Class Hours: 0
Lab Hours: 18
Clinical/Work Experience Hours: 0
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.

COS 240 Contemporary Design (2 Credit Hours)

Class Hours: 1
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: Take All: COS 111 and COS 112
Corequisites: None
This course covers methods and techniques for contemporary designs. Emphasis is placed on contemporary designs and other related topics. Upon completion, students should be able to demonstrate and apply techniques associated with contemporary design.

COS 250 Computerized Salon Ops (1 Credit Hour)

Class Hours: 1
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course introduces computer and salon software. Emphasis is placed on various computer and salon software applications. Upon completion, students should be able to utilize computer skills and software applications in the salon setting.

COS 253 Esthetics Ins. Concepts I (11 Credit Hours)

Class Hours: 6
Lab Hours: 15
Clinical/Work Experience Hours: 0
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.

COS 254 Esthetic Ins. Concepts II (11 Credit Hours)

Class Hours: 6
Lab Hours: 15
Clinical/Work Experience Hours: 0
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 demonostrate competencies in the areas covered by the Esthetics Instructor Licensing Examination and meet program requirements.

COS 271 Instructor Concepts I (5 Credit Hours)

Class Hours: 5
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: Take 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.

COS 272 Instructor Practicum I (7 Credit Hours)

Class Hours: 0
Lab Hours: 21
Clinical/Work Experience Hours: 0
Prerequisites: None

Corequisites: Take 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.

COS 273 Instructor Concepts II (5 Credit Hours)

Class Hours: 5
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: Take All: COS 271 and COS 272
Corequisites: Take 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.

COS 274 Instructor Practicum II (7 Credit Hours)

Class Hours: 0
Lab Hours: 21
Clinical/Work Experience Hours: 0
Prerequisites: Take All: COS 271 and COS 272
Corequisites: Take 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.

Criminal Justice

CJC 110 Basic Law Enforcement BLET (20 Credit Hours)

Class Hours: 10
Lab Hours: 30
Clinical/Work Experience Hours: 0
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.

CJC 111 Intro to Criminal Justice (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
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.

CJC 112 Criminology (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
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.

CJC 113 Juvenile Justice (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
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.

CJC 115 Crime Scene Photography (3 Credit Hours)

Class Hours: 2
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course covers methodologies for photographing crime scenes including their application to forensic sciences, the legal system, and the proper use of digital cameras and accessories. Topics include digital cameras, operational functions required to properly photograph physical evidence and crime scenes, factors affecting admissibility of crime scene photographs, and methods and techniques specific to photographing crime scenes. Upon completion, students should be able to operate digital cameras using appropriate settings to control exposure and depth of field, properly compose various types of crime scene photographs, and use specialized techniques to properly photograph key items of evidence.

CJC 120 Interviews/Interrogations (2 Credit Hours)

Class Hours: 1
Lab Hours: 2
Clinical/Work Experience Hours: 0
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.

CJC 121 Law Enforcement Operations (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
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.

CJC 131 Criminal Law (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
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.

CJC 132 Court Procedure & Evidence (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
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.

CJC 141 Corrections (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
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.

CJC 144 Crime Scene Processing (3 Credit Hours)

Class Hours: 2
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course introduces the theories and practices of crime scene processing and investigating. Topics include legal considerations at the crime scene, processing indoor and outdoor scenes, recording, note taking, collection and preservation of evidence and submission to the crime laboratory. Upon completion, the student should be able to evaluate and search various crime scenes and demonstrate the appropriate techniques.

CJC 146 Trace Evidence (3 Credit Hours)

Class Hours: 2
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course provides a study of trace evidence as it relates to forensic science. Topics include collection, packaging, and preservation of trace evidence from crime scenes such as bombings, fires and other scenes. Upon completion, students should be able to demonstrate the fundamental concepts of trace evidence collection, preservation and submission to the crime laboratory.

CJC 160 Terrorism: Underlying Issues (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course identifies the fundamental reasons why America is a target for terrorists, covering various domestic/international terrorist groups and ideologies from a historical aspect. Emphasis is placed upon recognition of terrorist crime scene; weapons of mass destruction; chemical, biological, and nuclear terrorism; and planning considerations involving threat assessments. Upon completion, students should be able to identify and discuss the methods used in terrorists' activities and complete a threat assessment for terrorist's incidents.

CJC 161 Intro Homeland Security (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course introduces the historical, organizational, and practical aspects of Homeland Security. Topics include a historic overview, definitions and concepts, organizational structure, communications, technology, mitigation, prevention and preparedness, response and recovery, and the future of Homeland Security. Upon completion, students should be able to explain essential characteristics of terrorism and Homeland Security, and define roles, functions, and interdependency between agencies.

CJC 170 Critical Incident Mgmt Pub Saf (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None

Corequisites: None
This course prepares the student to specialize in the direct response, operations, and management of critical incidents. Emphasis is placed upon the theoretical and applied models to understand and manage disasters, terrorism, and school/work place violence. Upon completion, the student should be able to identify and discuss managerial techniques, legal issues, and response procedures to critical incidents.

CJC 212 Ethics & Comm Relations (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
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.

CJC 214 Victimology (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course introduces the study of victims. Emphasis is placed on roles/characteristics of victims, victim interaction with the criminal justice system and society, current victim assistance programs, and other related topics. Upon completion, students should be able to discuss and identify victims, the uniqueness of victims' roles, and current victim assistance programs.

CJC 221 Investigative Principles (4 Credit Hours)

Class Hours: 3
Lab Hours: 2
Clinical/Work Experience Hours: 0
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.

CJC 222 Criminalistics (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
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.

CJC 225 Crisis Intervention (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
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.

CJC 231 Constitutional Law (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
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.

CJC 232 Civil Liability (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
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.

CJC 240 Law Enfor Mgt. & Supervis (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course provides a study of the best known methods and practices of police leadership and management. Topics include the role of the manager in law enforcement, communications, time-management in law enforcement, managing problems, training and law enforcement productivity. Upon completion, students should be able to identify and discuss methods and practices capable of moving law enforcement agencies forward into the twenty-first century.

CJC 245 Friction Ridge Analysis (3 Credit Hours)

Class Hours: 2
Lab Hours: 3

Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course introduces the basic elements of fingerprint technology and techniques applicable to the criminal justice field. Topics include the history and meaning of fingerprints, pattern types and classification filing sequence, searching and referencing. Upon completion, the students should be able to discuss and demonstrate the fundamental techniques of basic fingerprint technology.

CJC 246 Adv. Friction Ridge Analy (3 Credit Hours)

Class Hours: 2
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: Take CJC 245
Corequisites: None
This course introduces the theories and processes of advanced friction ridge analysis. Topics include evaluation of friction ridges, chart preparation, comparative analysis for values determination rendering proper identification, chemical enhancement and AFIS preparation and usage. Upon completion, students must show an understanding of proper procedures for friction ridge analysis through written testing and practical exercises.

LET 110 Basic Law Enforcement BLET (37 Credit Hours)

Class Hours: 28
Lab Hours: 27
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course covers the basic knowledge and skills needed for entry-level employment as a law enforcement officer in North Carolina as required by the Criminal Justice Education and Training Standards Commission and the Sheriff's Education and Training Standards Commission. Topics include Commission-mandated content specific to law enforcement in North Carolina, criminal investigations, traffic enforcement/investigations, patrol techniques, crisis intervention, communication and de-escalation skills, interviews and interrogations, criminal and constitutional law, court procedures, civil process, ethical problem solving, and officer wellness. Upon completion, students should be able to demonstrate competence in the content required for the state comprehensive certification examination administered by the NC Department of Justice.

Database Concepts and Applications

DBA 110 Database Concepts (3 Credit Hours)

Class Hours: 2
Lab Hours: 3
Clinical/Work Experience Hours: 0
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.

DBA 120 Database Programming I (3 Credit Hours)

Class Hours: 2
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: DBA 110
Corequisites: None
This course is designed to develop SQL programming proficiency. Emphasis is placed on data definition, data manipulation, and data control statements as well as on report generation. Upon completion, students should be able to write programs which create, update, and produce reports.

Developmental Disabilities

DDT 110 Developmental Disabilities (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
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.

Drafting

DFT 119 Basic CAD (2 Credit hours)

Class Hours: 1
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course introduces computer-aided drafting software for specific technologies to non-drafting majors. Emphasis is placed on understanding the software command structure and drafting standards for specific technical fields. Upon completion, students should be able to create and plot basic drawings.

DFT 153 CAD III (3 Credit Hours)

Class Hours: 2
Lab Hours: 3
Clinical/Work Experience Hours: 0
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.

DFT 170 Engineering Graphics (3 Credit Hours)

Class Hours: 2
Lab Hours: 2
Clinical/Work Experience Hours: 0
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.

Economics

ECO 251 Prin of Microeconomics (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
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 identified as a Universal General Education Transfer Component (UGETC) course under the North Carolina Comprehensive Articulation Agreement. Students completing courses designated as UGETC, with a C or higher, will receive equivalent general education course credit for those courses at the receiving UNC institution.

ECO 252 Prin of Macroeconomics (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
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 identified as a Universal General Education Transfer Component (UGETC) course under the North Carolina Comprehensive Articulation Agreement. Students completing courses designated as UGETC, with a C or higher, will receive equivalent general education course credit for those courses at the receiving UNC institution.

Education

EDU 119 Intro to Early Child Educ (4 Credit Hours)

Class Hours: 4
Lab Hours: 0
Clinical/Work Experience Hours: 0
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, and appropriate environments, schedules, and activity plans.

EDU 131 Child, Family, and Community (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
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.

EDU 144 Child Development I (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
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.

EDU 145 Child Development II (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
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.

EDU 146 Child Guidance (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
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.

EDU 151 Creative Activities (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
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.

EDU 153 Health, Safety & Nutrition (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
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.

EDU 184 Early Child Intro Pract (2 Credit Hours)

Class Hours: 1
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: Take 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.

EDU 185 Cognitive & Lang Act (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
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.

EDU 187 Teaching and Learning for All (4 Credit Hours)

Class Hours: 3
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course introduces students to knowledge, concepts, and best practices needed to provide developmentally appropriate, effective, inclusive, and culturally responsive educational experiences in the classroom. Topics include growth and development, learning theory, student motivation, teaching diverse learners, classroom management, inclusive environments, student-centered practices, instructional strategies, teaching methodologies, observation/assessment techniques, educational planning, reflective practice, collaboration, cultural competence, ethics, professionalism, and leadership. Upon completion, students should be able to identify the knowledge, skills, roles, and responsibilities of an effective educator as defined by state and national professional teaching standards.

EDU 216 Foundations of Education (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
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.

EDU 221 Children With Exceptionalities (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: Take One Set:
Set 1: EDU 144 and EDU 145

Set 2: 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.

EDU 234 Infants, Toddlers, and Twos (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: Take 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.

EDU 243 Learning Theory (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
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.

EDU 250 Teacher Licensure Preparation (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: Take One Set:
Set 1: ENG 111 and MAT 143
Set 2: ENG 111 and MAT 152
Set 3: ENG 111 and MAT 171
Set 4: ENG 111 and MAT 175
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.

EDU 251 Exploration Activities (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: Take EDU 119
Corequisites: None
This course covers fundamental concepts in the content areas of science, technology, engineering, math and social studies through investigative experiences. Emphasis is placed on exploring fundamental concepts, developmentally appropriate scope and sequence, and teaching strategies to engage each child in the discovery approach. Upon completion, students should be able to understand major concepts in each content area and implement appropriate experiences for young children.

EDU 259 Curriculum Planning (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: Take 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.

EDU 261 Early Childhood Admin I (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: Take 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.

EDU 262 Early Childhood Admin II (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: Take All: 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.

EDU 279 Literacy Develop and Instruct (4 Credit Hours)

Class Hours: 3
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course is designed to provide students with concepts and skills of literacy development, instructional methods/materials and assessment techniques needed to provide scientifically-based, systematic reading and writing instruction into educational practice. Topics include literacy concepts, reading and writing development, developmentally appropriate pedagogy, culturally-responsive instruction, standards-based outcomes, lesson planning, formative/summative assessment, recognizing reading difficulties, research-based interventions, authentic learning experiences, classroom implementation, and reflective practice. Upon completion, students should be able to plan, implement, assess, evaluate, and demonstrate developmentally appropriate literacy instruction aligned to the NC Standard Course of Study and other state and national standards.

EDU 280 Language/Literacy Experiences (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
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.

EDU 282 Early Childhood Literature (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course covers the history, selection, and integration of literature and language in the early childhood curriculum. Topics include the history and selection of developmentally appropriate children's literature and the use of books and other media to enhance language and literacy in the classroom. Upon completion, students should be able to select appropriate books for storytelling, reading aloud, puppetry, flannel board use, and other techniques for children who are culturally, linguistically, and ability diverse.

EDU 284 Early Child Capstone Prac (4 Credit Hours)

Class Hours: 1
Lab Hours: 9
Clinical/Work Experience Hours: 0
Prerequisites: Take One Set:
Set 1: EDU 119, EDU 144, EDU 145, EDU 146, and EDU 151

Set 2: EDU 119, PSY 244, PSY 245, EDU 146, and EDU 151
Set 3: EDU 119, PSY 245, EDU 144, EDU 146, and EDU 151
Set 4: EDU 119, PSY 244, EDU 145, EDU 146, and EDU 151
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.

Electrical

ELC 112 DC/AC Electricity (5 Credit Hours)

Class Hours: 3
Lab Hours: 6
Clinical/Work Experience Hours: 0
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.
Competencies
Student Learning Outcomes

1. Demonstrate safe practices and procedures with tools, materials, and industry accepted test equipment covered in the course.
2. Demonstrate appropriate use of test equipment, evaluate circuit performance and apply appropriate troubleshooting techniques to electrical circuits.
3. Construct and analyze series, parallel and combinations circuits using appropriate components.
4. Use appropriate laws and formulas to perform circuit calculations.
5. Interpret electrical schematics.
6. Describe the characteristics of various power sources.

ELC 113 Residential Wiring (4 Credit Hours)

Class Hours: 2
Lab Hours: 6
Clinical/Work Experience Hours: 0
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.
Competencies
Student Learning Outcomes

1. Identify and demonstrate safe practices and procedures with tools, materials and industry accepted test equipment covered in the course.
2. Demonstrate appropriate use of test equipment, evaluate circuit performance and apply appropriate troubleshooting techniques to residential electrical circuits.
3. Draw, plan and interpret electrical plans and symbols used in residential applications
4. Identify, size, and install wiring and electrical distribution equipment and devices associated with residential electrical installations in accordance with the National Electrical Code.
5. Recognize and demonstrate appropriate use of tools and materials that are used in residential wiring.

ELC 115 Industrial Wiring (4 Credit Hours)

Class Hours: 2
Lab Hours: 6
Clinical/Work Experience Hours: 0
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.
Competencies
Student Learning Outcomes

1. Identify and demonstrate safe practices and procedures with tools, materials and industry accepted test equipment covered in the course.
2. Demonstrate appropriate use of test equipment, evaluate circuit performance and apply appropriate troubleshooting techniques to industrial electrical circuits.
3. Draw, plan, and interpret electrical plans and symbols used in industrial applications.
4. Identify, size, and install wiring and electrical distribution equipment and devices associated with industrial electrical installations in accordance with the National Electrical Code.
5. Recognize and demonstrate appropriate use of tools and materials that are used in industrial wiring.

ELC 117 Motors and Controls (4 Credit Hours)

Class Hours: 2
Lab Hours: 6
Clinical/Work Experience Hours: 0
Prerequisites: Take ELC 112 or ELC 131
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.
Competencies
Student Learning Outcomes

1. Demonstrate safe practices and procedures with tools, materials and industry accepted test equipment covered in the course.
2. Demonstrate appropriate use of test equipment, evaluate circuit performance and apply appropriate troubleshooting techniques to control circuits.
3. Interpret and use ladder and wiring diagrams, symbols, and schematics.
4. Demonstrate and describe the use of relays, contactors, motor starters and pilot devices in electrical control circuits.
5. Describe principles and operations related to electrical control circuits.
6. Describe the concepts of rotating electrical machinery.

ELC 118 National Electrical Code (2 Credit Hours)

Class Hours: 1
Lab Hours: 2
Clinical/Work Experience Hours: 0
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.

ELC 119 NEC Calculations (2 Credit Hours)

Class Hours: 1
Lab Hours: 2
Clinical/Work Experience Hours: 0
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.

ELC 128 Intro to PLC (3 Credit Hours)

Class Hours: 2
Lab Hours: 3
Clinical/Work Experience Hours: 0
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.
Competencies
Student Learning Outcomes

1. Identify and demonstrate safe practices and procedures with tools, materials and industry accepted test equipment covered in the course.
2. List and describe the hardware components used in PLC systems.
3. Utilize numbering systems as applied to PLCs.
4. Demonstrate and describe the use of various PLC instruction sets.
5. Create various simple PLC programs using the appropriate instruction set.
6. Apply appropriate troubleshooting methods to PLCs.

ELC 131 Circuit Analysis I (4 Credit Hours)

Class Hours: 3
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: Take MAT 121 , MAT 171 , or MAT 175

Corequisites: None
This course introduces DC and AC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include DC and AC principles, circuit analysis laws and theorems, components, test equipment operation, circuit simulation, and other related topics. Upon completion, students should be able to interpret circuit schematics; design, construct, verify, and analyze DC/AC circuits; and properly use test equipment.
Competencies
Student Learning Outcomes

1. Identify and describe the operation of components used in DC/AC circuits.
2. Apply math formulas and circuit theorems in the analyses of DC/AC Circuits.
3. Locate and select DC/AC devices using component specifications based on circuit requirements.
4. Construct series, parallel and combination circuits.
5. Select and demonstrate the use of appropriate test equipment to analyze circuit operation.
6. Using appropriate troubleshooting techniques evaluate circuit performance applying suitable repair methods.
7. Identify and demonstrate safe workplace practices.

ELC 133 Circuit Analysis II (4 Credit Hours)

Class Hours: 3
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: Take ELC 131
Corequisites: None
This course covers additional concepts of DC/AC electricity, the use of test equipment, and measurement techniques. Topics include the application of network theorems such as delta/wye transformations, Superposition Theorem, and other advanced circuit analysis principles. Upon completion, students should be able to construct and analyze DC/AC circuits used advanced circuit analysis theorems, circuit simulators, and test equipment.

ELC 135 Electrical Machines (3 Credit Hours)

Class Hours: 2
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: Take ELC 112 or ELC 131
Corequisites: 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.

ELC 213 Instrumentation (4 Credit Hours)

Class Hours: 3
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course covers the fundamentals of instrumentation used in industry. Emphasis is placed on electric, electronic, and other instruments. Upon completion, students should be able to install, maintain, and calibrate instrumentation.

ELC 220 Photovoltaic Sys Tech (3 Credit Hours)

Class Hours: 2
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: Take ELC 112 or ELC 131
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.

ELC 221 Adv PV Sys Designs (3 Credit Hours)

Class Hours: 2
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: Take 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.

ELC 230 Wind & Hydro Power Sys (3 Credit Hours)

Class Hours: 2
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course introduces concepts, designs, tools, techniques, and material requirements for systems that convert wind and water into usable energy. Topics include the analysis, measurement, and estimation of potential energy of wind and water systems. Upon completion, students should be able to demonstrate an understanding of the technologies associated with converting wind and water into a viable energy source.

Electronics Technology

ELN 131 Analog Electronics I (4 Credit Hours)

Class Hours: 3
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: Take ELC 131
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.
Competencies
Student Learning Outcomes

1. Identify and describe operation of semiconductor devices.
2. Analyze where and how analog components are used.
3. Locate and select analog devices using component specifications based on circuit requirements.
4. Construct operational circuits using analog devices.
5. Select and demonstrate the use of appropriate test equipment to analyze circuit operation.
6. Using appropriate troubleshooting techniques evaluate circuit performance applying suitable repair methods.
7. Identify and demonstrate safe workplace practices.

ELN 132 Analog Electronics II (4 Credit Hours)

Class Hours: 3
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: Take ELN 131
Corequisites: None
This course covers additional applications of analog electronic circuits with an emphasis on analog and mixed signal integrated circuits (IC). Topics include amplification, filtering, oscillation, voltage regulation, and other analog circuits. Upon completion, students should be able to construct, analyze, verify, and troubleshoot analog electronic circuits using appropriate techniques and test equipment.

ELN 133 Digital Electronics (4 Credit Hours)

Class Hours: 3
Lab Hours: 3
Clinical/Work Experience Hours: 0
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.
Competencies
Student Learning Outcomes

1. Identify and describe the operation of digital electronic devices and circuits.
2. Analyze where and how digital electronics circuits are used.
3. Locate and select digital electronic devices using component specifications based on circuit requirements.
4. Construct operational circuits using digital devices.
5. Select and demonstrate the use of appropriate test equipment to analyze circuit operation.
6. Using appropriate troubleshooting techniques evaluate circuit performance applying suitable repair methods.
7. Identify and demonstrate safe workplace practices.

ELN 231 Industrial Controls (3 Credit Hours)

Class Hours: 2
Lab Hours: 3
Clinical/Work Experience Hours: 0
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.

ELN 232 Intro to Microprocessors (4 Credit Hours)

Class Hours: 3
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: Take ELN 133
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.

ELN 260 Prog Logic Controllers (4 Credit Hours)

Class Hours: 3
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course provides a detailed study of PLC applications, with a focus on design of industrial controls using the PLC. Topics include PLC components, memory organization, math instructions, documentation, input/output devices, and applying PLCs in industrial control systems. Upon completion, students should be able to select and program a PLC system to perform a wide variety of industrial control functions.

Emergency Medical Science

EMS 110 EMT (9 Credit Hours)

Class Hours: 6
Lab Hours: 6
Clinical/Work Experience Hours: 3
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 certification.

EMS 115 Defense Tactics for EMS (2 Credit Hours)

Class Hours: 1
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course is designed to provide tactics that can be used for self-protection in dangerous and violent situations. Emphasis is

placed on prediction, recognition, and response to dangerous and violent situations. Upon completion, students should be able to recognize potentially hostile situations and protect themselves during a confrontation.

EMS 122 EMS Clinical Practicum I (1 Credit Hour)

Class Hours: 0
Lab Hours: 0
Clinical/Work Experience Hours: 3
Prerequisites: Take EMS 110
Corequisites: None
This course provides the introductory hospital clinical experience for the paramedic student. Emphasis is placed on mastering fundamental paramedic skills. Upon completion, students should be able to demonstrate competency with fundamental paramedic level skills.

EMS 130 Pharmacology (4 Credit Hours)

Class Hours: 3
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: Take EMS 110
Corequisites: None
This course introduces the fundamental principles of pharmacology and medication administration and is required for paramedic certification. Topics include medical terminology, pharmacological concepts, weights, measures, drug calculations, vascular access for fluids and medication administration and legislation. Upon completion, students should be able to accurately calculate drug dosages, properly administer medications, and demonstrate general knowledge of pharmacology.

EMS 131 Advanced Airway Management (2 Credit Hours)

Class Hours: 1
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: Take EMS 110
Corequisites: None
This course is designed to provide advanced airway management techniques and is required for paramedic certification. Topics must meet current guidelines for advanced airway management in the pre-hospital setting. Upon completion, students should be able to properly utilize all airway adjuncts and pharmacology associated with airway control and maintenance.

EMS 140 Rescue Scene Management (2 Credit Hours)

Class Hours: 1
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course introduces rescue scene management. Topics include response to hazardous material conditions, incident command, and extrication of patients from a variety of situations. Upon completion, students should be able to recognize and manage rescue operations based upon initial and follow-up scene assessment.

EMS 150 Emergency Vehicles & EMS Comm (2 Credit Hours)

Class Hours: 1
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course covers the principles governing emergency vehicles, maintenance of emergency vehicles, and EMS communication equipment. Topics include applicable motor vehicle laws affecting emergency vehicle operation, defensive driving, collision avoidance techniques, communication systems, and information management systems. Upon completion, students should have a basic knowledge of emergency vehicles, maintenance, and communication needs.

EMS 160 Cardiology I (3 Credit Hours)

Class Hours: 2
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: Take 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 rhythm interpretation. Upon completion, students should be able to recognize and interpret rhythms.

EMS 210 Adv. Patient Assessment (2 Credit Hours)

Class Hours: 1
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: Take EMS 110
Corequisites: None
This course covers advanced patient assessment techniques and is required for paramedic certification. Topics include initial assessment, medical-trauma history, field impression, complete physical exam process, on-going assessment, and documentation skills. Upon completion, students should be able to utilize basic communication skills and record and report collected patient data.

EMS 220 Cardiology II (3 Credit Hours)

Class Hours: 2
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: Take All: 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 assessment and treatment of cardiac emergencies, cardiac pharmacology, and patient care. Upon completion, students should be able to manage the cardiac patient.

EMS 221 EMS Clinical Practicum II (2 Credit Hours)

Class Hours: 0
Lab Hours: 0
Clinical/Work Experience Hours: 6
Prerequisites: Take One: EMS 121 or EMS 122
Corequisites: None
This course provides clinical experiences in the hospital and/or field. Emphasis is placed on increasing the proficiency of

students' skills and abilities in patient assessments and the delivery of care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care.

EMS 231 EMS Clinical Pract III (3 Credit Hours)

Class Hours: 0
Lab Hours: 0
Clinical/Work Experience Hours: 9
Prerequisites: Take EMS 221
Corequisites: None
This course provides clinical experiences in the hospital and/or field. Emphasis is placed on enhancing the students' skills and abilities in providing advanced-level care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care.

EMS 235 EMS Management (2 Credit Hours)

Class Hours: 2
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course stresses the principles of managing a modern emergency medical service system. Topics include structure and function of municipal governments, EMS grantsmanship, finance, regulatory agencies, system management, legal issues, and other topics relevant to the EMS manager. Upon completion, students should be able to understand the principles of managing emergency medical service delivery systems.

EMS 240 Patients W/ Special Challenges (2 Credit Hours)

Class Hours: 1
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: Take All: EMS 122 and EMS 130
Corequisites: None
This course includes concepts of crisis intervention and techniques of interacting with patients with special challenges and is required for paramedic certification. Topics include appropriate intervention and interaction for neglected, abused, terminally ill, chronically ill, technology assisted, bariatric, physically challenged, mentally challenged, or assaulted patients as well as behavioral emergencies. Upon completion, students should be able to recognize and manage the care of patients with special challenges.

EMS 241 EMS Clinical Practicum IV (4 Credit Hours)

Class Hours: 0
Lab Hours: 0
Clinical/Work Experience Hours: 12
Prerequisites: Take EMS 231
Corequisites: None
This course provides clinical experiences in the hospital and/or field. Emphasis is placed on mastering the skills/competencies required of the paramedic providing advanced-level care. Upon completion, students should be able to provide advanced-level patient care as an entry-level paramedic.

EMS 250 Medical Emergencies (4 Credit Hours)

Class Hours: 3
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: Take All: 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 appropriate interventions/treatments for disorders/diseases/injuries affecting the following systems: respiratory, neurological, abdominal/gastrointestinal, endocrine, genitourinary, musculoskeletal, and immunological as well as toxicology, infectious diseases and diseases of the eyes, ears, nose and throat. Upon completion, students should be able to recognize, assess and manage the care of frequently encountered medical conditions based upon initial patient assessment.

EMS 260 Trauma Emergencies (2 Credit Hours)

Class Hours: 1
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: Take All: 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 an overview of thoracic, abdominal, genitourinary, orthopedic, neurological, and multi-system trauma, soft tissue trauma of the head, neck, and face as well as environmental emergencies. Upon completion, students should be able to recognize and manage trauma situations based upon patient assessment and should adhere to standards of care.

EMS 270 Life Span Emergencies (4 Credit Hours)

Class Hours: 3
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: Take All: EMS 122 and EMS 130
Corequisites: None
This course covers medical/ethical/legal issues and the spectrum of age-specific emergencies from conception through death required for paramedic certification. 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.

EMS 285 EMS Capstone (2 Credit Hours)

Class Hours: 1
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: Take All: 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.

Emergency Management

EPT 140 Emergency Management (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course covers the four phases of emergency management: mitigation, preparedness, response, and recovery. Topics include organizing for emergency management, coordinating for community resources, public sector liability, and the roles of government agencies at all levels. Upon completion, students should be able to demonstrate an understanding of comprehensive emergency management and the integrated emergency management system.

EPT 150 Incident Management (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course introduces the National Incident Management System (NIMS). Topics include integrating command and control systems, maintaining communication within command and control systems, and using NIMS procedures. Upon completion, students should be able to demonstrate knowledge of key concepts necessary for operating within the National Incident Management System.

Engineering

EGR 111 Engineer Comp and Careers (3 Credit Hours)

Class Hours: 2
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course introduces principles, fields of study, computational tools and techniques used in engineering and engineering technology. Topics include use of word processors, spreadsheets, databases, math editors, graphics and CAD packages, simulators, symbolic and numerical math solvers, and other related application software. Upon completion, students should be able to utilize computer applications in an engineering career.

EGR 150 Intro to Engineering (2 Credit Hours)

Class Hours: 1
Lab Hours: 2
Clinical/Work Experience Hours: 0
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.

EGR 220 Engineering Statics (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: Take PHY 251
Corequisites: Take MAT 272
This course introduces the concepts of engineering based on forces in equilibrium. Topics include concentrated forces, distributed forces, forces due to friction, and inertia as they apply to machines, structures, and systems. Upon completion, students should be able to solve problems which require the ability to analyze systems of forces in static equilibrium.

EGR 250 Statics/Strength of Materials (5 Credit Hours)

Class Hours: 4
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: Take One: MAT 121 , MAT 171 , or MAT 175
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.

English

ENG 002 Transition English (3 Credit Hours)

Class Hours: 0
Lab Hours: 6
Clinical/Work Experience Hours: 0
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.
This course is graded Pass/Repeat. P1 will be given to students who complete Tier 1, and P2 will be given to students who complete both tiers.

ENG 011 Writing and Inquiry Support (2 Credit Hours)

Class Hours: 1
Lab Hours: 2
Clinical/Work Experience Hours: 0
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.
This course is graded Pass/Fail.

ENG 111 Writing and Inquiry (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: Take One Set:
Set 1: DRE 097
Set 2: ENG 002
Set 3: BSP 4002
Corequisites: Take 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.
Competencies
Student Learning Outcomes

1. Demonstrate writing as a recursive process.
2. Demonstrate writing and inquiry in context using different rhetorical strategies to reflect, analyze, explain, and persuade in a variety of genres and formats.
3. Students will reflect upon and explain their writing strategies.
4. Demonstrate the critical use and examination of printed, digital, and visual materials.
5. Locate, evaluate, and incorporate relevant sources with proper documentation.
6. Compose texts incorporating rhetorically effective and conventional use of language.
7. Collaborate actively in a writing community.

This course has been identified as a Universal General Education Transfer Component (UGETC) course under the North Carolina Comprehensive Articulation Agreement. Students completing courses designated as UGETC, with a C or higher, will receive equivalent general education course credit for those courses at the receiving UNC institution.

ENG 112 Writing/Research in the Disc (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: Take 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 identified as a Universal General Education Transfer Component (UGETC) course under the North Carolina Comprehensive Articulation Agreement. Students completing courses designated as UGETC, with a C or higher, will receive equivalent general education course credit for those courses at the receiving UNC institution.

ENG 114 Professional Research & Reporting (3 Credit Hours)

Class Hours: 3
Lab Hours: 0

Clinical/Work Experience Hours: 0
Prerequisites: Take ENG 111
Corequisites: None
This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations.

ENG 231 American Literature I (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: Take One: 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.
Competencies
Student Learning Outcomes

1. Describe, analyze, interpret and evaluate features of literary texts in several genres, applying appropriate literary and cultural terms.
2. Critically analyze and interpret American literature from its beginnings to 1865 within historical and cultural contexts.
3. Write critical essays about American literature that integrate primary and secondary sources using MLA documentation and standard academic written conventions.

This course has been identified as a Universal General Education Transfer Component (UGETC) course under the North Carolina Comprehensive Articulation Agreement. Students completing courses designated as UGETC, with a C or higher, will receive equivalent general education course credit for those courses at the receiving UNC institution.

ENG 232 American Literature II (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: Take One: 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.
Competencies

1. Describe, analyze, interpret, and evaluate features of literary texts in several genres, applying appropriate literary and cultural terms.
2. Critically analyze and interpret American literature from 1865 to the present within historical and cultural contexts.
3. Write critical essays about American literature that integrate primary and secondary sources using MLA documentation and standard academic written conventions.

This course has been identified as a Universal General Education Transfer Component (UGETC) course under the North Carolina Comprehensive Articulation Agreement. Students completing courses designated as UGETC, with a C or higher, will receive equivalent general education course credit for those courses at the receiving UNC institution.

ENG 241 British Literature I (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: Take 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 identified as a Universal General Education Transfer Component (UGETC) course under the North Carolina Comprehensive Articulation Agreement. Students completing courses designated as UGETC, with a C or higher, will receive equivalent general education course credit for those courses at the receiving UNC institution.

ENG 242 British Literature II (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: Take One: 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 identified as a Universal General Education Transfer Component (UGETC) course under the North Carolina Comprehensive Articulation Agreement. Students completing courses designated as UGETC, with a C or higher, will receive equivalent general education course credit for those courses at the receiving UNC institution.

Fire Protection Technology

FIP 120 Intro to Fire Protection (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course provides an overview of the development, methods, systems and regulations that apply to the fire protection field. Topics include history, evolution, statistics, suppression, organizations, careers, curriculum, and related subjects. Upon completion, students should be able to demonstrate a broad understanding of the fire protection field.
Competencies
Student Learning Outcomes

1. Illustrate and explain the history and culture of the fire service.
2. Discuss and describe the scope, purpose, and organizational structure of fire and emergency services.
3. Identify protection and emergency-service careers in both the public and private sector.
4. Describe the importance of wellness and fitness as it relates to emergency services.
5. Identify the primary responsibilities of fire prevention personnel including: code enforcement, public information, and public and private fire protection systems.

FIP 124 Fire Prevention & Public Ed (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course introduces fire prevention concepts as they relate to community and industrial operations referenced in NFPA standard 101. Topics include the development and maintenance of fire prevention programs, educational programs, and inspection programs. Upon completion, students should be able to research, develop, and present a fire safety program to a citizens or industrial group.
Competencies
Student Learning Outcomes

1. Describe the relationship of fire prevention as it relates to the community.
2. Demonstrate an educational program for delivery to a defined audience.
3. Demonstrate the ability to gather research about fire deaths in the United States and knowledge of how fire prevention impacts this data.
4. Describe inspection practices and procedures.
5. Define the laws, rules, regulations, and codes and identify those relevant to fire prevention of the authority having jurisdictions.

FIP 128 Detection & Investigation (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course covers procedures for determining the origin and cause of accidental and incendiary fires referenced in NFPA standard 921. Topics include collection and preservation of evidence, detection and determination of accelerants, courtroom procedure and testimony, and documentation of the fire scene. Upon completion, students should be able to conduct a competent fire investigation and present those findings to appropriate officials or equivalent.
Competencies
Student Learning Outcomes

1. Identify key case law decisions that have affected fire investigations.
2. Describe proper evidence collection.
3. Describe proper courtroom procedures
4. Explain the basic elements of fire dynamics and how they affect cause determination.
5. Present evidence and findings from an arson scene to a defined audience.

FIP 132 Building Construction (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course covers the principles and practices reference in NFPA standard 220 related to various types of building construction,including residential and commercial, as impacted by fire conditions. Topics include types of construction and

related elements, fire resistive aspects of construction materials, building codes, collapse, and other related topics. Upon completion, students should be able to understand and recognize various types of construction and their positive or negative aspects as related to fire conditions.
Competencies
Student Learning Outcomes

1. Describe building construction as it relates to fire fighter safety, building codes, fire prevention, code enforcement, firefighting strategy and tactics.
2. Analyze the hazards and tactical considerations associated with given types of building construction.
3. Explain the correlation of loads and stresses that are placed on buildings during fires and fire suppression activities.
4. Identify the indicators of potential structural failure as they relate to firefighter safety.
5. Classify major types of building construction according to materials and methods used.

FIP 136 Inspections & Codes (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course covers the fundamentals of fire and building codes and procedures to conduct an inspection referenced in NFPA standard 1730. Topics include review of fire and building codes, writing inspection reports, identifying hazards, plan reviews, site sketches, and other related topics. Upon completion, students should be able to conduct a fire code compliance inspection and produce a written report.
Competencies
Student Learning Outcomes

1. Describe the relationship of fire and building codes as they relate to a community.
2. Define the elements of a fire inspection program including application and the interpretation of codes, standards, and recommended practices.
3. Demonstrate an understanding of the code adoption process and the basis for each jurisdiction to enact such codes and regulations.
4. Demonstrate the ability to conduct a fire code compliance inspection and produce a written report.
5. Review a building drawing and identify fire systems.

FIP 140 Industrial Fire Protection (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course covers fire protection systems in industrial facilities referenced in NFPA standard 1. Topics include applicable health and safety standards, insurance carrier regulations, other regulatory agencies, hazards of local industries, fire brigade operation, and loss prevention programs. Upon completion, students should be able to plan and evaluation an industrial facility's fire protection program.
Competencies
Student Learning Outcomes

1. Describe applicable health and safety standards as they relate to industrial fire protection.
2. Develop a loss prevention program.

3. Demonstrate knowledge of regulations and agencies that impact fire protection in industrial facilities.
4. Demonstrate the ability to develop and evaluate a plan for an industrial building.
5. Demonstrate knowledge of an organization and use of a fire brigade.

FIP 146 Fire Protection Systems (4 Credit Hours)

Class Hours: 3
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course introduces various types of automatic sprinklers, standpipes, fire alarm systems, and fixed and portable extinguishing systems referenced in NFPA standard 25, including their operation, installation, and maintenance. Topics include wet and dry systems, testing and maintenance, water supply requirements, fire detection and alarm systems, including application, testing, and maintenance of Halon, carbon dioxide, dry chemical, and special extinguishing agents utilized in fixed and portable systems. Upon completion, students should be able to demonstrate a working knowledge of sprinkler and alarm systems, both fixed and portable, including appropriate application, operation, inspection, and maintenance requirements.
Competencies
Student Learning Outcomes

1. Identify the various types of automatic extinguishing systems.
2. Describe the proper procedure to maintain an extinguishing system.
3. Determine the design requirements for sprinklers and standpipes in a designated building.
4. Demonstrate a working knowledge of various sprinklers and alarm systems.
5. Define the proper application and maintenance of various sprinklers and alarm systems.

FIP 152 Fire Protection Law (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course covers fire protection law as referenced in NFPA standard 1. Topics include legal terms, contracts, liability, review of case histories, and other related topics. Upon completion, students should be able to discuss laws, codes, and ordinances as they relate to fire protection.
Competencies
Student Learning Outcomes

1. Define and describe the different types of laws within various levels of government.
2. Explain the purpose of national codes and standards.
3. Define and describe liability and negligence as it applies to fire and emergency services.
4. Discuss applicable court decisions influencing emergency services.
5. Explain current and emerging legal issues affecting emergency service delivery.

FIP 220 Fire Fighting Strategies (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0

Prerequisites: None
Corequisites: None
This course provides preparation for command of initial incident operations involving emergencies within both the public and private sector referenced in NFPA standards 1561, 1710, and 1720. Topics include incident management, fire-ground tactics and strategies, incident safety, and command/control of emergency operations. Upon completion, students should be able to describe the initial incident system as it relates to operations involving various emergencies in fire and non-fire situations.
Competencies
Student Learning Outcomes

1. Identify and define the main functions within the National Incident Management System (NIMS) and how they interrelate during an incident.
2. Explain how pre-incident plan information is gathered using pre-formatted forms and methods for storing and retrieving pre-plan information.
3. Compare construction methods in terms of structural stability, fire extension, and fuel contribution
4. Describe the 16 Firefighter Life Safety Initiatives and apply them to fire department operations.
5. Describe and compare offensive, defensive, and transitional fire attack methods for appropriate conditions and scenarios.

FIP 221 Adv Fire Fighting Strat (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: Take FIP 220
Corequisites: None
This course covers command-level operations for multi-company/agency operations involving fire and non-fire emergencies. Topics include advanced use of the Incident Command System(ICS), advanced incident analysis, command-level fire operations, and control of both man made and natural major disasters. Upon completion, students should be able to describe proper and accepted systems for the mitigation of emergencies at the level of overall scene command.
Competencies
Student Learning Outcomes

1. Describe the relationship between the fire department, local/state government, and the federal government in large scale and extended duration incidents requiring state and federal assistance or involvement.
2. Explain strategic goals and tactical objectives for multi-family, commercial, and industrial/manufacturing fire incidents involving multiple agencies.
3. Discuss operational considerations for special situations and occupancies including hotels, high rise structures, health care facilities, and public assembly/school buildings.
4. Identify operational considerations for hazardous materials and terrorism incidents, and identify roles and responsibilities of responders from various agencies.

FIP 224 Fire Instructor I & II (4 Credit Hours)

Class Hours: 4
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course covers the knowledge, skills, and abilities needed to train others in fire service operations. Topics include planning, presenting, and evaluating lesson plans, learning styles, use of media, communication, and other related topics. Upon completion,

students should be able to meet the requirements of the Fire Instructor I and II objectives from National Fire Protection Association (NFPA) 1041.
Competencies
Student Learning Outcomes

1. Describe the skills and abilities needed to train others in the fire service.
2. Develop a lesson plan for a selected topic.
3. Demonstrate an educational program for delivery to a defined audience.
4. Identify safety considerations in various fire safety training scenarios and make appropriate provisions for a safe learning environment.
5. Demonstrate utilization of different types of media in an educational environment.

FIP 226 Fire Officer I & II (4 Credit Hours)

Class Hours: 4
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course covers the knowledge, skills, and requirements referenced in the National Fire Protection Association (NFPA) Standard 1021 for Fire Officer I and II training. Topics include officer roles and responsibilities, budgets, fire cause determination, inspections, education, leadership, management, public relations, and other requirements included in the NFPA standard. Upon completion, students should be able to demonstrate an understanding of relevant NFPA standards as required for state Fire Officer I and II certification.
Competencies
Student Learning Outcomes

1. Describe the roles and responsibilities of an officer in the fire service.
2. Develop a budget.
3. Demonstrate knowledge of supervisory and management skills within the fire service.
4. Demonstrate the ability to apply organizational guidelines and policies for given incident and non-incident situations.
5. Explain the importance of leading and motivating individuals and others as a company or unit.

FIP 228 Local Govt Finance (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course introduces local governmental financial principles and practices. Topics include budget preparation and justification, revenue policies, statutory requirements, audits, and the economic climate. Upon completion, students should be able to comprehend the importance of finance as it applies to the operations of a department.
Competencies
Student Learning Outcomes

1. Define the types of budgets and typical usage for each type.
2. Define and describe the different types of revenue fire departments receive including the advantages and disadvantages of each.
3. Develop and present a budget for a capital outlay.
4. Prepare a budget and written justification for the budget for presentation.

5. Define basic finance and budgeting principles in relation to governmental agencies.

FIP 230 Chem of Hazardous Mat I (5 Credit Hours)

Class Hours: 5
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course covers the evaluation of hazardous materials referenced in NFPA standard 1072. Topics include use of the periodic table, hydrocarbon derivatives, placards and labels, parameters of combustion, and spill and leak mitigation. Upon completion, students should be able to demonstrate knowledge of the chemical behavior of hazardous materials.
Competencies
Student Learning Outcomes

1. Describe the relationship between the elements listed in the periodical table and fire.
2. Develop a response plan for a hazardous materials incident.
3. Demonstrate knowledge of the chemical behavior of hazardous materials.
4. Describe how NFPA standard 1072 affects operations at an incident.

FIP 232 Hydraulics & Water Dist (3 Credit Hours)

Class Hours: 2
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course covers the flow of fluids through fire hoses, nozzles, appliances, pumps, standpipes, water mains, and other devices reference in NFPA standard 25. Emphasis is placed on supply and delivery systems, fire flow testing, hydraulic calculations, and other related topics. Upon completion, students should be able to perform hydraulic calculations, conduct water availability tests, and demonstrate knowledge of water distribution systems.
Competencies
Student Learning Outcomes

1. Describe flow of water through various appliances.
2. Describe pumping system.
3. Demonstrate the ability to perform hydraulic calculations.
4. Demonstrate knowledge of a water distribution system.

FIP 240 Fire Service Supervision (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course covers supervisory skills and practices in the fire protection field. Topics include the supervisor's job, supervision skills, the changing work environment, managing change, organizing for results, discipline and grievances, and safety. Upon completion, students should be able to demonstrate an understanding of the roles and responsibilities of effective fire service supervision, meeting elements of NFPA 1021.

Competencies
Student Learning Outcomes

1. Describe the importance and necessity of supervisory skills and practices within the fire protection and emergency services.
2. Develop disciplinary action plan.
3. Demonstrate the process for dealing with a grievance.
4. Demonstrate an understanding of the roles and responsibilities of effective fire service supervision.
5. Administer an employee performance evaluation.

FIP 252 Apparatus Spec & Purch (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course covers specification and purchase of fire apparatus referenced in NFPA standard 1901. Emphasis is placed on NFPA's standards for apparatus, recommended types of fire apparatus, purchase, and bidding procedures, and the importance of specifications. Upon completion, students should be able to make internal decisions, write specifications, and make recommendations for the purchase of major capital equipment.
Competencies
Student Learning Outcomes

1. Develop an apparatus specification sheet.
2. Demonstrate knowledge of bidding processes for capital expenditures.
3. Demonstrate knowledge of the budgeting process as it relates to capital outlays.
4. Discuss why safety must be a primary consideration in the design of the apparatus and equipment.
5. Develop a proposal to stakeholders for approval of apparatus purchase.

FIP 256 Munic Public Relations (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course is a general survey of municipal public relations and their effect on the governmental process referenced in NFPA standard 1035. Topics include principles of public relations, press releases, press conferences, public information officers, image surveys, and the effects of perceived service on fire protection delivery. Upon completion, students should be able to manage public relations functions of organizations which meet elements of NFPA 1021 for Fire Officer I and II.
Competencies
Student Learning Outcomes

1. Describe the relationship between the media and the fire service.
2. Develop a press release for a specified incident.
3. Demonstrate knowledge of the public information officer's responsibilities.
4. Demonstrate the ability to manage a press conference.
5. Discuss the use and management of social media in fire and emergency service organizations.

FIP 276 Managing Fire Services (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course provides an overview of fire department operative services referenced in NFPA standard 1021. Topics include finance, staffing, equipment, code enforcement,management information, specialized services, legal issues, planning, and other related topics. Upon completion, students should be able to understand concepts and apply fire department management and operations principles.
Competencies
Student Learning Outcomes

1. Define the standards of efficiency and optimization.
2. Define the framework of management and planning in the fire service.
3. Develop management policies and plans for fire prevention and investigation practices.
4. Explain the concepts of human resource management of public organizations.
5. Explain how modern fire services function as all-hazards organizations.

Geography

GEO 111 World Regional Geography (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course introduces the regional concept which emphasizes the spatial association of people and their environment. Emphasis is placed on the physical, cultural, and economic systems that interact to produce the distinct regions of the earth. Upon completion, students should be able to describe variations in physical and cultural features of a region and demonstrate an understanding of their functional relationships.

Geology

GEL 111 Geology (4 Credit Hours)

Class Hours: 3
Lab Hours: 2
Clinical/Work Experience Hours: 0
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.

Competencies

1. Explain fundamental geologic concepts including earth structure, plate tectonics, rocks and minerals, rock cycle, crustal deformation, surficial processes, earth resources and geohazards.
2. Apply the basic methods of scientific inquiry in the context of geology.
3. Recognize and quantify the operation of Earth system processes over geologic and human timescales and over local, regional and global spatial scales.
4. Manipulate, interpret and construct visualizations of geologic data using maps, graphs, and contemporary technology.
5. Demonstrate an appreciation for the societal relevance of geology and the impact of humans on the earth system.

This course has been identified as a Universal General Education Transfer Component (UGETC) course under the North Carolina Comprehensive Articulation Agreement. Students completing courses designated as UGETC, with a C or higher, will receive equivalent general education course credit for those courses at the receiving UNC institution.

Gerontology

GRO 120 Gerontology (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course covers the psychological, social, and physical aspects of aging. Emphasis is placed on the factors that promote mental and physical well-being. Upon completion, students should be able to recognize the aging process and its psychological, social, and physical aspects.

GRO 150 Substance Use and Aging (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course introduces methods to prevent and reduce substance addiction within the older adult population. Emphasis is placed on understanding problems associated with alcohol, drug and medication misuse in addition to signs, symptoms and treatment options. Upon completion, the student should be able to describe how substance use and abuse impacts the quality of life for the older adult population.

Gunsmithing

GSM 111 Gunsmithing I (6 Credit Hours)

Class Hours: 2
Lab Hours: 12
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course introduces hand tools, blueprints, and basic machine tools used in gunsmithing. Emphasis is placed on safety and the completion of projects from blueprints using hand and machine tools. Upon completion, students should be able to read and work from blueprints using hand tools and make basic machine tool setups.

GSM 120 Gunsmithing Tools (6 Credit Hours)

Class Hours: 2
Lab Hours: 12
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course covers the manufacture of tools used in the gunsmithing trade. Emphasis is placed on the production of tools used for gunsmithing from working drawings. Upon completion, students should be able to use blueprints to produce tools and fixtures for use in gunsmithing.

GSM 125 Barrel Fitting/Alteration (6 Credit Hours)

Class Hours: 3
Lab Hours: 9
Clinical/Work Experience Hours: 0
Prerequisites: Take GSM 111
Corequisites: None
This course covers custom barrel fitting, chambering, and action alterations. Emphasis is placed on safety and completion of custom-barreled actions using hand and machine tools and welding equipment. Upon completion, students should be able to perform alterations to various firearms, including custom-barreled actions, recoil pads, and choke tubes.

GSM 127 General Repair (6 Credit Hours)

Class Hours: 3
Lab Hours: 9
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course introduces the design and function of firearms, sight mounting, and basic reloading of ammunition. Emphasis is placed on safety and the completion of repair projects using hand and machine tools and the furnace. Upon completion, students should be able to diagnose and correct basic malfunctions, produce and fix simple parts, choose and install sights, and perform basic reloading skills.

GSM 227 Adv Repair Technology (6 Credit Hours)

Class Hours: 2
Lab Hours: 12
Clinical/Work Experience Hours: 0
Prerequisites: Take GSM 111
Corequisites: None
This course covers advanced repair techniques and trigger designs on rifles and shotguns. Emphasis is placed on repairing various firearms and adjusting trigger pulls to safe industry standards using fixtures and hand and machine tools. Upon completion, students should be able to safely adjust and repair various firearms.

GSM 230 Handgun Technology (5 Credit Hours)

Class Hours: 2
Lab Hours: 9
Clinical/Work Experience Hours: 0
Prerequisites: None

Corequisites: None
This course covers the design, function, and customizing of handguns. Emphasis is placed on repairs and custom alterations. Upon completion, students should be able to perform repairs on revolvers and semi-automatic pistols and customize handguns.

GSM 240 Modern Sporting Firearms (6 Credit Hours)

Class Hours: 2
Lab Hours: 12
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course covers current custom gunsmithing applications as related to modern sporting firearms. Emphasis is placed on gunsmithing procedures that are commonly performed on modern sporting firearms. Upon completion, students should be able to perform a range of customization and alteration tasks that relate to modern firearms used in sporting and competition events.

Health

HEA 110 Personal Health/Wellness (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
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.

HEA 112 First Aid & CPR (2 Credit Hours)

Class Hours: 1
Lab Hours: 2
Clinical/Work Experience Hours: 0
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.

Health and Fitness Science

HFS 110 Exercise Science (4 Credit Hours)

Class Hours: 4
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None

This course is a survey of scientific principles, methodologies, and research as applied to exercise and physical adaptations to exercise. Topics include the basic elements of kinesiology, biomechanics, and motor learning. Upon completion, students should be able to identify and describe physiological responses and adaptations to exercise.

HFS 111 Fitness & Exer Testing I (4 Credit Hours)

Class Hours: 3
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course introduces the student to graded exercise testing. Topics include various exercise testing protocols with methods for prescribing exercise programs based on exercise tolerance tests and the use of various equipment and protocols. Upon completion, students should be able to conduct specific exercise tests and the use of various equipment.

HFS 116 Pvnt & Care Exer Injuries (3 Credit Hours)

Class Hours: 2
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course provides information about the care and prevention of exercise injuries. Topics include proper procedures, prevention techniques, and on-site care of injuries. Upon completion, students should be able to demonstrate the knowledge and skills necessary to prevent and care for exercise related injuries.

HFS 118 Fitness Facility Mgmt (4 Credit Hours)

Class Hours: 4
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course provides information about the management and operation of health and fitness facilities and programs. Topics include human resources, sales and marketing, member retention, financial management, facility design and maintenance, and risk management. Upon completion, students should be able to demonstrate the knowledge and skills necessary to effectively manage a fitness facility.

HFS 120 Group Exer Instruction (3 Credit Hours)

Class Hours: 2
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: Take HFS 110
Corequisites: None
This course introduces the concepts and guidelines of instructing exercise classes. Topics include program designs, working with special populations, and principles of teaching and monitoring physical activity. Upon completion, students should be able to demonstrate basic skills in instructing an exercise class and monitoring workout intensity.

HFS 210 Personal Training (3 Credit Hours)

Class Hours: 2
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: Take All: HFS 110 and HFS 111
Corequisites: None
This course introduces the student to the aspects of personal (one-on-one) training. Topics include training systems, marketing, and program development. Upon completion, students should be able to demonstrate personal training techniques and competencies of same.

HFS 212 Exercise Programming (3 Credit Hours)

Class Hours: 2
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: Take HFS 110
Corequisites: None
This course provides information about organizing, scheduling, and implementation of physical fitness programs. Topics include programming for various age groups, competitive activities and special events, and evaluating programs. Upon completion, students should be able to organize and implement exercise activities in a competent manner.

HFS 218 Lifestyle Chng & Wellness (4 Credit Hours)

Class Hours: 3
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course introduces health risk appraisals and their application to lifestyle changes. Topics include nutrition, weight control, stress management, and the principles of exercise. Upon completion, students should be able to conduct health risk appraisals and apply behavior modification techniques in a fitness setting.

Health Information Technology

HIT 110 Intro to Healthcare & HIM (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course introduces healthcare settings and the Health Information Management (HIM) professional's role in healthcare delivery systems. Topics include health information management operations in compliance with standards, regulations and accrediting body initiatives; healthcare providers and disciplines; and electronic health records (EHRs). Upon completion, student should be able to demonstrate an understanding of health information management and healthcare organizations, professions and trends.

HIT 112 Health Law and Ethics (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0

Prerequisites: None
Corequisites: None
This course covers the study of the judicial, legislative, and regulatory standards applicable to health care and health information processes. Topics include legal terminology, confidentiality, privacy, security, access and disclosure of health information, ethical implications, data stewardship, and the integrity of the legal health record. Upon completion, students should be able to apply policies, procedures and ethical standards in compliance with external forces.

HIT 114 Health Data Sys/Standards (3 Credit Hours)

Class Hours: 2
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course covers concepts and techniques for managing and maintaining all health record formats including electronic health records (EHR). Topics include structure and use of health information including data collection and analysis, data sources/sets, archival systems, as well as quality and integrity of healthcare data. Upon completion, students should be able to determine compliance of health record content and governance standards within the health organization.

HIT 124 Prof Practice Exp II (1 Credit Hour)

Class Hours: 0
Lab Hours: 0
Clinical/Work Experience Hours: 3
Prerequisites: None
Corequisites: None
This course provides supervised and/or simulated health information technology clinical experience in healthcare settings. Emphasis is placed on practical application of HIM functions and core curriculum concepts. Upon completion, students should be able to apply health information theory to healthcare facility practices.

HIT 211 Diagnosis Coding & Reporting (3 Credit Hours)

Class Hours: 2
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course covers diagnostic coding and sequencing utilizing the current version of the ICD code set for inpatient, outpatient and ambulatory care settings. Emphasis is placed on the rules and conventions of the ICD official coding guidelines in relation to anatomy, physiology and disease processes. Upon completion, students should be able to accurately assign and sequence diagnosis codes in compliance with the ICD official coding guidelines for reporting statistical data, patient outcomes and reimbursement methodologies.

HIT 213 Inpt Proc Coding & Reporting (2 Credit Hours)

Class Hours: 1
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course covers the application of coding guidelines as applied to the reporting of inpatient procedures. Emphasis is placed on the rules and conventions of the ICD-PCS code set utilizing the index and tables, in relation to anatomy and physiology, to assign

principal and secondary procedure codes in hospital inpatient settings. Upon completion, students should be able to accurately assign procedural codes according to the official ICD-PCS coding guidelines and evaluate compliance with regulatory requirements and reimbursement methodologies.

HIT 214 OP Procedure Coding/Reporting (2 Credit Hours)

Class Hours: 1
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: Take HIT 211
Corequisites: None
This course covers application of coding and reporting standards as they apply to Current Procedural Terminology (CPT) guidelines and principles. Emphasis is placed on application of the coding guidelines, in relation to anatomy and physiology, for ambulatory healthcare settings. Upon completion, students should be able to assign CPT/HCPCS procedural codes according to official guidelines and evaluate compliance with regulatory requirements and reimbursement methodologies.

HIT 215 Revenue Cycle Management (2 Credit Hours)

Class Hours: 1
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course covers the revenue cycle management process used in all healthcare settings as they relate to national billing, compliance, and reporting requirements. Topics include clinical documentation improvement, prospective payment systems, billing processes and procedures, chargemaster maintenance, regulatory guidelines, fraud and abuse, reimbursement monitoring, compliance strategies and reporting. Upon completion, students should be able to perform data quality reviews to validate code assignment and comply with reimbursement and reporting requirements.

HIT 216 Quality Management (2 Credit Hours)

Class Hours: 1
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: Take HIT 114
Corequisites: None
This course introduces principles of quality assessment and improvement, and utilization, risk, and case management, in healthcare. Topics include Continuous Quality Improvement, and case management processes, data analysis/reporting techniques, credentialing, regulatory quality monitoring requirements, and outcome measures and monitoring. Upon completion, students should be able to abstract, analyze, and report clinical data for facility-wide quality management/performance improvement programs and monitor compliance measures.

HIT 217 Quality & Data Analysis (3 Credit Hours)

Class Hours: 2
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: Take MAT 152
Corequisites: None
This course covers the principles of quality assessment and improvement, including data analysis and decision making in healthcare. Topics include healthcare statistics, continuous quality improvement, data analysis and reporting techniques, quality

and outcome metric monitoring. Upon completion, students should be able to compute healthcare statistics, abstract, analyze and report clinical data for organization-wide quality and performance improvement programs for compliance purposes.

HIT 218 Mgmt Principles in HIT (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course covers organizational management concepts as applied to healthcare settings. Topics include leadership skills, managing organizational change, best practices, decision-making, financial management, cultural diversity, ethics, consumer engagement, and workforce training. Upon completion, students should be able to apply management, leadership, and supervisory concepts to various healthcare settings.

HIT 222 Prof Practice Exp III (2 Credit Hours)

Class Hours: 0
Lab Hours: 0
Clinical/Work Experience Hours: 6
Prerequisites: None
Corequisites: None
This course provides supervised and/or simulated health information technology clinical experience in healthcare settings. Emphasis is placed on practical application of HIM functions and core curriculum concepts. Upon completion, students should be able to apply health information theory to healthcare facility practices.

HIT 226 Pathophysiology & Pharmacology (3 Credit Hours)

Class Hours: 2
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: Take One: BIO 163 BIO 166 or BIO 169
Corequisites: None
This course covers principles of disease and the associated pharmacological treatments. Emphasis is placed on physical signs and symptoms, prognoses, common complications and therapeutic options. Upon completion, students should be able to relate disease processes to physical signs and symptoms, prognosis, common complications and their management.

HIT 280 HIM Capstone (2 Credit Hours)

Class Hours: 2
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: Take HIT 211
Corequisites: None
This course integrates application of knowledge and skills learned in prior HIT courses and is designed to prepare students for professional roles in HIM and promote ethical standards of practice. Emphasis is placed on AHIMA domains and professional competencies, career services and preparation for the National Certification exam. Upon completion, students should be able to demonstrate competency in the entry-level domains and subdomains of health information management.

History

HIS 111 World Civilizations I (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
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 identified as a Universal General Education Transfer Component (UGETC) course under the North Carolina Comprehensive Articulation Agreement. Students completing courses designated as UGETC, with a C or higher, will receive equivalent general education course credit for those courses at the receiving UNC institution.

HIS 112 World Civilizations II (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
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 identified as a Universal General Education Transfer Component (UGETC) course under the North Carolina Comprehensive Articulation Agreement. Students completing courses designated as UGETC, with a C or higher, will receive equivalent general education course credit for those courses at the receiving UNC institution.

HIS 121 Western Civilization I (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course introduces western civilization from pre-history to the early modern era. Topics include ancient Greece, Rome, and Christian institutions of the Middle Ages and the emergence of national monarchies in western Europe. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early western civilization.

HIS 122 Western Civilization II (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course introduces western civilization from the early modern era to the present. Topics include the religious wars, the Industrial Revolution, World Wars I and II, and the Cold War. Upon completion, students should be able to analyze significant political socioeconomic and cultural developments in modern western civilization.

HIS 131 American History I (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course is a survey of American history from prehistory 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 identified as a Universal General Education Transfer Component (UGETC) course under the North Carolina Comprehensive Articulation Agreement. Students completing courses designated as UGETC, with a C or higher, will receive equivalent general education course credit for those courses at the receiving UNC institution.

HIS 132 American History II (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
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 identified as a Universal General Education Transfer Component (UGETC) course under the North Carolina Comprehensive Articulation Agreement. Students completing courses designated as UGETC, with a C or higher, will receive equivalent general education course credit for those courses at the receiving UNC institution.

Human Services

HSE 110 Intro to Human Services (3 Credit Hours)

Class Hours: 2
Lab Hours: 2
Clinical/Work Experience Hours: 0
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.

HSE 112 Group Process I (2 Credit Hours)

Class Hours: 1
Lab Hours: 2
Clinical/Work Experience Hours: 0
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.

HSE 123 Interviewing Techniques (3 Credit Hours)

Class Hours: 2
Lab Hours: 2
Clinical/Work Experience Hours: 0
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.

HSE 125 Counseling (3 Credit Hours)

Class Hours: 2
Lab Hours: 2
Clinical/Work Experience Hours: 0
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 counseling techniques.

HSE 210 Human Services Issues (2 Credit Hours)

Class Hours: 2
Lab Hours: 0
Clinical/Work Experience Hours: 0
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.

HSE 212 Group Process II (2 Credit Hours)

Class Hours: 1
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: Take HSE 112
Corequisites: None
This course is a continuation of the study of 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 demonstrate their ability to communicate with others and facilitate communications between others.

HSE 220 Case Management (3 Credit Hours)

Class Hours: 2
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: Take 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.

HSE 225 Crisis Intervention (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
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.

HSE 227 Children & Adol in Crisis (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course covers the crises affecting children and adolescents in contemporary society. Emphasis is placed on abuse and neglect, suicide and murder, dysfunctional family living, poverty, and violence. Upon completion, students should be able to identify and discuss intervention strategies and available services for the major contemporary crises affecting children and adolescents.

Humanities

HUM 120 Cultural Studies (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
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 CAA as a general education course in Humanities/Fine Arts.

HUM 180 Internat Cultural Explor (3 Credit Hours)

Class Hours: 2
Lab Hours: 3

Clinical/Work Experience Hours: 0
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.

Hydraulics and Pneumatics

HYD 110 Hydraulics/Pneumatics I (3 Credit Hours)

Class Hours: 2
Lab Hours: 3
Clinical/Work Experience Hours: 0
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. Oral and written communications skills will be emphasized.

International Business

INT 110 International Business (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course provides an overview of the environment, concepts, and basic differences involved in international business. Topics include forms of foreign involvement, international trade theory, governmental influences on trade and strategies, international organizations, multinational corporations, personnel management, and international marketing. Upon completion, students should be able to describe the foundation of international business.
Competencies
Student Learning Outcomes

1. Describe the foundation of international business.
2. Describe international organizations and multinational corporations.
3. Define forms of foreign involvement.
4. Discuss international trade theory.

Industrial Science

ISC 110 Workplace Safety (1 Credit Hour)

Class Hours: 1
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course introduces the basic concepts of workplace safety. Topics include fire, ladders, lifting, lockout/tag-out, personal protective devices, and other workplace safety issues related to OSHA compliance. Upon completion, students should be able to demonstrate an understanding of the components of a safe workplace.

ISC 112 Industrial Safety (2 Credit Hours)

Class Hours: 2
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course introduces the principles of industrial safety. Emphasis is placed on industrial safety and OSHA regulations. Upon completion, students should be able to demonstrate knowledge of a safe working environment and OSHA compliance.
Competencies
Student Learning Outcomes

1. Describe and identify safety practices required to perform various job-related activities.
2. Describe the application of OSHA procedures and requirements for compliance.

ISC 115 Construction Safety (2 Credit Hours)

Class Hours: 2
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course introduces the basic concepts of construction site safety. Topics include ladders, lifting, lock-out/tag-out, personal protective devices, scaffolds, and above/below ground work based on OSHA regulations. Upon completion, students should be able to demonstrate knowledge of applicable safety regulations and safely participate in construction projects.

ISC 132 Mfg Quality Control (3 Credit Hours)

Class Hours: 2
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: Take 1 Set:
Set 1: DMA 065
Set 2: MAT 003 with a demonstrated mastery of Tier 2
Set 3: MAT 121
Set 4: MAT 171

Set 5: MAT 175
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.

Competencies
Student Learning Outcomes

1. Calculate standard deviation, mean, and central tendency of a set of data.
2. Calculate probability of outcome of an experiment.
3. Create control chart.
4. Explain concepts of six sigma.
5. Create a plan of quality and productivity process for a simulated process.

Leadership Studies

LDR 110 Introduction to Leadership (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course introduces students to concepts, models and practices of leadership that are effective in governmental, business, civic, community and political organizations. Emphasis is placed on the purposes and structures of various types of organizations and examines the leadership styles and strategies that align with these organizations. Upon completion, students should be able to recognize and apply the elements effective leadership in a variety of contexts.

Legal Education

LEX 110 Intro to Paralegal Study (2 Credit Hours)

Class Hours: 2
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course introduces the paralegal profession and the legal system, and an emphasis is placed on the role of professional and legal ethics. Topics include regulations, ethics, case analysis, legal reasoning, career opportunities, professional organizations, terminology and other related topics. Upon completion, students should be able to explain the role of a paralegal and identify the skills, knowledge, and ethics required of paralegals.

LEX 120 Legal Research/Writing I (3 Credit Hours)

Class Hours: 2
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: Take ENG 111

Corequisites: None
This course introduces the techniques of legal research and writing. Emphasis is placed on locating, analyzing, applying, and updating sources of law; effective legal writing, including proper citation; and the use of electronic research methods. Upon completion, students should be able to perform legal research and writing assignments using techniques covered in the course.

LEX 121 Legal Research/Writing II (3 Credit Hours)

Class Hours: 2
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: Take LEX 120
Corequisites: None
This course covers advanced topics in legal research and writing. Topics include more complex legal issues and assignments involving preparation of legal memos, briefs, and other documents and the advanced use of electronic research methods. Upon completion, students should be able to perform legal research and writing assignments using techniques covered in the course.

LEX 130 Civil Injuries (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course covers traditional tort concepts and the evolving body of individual rights created by statute. Topics include intentional and non-intentional torts with emphasis on negligence, strict liability, civil rights, workplace and environmental liability, remedies, and damages. Upon completion, students should be able to recognize, explain, and evaluate elements of civil injuries and related defenses.

LEX 140 Civil Litigation I (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course introduces the structure of the legal system and the rules governing civil litigation. Topics include jurisdiction, state and federal rules of civil procedure and evidence. Upon completion, students should be able to assist an attorney in pre-litigation matters and preparation of pleadings and motions.

LEX 150 Commercial Law I (3 Credit Hours)

Class Hours: 2
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course covers legally enforceable agreements, forms of organization, and selected portions of the Uniform Commercial Code. Topics include drafting and enforcement of contracts, leases, and related documents and selection and implementation of business organization forms, sales, and commercial papers. Upon completion, students should be able to apply the elements of a contract, prepare various business documents, and understand the role of commercial paper.

LEX 170 Administrative Law (2 Credit Hours)

Class Hours: 2
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course covers the scope, authority, and regulatory operations of various federal, state, and local administrative agencies. Topics include social security, worker's compensation, unemployment, zoning, and other related topics. Upon completion, students should be able to research sources of administrative law, investigate, and assist in representation of clients before administrative agencies.

LEX 210 Real Property I (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course introduces the study of real property law. Topics include the distinction between real and personal property, various estates, mechanics of conveyance and encumbrance, recordation, special proceedings, and other related topics. Upon completion, students should be able to identify estates, forms of deeds, requirements for recording, and procedures to enforce rights to real property.

LEX 240 Family Law (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course covers laws governing domestic relations. Topics include marriage, separation, divorce, child custody, support, property division, adoption, domestic violence, and other related topics. Upon completion, students should be able to interview clients, gather information, and draft documents related to family law.

LEX 250 Wills, Estates, & Trusts (3 Credit Hours)

Class Hours: 2
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course covers various types of wills, trusts, probate, estate administration, and intestacy. Topics include types of wills and execution requirements, caveats and dissents, intestate succession, inventories and accountings, distribution and settlement, and other related topics. Upon completion, students should be able to draft simple wills, prepare estate forms, understand administration of estates including taxation, and explain terms regarding trusts.

LEX 280 Ethics & Professionalism (2 Credit Hours)

Class Hours: 2
Lab Hours: 0

Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course reinforces legal ethics and the role of the paralegal in a professional work environment. Topics include a review of ethics, employment opportunities, and search techniques; paralegal certification and other related topics. Upon completion, students should be able to understand the paralegal's role in the ethical practice of law.

Light Duty Diesel

LDD 112 Intro Light-Duty Diesel (3 Credit Hours)

Class Hours: 2
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course covers the history, evolution, basic design and operational parameters for light-duty diesel (LDD) engines used in on-road applications. Topics include familiarization with the light-duty diesel, safety procedures, engine service and maintenance procedures, and introduction to combustion and emission chemistry. Upon completion, students should be able to describe the design and operation of the LDD, perform basic service operations, and demonstrate proper safety procedures.

LDD 116 Diesel Electric-Drive (4 Credit Hours)

Class Hours: 2
Lab Hours: 6
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course covers the theory and operation of electric-drive diesel vehicles. Topics include maintenance, diagnosis, repair and safety procedures for electrically propelled and hybrid diesel vehicles. Upon completion, students should be able to perform diagnostics, maintenance and repairs on electric and hybrid diesel vehicles.

LDD 181 Ldd Fuel Systems (4 Credit Hours)

Class Hours: 2
Lab Hours: 6
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course covers the light-duty diesel fuel delivery systems in on-road applications including hydraulic electronically controlled unit injectors, common-rail, mechanical pumps, and emerging technologies. Topics include diesel combustion theory, fuel system components, electronic and mechanical controls, and fuel types and chemistries that are common to the light-duty diesel engines. Upon completion, students should be able to demonstrate skills necessary to inspect, test, and replace fuel delivery components using appropriate service information and tools.

Logistics Management

LOG 110 Introduction to Logistics (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
The course provides an overview of logistics. Topics include traffic management, warehousing, inventory control, material handling, global logistics, and the movement and storage of goods from raw materials sources to end consumers. Upon completion, students should be able to identify the different segments of logistics and use the terminology of the industry.

LOG 120 Global Logistics (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: Take LOG 110
Corequisites: None
This course examines logistics operations, processes, and modes of transportation in an interdependent world economy. Emphasis is placed on freight forwarding operations, analyzing and selecting transportation modes, and processing of import/export documentation. Upon completion, students should be able to arrange and coordinate the transportation of products globally.

LOG 220 Logistics Management (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: Take LOG 110
Corequisites: None
This course covers the management of the movement and storage of goods and analysis of total costs involved. Emphasis is placed on the monitoring of inventory using automated systems, managing the storage function, warehousing, and distribution. Upon completion, students should be able to describe warehousing and facility layouts, identify material handling methods, and apply inventory control procedures.

Machining

MAC 122 CNC Turning (2 Credit Hours)

Class Hours: 1
Lab Hours: 3
Clinical/Work Experience Hours: 0
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. The primary focus will be on the Fanuc series 0 control and supporting G-codes.

MAC 124 CNC Milling (2 Credit Hours)

Class Hours: 1
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: None

Corequisites: None
This course introduces the manual programming, setup, and operation of CNC machining centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC machining centers.

MAC 141 Machine Applications I (4 Credit Hours)

Class Hours: 2
Lab Hours: 6
Clinical/Work Experience Hours: 0
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.

MAC 142 Machine Applications II (4 Credit Hours)

Class Hours: 2
Lab Hours: 6
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course provides instruction in the wide variety of processes associated with machining. Topics include safety, equipment set-up, holding fixtures, tooling, cutting speeds and depths, metal properties, and proper finishes. Upon completion, students should be able to safely demonstrate advanced machining operations, accurately measure components, and produce accurate components with a proper finish.

MAC 180 CNC Turn: Prog Set & Oper (4 Credit Hours)

Class Hours: 2
Lab Hours: 6
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course introduces two-dimensional coordinate planes in a simple program used for the production of a part on a computer numerical controlled (CNC) lathe. Topics include blueprints, basic G and M codes, editor software, linear and circular interpolation, CNC lathes, process plan, Machinery Handbook, programming techniques and tool path. Upon completion, students should be able to demonstrate proper industry techniques for developing a simple program for creating a part on a CNC lathe.

MAC 181 CNC Mill: Prog Set & Oper (4 Credit Hours)

Class Hours: 2
Lab Hours: 6
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course introduces the development of a simple program for the production of a part on a computer numerical controlled (CNC) milling machine. Topics include blueprints, basic G and M codes, editor software, linear and circular interpolation, CNC

lathes, process plan, Machinery Handbook, programming techniques and tool path. Upon completion, students should be able to demonstrate proper industry techniques for developing a simple program for creating a part on a CNC milling machine.

MAC 231 CAMCNC Turning (3 Credit Hours)

Class Hours: 1
Lab Hours: 4
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course introduces Computer Numerical Control graphics programming and concepts for turning center applications. Emphasis is placed on the interaction of menus to develop a shape file in a graphics CAM system and to develop tool path geometry and part geometry. Upon completion, students should be able to develop a job plan using CAM software, include machine selection tool selection, operational sequence, speed, feed and cutting depth.

MAC 232 CAMCNC Milling (3 Credit Hours)

Class Hours: 1
Lab Hours: 4
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course introduces Computer Numerical Control graphics programming and concepts for machining center applications. Emphasis is placed on developing a shape file in a graphics CAM system and transferring coded information from CAM graphics to the CNC milling center. Upon completion, students should be able to develop a complete job plan using CAM software to create a multi-axis CNC program.

MAC 233 Appl in CNC Machining (6 Credit Hours)

Class Hours: 2
Lab Hours: 12
Clinical/Work Experience Hours: 0
Prerequisites: Take MAC 180 MAC 181
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.

(Maintenance) Industrial Systems Technology

MNT 110 Intro to Maint Procedures (2 Credit Hours)

Class Hours: 1
Lab Hours: 3
Clinical/Work Experience Hours: 0
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.

MNT 230 Pumps & Piping Systems (2 Credit Hours)

Class Hours: 1
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course covers pump installation and maintenance and related valves and piping systems. Topics include various types of pump systems and their associated valves, piping requirements, and other related topics. Upon completion, students should be able to select and install pump and piping systems and demonstrate proper maintenance and troubleshooting procedures.

Marketing and Retailing

MKT 120 Principles of Marketing (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
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.
Competencies
Student Learning Outcomes

1. Define the role of marketing in business.
2. Explain the role of selling, customer relations and product management in marketing.
3. Describe marketing.
4. Define pricing and channel management strategies.

MKT 223 Customer Service (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
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.

Math

MAT 003 Transition Math (3 Credit Hours)

Class Hours: 0
Lab Hours: 6
Clinical/Work Experience Hours: 0
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.
This course is graded Pass/Repeat. P1 will be given to students who complete Tier 1, P2 will be given to students who complete both Tiers 1 and 2, and P3 will be given to students who pass all three tiers.

MAT 010 Math Measurement & Literacy Su (1 Credit Hour)

Class Hours: 0
Lab Hours: 2
Clinical/Work Experience Hours: 0
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.
This course is graded Pass/Fail.

MAT 021 Algebra/Trigonometry I Support (2 Credit Hours)

Class Hours: 1
Lab Hours: 2
Clinical/Work Experience Hours: 0
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.
This course is graded Pass/Fail.

MAT 043 Quantitative Literacy Support (2 Credit Hours)

Class Hours: 1
Lab Hours: 2
Clinical/Work Experience Hours: 0
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.
This course is graded Pass/Fail.

MAT 052 Statistical Methods I (2 Credit Hours)

Class Hours: 1
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course provides an opportunity to customize foundational math content specific to Statistical Methods 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 Statistical Methods I by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.
This course is graded Pass/Fail.

MAT 071 Precalculus Algebra Suppor (2 Credit Hours)

Class Hours: 0
Lab Hours: 4
Clinical/Work Experience Hours: 0
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.
This course is graded Pass/Fail.

MAT 110 Math Measurement & Literacy (3 Credit Hours)

Class Hours: 2
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: Take One Set:
Set 1: DMA 010, DMA 020, and DMA 030
Set 2: DMA 025
Set 3: MAT 003
Set 4: BSP 4003
Corequisites: Take 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.
Competencies
Student Learning Outcomes

1. Demonstrate estimation skills and justify results.
2. Use dimensional analysis to convert units of measurement.
3. Employ fractions, percentages and proportions to solve contextual problems.
4. Compute geometric measurements of perimeter, area, volume and angles.

5. Use technology to analyze and interpret elements of personal finance.
6. Compare and contrast measures of center and measures of dispersion.
7. Interpret tables, charts, and graphs and communicate results.

MAT 121 Algebra/Trigonometry I (3 Credit Hours)

Class Hours: 2
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: Take One Set:
Set 1: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050
Set 2: DMA 025, DMA 040, DMA 050
Set 3: DMA 025, DMA 045
Set 4: DMA 010, DMA 020, DMA 030, DMA 045
Set 5: MAT 003 with a demonstrated mastery of Tier 2
Set 6: BSP 4003
Corequisites: Take 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.
Competencies
Student Learning Outcomes

1. Use geometric principles to solve industrial application problems involving perimeter, area, and volume.
2. Employ basic algebraic operations to simplify, evaluate, and solve proportions, radical and other algebraic functions, equations, and inequalities.
3. Perform basic algebraic operations involving complex numbers.
4. Solve applied problems using trigonometric principles involving right triangles.
5. Solve applied problems using systems of equations involving two and three variables.
6. Use technology to solve practical problems and communicate results.

MAT 143 Quantitative Literacy (3 Credit Hours)

Class Hours: 2
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: Take One Set:
Set 1: DMA 010, DMA 020, DMA 030, and DRE 098
Set 2: DMA 010, DMA 020, DMA 030, and ENG 002
Set 3: DMA 010, DMA 020, DMA 030, and BSP 4002
Set 4: DMA 025, and DRE 098
Set 5: DMA 025, and ENG 002
Set 6: DMA 025, and BSP 4002
Set 7: MAT 003 and DRE 098
Set 8: MAT 003 and ENG 002
Set 9: MAT 003 and BSP 4002
Set 10: BSP 4003 and DRE 098
Set 11: BSP 4003 and ENG 002
Set 12: BSP 4003 and BSP 4002

Corequisites: Take MAT 043
This course is designed to engage students in complex and realistic situations involving the mathematical phenomena of quantity, change and relationship, and uncertainty through project- and activity-based assessment. Emphasis is placed on authentic contexts which will introduce the concepts of numeracy, proportional reasoning, dimensional analysis, rates of growth, personal finance, consumer statistics, practical probabilities, and mathematics for citizenship. Upon completion, students should be able to utilize quantitative information as consumers and to make personal, professional, and civic decisions by decoding, interpreting, using, and communicating quantitative information found in modern media and encountered in everyday life.
Competencies
Student Learning Outcomes

1. Judge the reasonableness of results using estimation, logical processes, and a proper understanding of quantity
2. Utilize proportional reasoning to solve contextual problems and make conversions involving various units of measurement
3. Identify, interpret, and compare linear and exponential rates of growth to make predictions and informed decisions based on data and graphs
4. Differentiate between simple and compound interest and analyze the long-term effects of saving, investing, and borrowing
5. Describe, analyze, and interpret statistical information such as graphs, tables, and summarized data to draw appropriate conclusions when presented with actual statistical studies
6. Determine probabilities and expected values and use them to assess risk and make informed decisions
7. Analyze civic and/or societal issues and critique decisions using relevant mathematics

This course has been identified as a Universal General Education Transfer Component (UGETC) course under the North Carolina Comprehensive Articulation Agreement. Students completing courses designated as UGETC, with a C or higher, will receive equivalent general education course credit for those courses at the receiving UNC institution.

MAT 152 Statistical Methods I (4 Credit Hours)

Class Hours: 3
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: Take One Set:
Set 1: DMA 010, DMA 020, DMA 030, and DRE 098
Set 2: DMA 010, DMA 020, DMA 030, and ENG 002
Set 3: DMA 010, DMA 020, DMA 030, and BSP 4002
Set 4: DMA 025, and DRE 098
Set 5: DMA 025, and ENG 002
Set 6: DMA 025, and BSP 4002
Set 7: MAT 003 and DRE 098
Set 8: MAT 003 and ENG 002
Set 9: MAT 003 and BSP 4002
Set 10: BSP 4003 and DRE 098
Set 11: BSP 4003 and ENG 002
Set 12: BSP 4003 and BSP 4002
Corequisites: Take 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.
Competencies
Student Learning Outcomes

1. Organize, display, calculate, and interpret descriptive statistics

2. Apply basic rules of probability
3. Identify and apply appropriate probability distributions
4. Perform regression analysis
5. Analyze sample data to draw inferences about a population parameter
6. Communicate results through a variety of media

This course has been identified as a Universal General Education Transfer Component (UGETC) course under the North Carolina Comprehensive Articulation Agreement. Students completing courses designated as UGETC, with a C or higher, will receive equivalent general education course credit for those courses at the receiving UNC institution.

MAT 167 Discrete Mathematics (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: Take One: MAT 121 , MAT 171 or MAT 175
Corequisites: None
This course is designed to develop problem-solving and reasoning skills using an algorithmic approach. Topics include sets, number theory, numeration systems, linear programming, traditional and propositional logic, truth tables, Venn diagrams, elementary proofs, and Boolean algebra. Upon completion, students should be able to apply logic and other mathematical concepts to solve a variety of problems.
Competencies

Student Learning Outcomes

1. Construct and use truth tables to solve logical problems.
2. Solve application problems in set theory using appropriate notation.
3. Set up and solve linear programming problems using various appropriate methods.
4. Construct elementary direct proofs, indirect proofs, and proofs by contradiction.
5. Analyze, construct, and verify algorithms.
6. Formulate and assess Boolean functions.

MAT 171 Precalculus Algebra (4 Credit Hours)

Class Hours: 3
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: Take One Set:
Set 1: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050
Set 2: DMA 010, DMA 020, DMA 030, DMA 045
Set 3: DMA 025, DMA 045
Set 4: DMA 025, DMA 040, DMA 050
Set 5: MAT 121
Set 6: MAT 003 with a demonstrated mastery of Tier 2
Set 7: BSP 4003
Corequisites: Take 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.
Competencies
Student Learning Outcomes

1. Use analytical, graphical, and numerical representations to solve absolute value, radical, polynomial, rational, exponential, and logarithmic equations with both real and complex solutions.
2. Use analytical, graphical, and numerical representations to solve absolute value, polynomial and rational inequalities with real solutions.
3. Use analytical, graphical, and numerical representations to analyze absolute value, radical, polynomial, rational, exponential and logarithmic functions with both real and complex zeros.
4. Use multiple methods to solve problems involving systems of equations and apply to decomposing partial fractions.
5. Construct the composition and inverse of functions.
6. Use polynomial, exponential and logarithmic functions to model various real world situations in order to analyze, draw conclusions, and make predictions.

This course has been identified as a Universal General Education Transfer Component (UGETC) course under the North Carolina Comprehensive Articulation Agreement. Students completing courses designated as UGETC, with a C or higher, will receive equivalent general education course credit for those courses at the receiving UNC institution.

MAT 172 Precalculus Trigonometry (4 Credit Hours)

Class Hours: 3
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: Take MAT 171
Corequisites: None
This course is designed to develop an understanding of topics which are fundamental to the study of Calculus. Emphasis is placed on the analysis of trigonometric functions in multiple representations, right and oblique triangles, vectors, polar coordinates, conic sections, and parametric equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to trigonometry-related problems with and without technology.
Competencies
Student Learning Outcomes

1. Use the unit circle and right triangle definitions to evaluate and graph trigonometric functions and their inverses, to derive trigonometric identities, and to simplify trigonometric expressions.
2. Use multiple methods to solve problems involving trigonometric equations, right triangles, and oblique triangles.
3. Demonstrate knowledge of vector definitions and perform vector operations.
4. Convert equations and graphs between rectangular and polar coordinate systems, and apply to complex numbers.
5. Use multiple representations to define, construct and analyze conic sections.
6. Create, graph, and analyze parametric equations.

This course has been identified as a Universal General Education Transfer Component (UGETC) course under the North Carolina Comprehensive Articulation Agreement. Students completing courses designated as UGETC, with a C or higher, will receive equivalent general education course credit for those courses at the receiving UNC institution.

MAT 175 Precalculus (5 Credit Hours)

Class Hours: 4
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: Take one set:
Set 1: DMA 010 , DMA 020 , DMA 030 , DMA 040 , DMA 050

Set 2: DMA 010 , DMA 020 , DMA 030 , DMA 045

Set 3: DMA 025, DMA 045

Set 4: DMA 025, DMA 040 , DMA 050

Set 5:MAT 121

Set 6: MAT 003 with a demonstrated mastery of Tier 3

Set 7: BSP 003 with a demonstrated mastery of Tier 3
Corequisites: None
This course provides an intense study of the topics which are fundamental to the study of calculus. Emphasis is placed on functions and their graphs with special attention to polynomial, rational, exponential, logarithmic and trigonometric functions, and analytic trigonometry. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction.
This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

MAT 252 Statistical Methods II (4 Credit Hours)

Class Hours: 3
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: Take MAT 152
Corequisites: None
This course is designed to provide a technology-based treatment of multiple sample inferential statistics. Emphasis is placed on two sample hypothesis tests and confidence intervals, linear and multiple regression, analysis of variance, experimental design, and non-parametric techniques. Upon completion, students should be able to draw statistical inferences and communicate results on multiple sample data taken from business and health, social, natural, and applied sciences.
Competencies

Student Learning Outcomes

1. Perform tests of normality on univariate and multivariate data and select the appropriate test, either parametric or non-parametric, perform the analysis, and communicate the results.
2. Detect the difference between independent and dependent data and select the appropriate inferential test, analyze and communicate results.
3. Perform a regression, analyze and communicate the results.
4. Perform a one and two factor analysis of variance, analyze and communicate the results.
5. Design an experiment, collect data, construct a data file and run the appropriate test and analyze and communicate the results.
6. Employ a variety of software to run analyses, construct reports and communicate results in both written and oral presentations.

MAT 263 Brief Calculus (4 Credit Hours)

Class Hours: 3
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: Take MAT 171 or MAT 175
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.
Competencies
Student Learning Outcomes

1. Calculate limits and verify using graphical, numerical and analytical methods.
2. Interpret the derivative as a rate of change.
3. Analyze and interpret the derivative of algebraic, exponential, and logarithmic functions.
4. Evaluate antiderivatives and definite integrals of algebraic, exponential, and logarithmic functions.
5. Apply derivatives and integrals to business, economics, and biological and behavioral sciences contexts.
6. Use appropriate technology and communicate results through a variety of media.

This course has been identified as a Universal General Education Transfer Component (UGETC) course under the North Carolina Comprehensive Articulation Agreement. Students completing courses designated as UGETC, with a C or higher, will receive equivalent general education course credit for those courses at the receiving UNC institution.

MAT 271 Calculus I (4 Credit Hours)

Class Hours: 3
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: Take MAT 172 or MAT 175
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.
Competencies
Student Learning Outcomes

1. Apply the definition of limit to evaluate limits by multiple methods and use it to derive the definition and rules for differentiation and integration.
2. Use derivatives to analyze and graph algebraic and transcendental functions.
3. Select and apply appropriate models and differentiation techniques to solve problems involving algebraic and transcendental functions; these problems will include but are not limited to applications involving optimization and related rates.
4. Apply the definition of indefinite integral to solve basic differential equations.
5. Apply the definition of definite integral to evaluate basic integrals.
6. Use the fundamental theorem of calculus to evaluate integrals involving algebraic and transcendental functions.

This course has been identified as a Universal General Education Transfer Component (UGETC) course under the North Carolina Comprehensive Articulation Agreement. Students completing courses designated as UGETC, with a C or higher, will receive equivalent general education course credit for those courses at the receiving UNC institution.

MAT 272 Calculus II (4 Credit Hours)

Class Hours: 3
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: Take 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.
Competencies
Student Learning Outcomes

1. Select and apply appropriate models and integration techniques to solve problems involving algebraic and transcendental functions; these problems will include but are not limited to applications involving volume, arc length, surface area, centroids, force and work.
2. Evaluate proper and improper integrals using various integration techniques.
3. Analyze the convergence and divergence of infinite sequences and series and find the Taylor and McLaurin representations for transcendental functions.
4. Use differentiation and integration to analyze the graphs of polar form equations and parametric form equations.
5. Solve separable and first-order linear differential equations.
6. Analyze and graph conic sections using calculus techniques.

This course has been identified as a Universal General Education Transfer Component (UGETC) course under the North Carolina Comprehensive Articulation Agreement. Students completing courses designated as UGETC, with a C or higher, will receive equivalent general education course credit for those courses at the receiving UNC institution.

MAT 273 Calculus III (4 Credit Hours)

Class Hours: 3
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: Take 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.
Competencies
Student Learning Outcomes

1. Perform operations with vectors in two and three dimensional space and apply to analytic geometry.
2. Differentiate and integrate vector-valued functions and apply calculus to motion problems in two and three dimensional space.
3. Determine the limits, derivatives, gradients, and integrals of multivariate functions.
4. Solve problems in multiple integration using rectangular, cylindrical, and spherical coordinate systems.
5. Select and apply appropriate models and techniques to define and evaluate line and surface integrals; these techniques will include but are not limited to Green's, Divergence, and Stoke's theorems.
6. Demonstrate proficiency in using CAS technology to analyze, solve and interpret the various applications.

MAT 280 Linear Algebra (3 Credit Hours)

Class Hours: 2
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: Take 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.
Competencies
Student Learning Outcomes

1. Use analytical and graphical representations to apply vector operations in multiple-dimensions.
2. Solve systems of linear equations using multiple manual and technology-based methods; these methods will include but are not limited to Gaussian and Gauss-Jordan.
3. Use eigenvalues, eigenvectors and diagonalization to solve problems in appropriate situations.
4. Use matrix operations and linear transformations to solve problems in appropriate situations.
5. Demonstrate knowledge of orthogonal projections and orthogonal complements of subspaces, and apply to appropriate situations.
6. Use the fundamental concept of a basis for a subspace to give a precise definition of dimensions and rank, and to solve problems in appropriate situations.
7. Demonstrate proficiency in using CAS technology to analyze, solve and interpret the various applications.

MAT 285 Differential Equations (3 Credit Hours)

Class Hours: 2
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: Take 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.
Competencies
Student Learning Outcomes

1. Find general solutions to first-order, second-order, and higher-order homogeneous and non-homogeneous differential equations by manual and technology-based methods.
2. Identify and apply initial and boundary values to find particular solutions to first-order, second-order, and higher order homogeneous and non-homogeneous differential equations by manual and technology-based methods, and analyze and interpret the results.
3. Select and apply appropriate methods to solve differential equations; these methods will include, but are not limited to, undetermined coefficients, variation of parameters, eigenvalues and eigenvectors, LaPlace and inverse LaPlace transforms.
4. Select and apply series techniques to solve differential equations; these techniques will include but are not limited to Taylor series.
5. Select and apply numerical analysis techniques to solve differential equations; these techniques will include but are not limited to Euler, Improved Euler, and Runge-Kutta.
6. Demonstrate proficiency in using CAS technology to analyze, solve and interpret the various applications.

Mechanical Technology

MEC 130 Mechanisms (3 Credit Hours)

Class Hours: 2
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course introduces the purpose and action of various mechanical devices. Topics include cams, cables, gear trains,

differentials, screws, belts, pulleys, shafts, levers, lubricants, and other devices. Upon completion, students should be able to analyze, maintain, and troubleshoot the components of mechanical systems.
N/A

MEC 161 Manufacturing Processes I (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
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.
Competencies
Student Learning Outcomes

1. Distinguish various primary metal working processes.
2. Compare and contrast various welding processes.
3. Compare and contrast various material finishing
4. Compare and contrast testing techniques.

MEC 180 Engineering Materials (3 Credit Hours)

Class Hours: 2
Lab Hours: 3
Clinical/Work Experience Hours: 0
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.
Competencies
Student Learning Outcomes

1. Identify and explain the physical and mechanical properties of ferrous metals.
2. Identify and explain the physical and mechanical properties of non-ferrous metals.
3. Identify and explain the physical and mechanical properties of plastics, composites, ceramics, engineered wood materials.
4. Evaluate the effects heat treatments have on various materials.
5. Describe and/or conduct the physical procedures required to test these properties to compare and contrast them.
6. Summarize the use of engineering materials and the impact in the industry.

MEC 265 Fluid Mechanics (3 Credit Hours)

Class Hours: 2
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: Take PHY 131 or PHY 151

Corequisites: None
This course covers the physical behavior of fluids and fluid systems. Topics include fluid statics and dynamics, laminar and turbulent flow, Bernoulli's Equation, components, applications, and other related topics. Upon completion, students should be able to apply fluid power principles to practical applications.
Competencies

Student Learning Outcomes

1. Calculate the physical properties of fluids and fluid systems.
2. Calculate fluid statics and dynamics.
3. Calculate the effect of fluid pressure and flow on areas and pipes.
4. Describe the transmission of power through fluids.
5. Explain the basic concepts of fluid power systems.
6. Calculate the flow of fluids using Bernoulli's Equation.

MEC 270 Machine Design (4 Credit Hours)

Class Hours: 3
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: Take One Set:
Set 1: EGR 250
Set 2: 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.

MEC 275 Engineering Mechanisms (3 Credit Hours)

Class Hours: 2
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: Take One: PHY 131 , PHY 151 or PHY 251; Take DFT 151 or DFT 170;
Corequisites: None
This course covers plane motion and devices used to generate plane motion. Topics include analysis of displacement, velocity, acceleration, gears, cams, and other mechanical systems. Upon completion, students should be able to graphically and mathematically analyze a plane motion system.

Medical Assisting

MED 110 Orientation to Medical Assisting (1 Credit Hour)

Class Hours: 1
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course covers the history of medicine and the role of the medical assistant in the health care setting. Emphasis is placed on

professionalism, communication, attitude, behaviors, and duties in the medical environment. Upon completion, students should be able to project a positive attitude and promote the profession of medical assisting.

MED 116 Introduction to A & P (4 Credit Hours)

Class Hours: 3
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None

This course introduces basic anatomy and physiology. Emphasis is placed on the relationship between body structure and function and the procedures common to health care. Upon completion, students should be able to identify body system components and functions relating this knowledge to the delivery of health care.

MED 118 Medical Law and Ethics (2 Credit Hours)

Class Hours: 2
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course covers legal relationships of physicians and patients, contractual agreements, professional liability, malpractice, medical practice acts, informed consent, and bioethical issues. Emphasis is placed on legal terms, professional attitudes, and the principles and the basic concepts of ethics and laws involved in providing medical services. Upon completion, students should be able to meet the legal and ethical responsibilities of a multi-skilled health professional.

MED 121 Medical Terminology I (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
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.

MED 122 Medical Terminology II (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: Take 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.

MED 130 Administrative Office Procedures I (2 Credit Hours)

Class Hours: 1
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course introduces medical office administrative procedures. Topics include appointment processing, written and oral communications, medical records, patient orientation, and safety. Upon completion, students should be able to perform basic administrative skills within the medical environment.

MED 131 Administrative Office Procedures II (2 Credit Hours)

Class Hours: 1
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: Take MED 130
This course provides medical office procedures in both economic and management skills. Topics include physical plant maintenance, equipment and supplies, liability coverage, medical economics, and introductory insurance procedures. Upon completion, students should be able to manage the economics of the medical office and supervise personnel.

MED 140 Exam Room Procedures I (5 Credit Hours)

Class Hours: 3
Lab Hours: 4
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course provides instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with exams and treatment, patient education, preparation and administration of medications, EKG, vital signs, and medical emergencies. Upon completion, students should be able to demonstrate competence in exam room procedures.

MED 150 Laboratory Procedures I (5 Credit Hours)

Class Hours: 3
Lab Hours: 4
Clinical/Work Experience Hours: 0
Prerequisites: Take MED 140
Corequisites: None
This course provides instruction in basic lab techniques used by the medical assistant. Topics include lab safety, quality control, collecting and processing specimens, performing selective tests, phlebotomy, screening and follow-up of test results, and OSHA/CLIA regulations. Upon completion, students should be able to perform basic lab tests/skills based on course topics.

MED 240 Exam Room Procedures II (5 Credit Hours)

Class Hours: 3
Lab Hours: 4
Clinical/Work Experience Hours: 0
Prerequisites: Take MED 140
Corequisites: None

This course is designed to expand and build upon skills presented in MED 140. Emphasis is placed on advanced exam room procedures. Upon completion, students should be able to demonstrate enhanced competence in selected exam room procedures.

MED 260 Clinical Externship (5 Credit Hours)

Class Hours: 0
Lab Hours: 0
Clinical/Work Experience Hours: 15
Prerequisites: Take MED 118 MED 131 MED 150 MED 240 MED 272
Corequisites: Take MED 264
This course provides the opportunity to apply clinical, laboratory, and administrative skills in a medical facility. Emphasis is placed on enhancing competence in clinical and administrative skills necessary for comprehensive patient care and strengthening professional communications and interactions. Upon completion, students should be able to function as an entry-level health care professional.

MED 264 Medical Assisting Overview (2 Credit Hours)

Class Hours: 2
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: Take MED 260
This course provides an overview of the complete medical assisting curriculum. Emphasis is placed on all facets of medical assisting pertinent to administrative, laboratory, and clinical procedures performed in the medical environment. Upon completion, students should be able to demonstrate competence in the areas covered on the national certification examination for medical assistants.

MED 272 Drug Therapy (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: Take MED 140
Corequisites: None
This course focuses on major drug groups, including their side effects, interactions, methods of administration, and proper documentation. Emphasis is placed on the theory of drug administration. Upon completion, students should be able to identify, spell, recognize side effects of, and document the most commonly used medications in a physician's office.

MED 276 Patient Education (2 Credit Hours)

Class Hours: 1
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: Take MED 150 MED 240 MED 272
Corequisites: None
This course is designed to provide communication skills, basic education principles, and knowledge of available community resources and to apply this knowledge to the clinical setting. Emphasis is placed on identifying appropriate community resources, developing patient education materials, and perfecting written and oral communication skills. Upon completion, students should be able to instruct, communicate effectively, and act as a liaison between the patient and community agencies.

Music

MUS 110 Music Appreciation (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
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 identified as a Universal General Education Transfer Component (UGETC) course under the North Carolina Comprehensive Articulation Agreement. Students completing courses designated as UGETC, with a C or higher, will receive equivalent general education course credit for those courses at the receiving UNC institution.

MUS 112 Introduction to Jazz (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
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 identified as a Universal General Education Transfer Component (UGETC) course under the North Carolina Comprehensive Articulation Agreement. Students completing courses designated as UGETC, with a C or higher, will receive equivalent general education course credit for those courses at the receiving UNC institution.

Network Technologies

NET 125 Introduction to Networks (3 Credit Hours)

Class Hours: 1
Lab Hours: 4
Clinical/Work Experience Hours: 0
Prerequisites: Take CTI 120
Corequisites: None
This course introduces the architecture, structure, functions, components, and models of the Internet and computer networks. Topics include introduction to the principles of IP addressing and fundamentals of Ethernet concepts, media, and operations. Upon completion, students should be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes.

NET 126 Switching and Routing (3 Credit Hours)

Class Hours: 1
Lab Hours: 4

Clinical/Work Experience Hours: 0
Prerequisites: Take NET 125
Corequisites: None
This course covers the architecture, components, and operations of routers and switches in small networks and introduces wireless local area networks (WLAN) and security concepts. Emphasis is placed on configuring and troubleshooting routers and switches for advanced functionality using security best practices and resolving common network issues utilizing both IPv4 and IPv6 protocols. Upon completion, students should be able to configure VLANs and Inter-VLAN routing applying security best practices, troubleshoot inter-VLAN routing on Layer 3 devices, configure redundancy on a switched network using STP and EtherChannel, configure WLANs using a WLC and L2 security best practices and configure IPv4 and IPv6 static routing on routers.

NET 175 Wireless Technology (3 Credit Hours)

Class Hours: 2
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: Take NET 125
Corequisites: None
This course introduces the student to wireless technology and interoperability with different communication protocols. Topics include Wireless Application Protocol (WAP), Wireless Mark-up language (WML), link manager, service discovery protocol, transport layer and frequency band. Upon completion, students should be able to discuss in written and oral form protocols and procedures required for different wireless applications.

NET 225 Enterprise Networking (3 Credit Hours)

Class Hours: 1
Lab Hours: 4
Clinical/Work Experience Hours: 0
Prerequisites: Take NET 126
Corequisites: None
This course is designed to cover the architecture, components, operations, and security to scale for large, complex networks, including wide area network (WAN) technologies. Emphasis is placed on configuring, troubleshooting, and securing enterprise network devices and understanding how application programming interfaces (API) and configuration management tools enable network automation. Upon completion, students should be able to configure link state routing protocols, implement ACLs to filter traffic and secure administrative access, configure NAT services on the router to provide address scalability, explain techniques to provide address scalability and secure remote access for WAN, and explain how automation affects evolving networks.

NET 289 Networking Project (3 Credit Hours)

Class Hours: 1
Lab Hours: 4
Clinical/Work Experience Hours: 0
Prerequisites: Take All: CTI 110, CTI 120, and CTS 115; Take CTS 120 NET 225 NOS 230 SEC 210
Corequisites: None
This course provides an opportunity to complete a significant networking project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, documentation, installation, testing, presentation, and training. Upon completion, students should be able to complete a project from the definition phase through implementation.

Nursing -See also Nursing Assistant (NAS)

NUR 101 Practical Nursing I (11 Credit Hours)

Class Hours: 7
Lab Hours: 6
Clinical/Work Experience Hours: 6
Prerequisites: None
Corequisites: Take PSY 150 BIO 168
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.

NUR 102 Practical Nursing II (10 Credit Hours)

Class Hours: 7
Lab Hours: 0
Clinical/Work Experience Hours: 9
Prerequisites: Take NUR 101
Corequisites: Take ENG 111 BIO 169
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.

NUR 103 Practical Nursing III (9 Credit Hours)

Class Hours: 6
Lab Hours: 0
Clinical/Work Experience Hours: 9
Prerequisites: Take NUR 101; Take NUR 102
Corequisites: None
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.

NUR 111 Intro to Health Concepts (8 Credit Hours)

Class Hours: 4
Lab Hours: 6
Clinical/Work Experience Hours: 6
Prerequisites: None
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 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.

NUR 112 Health-Illness Concepts (5 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 6
Prerequisites: Take 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 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.

NUR 113 Family Health Concepts (5 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 6
Prerequisites: Take NUR 111; Take NUR 112 NUR 114 NUR 211
Corequisites: Take NUR 212
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.

NUR 114 Holistic Health Concepts (5 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 6
Prerequisites: Take NUR 111; Take NUR 112 NUR 211
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.

NUR 211 Health Care Concepts (5 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 6
Prerequisites: Take NUR 111 , Take NUR 112
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.

NUR 212 Health System Concepts (5 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 6
Prerequisites: Take NUR 111; Take NUR 112 NUR 211 NUR 114
Corequisites: Take NUR 113
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.

NUR 213 Complex Health Concepts (10 Credit Hour)

Class Hours: 4
Lab Hours: 3
Clinical/Work Experience Hours: 15
Prerequisites: Take NUR 111
Corequisites: Take NUR 112, NUR 113, NUR 114, NUR 211 and NUR 212
This course is designed to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of fluid/electrolytes, metabolism, perfusion, mobility, stress/coping, violence, health-wellness-illness, professional behaviors, caring interventions, managing care, healthcare systems, and quality improvement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide quality, individualized, entry level nursing care.

NUR 214 Nursing Transition Concepts (4 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 3
Prerequisites: Take ENG 111 PSY 150 BIO 168 BIO 169
Corequisites: Take ENG 112 BIO 275
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.

NUR 221 LPN to ADN Concepts I (9 Credit Hours)

Class Hours: 6
Lab Hours: 0
Clinical/Work Experience Hours: 9
Prerequisites: Take NUR 214
Corequisites: None
This course is designed for the LPN to ADN student to explore the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of safety, perfusion, inflammation, oxygenation, mood/affect, behavior, development, family, health-wellness-illness, sensory perception, stress/coping, cognition, self, violence, and professional behaviors. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 223 LPN to ADN Concepts II (9 Credit Hours)

Class Hours: 6
Lab Hours: 0
Clinical/Work Experience Hours: 9
Prerequisites: Take NUR 221; Take NUR 214
Corequisites: None
This course is designed for the LPN to ADN student to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of fluid/electrolytes, metabolism, thermoregulation, oxygenation, tissue integrity, infection, perfusion, mobility, reproduction, sexuality, health-wellness-illness, professional behaviors, accountability, advocacy, and collaboration. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide quality, individualized, entry-level nursing care.

Nursing Assistant - See also Nursing (NUR)

NAS 101 Nurse Aide I (6 Credit Hours)

Class Hours: 3
Lab Hours: 4
Clinical/Work Experience Hours: 3
Prerequisites: None
Corequisites: None
This course includes basic nursing skills required to provide safe, competent personal care for individuals. Emphasis is placed on person-centered care, the aging process, communication, safety/emergencies, infection prevention, legal and ethical issues, vital signs, height and weight measurements, elimination, nutrition, basic restorative care/rehabilitation, dementia, mental health and end-of-life care. Upon completion, students should be able to demonstrate knowledge and skills and be eligible to test for listing on the North Carolina Nurse Aide I Registry.

NAS 102 Nurse Aide II (6 Credit Hours)

Class Hours: 3
Lab Hours: 2
Clinical/Work Experience Hours: 6
Prerequisites: Take NAS 101
Corequisites: None
This course provides training in Nurse Aide II tasks. Emphasis is placed on the role of the Nurse Aide II, sterile technique and specific tasks such as urinary catheterization, wound care, respiratory procedures, ostomy care, peripheral IV assistive activities, and alternative feeding methods. Upon completion, students should be able to demonstrate knowledge and skills and safe performance of skills necessary to be eligible for listing on the North Carolina Nurse Aide II Registry.

NAS 107 Medication Aide (1 Credit Hour)

Class Hours: 0
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: Take NAS 101 or NUR 3240
Corequisites: None
This course will cover the six rights of medication administration for non-licensed personnel. Topics will include medication administration via the oral, topical and installation routes, medical asepsis, hand hygiene, terminology, and legal implications. Upon completion, students should be able to demonstrate skills necessary to qualify as a Medication Aide with the North Carolina Medication Aide Registry.

Office Systems Technology

OST 122 Office Computations (3 Credit Hours)

Class Hours: 2
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course covers the keypad touch method using the electronic calculator (10-key) and mathematical functions used in office applications. Topics may include budgets, discounts, purchasing, inventory, and petty cash. Upon completion, students should be able to solve a wide variety of numerical problems commonly encountered in an office setting.

OST 130 Comprehensive Keyboarding (3 Credit Hours)

Class Hours: 2
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course is designed to develop keyboarding skills and introductory document formatting. Emphasis is placed on keyboarding techniques and formatting basic business documents. Upon completion, students should be able to create documents in an ever-changing workplace and students should be keying at a range of 34-38 WPM.

OST 134 Text Entry & Formatting (3 Credit Hours)

Class Hours: 2
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: Take OST 130
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 at a range of 38-45 wpm.

OST 135 Adv Text Entry & Format (3 Credit Hours)

Class Hours: 2
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: Take OST 134
Corequisites: None
This course is designed to incorporate computer application skills in the generation of office documents. Emphasis is placed on advanced document production with increased speed and accuracy. Upon completion, students should be able to make independent decisions regarding planning, style, and method of presentation.

OST 136 Word Processing (3 Credit Hours)

Class Hours: 2
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course is designed to introduce word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment.

OST 137 Office Applications I (3 Credit Hours)

Class Hours: 2
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course introduces the concepts and functions of software that meets the changing needs of the community. Emphasis is placed on the terminology and use of software through a hands-on approach. Upon completion, students should be able to use software in a business environment.

OST 138 Office Applications II (3 Credit Hours)

Class Hours: 2
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: Take One: CIS 110, CIS 111, or OST 137
Corequisites: None
This course is designed to improve the proficiency in the utilization of software applications used in business offices through a hands-on approach. Emphasis is placed on in-depth usage of software to create a variety of documents applicable to current business environments. Upon completion, students should be able to master the skills required to design documents that can be customized using the latest software applications.

OST 140 Internet Comm/Research (2 Credit Hours)

Class Hours: 1
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course provides a working knowledge of Internet usage and research for the modern office. Emphasis is placed on using search engines, email, Web sites, Web servers, communication services, and e-business to obtain information vital to the current office environment. Upon completion, students should be able to use the Internet to research any office topics required for employment.

OST 145 Social Media for Office Prof (3 Credit Hours)

Class Hours: 2
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: Take One: CIS 110, CIS 111, or OST 137
Corequisites: None
This course is designed to introduce the office professional to the concepts of social media. Topics include goal setting and

strategies, identifying target audiences, rules of engagement, blogs, podcasts and webinars, sharing videos, pictures, and images, social networks, mobile computing, and social media monitoring. Upon completion, students should be able to create and utilize social media tools in the workplace setting.

OST 148 Med Ins & Billing (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
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.

OST 149 Medical Legal Issues (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course introduces the complex legal, moral, and ethical issues involved in providing health-care services. Emphasis is placed on the legal requirements of medical practices; the relationship of physician, patient, and office personnel; professional liabilities; and medical practice liability. Upon completion, students should be able to demonstrate a working knowledge of current medical law and accepted ethical behavior.

OST 153 Office Finance Solutions (3 Credit Hours)

Class Hours: 2
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: Take One: CIS 110, CIS 111 or OST 137
Corequisites: None
This course introduces basic bookkeeping concepts. Topics include entering data in accounts payable and receivable, keeping petty cash records, maintaining inventory, reconciling bank statements, running payroll, and generating simple financial reports. Upon completion, students should be able to demonstrate competence in the entry and manipulation of data to provide financial solutions for the office.

OST 164 Office Editing (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text.

OST 184 Records Management (3 Credit Hours)

Class Hours: 2
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: Take OST 137 or CIS 110
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.

OST 233 Office Publications Design (3 Credit Hours)

Class Hours: 2
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: Take OST 136
Corequisites: None
This course provides entry-level skills in using software with desktop publishing capabilities. Topics include principles of page layout, desktop publishing terminology and applications, and legal and ethical considerations of software use. Upon completion, students should be able to design and produce professional business documents and publications.

OST 238 Office Applications III (3 Credit Hours)

Class Hours: 2
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: Take OST 138
Corequisites: None
This course is designed to prepare students to analyze data and prepare advanced documents and reports using office software. Emphasis is placed on in-depth usage of software to create a variety of advanced documents applicable to current business environments. Upon completion, students should be able to master the advanced skills required to design documents that can be customized using the latest software applications.

OST 243 Med Office Simulation (3 Credit Hours)

Class Hours: 2
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: Take 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.

OST 247 Procedure Coding (3 Credit Hours)

Class Hours: 2
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: Take MED 121 or OST 141 ; Take OST 148
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.

OST 248 Diagnostic Coding (3 Credit Hours)

Class Hours: 2
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: Take MED 121 or OST 141 ; Take OST 148
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.

OST 249 Med Coding Certification Prep (3 Credit Hours)

Class Hours: 3
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: Take All: 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.

OST 264 Medical Auditing (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: Take All: 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.

OST 280 Electronic Health Records (3 Credit Hours)

Class Hours: 2
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: Take One: CIS 110, CIS 111, or OST 137
Corequisites: None
This course focuses on the use of electronic health records in medical documentation and patient management. Emphasis is placed on creating and maintaining patient medical information, scheduling patient appointments, documenting patient encounters, and billing/insurance claim processing. Upon completion, students should be able to perform the required software tasks following a patient visit from start to finish.

OST 286 Professional Development (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None

This course covers the personal competencies and qualities needed to project a professional image in the office. Topics include interpersonal skills, health lifestyles, appearance, attitude, personal and professional growth, multicultural awareness, and professional etiquette. Upon completion, students should be able to demonstrate these attributes in the classroom, office, and society. This course is intended for students nearing graduation and should be completed by second-year students.

OST 289 Office Admin Capstone (3 Credit Hours)

Class Hours: 2
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: Take One Set:
Set 1: OST 134 and OST 164
Set 2: OST 136 and OST 164
Corequisites: None
This course is designed to be a capstone course for the office professional and provides a working knowledge of administrative office procedures. Emphasis is placed on written and oral communication skills, office software applications, office procedures, ethics, and professional development. Upon completion, students should be able to adapt in an office environment.

Operating Systems

NOS 120 Linux/UNIX Single User (3 Credit Hours)

Class Hours: 2
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course develops the necessary skills for students to develop both GUI and command line skills for using and customizing a Linux workstation. Topics include Linux file system and access permissions, GNOME Interface, VI editor, X Window System expression pattern matching, I/O redirection, network and printing utilities. Upon completion, students should be able to customize and use Linux systems for command line requirements and desktop productivity roles.

NOS 130 Windows Single User (3 Credit Hours)

Class Hours: 2
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course introduces operating system concepts for single-user systems. Topics include hardware management, file and memory management, system configuration/optimization, and utilities. Upon completion, students should be able to perform operating systems functions at the support level in a single-user environment.

NOS 230 Windows Administration I (3 Credit Hours)

Class Hours: 2
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: Take NOS 130

Corequisites: None
This course covers the installation and configuration of a Windows Server operating system. Emphasis is placed on the basic configuration of core network services, Active Directory and group policies. Upon completion, students should be able to install and configure a Windows Server operating system.

Pharmacy

PHM 110 Introduction to Pharmacy (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course introduces pharmacy practice and the technician's role in a variety of pharmacy settings. Topics include medical terminology and abbreviations, drug delivery systems, law and ethics, prescription and medication orders, and the health care system. Upon completion, students should be able to explain the role of pharmacy technicians, read and interpret drug orders, describe quality assurance, and utilize pharmacy references.

PHM 111 Pharmacy Practice I (4 Credit Hours)

Class Hours: 3
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: Take PHM 110 and PHM 115
This course provides instruction in the technical procedures for preparing and dispensing drugs in the hospital and retail settings under supervision of a registered pharmacist. Topics include drug packaging and labeling, out-patient dispensing, hospital dispensing procedures, controlled substance procedures, inventory control, and non-sterile compounding. Upon completion, students should be able to perform basic supervised dispensing techniques in a variety of pharmacy settings.

PHM 115 Pharmacy Calculations (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course provides an introduction to the metric, avoirdupois, and apothecary systems of measurement and the calculations used in pharmacy practice. Topics include ratio and proportion, dosage determinations, percentage preparations, reducing and enlarging formulas, dilution and concentration, aliquots, specific gravity and density, and flow rates. Upon completion, students should be able to correctly perform calculations required to properly prepare a medication order.

PHM 115A Pharmacy Calculations Lab (1 Credit Hour)

Class Hours: 0
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course provides an opportunity to practice and perform calculations encountered in pharmacy practice. Emphasis is placed

on ratio and proportion, dosage calculations, percentage, reduction/enlargement formulas, aliquots, flow rates, and specific gravity/density. Upon completion, students should be able to perform the calculations required to properly prepare a medication order.

PHM 118 Sterile Products (4 Credit Hours)

Class Hours: 3
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: Take PHM 110 and PHM 111
Corequisites: None
This course provides an introduction to intravenous admixture preparation and other sterile products, including total parenteral nutrition and chemotherapy. Topics include aseptic techniques; facilities, equipment, and supplies utilized in admixture preparation; incompatibility and stability; laminar flow hoods; immunizations and irrigation solutions; and quality assurance. Upon completion, students should be able to describe and demonstrate the steps involved in preparation of intermittent and continuous infusions, total parenteral nutrition, and chemotherapy.

PHM 120 Pharmacology I (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course introduces the study of the properties, effects, and therapeutic value of the primary agents in the major drug categories. Topics include nutritional products, blood modifiers, hormones, diuretics, cardiovascular agents, respiratory drugs, and gastrointestinal agents. Upon completion, students should be able to place major drugs into correct therapeutic categories and identify indications, side effects, and trade and generic names.

PHM 125 Pharmacology II (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: Take PHM 120
Corequisites: None
This course provides a continuation of the study of the properties, effects, and therapeutic value of the primary agents in the major drug categories. Topics include autonomic and central nervous system agents, anti-inflammatory agents, and anti-infective drugs. Upon completion, students should be able to place major drugs into correct therapeutic categories and identify indications, side effects, and trade and generic names.

PHM 138 Pharmacy Clinical (8 Credit Hours)

Class Hours: 0
Lab Hours: 0
Clinical/Work Experience Hours: 24
Prerequisites: None
Corequisites: None
This course provides an opportunity to work in pharmacy settings under a pharmacist's supervision. Emphasis is placed on effective communication with personnel, developing proper employee attitude, and dispensing of medications. Upon completion, students should be able to demonstrate an understanding of pharmacy operations, utilize references, dispense medications, prepare patient charges, and efficiently operate computers.

PHM 140 Trends in Pharmacy (2 Credit Hours)

Class Hours: 2
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course covers the major issues, trends, and concepts in contemporary pharmacy practice. Topics include professional ethics, continuing education, job placement, and the latest developments in pharmacy technician practice. Upon completion, students should be able to demonstrate a basic knowledge of the topics discussed.

PHM 150 Hospital Pharmacy (4 Credit Hours)

Class Hours: 3
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course provides an in-depth study of hospital pharmacy practice. Topics include hospital organizational structure, committee functions, utilization of reference works, purchasing and inventory control, drug delivery systems, and intravenous admixture preparation. Upon completion, students should be able to explain hospital organization/committee functions, interpret and enter patient orders, fill unit-dose cassettes, and prepare intravenous admixtures.

PHM 155 Community Pharmacy (3 Credit Hours)

Class Hours: 2
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course covers the operational procedures relating to retail pharmacy. Emphasis is placed on a general knowledge of over-the-counter products, prescription processing, business/inventory management, and specialty patient services. Upon completion, students should be able to provide technical assistance and support to the retail pharmacist.

PHM 160 Pharm Dosage Forms (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course is a study of pharmaceutical dosage forms and considerations in their manufacture. Topics include bioavailability, routes of administration, tablets, capsules, solutions, syrups, suspensions, elixirs, aerosols, transdermals, topicals, ophthalmics, otics, and other dosage forms. Upon completion, students should be able to describe the characteristics of the major dosage forms and explain how these characteristics affect the action of the drug.

PHM 165 Pharmacy Prof Practice (2 Credit Hours)

Class Hours: 2
Lab Hours: 0
Clinical/Work Experience Hours: 0

Prerequisites: None
Corequisites: None
This course provides a general overview of all aspects of pharmacy technician practice. Emphasis is placed on pharmacy law, calculations, compounding, pharmacology, and pharmacy operations. Upon completion, students should be able to demonstrate competence in the areas required for the Pharmacy Technician Certification Examination.

PHM 265 Professional Issues (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: Take PHM 165
Corequisites: None
This course provides a comprehensive discussion of topics common to the practice of the pharmacy technician. Emphasis is placed on application of professional competencies including legal/ethical issues, leadership/management concepts and employability skills. Upon completion, students should be able to demonstrate competence in pharmacy workplace skills and leadership/management roles.

Philosophy

PHI 215 Philosophical Issues (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: Take 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.
Competencies

1. Engage in critical thinking.
2. Identify, reconstruct, and evaluate philosophical arguments.
3. Analyze key philosophical concepts within epistemology, metaphysics, and ethics.
4. Demonstrate an understanding of major philosophical views, and how they relate to contemporary issues.

This course has been identified as a Universal General Education Transfer Component (UGETC) course under the North Carolina Comprehensive Articulation Agreement. Students completing courses designated as UGETC, with a C or higher, will receive equivalent general education course credit for those courses at the receiving UNC institution.

PHI 240 Introduction to Ethics (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: Take 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.
Competencies

1. Engage in critical thinking about moral issues.
2. Identify, reconstruct and evaluate ethical arguments.
3. Analyze key ethical concepts.
4. Demonstrate understanding of major views in moral philosophy and how they relate to contemporary ethical and social issues.

This course has been identified as a Universal General Education Transfer Component (UGETC) course under the North Carolina Comprehensive Articulation Agreement. Students completing courses designated as UGETC, with a C or higher, will receive equivalent general education course credit for those courses at the receiving UNC institution.

Physics

PHY 110 Conceptual Physics (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: Take DMA 050 or MAT 003 with a demonstrated mastery of Tier 2
Corequisites: Take 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 identified as a Universal General Education Transfer Component (UGETC) course under the North Carolina Comprehensive Articulation Agreement. Students completing courses designated as UGETC, with a C or higher, will receive equivalent general education course credit for those courses at the receiving UNC institution.

PHY 110A Conceptual Physics Lab (1 Credit Hour)

Class Hours: 0
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: Take 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 identified as a Universal General Education Transfer Component (UGETC) course under the North Carolina Comprehensive Articulation Agreement. Students completing courses designated as UGETC, with a C or higher, will receive equivalent general education course credit for those courses at the receiving UNC institution.

PHY 132 Physics-Elec & Magnetism (4 Credit Hours)

Class Hours: 3
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: Take 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.

PHY 151 College Physics I (4 Credit Hours)

Class Hours: 3
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: Take MAT 171 , MAT 175 , or MAT 271
Corequisites: None
This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vectors, linear kinematics and dynamics, energy, power, momentum, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered.
This course has been identified as a Universal General Education Transfer Component (UGETC) course under the North Carolina Comprehensive Articulation Agreement.

PHY 152 College Physics II (4 Credit Hours)

Class Hours: 3
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: Take 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 identified as a Universal General Education Transfer Component (UGETC) course under the North Carolina Comprehensive Articulation Agreement.

PHY 251 General Physics I (4 Credit Hours)

Class Hours: 3
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: Take MAT 271
Corequisites: Take 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 identified as a Universal General Education Transfer Component (UGETC) course under the North Carolina Comprehensive Articulation Agreement.

PHY 252 General Physics II (4 Credit Hours)

Class Hours: 3
Lab Hours: 3

Clinical/Work Experience Hours: 0
Prerequisites: Take All: 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 identified as a Universal General Education Transfer Component (UGETC) course under the North Carolina Comprehensive Articulation Agreement.

Physical Education

PED 110 Fit and Well for Life (2 Credit Hours)

Class Hours: 1
Lab Hours: 2
Clinical/Work Experience Hours: 0
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.

PED 113 Aerobics I (1 Credit Hour)

Class Hours: 0
Lab Hours: 3
Clinical/Work Experience Hours: 0
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.

PED 117 Weight Training I (1 Credit Hour)

Class Hours: 0
Lab Hours: 3
Clinical/Work Experience Hours: 0
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.

PED 118 Weight Training II (1 Credit Hour)

Class Hours: 0
Lab Hours: 3

Clinical/Work Experience Hours: 0
Prerequisites: Take PED 117
Corequisites: None
This course covers advanced levels of weight training. Emphasis is placed on meeting individual training goals and addressing weight training needs and interests. Upon completion, students should be able to establish and implement an individualized advanced weight training program.

PED 119 Circuit Training (1 Credit Hour)

Class Hours: 0
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course covers the skills necessary to participate in a developmental fitness program. Emphasis is placed on the circuit training method which involves a series of conditioning timed stations arranged for maximum benefit and variety. Upon completion, students should be able to understand and appreciate the role of circuit training as a means to develop fitness.

PED 121 Walk, Jog, Run (1 Credit Hour)

Class Hours: 0
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course covers the basic concepts involved in safely and effectively improving cardiovascular fitness. Emphasis is placed on walking, jogging, or running as a means of achieving fitness. Upon completion, students should be able to understand and appreciate the benefits derived from these activities.

PED 122 Yoga I (1 Credit Hour)

Class Hours: 0
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course introduces the basic discipline of yoga. Topics include proper breathing, relaxation techniques, and correct body positions. Upon completion, students should be able to demonstrate the procedure of yoga.

PED 123 Yoga II (1 Credit Hour)

Class Hours: 0
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: Take PED 122
Corequisites: None
This course introduces more detailed aspects of the discipline of yoga. Topics include breathing and physical postures, relaxation, and mental concentration. Upon completion, students should be able to demonstrate advanced procedures of yoga.

Political Science

POL 120 American Government (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
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.
Competencies

1. Demonstrate an understanding of the essential concepts and theories in the course materials.
2. Illustrate an understanding of the roles, duties, and structural characteristics of the executive, legislative, and judicial branches in the US government.
3. Analyze how American political institutions and individual behaviors interact to create political outcomes, with an awareness of the global context.
4. Define the function of political parties, interest groups, public opinion, and the media.
5. Interpret how American's political history, constitutional structure, and political culture contribute to the state of contemporary American democracy.

This course has been identified as a Universal General Education Transfer Component (UGETC) course under the North Carolina Comprehensive Articulation Agreement. Students completing courses designated as UGETC, with a C or higher, will receive equivalent general education course credit for those courses at the receiving UNC institution.

Public Administration

PAD 151 Intro to Public Admin (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course includes an overview of the role of the public administrator in government and an examination of the development and implementation of public policy. Topics include public personnel administration and management, decision making, public affairs, ethics, organizational theories, budgetary functions within governmental agencies, and other governmental issues. Upon completion, students should be able to explain the functions of government in society and in the lives of people composing that society.
Competencies

Student Learning Outcomes

1. Describe public personnel administration and management.
2. Explain decision making in public administration.
3. Explain the functions of government in society and in the lives of people composing that society.
4. Discuss ethics in public administration.

PAD 252 Public Policy Analysis (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course is a study of methods and techniques used to determine the effectiveness of public programs. Emphasis is placed on the concept of ecology and environmental impact, informal groups and information networks, and the relationship between public and private sectors. Upon completion, students should be able to analyze case studies with the use of political analysis techniques.
Competencies

Student Learning Outcomes

1. Describe the relationship between public and private sectors.
2. Define the concepts of ecology and environmental impact.
3. Analyze the effectiveness of public programs.
4. Discuss the use of informal groups and information networks.

PAD 254 Grant Writing (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course covers the basic techniques of successful grant writing. Topics include concept development, funding sources research, and writing skills relevant to the grants process. Upon completion, students should be able to demonstrate a basic understanding of the grants process.

Public Safety Training

PST 120 NCDPS Correct'l Officer Train (8 Credit Hours)

Class Hours: 6
Lab Hours: 4
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course is a mechanism for awarding prior learning credit for industry-recognized training and/or credentials. The prior learning source is the 160-hour Basic Correctional Officer training course regulated by the NC Criminal Justice Education and Training Standards Commission and required for certification as a state correctional officer with the NC Department of Public Safety. Official documentation of successful completion of the state-mandated training must be provided and retained on file. *160 Hours Minimum Documented Training Required.

PST 123 NC Sheriffs' Telecom Training (2 Credit Hours)

Class Hours: 2
Lab Hours: 0
Clinical/Work Experience Hours: 0

Prerequisites: None
Corequisites: None
This course is a mechanism for awarding prior learning credit for industry-recognized training and/or credentials. The prior learning source is the 47-hour Telecommunicator Certification Course regulated by the NC Sheriffs' Education and Training Standards Commission. Official documentation of successful completion of the state-mandated training must be provided and retained on file. *47 Hours Minimum Documented Training Required.

PST 124 Nc Sheriffs' Detent Ofr Train (8 Credit Hours)

Class Hours: 6
Lab Hours: 4
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course is a mechanism for awarding prior learning credit for industry-recognized training and/or credentials. The prior learning source is the 174-hour Detention Officer Certification Course regulated by the NC Sheriffs' Education and Training Standards Commission and required for certification as a detention officer. Official documentation of successful completion of the state-mandated training must be provided and retained on file. *174 Hours Minimum Documented Training Required.

PST 125 NC Basic Juv Just Ofr Train (7 Credit Hours)

Class Hours: 4
Lab Hours: 6
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course is a mechanism for awarding prior learning credit for industry-recognized training and/or credentials. This prior learning source is the 160-hour Basic Juvenile Justice Officer training course regulated by the NC Criminal Justice Education and Training Standards Commission and required for certification as a state juvenile justice officer with the NC Department of Public Safety. Official documentation of successful completion of the state-mandated training must be provided and retained on file. *160 Hours Minimum Documented Training Required.

PST 126 NC Basic Juv Just Counsel Trg (7 Credit Hours)

Class Hours: 4
Lab Hours: 6
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course is a mechanism for awarding prior learning credit for industry-recognized training and/or credentials. This prior learning source is the 162-hour Basic Juvenile Court Counselor training course regulated by the NC Criminal Justice Education and Training Standards Commission and required for certification as a state juvenile court counselor with the NC Department of Public Safety. Official documentation of successful completion of the state-mandated training must be provided and retained on file. *162 Hours Minimum Documented Training Required.

PST 127 NC Basic Probation Ofr Traing (9 Credit Hours)

Class Hours: 6
Lab Hours: 6
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None

This course is a mechanism for awarding prior learning credit for industry-recognized training and/or credentials. The prior learning source is the 216-hour Basic Probation Officer training course regulated by the NC Criminal Justice Education and Training Standards Commission and required for certification as a state correctional officer with the NC Department of Public Safety. Official documentation of successful completion of the state-mandated training must be provided and retained on file. *216 Hours Minimum Documented Training Required.

PST 151 NC Justice Academy Training (1 Credit Hour)

Class Hours: 1
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course is a mechanism for awarding prior learning credit for industry-recognized training and/or credentials. The prior learning source is NC Justice Academy-developed training that may be regulated by the NC Criminal Justice Education and Training Standards Commission and the NC Sheriffs' Education and Training Commission in support of law enforcement training in North Carolina. Official documentation of successful completion of this training must be provided from the training delivery agency and retained on file. *16 Hours Minimum Documented Training Required.

PST 152 NC Justice Academy Training (2 Credit Hours)

Class Hours: 1
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course is a mechanism for awarding prior learning credit for industry-recognized training and/or credentials. The prior learning source is NC Justice Academy-developed training that may be regulated by the NC Criminal Justice Education and Training Standards Commission and the NC Sheriffs' Education and Training Commission in support of law enforcement training in North Carolina. Official documentation of successful completion of this training must be provided from the training delivery agency and retained on file. *48 Hours Minimum Documented Training Required.

PST 153 NC Justice Academy Training (3 Credit Hours)

Class Hours: 1
Lab Hours: 4
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course is a mechanism for awarding prior learning credit for industry-recognized training and/or credentials. The prior learning source is NC Justice Academy-developed training that may be regulated by the NC Criminal Justice Education and Training Standards Commission and the NC Sheriffs' Education and Training Commission in support of law enforcement training in North Carolina. Official documentation of successful completion of this training must be provided from the training delivery agency and retained on file. *80 Hours Minimum Documented Training Required.

PST 154 NC Justice Academy Training (4 Credit Hours)

Class Hours: 2
Lab Hours: 6
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None

This course is a mechanism for awarding prior learning credit for industry-recognized training and/or credentials. The prior learning source is NC Justice Academy-developed training that may be regulated by the NC Criminal Justice Education and Training Standards Commission and the NC Sheriffs' Education and Training Commission in support of law enforcement training in North Carolina. Official documentation of successful completion of this training must be provided from the training delivery agency and retained on file. *128 Hours Minimum Documented Training Required.

PST 155 NC Justice Academy Training (5 Credit Hours)

Class Hours: 2
Lab Hours: 9
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course is a mechanism for awarding prior learning credit for industry-recognized training and/or credentials. The prior learning source is NC Justice Academy-developed training that may be regulated by the NC Criminal Justice Education and Training Standards Commission and the NC Sheriffs' Education and Training Commission in support of law enforcement training in North Carolina. Official documentation of successful completion of this training must be provided from the training delivery agency and retained on file. *176 Hours Minimum Documented Training Required.

PST 156 NC Justice Academy Training (6 Credit Hours)

Class Hours: 2
Lab Hours: 12
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course is a mechanism for awarding prior learning credit for industry-recognized training and/or credentials. The prior learning source is NC Justice Academy-developed training that may be regulated by the NC Criminal Justice Education and Training Standards Commission and the NC Sheriffs' Education and Training Commission in support of law enforcement training in North Carolina. Official documentation of successful completion of this training must be provided from the training delivery agency and retained on file. *224 Hours Minimum Documented Training Required.

PST 157 NC Justice Academy Training (7 Credit Hours)

Class Hours: 2
Lab Hours: 15
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course is a mechanism for awarding prior learning credit for industry-recognized training and/or credentials. The prior learning source is NC Justice Academy-developed training that may be regulated by the NC Criminal Justice Education and Training Standards Commission and the NC Sheriffs' Education and Training Commission in support of law enforcement training in North Carolina. Official documentation of successful completion of this training must be provided from the training delivery agency and retained on file. *272 Hours Minimum Documented Training Required.

PST 158 NC Justice Academy Training (8 Credit Hours)

Class Hours: 2
Lab Hours: 18
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None

This course is a mechanism for awarding prior learning credit for industry-recognized training and/or credentials. The prior learning source is NC Justice Academy-developed training that may be regulated by the NC Criminal Justice Education and Training Standards Commission and the NC Sheriffs' Education and Training Commission in support of law enforcement training in North Carolina. Official documentation of successful completion of this training must be provided from the training delivery agency and retained on file. *320 Hours Minimum Documented Training Required.

PST 159 NC Justice Academy Training (9 Credit Hours)

Class Hours: 2
Lab Hours: 21
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course is a mechanism for awarding prior learning credit for industry-recognized training and/or credentials. The prior learning source is NC Justice Academy-developed training that may be regulated by the NC Criminal Justice Education and Training Standards Commission and the NC Sheriffs' Education and Training Commission in support of law enforcement training in North Carolina. Official documentation of successful completion of this training must be provided from the training delivery agency and retained on file. *368 Hours Minimum Documented Training Required.

PST 163 NC OSFM Training (3 Credit Hours)

Class Hours: 1
Lab Hours: 4
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course is a mechanism for awarding prior learning credit for industry-recognized training and/or credentials. The prior learning source is NC Office of State Fire Marshal regulated by the Fire and Rescue Commission under the NC Department of Insurance. Official documentation of successful completion of this training must be provided from the training delivery agency and retained on file. *80 Hours Minimum Documented Training Required.

PST 166 NC OSFM Training (6 Credit Hours)

Class Hours: 2
Lab Hours: 12
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course is a mechanism for awarding prior learning credit for industry-recognized training and/or credentials. The prior learning source is NC Office of State Fire Marshal regulated by the Fire and Rescue Commission under the NC Department of Insurance. Official documentation of successful completion of this training must be provided from the training delivery agency and retained on file. *224 Hours Minimum Documented Training Required.

PST 171 NCCCS Public Safety Training (1 Credit Hour)

Class Hours: 1
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course is a mechanism for awarding prior learning credit for industry-recognized training and/or credentials. The prior learning source is NC Community College System (NCCCS) continuing education regulated by the State Board of Community

Colleges and accredited through Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Official documentation of successful completion of this training must be provided from the NCCCS and retained on file. *16 Hours Minimum Documented Training Required.

PST 172 NCCCS Public Safety Training (2 Credit Hours)

Class Hours: 1
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course is a mechanism for awarding prior learning credit for industry-recognized training and/or credentials. The prior learning source is NC Community College System (NCCCS) continuing education regulated by the State Board of Community Colleges and accredited through Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Official documentation of successful completion of this training must be provided from the NCCCS and retained on file. *48 Hours Minimum Documented Training Required.

PST 173 NCCCS Public Safety Training (3 Credit Hours)

Class Hours: 1
Lab Hours: 4
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course is a mechanism for awarding prior learning credit for industry-recognized training and/or credentials. The prior learning source is NC Community College System (NCCCS) continuing education regulated by the State Board of Community Colleges and accredited through Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Official documentation of successful completion of this training must be provided from the NCCCS and retained on file. *80 Hours Minimum Documented Training Required.

PST 174 NCCCS Public Safety Training (4 Credit Hours)

Class Hours: 2
Lab Hours: 6
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course is a mechanism for awarding prior learning credit for industry-recognized training and/or credentials. The prior learning source is NC Community College System (NCCCS) continuing education regulated by the State Board of Community Colleges and accredited through Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Official documentation of successful completion of this training must be provided from the NCCCS and retained on file. *128 Hours Minimum Documented Training Required.

PST 175 NCCCS Public Safety Training (5 Credit Hours)

Class Hours: 2
Lab Hours: 9
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course is a mechanism for awarding prior learning credit for industry-recognized training and/or credentials. The prior learning source is NC Community College System (NCCCS) continuing education regulated by the State Board of Community

Colleges and accredited through Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Official documentation of successful completion of this training must be provided from the NCCCS and retained on file. *176 Hours Minimum Documented Training Required.

PST 176 NCCCS Public Safety Training (6 Credit Hours)

Class Hours: 2
Lab Hours: 12
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course is a mechanism for awarding prior learning credit for industry-recognized training and/or credentials. The prior learning source is NC Community College System (NCCCS) continuing education regulated by the State Board of Community Colleges and accredited through Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Official documentation of successful completion of this training must be provided from the NCCCS and retained on file. *224 Hours Minimum Documented Training Required.

PST 177 NCCCS Public Safety Training (7 Credit Hours)

Class Hours: 2
Lab Hours: 15
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course is a mechanism for awarding prior learning credit for industry-recognized training and/or credentials. The prior learning source is NC Community College System (NCCCS) continuing education regulated by the State Board of Community Colleges and accredited through Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Official documentation of successful completion of this training must be provided from the NCCCS and retained on file. *272 Hours Minimum Documented Training Required.

PST 178 NCCCS Public Safety Training (8 Credit Hours)

Class Hours: 2
Lab Hours: 18
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course is a mechanism for awarding prior learning credit for industry-recognized training and/or credentials. The prior learning source is NC Community College System (NCCCS) continuing education regulated by the State Board of Community Colleges and accredited through Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Official documentation of successful completion of this training must be provided from the NCCCS and retained on file. *320 Hours Minimum Documented Training Required.

PST 179 NCCCS Public Safety Training (9 Credit Hours)

Class Hours: 2
Lab Hours: 21
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course is a mechanism for awarding prior learning credit for industry-recognized training and/or credentials. The prior learning source is NC Community College System (NCCCS) continuing education regulated by the State Board of Community

Colleges and accredited through Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Official documentation of successful completion of this training must be provided from the NCCCS and retained on file. *368 Hours Minimum Documented Training Required.

PST 189 NCDOJ Prof Cert Program (9 Credit Hours)

Class Hours: 9
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course is a mechanism for awarding prior learning credit for industry-recognized training and/or credentials. The prior learning source is the Professional Certificate program regulated by NCDOJ. A certificate of completion and associated transcript for the program must be provided and retained on file.

Psychology

PSY 150 General Psychology (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
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 identified as a Universal General Education Transfer Component (UGETC) course under the North Carolina Comprehensive Articulation Agreement. Students completing courses designated as UGETC, with a C or higher, will receive equivalent general education course credit for those courses at the receiving UNC institution.

PSY 237 Social Psychology (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: Take One: 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.

PSY 241 Developmental Psych (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: Take 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.

PSY 281 Abnormal Psychology (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: Take 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.

Religion

REL 110 World Religions (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
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.

Security Technologies

SEC 210 Intrusion Detection (3 Credit Hours)

Class Hours: 2
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: Take CTI 140 NET 125 NOS 130
Corequisites: None
This course introduces the student to intrusion detection methods in use today. Topics include the types of intrusion detection products, traffic analysis, and planning and placement of intrusion detection solutions. Upon completion, students should be able to plan and implement intrusion detection solution for networks and host based systems.

Sociology

SOC 210 Introduction to Sociology (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
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 identified as a Universal General Education Transfer Component (UGETC) course under the North Carolina Comprehensive Articulation Agreement. Students completing courses designated as UGETC, with a C or higher, will receive equivalent general education course credit for those courses at the receiving UNC institution.

SOC 220 Social Problems (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
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.

SOC 225 Social Diversity (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course provides a comparison of diverse roles, interests, opportunities, contributions, and experiences in social life. Topics include race, ethnicity, gender, sexual orientation, class, and religion. Upon completion, students should be able to analyze how cultural and ethnic differences evolve and how they affect personality development, values, and tolerance.

Spanish

SPA 111 Elementary Spanish I (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: Take ENG 002 ENG 090 or ENG 111 or DRE 098
Corequisites: None
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.

SPA 112 Elementary Spanish II (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: Take SPA 111
Corequisites: None
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.

SPA 211 Intermediate Spanish I (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: Take SPA 112
Corequisites: None
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.

SPA 212 Intermediate Spanish II (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: Take SPA 211
Corequisites: None
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.

Sports Media Technology

SMT 110 Play-by-Play (3 Credit Hours)

Class Hours: 2
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course introduces students to methods used to plan for and execute work as a play-by-play announcer for live sports broadcasts. Topics include game preparation, working with analysts and reporters, proper tone and inflection, and best practices in play-by-play announcements during live broadcasts. Upon completion, students should be able to perform a play-by-play broadcast for a live sporting event.

SMT 111 Sports Media Practicum I (2 Credit Hours)

Class Hours: 0
Lab Hours: 6
Clinical/Work Experience Hours: 0

Prerequisites: Take BPT 240
Corequisites: None
This course introduces students to methods used to conduct field camera work, sports interviews, and basic play-by-play announcing. Topics include creating sports media content for radio and television, as well as social media or other online platforms. Upon completion, students should be able to create sports media content and demonstrate introductory-level proficiency in live streaming sporting events.

SMT 112 Sports Media Practicum II (2 Credit Hours)

Class Hours: 0
Lab Hours: 6
Clinical/Work Experience Hours: 0
Prerequisites: Take SMT 111
Corequisites: None
This course introduces students to methods used to conduct intermediate-level field camera work, sports interviews, and play-by-play announcing. Topics include creating intermediate-level sports media content for radio and television, as well as social media or other online platforms. Upon completion, students should be able to create sports media content and demonstrate intermediate-level proficiency in live streaming sporting events.

SMT 113 Sports Media Practicum III (2 Credit Hours)

Class Hours: 0
Lab Hours: 6
Clinical/Work Experience Hours: 0
Prerequisites: Take SMT 111 and SMT 112
Corequisites: None
This course introduces students to methods used to conduct advanced-level field camera work, sports interviews, and play-by-play announcing. Topics include creating advanced-level sports media content for radio and television, as well as social media or other online platforms. Upon completion, students should be able to create sports media content and demonstrate advanced-level proficiency in live streaming sporting events.

Substance Abuse

SAB 110 Substance Abuse Overview (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
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.

SAB 120 Intake and Assessment (3 Credit Hours)

Class Hours: 3
Lab Hours: 0

Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course develops processes for establishment of client rapport, elicitation of client information on which therapeutic activities are based, and stimulation of client introspection. Topics include diagnostic criteria, functions of counseling, nonverbal behavior, collaterals and significant others, dual diagnosis, client strengths and weakness, uncooperative clients, and crisis interventions. Upon completion, students should be able to establish communication with clients, recognize disorders, obtain information for counseling, and terminate the counseling process.

SAB 125 SA Case Management (3 Credit Hours)

Class Hours: 2
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course provides case management activities, including record keeping, recovery issues, community resources, and continuum of care. Emphasis is placed on establishing a systematic approach to monitor the treatment plan and maintain quality of life. Upon completion, students should be able to assist clients in the continuum of care as an ongoing recovery process and develop agency networking.

SAB 135 Addictive Process (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course explores the physical, emotional, psychological, and cultural aspects of the addictive process. Emphasis is placed on addictions to food, sex, alcohol, drugs, work, gambling, and relationships. Upon completion, students should be able to identify the effects, prevention strategies, and treatment methods associated with addictive disorders.

SAB 210 Addiction and Recovery Counsel (3 Credit Hours)

Class Hours: 2
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course provides theory and skills acquisition by utilizing intervention strategies designed to obtain therapeutic information, support recovery, and prevent relapse. Topics include counseling individuals and dysfunctional families, screening instruments, counseling techniques and approaches, recovery and relapse, and special populations. Upon completion, students should be able to discuss issues critical to recovery, identify intervention models, and initiate a procedure culminating in cognitive/behavioral change.

SAB 220 Group Techniques/Therapy (3 Credit Hours)

Class Hours: 2
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: Take HSE 112
Corequisites: None

This course provides a practical guide to diverse methods of group therapy models used in the specific treatment of substance abuse and addiction. Emphasis is placed on the theory and practice of group therapy models specifically designed to treat the cognitive distortions of addiction and substance abuse. Upon completion, students should be able to skillfully practice the group dynamics and techniques formulated for substance abuse and addiction.

SAB 240 Sab Issues in Client Serv (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course introduces systems of professional standards, values, and issues in substance abuse counseling. Topics include confidentiality, assessment of personal values, professional responsibilities, competencies, and ethics relative to multicultural counseling and research. Upon completion, students should be able to understand and discuss multiple ethical issues applicable to counseling and apply various decision-making models to current issues.

Surgical Technology

SUR 110 Introduction to Surgical Technology (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: Take SUR 111
This course provides a comprehensive study of peri-operative care, patient care concepts, and professional practice concepts within the profession of surgical technology. Topics include: introductory concepts, organizational structure and relationships, legal, ethical and moral issues, medical terminology, pharmacology, anesthesia, wound healing management concepts, and the technological sciences. Upon completion, students should be able to apply theoretical knowledge of the course topics to the practice of surgical technology.

SUR 111 Perioperative Patient Care (7 Credit Hours)

Class Hours: 5
Lab Hours: 6
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: Take SUR 110
This course provides the surgical technology student the theoretical knowledge required to function in the pre-operative, intra-operative, and post-operative role. Topics include asepsis, disinfection and sterilization, physical environment, instrumentation, equipment, peri-operative patient care, and peri-operative case management. Upon completion, students should be able to apply the principles and practice of the peri-operative team member to the operative environment.

SUR 122 Surgical Procedures I (6 Credit Hours)

Class Hours: 5
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: Take all: SUR 110 and SUR 111
Corequisites: Take SUR 123

This course provides an introduction to selected basic and intermediate surgical specialties that students are exposed to the first clinical rotation. Emphasis is placed on related surgical anatomy, pathology, and procedures that enhance theoretical knowledge of patient care, instrumentation, supplies, and equipment. Upon completion, students should be able to correlate, integrate, and apply theoretical knowledge of the course topics to the clinical operative environment.

SUR 123 Clinical Practice I (7 Credit Hours)

Class Hours: 0
Lab Hours: 0
Clinical/Work Experience Hours: 21
Prerequisites: Take All: SUR 110 and SUR 111
Corequisites: Take SUR 122
This course provides clinical experience with a variety of perioperative assignments to build upon skills learned in SUR 111. Emphasis is placed on the scrub and circulating roles of the surgical technologist including aseptic technique and basic case preparation for selected surgical procedures. Upon completion, students should be able to prepare, assist with, and dismantle basic surgical cases in both the scrub and circulating roles.

SUR 134 Surgical Procedures II (5 Credit Hours)

Class Hours: 5
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: Take SUR 123
Corequisites: None
This course provides a comprehensive study of intermediate and advanced surgical specialties that students are exposed to in the second clinical rotation. Emphasis is placed on related surgical anatomy, pathology, and procedures that enhance theoretical knowledge of patient care, instrumentation, supplies, and equipment. Upon completion, students should be able to correlate, integrate, and apply theoretical knowledge of the course topics to the clinical operative environment.

SUR 135 Clinical Practice II (4 Credit Hours)

Class Hours: 0
Lab Hours: 0
Clinical/Work Experience Hours: 12
Prerequisites: Take SUR 123
Corequisites: Take SUR 134
This course provides clinical experience with a variety of perioperative assignments to build skills required for complex perioperative patient care. Emphasis is placed on greater technical skills, critical thinking, speed, efficiency, and autonomy in the operative setting. Upon completion, students should be able to function in the role of an entry-level surgical technologist.

SUR 137 Professional Success Preparation (1 Credit Hour)

Class Hours: 1
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course provides employability skills and an overview of theoretical knowledge in preparation for certification. Topics include test-taking strategies, resume preparation, interviewing strategies, communication skills, and teamwork concepts. Upon completion, students should be able to prepare a resume, demonstrate appropriate interview techniques, and identify strengths and weaknesses in preparation for certification.

SUR 210 Advanced SUR Clinical Practice (2 Credit Hours)

Class Hours: 0
Lab Hours: 0
Clinical/Work Experience Hours: 6
Prerequisites: None
Corequisites: None
This course is designed to provide individualized experience in advanced practice, education, circulating, and managerial skills. Emphasis is placed on developing and demonstrating proficiency in skills necessary for advanced practice. Upon completion, students should be able to assume leadership roles in a chosen specialty area.

SUR 211 Advanced Theoretical Concepts (2 Credit Hours)

Class Hours: 2
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course covers theoretical knowledge required for extension of the surgical technologist role. Emphasis is placed on advanced practice in complex surgical specialties, educational methodologies, and managerial skills. Upon completion, students should be able to assume leadership roles in a chosen specialty area.

SUR 212 Clinical Supplement (4 Credit Hours)

Class Hours: 0
Lab Hours: 0
Clinical/Work Experience Hours: 12
Prerequisites: None
Corequisites: None
This course provides the opportunity to continue mastering the continuity of care in the peri-operative assignment. Emphasis is placed on maintaining and enhancing acquired clinical skills in the peri-operative setting. Upon completion, students should be able to demonstrate mastery of surgical techniques in the role of the entry level surgical technologist.

Surveying

SRV 110 Surveying I (4 Credit Hours)

Class Hours: 2
Lab Hours: 6
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: Take 1 Set:
Set 1: Take MAT 121
Set 2: Take MAT 171
Set 3: MAT 175
Set 4: MAT 003 with a demonstrated mastery of Tier 2
Set 5: BSP 4003 with a demonstrated mastery of Tier 2
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.

SRV 111 Surveying II (4 Credit Hours)

Class Hours: 2
Lab Hours: 6
Clinical/Work Experience Hours: 0
Prerequisites: Take 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.

Textiles

TEX 110 Fundamentals of Textiles (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course introduces the basics of the textile industry. Topics include history, textile materials, textile products, utilization, and basic textile manufacturing systems. Upon completion, students should be able to explain the uses of textiles and describe the textile manufacturing processes.

TEX 113 Yarn Production Systems (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: Take TEX 110
Corequisites: None
This course covers the yarn production principles used in yarn manufacturing. Emphasis will be on drawing, roving, spinning, and twisting as well as opening, cleaning, and blending, on both long and short staple machinery. Upon completion, students should be able to explain the processes used in both long and short staple yarn manufacturing.

TEX 119 The Textile Industry (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course covers the study of the structure and organization of the integrated textile complex and its strategic functions including cost management, finance, automation, and technology. Emphasis will be on critical stages involved in the manufacture of textile and apparel products. Upon completion, students should be able to explain the fundamental aspects of the integrated textile complex.

TEX 121 Textile Design and Studio I (3 Credit Hours)

Class Hours: 2
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course introduces foundational design concepts and methods of fashion and textile design disciplines. Emphasis is placed on design language, design elements and principles, and design communication and theory. Upon completion, students should be able to recognize and define introductory principles in the design of textile products.

TEX 122 Textile Design and Studio II (3 Credit Hours)

Class Hours: 2
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: Take TEX 121
Corequisites: None
This course provides a continuation of the foundational design concepts and methods of fashion and textile design. Emphasis is placed on concept, context, material, and design process. Upon completion, students should be able to apply introductory principles in the design of textile products.

TEX 210 Fiber Science (5 Credit Hours)

Class Hours: 4
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: Take TEX 110
Corequisites: None
This course covers the chemical nature of synthetic fibers and its effect on the production processes. Topics include properties of fiber polymers, natural and synthetic fiber structural differences, and methods of producing synthetic fibers. Upon completion, students should be able to explain the differences between natural and synthetic fibers and describe the manufacturing processes for synthetic fibers.

TEX 211 Fashion Illustration (3 Credit Hours)

Class Hours: 2
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course introduces foundational concepts of fashion illustration and design. Emphasis is placed on fashion styles, illustration approaches, and drawing methods. Upon completion, students should be to apply multiple approaches to fashion design and presentation.

TEX 212 Yarn Forming Systems (5 Credit Hours)

Class Hours: 4
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: Take TEX 110

Corequisites: None
This course covers the principles of staple and filament yarn systems and structures. Topics include different input materials and manufacturing systems. Upon completion, students should be able to state the influence of materials and manufacturing systems on product characteristics.

TEX 213 Fabric Forming/Weaving (3 Credit Hours)

Class Hours: 2
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: Take TEX 210
Corequisites: None
This course covers fabric forming by the weaving process. Emphasis is placed on fabric construction and geometry. Upon completion, students should be able to relate fabric structures and properties to raw materials, processes, and product performance.

TEX 214 Knitting Processes (3 Credit Hours)

Class Hours: 2
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: Take TEX 212
Corequisites: None
This course covers fabric forming by knitting and non-conventional processes. Emphasis is placed on fabric construction and geometry. Upon completion, students should be able to relate fabric structure and properties to raw materials, processes, and product performance.

TEX 215 Dyeing & Finishing (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: Take TEX 110
Corequisites: None
This course covers preparation, dyeing, printing, and finishing of natural and man-made fabrics. Emphasis is placed on the chemical nature of dyes and the fastness and properties of finishes used to import specific end-use attributes. Upon completion, students should be able to demonstrate a working knowledge of testing, inspecting, and processing parameters of textile dyeing.

Transportation Technology

TRN 110 Intro to Transport Tech (2 Credit Hours)

Class Hours: 1
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course covers workplace safety, hazardous materials, environmental regulations, hand tools, service information, basic concepts, vehicle systems, and common transportation industry terminology. Topics include familiarization with major vehicle

systems, proper use of various hand and power tools, material safety data sheets, and personal protective equipment. Upon completion, students should be able to demonstrate appropriate safety procedures, identify and use basic shop tools, and describe government regulations regarding transportation repair facilities.
Competencies
Student Learning Outcomes

1. Demonstrate work place safety and hazardous waste disposal per OSHA and EPA guidelines that apply to relevant transportation industry work.
2. Given a vehicle or piece of equipment, students will be able to identify it and locate relevant service information in one or more industry-standard databases.
3. Demonstrate proficiency hoisting transportation vehicles through use of lifts and floor jacks.
4. Complete service repair orders with appropriate information: customer contact information; VIN; cause, concern, correction.
5. Identify and communicate about basic systems and terms associated with the transportation industry.
6. Distinguish between different transportation systems terms and components either on a written exercise or in a lab environment.
7. Demonstrate proper use and care of related transportation industry tools and equipment.
8. Correctly identify or describe government regulations associated with the transportation industry.

TRN 120 Basic Transp Electricity (5 Credit Hours)

Class Hours: 4
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course covers basic electrical theory, wiring diagrams, test equipment, and diagnosis, repair and replacement of batteries, starters, and alternators. Topics include Ohm's Law, circuit construction, wiring diagrams, circuit testing, and basic troubleshooting. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair basic wiring, battery, starting, charging, and electrical concerns.
Competencies
Student Learning Outcomes

1. Demonstrate work place safety related to transportation electrical systems.
2. Interpret and apply wiring diagram information on a transportation vehicle electrical system.
3. Demonstrate the proper use of electrical diagnostic test equipment.
4. Use Ohm's law to calculate the value of any of the following given the values of the remaining variables:
   * Voltage (V)
   * Resistance (R)
   * Amperage (A)
5. Given a transportation vehicle with a fault in the battery, starting, and charging system, students will be able to perform successful diagnosis and repairs.
6. Demonstrate the ability to obtain appropriate service information on electrical circuit construction.

TRN 130 Intro to Sustainable Transp (3 Credit Hours)

Class Hours: 2
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None

This course provides an overview of alternative fuels and alternative fuel vehicles. Topics include composition and use of alternative fuels including compressed natural gas, biodiesel, ethanol, hydrogen, and synthetic fuels, hybrid/electric, and vehicles using alternative fuels. Upon completion, students should be able to identify alternative fuel vehicles, explain how each alternative fuel delivery system operates, and perform minor repairs.
Competencies
Student Learning Outcomes

1. Identify alternative fuels used in transportation industry to reduce the dependency on fossil fuels.
2. Describe appropriate safety practices used when servicing and repairing Hybrid Electric Vehicles (HEVs).
3. Correctly identify or describe how each alternative fuel is delivered and used in modern transportation vehicles and equipment.
4. Identify diagnostic procedures and repairs associated with alternative fueled transportation vehicles and equipment.
5. Describe the similarities and differences between various types of Hybrid Electric Vehicle (HEV) power systems found in modern transportation and equipment.
6. Identify emerging fuel sources for the transportation industry that are currently in development and describe their characteristics.

TRN 140 Transp Climate Control (2 Credit Hours)

Class Hours: 1
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: Take TRN 140A
This course covers the theory of refrigeration and heating, electrical/electronic/pneumatic controls, and diagnosis and repair of climate control systems. Topics include diagnosis and repair of climate control components and systems, recovery/recycling of refrigerants, and safety and environmental regulations. Upon completion, students should be able to diagnose and repair vehicle climate control systems.
Competencies
Student Learning Outcomes

1. In a lab setting, demonstrate work place safety per OSHA and EPA guidelines that apply to relevant climate control systems found on transportation vehicles and equipment.
2. Given a transportation vehicle or related equipment with a fault to the climate control system, diagnose and repair the climate control system using the recommended lab equipment as outlined by the related service information.
3. Using the recommended equipment as outlined by the EPA, identify and perform the proper recovery and recycling procedures for any refrigerant in a transportation vehicle or related equipment.
4. Describe the operation of the heating, ventilation and air condition systems.
5. Describe the use of climate control testing equipment to aid diagnosis of the systems.
6. Describe the use of appropriate service information and capacity charts.
7. Describe the EPA regulations that govern the proper use of refrigerants in a transportation vehicle or related equipment.

TRN 140A Transp Climate Cont Lab (2 Credit Hours)

Class Hours: 1
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: Take TRN 140
This course provides experiences for enhancing student skills in the diagnosis and repair of transportation climate control systems. Emphasis is placed on reclaiming, recovery, recharging, leak detection, climate control components, diagnosis, air

conditioning equipment, tools and safety. Upon completion, students should be able to describe the operation, diagnose, and safely service climate control systems using appropriate tools, equipment, and service information.
Competencies
Student Learning Outcomes

1. Given a transportation vehicle or related equipment with a fault in the A/C system, diagnose and repair the system using the recommended lab equipment and service information.
2. Utilize proper equipment to identify a given A/C refrigerant type and the purity of the A/C refrigerant for the transportation industry.
3. Given a transportation vehicle or equipment with an A/C system, determine the recommended refrigerant oil and capacity levels as prescribed from related service information.
4. Given a transportation vehicle or equipment with an A/C system, use the recommended equipment to properly reclaim, recycle, evacuate and recharge the entire refrigerant system.
5. Given a Heating Ventilation and Air Conditioning (HVAC) system, properly drain, flush and refill the entire anti-freeze coolant system.
6. Given a Heating Ventilation and Air Conditioning (HVAC) system, evaluate the anti-freeze coolant condition and perform a systems test as recommended by service information for a transportation vehicle or equipment.
7. Diagnose and repair a transportation vehicle or equipment with a fault in a protection device for the given A/C system.
8. Given an A/C system, remove and inspect system components and seals for damage which may cause the system to leak refrigerant.
9. Given a faulty climate control system, diagnose temperature control problems.

TRN 145 Adv Transp Electronics (3 Credit Hours)

Class Hours: 2
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: Take TRN 120
Corequisites: None
This course covers advanced transportation electronic systems including programmable logic controllers, on-board data networks, telematics, high voltage systems, navigation, collision avoidance systems and electronic accessories. Topics include interpretation of wiring schematics, reprogramming PLC?s, diagnosing and testing data networks and other electronic concerns. Upon completion, students should be able to reprogram PLC?s, diagnose and test data networks and other electronic concerns, and work safely with high voltage systems.
Competencies
Student Learning Outcomes

1. Given a transportation vehicle or related equipment, diagnose and repair a failure in the lighting, gauges, and accessory circuits by using the recommended lab or test equipment as outlined by the related service information.
2. Correctly describe the processes involved in electrical system diagnosis on modern transportation vehicles or equipment.
3. Given a transportation vehicle or equipment, diagnose and repair a fault in the controller area network (CAN) system by using the recommended lab or test equipment as outlined by the related service information.
4. In a lab setting, demonstrate the proper use of electrical diagnostic equipment that apply to transportation vehicles and equipment.
5. Given a transportation vehicle or equipment, diagnose and repair a fault in the electronic control system by using the recommended lab or test equipment as outlined by the related service information.
6. Demonstrate appropriate diagnostic procedures for sensors, controllers, and circuits by using the recommended test equipment as outlined by service information.
7. Correctly identify or describe complex transportation vehicle systems such as, collision avoidance, high intensity headlamps, navigation, and communication systems.
8. Given a transportation vehicle or equipment, replace or reprogram an electronic system controller as outlined by the related service information.

Veterinary Medical Technology

VET 110 Animal Breeds and Husbandry (3 Credit Hours)

Class Hours: 2
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course provides a study of the individual breed characteristics and management techniques of the canine, feline, equine, bovine, porcine, ovine, caprine, and laboratory animals. Topics include physiological data, animal health management, and basic care and handling of animals. Upon completion, students should be able to identify breeds of domestic and laboratory animals, list physiological data, and outline basic care, handling, and management techniques.

VET 120 Veterinary Anatomy & Physiology (4 Credit Hours)

Class Hours: 3
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course covers the structure and function of the animal body with emphasis on the similarities and differences among domestic animals. Emphasis is placed on the structure and function of the major physiological systems of domestic, laboratory, and zoo animals. Upon completion, students should be able to identify relevant anatomical structure and describe basic physiological processes for the major body systems.

VET 121 Veterinary Medical Terminology (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course covers the basic medical terminology required for veterinary technicians. Topics include the pronunciation, spelling and definition of word parts and vocabulary terms unique to the anatomy, clinical pathology, and treatment of animals. Upon completion, students should be able to demonstrate knowledge and understanding of basic medical terms as they relate to veterinary medicine.

VET 122 Veterinary Zoology (4 Credit Hours)

Class Hours: 3
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course introduces basic concepts and principles of biology including cell structure, metabolism, genetics, evolution, and

ecology. Topics include anatomy and physiology, phylogeny, and taxonomy of the animal kingdom. Upon completion, students should be able to explain basic life processes and identify evolutionary relationships among members of the animal kingdom.

VET 123 Veterinary Parasitology (3 Credit Hours)

Class Hours: 2
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course covers the common internal and external parasites of companion animals, livestock, selected zoo animals, and wild animals. Emphasis is placed on laboratory diagnosis of the most common forms of the parasite through fecal, urine, skin, and blood exams. Upon completion, students should be able to identify common parasites and discuss life-cycles, treatment and prevention strategies, and public health aspects of veterinary parasitology.

VET 125 Veterinary Diseases I (2 Credit Hours)

Class Hours: 2
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course introduces basic immunology, fundamentals of disease processes including inflammation, and common infectious diseases of animals and their prevention through immunization. Topics include fundamental disease processes, principles of medical therapy, immunologic processes, infections and zoonotic diseases of domestic animals, and prevention of disease. Upon completion, students should be able to describe basic disease and immunological processes, recognize infections and zoonotic diseases, and discuss prevention strategies.

VET 126 Veterinary Diseases II (2 Credit Hours)

Class Hours: 1
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: Take VET 125
Corequisites: None
This course is the study of basic disease processes and fundamentals of pathology, and other selected topics of veteranary medicine. Topics include histopathology, pathologic changes associated with common diseases of animals, necropsy procedures, and specimen handling. Upon completion, students should be able to describe basic pathologic changes associated with disease, recognize histopathologic changes, and properly perform collection and submission of necropsy specimens.

VET 131 Veterinary Laboratory Techniques I (3 Credit Hours)

Class Hours: 2
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: Take VET 123
Corequisites: Take VET 133
This course includes the fundamental study of hematology, hemostasis, and urinalysis. Emphasis is placed on basic hematology and urinalysis techniques, manual skill development, instrumentation, quality control, and applications to veterinary science. Upon completion, students should be able to perform manual and automated CBCs, hemostatic assays, and complete urinalyses and maintain laboratory equipment and quality control.

VET 133 Vet Clinical Practice I (3 Credit Hours)

Class Hours: 2
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: Take VET 120; Take VET 131
This course introduces basic practices and techniques of the veterinary clinic and biomedical research fields for dogs, cats, and laboratory animals. Topics include physical exam, husbandry, housing, sanitation, restraint and handling, administration of medications, anesthesia and euthanasia techniques, grooming, and dentistry. Upon completion, students should be able to properly restrain, medicate, examine, groom, and maintain each of the species studied.

VET 137 Vet Office Practices (2 Credit Hours)

Class Hours: 1
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course is designed to teach basic administrative techniques, client communication skills, and regulations pertaining to veterinary medicine. Topics include record keeping, telephone techniques, professional liability, office procedures, state and national regulatory laws, human relations, and animal welfare. Upon completion, students should be able to demonstrate effective communication techniques, office procedures, and knowledge of regulatory laws and issues relating to animal welfare.

VET 211 Veterinary Laboratory Techniques II (3 Credit Hours)

Class Hours: 2
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: Take VET 131
Corequisites: Take VET 213
This course covers advanced hematology, serology, immunology, and clinical chemistry. Topics include advanced hematologic, serologic, and immunologic test procedures: manual and automated clinical chemistry procedures: laboratory safety: and quality control. Upon completion, students should be able to collect, prepare, and analyze serum and plasma samples and outline quality control and safety procedures.

VET 212 Veterinary Laboratory Techniques III (3 Credit Hours)

Class Hours: 2
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: Take VET 211
Corequisites: Take VET 214
This course introduces the basic principles of microbiology, histology, and cytology. Emphasis is placed on collection of microbiological samples for culture and sensitivity and collection and preparation of samples for histological and cytological examination. Upon completion, students should be able to perform microbiological culture and sensitivity and evaluate cytology and histology specimens.

VET 213 Veterinary Clinical Practice II (4 Credit Hours)

Class Hours: 1
Lab Hours: 9
Clinical/Work Experience Hours: 0
Prerequisites: Take VET 133
Corequisites: None
This course covers basic radiography, anesthesia techniques, dentistry, sample collection and handling, surgical assistance and instrumentation, sterile techniques, and patient record keeping. Topics include basic radiography, injectable and gas anesthesia, dentistry, instrument identification and care, sterile surgical technique, specimen collection and processing, and maintenance of patient records. Upon completion, students should be able to take and process radiographs, administer and monitor anesthesia, assist in surgical procedures, collect specimens, and maintain surgical records.

VET 214 Veterinary Clinical Practice III (4 Credit Hours)

Class Hours: 1
Lab Hours: 9
Clinical/Work Experience Hours: 0
Prerequisites: Take VET 213
Corequisites: None
This course covers advanced anesthetic techniques, special radiographic techniques, advanced dentistry, sample collection and processing, bandaging, and emergency and critical care procedures. Topics include induction and maintenance of anesthesia, radiographic contrast studies, advanced dentistry, external coaptation, intensive care procedures, and advanced sample collection techniques. Upon completion, students should be able to demonstrate proficiency in sample collection, radiology, anesthesia, critical care and emergency procedures, and dentistry.

VET 215 Veterinary Pharmacology (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: Take One Set:
Set 1: CHM 130 and CHM 130A
Set 2: CHM 151
Corequisites: Take VET 213
This course introduces drugs and other substances utilized in veterinary medicine. Emphasis is placed on drug classification and methods of action, administration, effects and side effects, storing and handling of drugs, and dosage calculations. Upon completion, students should be able to properly calculate and administer medications, recognize adverse reactions, and maintain pharmaceutical inventory and administration records.

VET 217 Large Animal Clinical Practice (3 Credit Hours)

Class Hours: 2
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: Take VET 120
Corequisites: Take VET 213
This course covers topics relevant to the medical and surgical techniques for the common domestic large animal species. Topics include physical exam, restraint, sample collection, bandaging, emergency treatment, surgical and obstetrical procedures and instruments, herd health, and lameness topics. Upon completion, students should be able to safely perform restraint, examination, and sample collection; assist surgical, obstetrical, and emergency procedures; and discuss herd health.

VET 237 Animal Nutrition (3 Credit Hours)

Class Hours: 3
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course covers the principles of nutrition and their application to feeding practices of domestic, farm, and companion animals. Topics include basic nutrients and nutritional needs of individual species, proximate analysis, interpretation of food and feed labels, types of animal foods, and ration formulation. Upon completion, students should be able to select appropriate diets for animals in various stages of health and disease, analyze nutrition labels, and identify foods.

Web Technologies

WEB 110 Internet/Web Fundamentals (3 Credit Hours)

Class Hours: 2
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: CTI 110
Corequisites: None
This course introduces World Wide Web Consortium (W3C) standard markup language and services of the Internet. Topics include creating web pages, responsive design, file transfer, deployment, accessibility, and other related W3C topics. Upon completion, students should be able to deploy a hand-coded website created using HyperText Markup Language (HTML) and Cascading Style Sheet (CSS) standards.

WEB 115 Web Markup and Scripting (3 Credit Hours)

Class Hours: 2
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course introduces Worldwide Web Consortium (W3C) Internet programming using JavaScript. Topics include basic syntax, object-oriented programming, functions, variables, events, arrays, validation, accessibility, and web standards. Upon completion, students should be able to write, debug, maintain well-formed and well documented interactive web content using JavaScript code.

WEB 120 Intro Internet Multimedia (3 Credit Hours)

Class Hours: 2
Lab Hours: 2
Clinical/Work Experience Hours: 0
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.

WEB 151 Mobile Application Dev I (3 Credit Hours)

Class Hours: 2
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course introduces students to programming technologies, design, and development related to mobile applications. Topics include accessing device capabilities, compliance with industry standards, and programming for mobile applications. Upon completion, students should be able to develop basic applications for mobile devices.

WEB 210 Web Design (3 Credit Hours)

Class Hours: 2
Lab Hours: 2
Clinical/Work Experience Hours: 0
Prerequisites: WEB 110
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.

WEB 225 Content Management Sys (3 Credit Hours)

Class Hours: 2
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course introduces students to Content Management Systems (CMS) designed for the publication of Web content to Web sites. Topics include individual user accounts, administration menus, RSS-feeds, customizable layout, flexible account privileges, logging, blogging systems, creating online forums, and modules. Upon completion, students should be able to register and maintain individual user accounts and create a business website and/or an interactive community website.

WEB 250 Database Driven Websites (3 Credit Hours)

Class Hours: 2
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: Take DBA 110; Take WEB 210
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.

Welding

WLD 110 Cutting Processes (2 Credit Hours)

Class Hours: 1
Lab Hours: 3
Clinical/Work Experience Hours: 0
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.
Competencies
Student Learning Outcomes

1. Identify the parts and functions of an oxy-acetylene cutting torch.
2. Identify the parts and functions of various cutting equipment.
3. List the safety practices of using oxy-fuel, plasma-arc, and other cutting equipment.
4. Set-up and adjust cutting equipment.
5. Use an oxy-acetylene outfit, plasma cutting equipment, and other equipment to: a.Cut a straight marked line on various thickness steel plate. b.Cut various shapes out of carbon steel plate. c.Cut carbon steel plate to a bevel and pipe.

WLD 111 Oxy-Fuel Welding (2 Credit Hours)

Class Hours: 1
Lab Hours: 3
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: None
This course introduces the oxy-fuel welding process. Topics include safety, proper equipment setup, and operation of oxy-fuel welding equipment with emphasis on bead application, profile, and discontinuities. Upon completion, students should be able to oxy-fuel weld fillets and grooves on plate and pipe in various positions.

WLD 115 SMAW (Stick) Plate (5 Credit Hours)

Class Hours: 2
Lab Hours: 9
Clinical/Work Experience Hours: 0
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.
Competencies
Student Learning Outcomes

1. Demonstrate SMAW electrode classification in compliance with AWS codes.
2. Perform a groove weld according to AWS D1.1.
3. Demonstrate safe and proper SMAW equipment setup, operation, and shut-down practices in accordance to manufacturer's recommendations.

WLD 116 SMAW (Stick) Plate/Pipe (4 Credit Hours)

Class Hours: 1
Lab Hours: 9

Clinical/Work Experience Hours: 0
Prerequisites: Take 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. This course also includes the knowledge and skills that apply to welding pipe.

WLD 121 GMAW (MIG) FCAW/Plate (4 Credit Hours)

Class Hours: 2
Lab Hours: 6
Clinical/Work Experience Hours: 0
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.
Competencies
Student Learning Outcomes

1. Demonstrate the use of GMAW electrode classification in compliance with AWS code for the selection of electrodes.
2. Demonstrate the use of FCAW electrode classification in compliance with AWS code for the selection of electrodes.
3. Perform a Fillet weld in accordance with AWS code.
4. Perform a groove weld in accordance with AWS code.
5. Demonstrate safe and proper GMAW equipment setup, operation, and shut-down practices in accordance to manufacturer's recommendations.

WLD 131 GTAW (TIG) Plate (4 Credit Hours)

Class Hours: 2
Lab Hours: 6
Clinical/Work Experience Hours: 0
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.
Competencies
Student Learning Outcomes

1. Demonstrate the use of GTAW electrode classification in compliance with AWS for the selection of electrodes.
2. Perform a groove weld in accordance with AWS code.
3. Perform a Fillet weld in accordance with AWS code.
4. Demonstrate safe equipment setup, operation, and shut-down practices according to manufacturer's recommendations.

WLD 141 Symbols & Specifications (3 Credit Hours)

Class Hours: 2
Lab Hours: 2
Clinical/Work Experience Hours: 0

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.
Competencies
Student Learning Outcomes

1. Identify and read welding symbols.
2. Identify and explain various lines, notes, and specifications on a blueprint.
3. Identify the different types of lines on a blueprint.
4. Interpret destructive testing symbols and their methods.
5. Interpret non-destructive testing symbols and their methods.
6. Develop a working sketch.
7. Create a bill of materials from a blueprint.

WLD 143 Welding Metallurgy (2 Credit Hours)

Class Hours: 1
Lab Hours: 2
Clinical/Work Experience Hours: 0
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.
N/A

WLD 151 Fabrication I (4 Credit Hours)

Class Hours: 2
Lab Hours: 6
Clinical/Work Experience Hours: 0
Prerequisites: Take WLD 110, WLD 115, WLD 121, and WLD 141
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.

Work-Based Learning

WBL 111 Work-Based Learning I (1 Credit Hour)

Class Hours: 0
Lab Hours: 0
Clinical/Work Experience Hours: 10
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.

WBL 112 Work-Based Learning I (2 Credit Hours)

Class Hours: 0
Lab Hours: 0
Clinical/Work Experience Hours: 20
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.

WBL 113 Work-Based Learning I (3 Credit Hours)

Class Hours: 0
Lab Hours: 0
Clinical/Work Experience Hours: 30
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. Departmental approval may be required.

WBL 115 Work-Based Learning Seminar I (1 Credit Hour)

Class Hours: 1
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: Take One: WBL 111, WBL 112, WBL 113 or WBL 114
This course description may be written by the individual colleges. This course provides information for career development through emphasis on self-exploration and awareness of the world of work. Upon completion, students will be able to make better career decisions and choices.

WBL 121 Work-Based Learning II (1 Credit Hour)

Class Hours: 0
Lab Hours: 0
Clinical/Work Experience Hours: 10
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.

WBL 122 Work-Based Learning II (2 Credit Hours)

Class Hours: 0
Lab Hours: 0
Clinical/Work Experience Hours: 20
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.

WBL 123 Work-Based Learning II (3 Credit Hours)

Class Hours: 0
Lab Hours: 0
Clinical/Work Experience Hours: 30
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. Departmental approval may be required.

WBL 125 Work-Based Learning Seminar II (1 Credit Hour)

Class Hours: 1
Lab Hours: 0
Clinical/Work Experience Hours: 0
Prerequisites: None
Corequisites: Take One: WBL 121, WBL 122, WBL 123 or WBL 124
This course provides information for career development through emphasis on self-exploration and awareness of the world of work. Upon completion, students will be able to make better career decisions and choices.

WBL 131 Work-Based Learning III (1 Credit Hour)

Class Hours: 0
Lab Hours: 0
Clinical/Work Experience Hours: 10
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.

WBL 132 Work-Based Learning III (2 Credit Hours)

Class Hours: 0
Lab Hours: 0
Clinical/Work Experience Hours: 20

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.

WBL 133 Work-Based Learning III (3 Credit Hours)

Class Hours: 0
Lab Hours: 0
Clinical/Work Experience Hours: 30
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. Departmental Approval may be required.

WBL 211 Work-Based Learning IV (1 Credit Hour)

Class Hours: 0
Lab Hours: 0
Clinical/Work Experience Hours: 10
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.

WBL 212 Work-Based Learning IV (2 Credit Hours)

Class Hours: 0
Lab Hours: 0
Clinical/Work Experience Hours: 20
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.

WBL 221 Work-Based Learning V (1 Credit Hour)

Class Hours: 0
Lab Hours: 0
Clinical/Work Experience Hours: 10
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.

WBL 222 Work-Based Learning V (2 Credit Hours)

Class Hours: 0
Lab Hours: 0
Clinical/Work Experience Hours: 20
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.

WBL 231 Work-Based Learning VI (1 Credit Hour)

Class Hours: 0
Lab Hours: 0
Clinical/Work Experience Hours: 10
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.

WBL 232 Work-Based Learning VI (2 Credit Hours)

Class Hours: 0
Lab Hours: 0
Clinical/Work Experience Hours: 20
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.