**DCCC**

THE COLLEGE OF
DAVIDSON AND DAVIE COUNTIES

# General Information

Apr 1 2016

## Last Updated:

### DCCC Accreditation

DCCC 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 Davidson County Community College.

### Membership and Affiliations:

Achieving the Dream
American Association of Community Colleges
Completion By Design
North Carolina Association of Colleges and Universities

Davidson County Community College is committed to equality of opportunity and does not discriminate on the basis of race, color, religion, gender, age, disability, or national origin consistent with provisions of applicable state and federal law.

### A Message from our President

Welcome to DCCC!

We're Dedicated to Your Journey and Your Success

Thank you for looking to DCCC, the College of Davidson and Davie Counties, for meeting your educational and career goals. We offer top-quality academic programs and services that can open doors of opportunity for your future. We have campuses in Davidson and Davie Counties as well as educational centers in Lexington, Thomasville and Advance.

Your academic and career success within a changing global economy is very important to everyone on our campus, including our faculty, staff and board of

trustees. You'll soon learn that Storm Toward Success is not just a motto. It's a creed we live by. Everything we do and every decision we make is about ensuring your success.

When you enter our doors, you become a member of the DCCC family. For more than 50 years, we've been helping students like you. Our values are very important and reflect DCCC's culture of performance and excellence:

- **Community.** We care for our students, each other and the people we serve.

- **Responsibility.** We teach, model and cultivate an attitude of self-direction.

- **Change.** We embrace collaboration, adaptability, creativity, innovation and risk-taking

- **Excellence.** We excel in our programs and services.

- **Trust.** We embody honesty, integrity, openness, equity, inclusion and respect.

- **Passion.** We pursue our mission with purpose, joy and fun.

We hope you're ready for an experience of a lifetime – one that will allow you to engage with new technologies, learn both inside and outside the classroom, meet new people who share your interests, test your leadership skills and send you on your way to becoming all that you can be.

Whether you plan to transfer to a four-year college or university or put your degree, diploma or certificate to immediate use in the world of work, your future begins now. From this day forward, proudly think of yourself among DCCC's alumni. Make the most of each moment you're with us. DCCC is YOUR COLLEGE, and we welcome you.

Sincerely,

Mary E. Rittling, Ed. D.
DCCC President

**Source URL:** https://www.davidsonccc.edu/catalog/general-information

**DCCC**

THE COLLEGE OF
DAVIDSON AND DAVIE COUNTIES

# Academic Calendar 2016-2017

Apr 1 2016

## Last Updated:

The academic calendar is subject to change. Please refer to the College website at https://davidsonccc.edu/academic-calendar for updates.

## 2016 Spring Semester

| | |
|---|---|
| January 1 | New Year's holiday; College closed |
| January 4 | Curriculum faculty report |
| January 5, 6, 7, 8 | Faculty Report Days |
| January 9 | Spring semester begins – including Saturday classes |
| January 11 | 16 week classes and first 8-week classes begin |
| January 14 | the last day for 75% refund for first 8-week session courses |
| January 18 | Martin Luther King, Jr. holiday; College closed |
| January 21 | Last day for 75% refund for full semester courses |
| February 8 | 12-week session courses begin |
| February 15 | Last day for 75% refund 12-week session courses |
| February 22 | Last day to drop a first 8-week course with a grade of W |
| March 4 | Last day for first 8-week session courses |
| March 7-13 | Spring break; no day or evening curriculum classes |
| March 7,8 | Faculty Report Days; Data Day |
| March 9-11 | Faculty Leave |
| March 14 | Second 8-week classes begin |
| March 15 | Last day to apply for May graduation |
| | Last day for 75% refund for second 8-week session |

| | |
|---|---|
| March 17 | courses |
| March 25-27 | Easter holiday; College closed |
| April 11 | Last day to drop a full semester course with a grade of W |
| April 18 | Last day to drop a 12-week session course with a grade of W |
| April 25 | Last day to drop an 8-week session course with a grade of W |
| May 6 | Last day of classes for day courses having final |
| May 7 | Last day for Saturday courses |
| May 9-12 | Final Exams |
| May 13 | Faculty Report Day |
| May 14 | Commencement |
| May 16-31 | Ten month faculty report days |
| May 30 | Memorial Day holiday; College closed |

## 2016 Summer Session

| | |
|---|---|
| June 6 | Summer curriculum classes begin |
| June 9 | Last day for 75% refund for Summer courses |
| July 1 | Last day to apply for Summer graduation |
| July 4 | Independence Day holiday; College closed |
| July 18 | Last day to drop a summer course with a grade of W |
| July 29 | Last day of classes |

## 2016 Fall Semester

| | |
|---|---|
| Monday, August 15 | Fall semester begins |
| Thursday, August 18 | Last day for 75% refund for first 8-week session courses |
| Saturday, August 20 | Saturday Classes begin |
| Thursday, August 25 | Last day for 75% refund for full semester courses |
| Saturday–Monday, September 3-5 | Labor Day Break; no classes |
| Monday, September 5 | Labor Day Holiday; College closed |
| Monday, September 12 | 12-week session courses begin |

| | |
|---|---|
| Monday, September 19 | Last day for 75% refund for 12-week session courses |
| Monday, September 26 | Last day to drop a first 8-week course with a grade of W |
| Saturday, October 8 | Last day for first 8-week session courses |
| Monday–Sunday, October 10-16 | Fall Break; no curriculum classes |
| Monday, October 17 | Second 8-week session courses begin |
| Thursday, October 20 | Last day for 75% refund for second 8-week session courses |
| Tuesday, November 1 | Last day to apply for December graduation |
| Monday, November 14 | Last day to drop a full semester course with a grade of W |
| Monday, November 21 | Last day to drop a 12-week session course with a grade of W |
| Thursday-Sunday, November 24-27 | Thanksgiving Break; no day or evening classes |
| Thursday–Friday November 24-25 | Thanksgiving Holidays; College closed |
| Monday, November 28 | Last day to drop a second 8-week session course with a grade of W |
| Friday, December 9 | Last day of classes for day courses having final exams |
| Saturday, December 10 | Last day for Saturday courses |
| Monday–Thursday, December 12-15 | Final Exams |
| Monday, December 19–Monday, January 2 | Holiday Break; no day or evening classes |
| Friday, December 23-Monday–January 2 | Christmas Holidays; College closed |

## 2017 Spring Semester

| | |
|---|---|
| Saturday, January 7 | Spring semester begins – including Saturday classes |
| Monday, January 9 | Weekday classes begin |
| Thursday, January 12 | Last day for 75% refund 8-week courses |
| Monday, January 16 | Martin Luther King, Jr. Holiday; College closed |
| Thursday, January 19 | Last day for 75% refund for full semester courses |
| Monday, February 6 | 12-week session courses begin |
| Monday, February 13 | Last day for 75% refund 12-week session courses |

| | |
|---|---|
| Monday, February 20 | Last day to drop a first 8-week course with a grade of W |
| Friday, March 3 | Last day for first 8-week session courses |
| Saturday-Friday, March 4-10 | Spring Break; no day or evening curriculum classes |
| Saturday, March 11 | Second 8 week classes begin |
| Wednesday, March 15 | Last day to apply for May graduation |
| Thursday, March 16 | Last day for 75% refund for second 8-week session courses |
| Monday, April 10 | Last day to drop a full semester course with a grade of W |
| Friday-Sunday, April 14-16 | Easter Holiday; College closed |
| Monday, April 24 | Last day to drop an 8-week session course with a grade of W |
| Friday, May 5 | Last day of classes for day courses having final exams |
| Saturday, May 6 | Last day for Saturday courses |
| Monday-Thursday, May 8-11 | Final Exams |
| Saturday, May 13 | Graduation |
| Monday, May 29 | Memorial Day Holiday; College closed |

**DCCC**

THE COLLEGE OF
DAVIDSON AND DAVIE COUNTIES

# Mission, Values, and Vision of the College

Apr 1 2016
## Last Updated:

## Mission

Davidson County Community College develops minds, inspires imaginations, and prepares students for enhanced career and educational opportunities within a changing global environment.

## Values

**Community** – caring about our students, each other, and the people we serve and responding to their needs

**Responsibility** – teaching, modeling, and cultivating an attitude of self-direction for our students and ourselves

**Change** – embracing collaboration, adaptability, creativity, innovation, and risk-taking

**Excellence** – committing to excellence in the programs and services we offer

**Trust** – embodying honesty, integrity, openness, equity, inclusion, and respect for all

**Passion** – pursuing our mission with purpose, joy, and fun

## Strategic Vision

**The College is a strong and effective organization capable of addressing emerging needs:**

- Mutual trust pervades the campus climate.

- A positive organizational climate is maintained through intentional selection and development of faculty and staff.

- Learning, growth, and improvement are encouraged and nurtured as we adapt to change in a global environment.

- Students, faculty, and staff assume responsibility for their own future.

**Programs and services help build, rebuild, and move the community forward.**

• Programs and services stress learning outcomes.

• Learning outcomes of programs and services prepare students for enhanced employment and educational opportunities.

• The College continues to lead and partner in community and economic recovery, growth, and development.

• International connections help expand student, faculty, and staff concepts of the changing world and our role in it.

**The College's primary focus is teaching and learning:**

• Excellent programs and services meet the needs of individuals and organizations.

• Faculty and staff model and inspire a passion for learning.

• Core competencies for lifelong learning are integrated into programs and services.

• Green and sustainable practices protect our natural resources and model best practices for the local community.

*Reaffirmed by the DCCC Board of Trustees, July 10, 2012*

**Source URL:** https://www.davidsonccc.edu/catalog/general-information/mission-values-and-vision-college

# History of the College

Apr 1 2016
## Last Updated:

Davidson County Community College was initially chartered in 1958 as an Industrial Education Center (IEC). Like other industrial education centers chartered in the 1950s and consolidated under the Community College Act of 1963, this center was designed to equip adults with the skills needed to move from an agricultural to a manufacturing-based economy. When the William E. Sinclair Building opened on a 22-acre site in 1963, the Davidson County IEC enrolled 125 students in vocational and technical programs and 51 students in adult education and service programs.

In 1965, the institution was chartered as Davidson County Community College (DCCC). The Associate in Arts and Associate in Science degrees were added to the existing Associate in Applied Science degree, diploma, and certificate offerings.

The Davidson Campus has 13 buildings and two emergency services training facilities on approximately 97 acres. This includes recent additions of a Technology and Conference Center, a Transportation Technology Center, and a bookstore.

The Davie Campus opened in the spring of 1994 at 1205 Salisbury Road in Mocksville with support from Davie County, the Town of Mocksville, business and industry, and citizens.

The campus consists of 45 acres, three classroom and lab buildings, and an emergency services training facility.

The Davie Campus achieved multi-campus status by the state in 2004. A major expansion project in 2008 added 8,500 square feet of new space to the Laboratory Building. The first floor of the Community Building was renovated to include a state-of-the-art library and Internet cafe.

Due to support from many community partners, DCCC opened three satellite education centers in 2004, 2005, and 2008. The Uptown Lexington Education Center at 20 East First Street opened its doors in May 2004, with the Thomasville Education Center first offering courses in June 2005 at 305 Randolph Street. The Davie Education Center opened in April 2008, located in Advance.

Today, DCCC continues to grow, including the addition of state-of-the-art classrooms and new Macintosh-based computer, advanced manufacturing, and automotive labs. DCCC serves approximately 16,000 students each year and has more than 50 curriculum programs.

# Admissions, Enrollment & Financial Aid

Apr 1 2016

## Last Updated:

### Student Success Center

The Student Success Center is located in the B.E. Mendenhall Jr., Building. The Center represents Davidson County Community College's commitment to student success and degree or credential completion. Several important offices that offer significant support for students are located within or close by the Student Success Center.

The College has sought to integrate and conveniently locate services for efficiency and ease of student access.

The Student Success Center includes the following offices: Enrollment, Financial Aid, Student Records, Career Development, and Academic Advising.

**Source URL:** https://www.davidsonccc.edu/catalog/admissions-enrollment-financial-aid

DCCC
THE COLLEGE OF
DAVIDSON AND DAVIE COUNTIES

## Admissions

Apr 1 2016
## Last Updated:

### All Curriculum Programs

Any person who is at least 18 years of age and is able to benefit from a program at the College may be admitted as a curriculum student or a special credit student. Admission to a specific course of study is based upon criteria developed to help the student determine his/her chances for success in that course of study. These criteria are followed to prevent loss of student time and effort as a result of unsatisfactory achievement. The College uses academic skills assessments, academic records, and/or other indicators to determine the potential for success in programs offered by the College. Should a student desire a course of study but does not have the appropriate educational background, pre-curriculum studies are available to prepare him/her for the desired program.

The admission process is essentially the same for all students applying for associate degree, diploma, and certificate programs; however, several programs have additional requirements, which are described in the Curriculum Programs section of this catalog. An abbreviated procedure has been developed for Special Credit (non-degree) Students; i.e., students not working towards an associate degree, diploma, and specific certificates from Davidson County Community College. Refer to Special Credit Students Section for more information. Refer to the Continuing Education Programs section for admission information about continuing education courses.

The College welcomes the opportunity to assist each prospective student in evaluating his/her educational and career objectives. Enrollment Services lists its hours on the College website. The website also contains a great deal of useful information available to applicants and students at all times.

The steps in the general admissions process are briefly outlined below and should be followed carefully. All forms and correspondence should be addressed to: Enrollment Services Office, Davidson County Community College, P. O. Box 1287, Lexington, NC 27293-1287.

1. The applicant should complete the online Application for Admission. All application materials are available in the Admissions Office or through the College's website, www.davidsonccc.edu.

2. The applicant is encouraged to visit the Enrollment Services Center to discuss his/her educational and career objectives and review the necessary planning that is

needed to support college enrollment. The Enrollment Services Center is located on the first floor of the B.E. Mendenhall, Jr., Building on the Davidson Campus and the Administrative Building on the Davie Campus

3. The applicant will request and submit his/her high school transcript to the Enrollment Services Office. The applicant may need to remind his/her counselor to send his/her final transcript to the College upon graduation from high school. If the applicant received the GED, he/she will need to have the official GED® Score report sent to the Enrollment Services Office. A final high school transcript or GED must be received in the Enrollment Services Office in order for students to qualify for financial aid.

4. The applicant will request and submit an official transcript of work completed at any previously attended college, university, technical institute, or institution of higher education from which they are seeking placement or prerequisite information or transfer credit. Transcripts should be sent to the Enrollment Services Office. Faxed transcripts are not official, however the College may accept hand-carried copies if they are enclosed in the original sealed college stationery envelope.

5. North Carolina law requires that to qualify for in-state tuition, a legal resident must have maintained his/her permanent domicile in North Carolina for at least the 12 consecutive months immediately prior to his/her application. Accordingly, every applicant for admission or readmission to Davidson County Community College must complete the residency information requested when applying for admission.

6. Applicants who plan to obtain a degree, diploma, or certificate are required to complete assessments in academic skills, and computer skills or submit acceptable scores on the SAT, ACT, Accuplacer, ASSET, Compass, or the North Carolina Diagnostic Assessment and Placement (NC DAP) assessments. Scores may not be more than five years old. Students who provide official transcripts showing completion of certain high school courses with a satisfactory unweighted GPA, college-level English, mathematics, and computer courses completed with a grade of C or better, or completion of a Bachelor's degree may be exempt from all or part of the academic or computer skills assessment. Once the applicant submits an application and meets with an Enrollment Advisor, he/she will be instructed to visit the Learning Commons Test Center to take the College's placement assessment. Walk-in testing is provided during Testing Center hours or appointments can be made by visiting www.davidsonccc.edu/academics/placement-testing.

7. Following completion of the placement assessment, the applicant will make an appointment with his/her academic advisor to discuss the results and begin his/her academic plan.

Admission to specific College programs is determined by available space and assessment criteria established for each program. Information on specific program criteria is available from the Enrollment Services Office and on the website.

## Eligibility to Possess Firearms

Any student desiring to enroll in a program that requires the student to possess a firearm shall provide proof of eligibility to possess firearms in order to be enrolled and prior to enrollment in that program. The student shall provide proof of eligibility to possess a firearm by submitting to Student Records or Business Office one of the following:

- Any current, valid State-issued permit to purchase a firearm;
- A current, valid State-issued concealed carry permit from North Carolina;
- A current valid State-issued concealed carry permit from a state with a reciprocal concealed carry agreement with North Carolina;
- Proof of an exemption from permit requirements pursuant to G.S. 14-415.25.
- A background check as determined by the college; the sole purpose of which shall be to determine whether the student can lawfully possess a firearm in North Carolina pursuant to G.S. 14-269.8, G.S. 14-404(c), G.S. 14-415.1, G.S. 14-415.3, and G.S. 14-415.25.

This policy shall not apply to courses mandated by law under Chapter 17C of the North Carolina General Statutes, North Carolina Justice Education and Training Standards Commission, or Chapter 17E of the North Carolina General Statutes, North Carolina Sheriffs' Education and Training Standards Commission.

## Denial of Admission

Davidson County Community College reserves the right, per section 02C.0301(e) and (f) of the NC Administrative Code, to refuse admission to any applicant when there is an articulable, imminent, and significant safety threat to the applicant or other individuals. Decisions to refuse admission are based upon the following definitions:

- **Articulable:** A community college official can provide specification about what leads the official to conclude that an applicant poses a safety threat. The college official should be able to document specific words or specific actions that create a safety threat for the threat to be articulable.

- **Imminent:** Statements or actions by an applicant that pose a threat that is likely to occur at any moment.

- **Significant:** An applicant could cause substantial bodily injury to any person. The State Board of Community Colleges has granted community colleges the authority to determine what is a significant safety threat.

Davidson County Community College has the authority to evaluate whether an applicant has exhibited behavior or made statements that would constitute an articulable, imminent, and significant threat to the applicant or others. The College will not deny admission to any applicant because of any disability the applicant may have.

Upon denial of admission, the applicant will receive a letter including the following information:

- Detailed facts supporting the decision to deny admission;

- The time period in which the applicant will not be admitted and the rationale for determining the time;

- Conditions under which the applicant would be eligible for admission; and

- The process for filing an appeal.

Davidson County Community College also reserves the right, per section 02C.0301 of the NC Administrative Code, to refuse admission to any applicant during any period of time that

the student is suspended or expelled from any other educational entity.

## Appeal Process

Applicants who have been denied admission and wish to appeal should follow instructions in the College's General Complaint Policy starting with Step 2.

## Continuous Enrollment Definition

After a student registers, they must establish attendance by attending class, or completing the entry assignment if applicable, by the census date of the course to be considered enrolled at the College. If the student does not establish attendance in any course for one semester, the student is no longer considered to be active at the College and must re-apply.

**Source URL:** https://www.davidsonccc.edu/catalog/admissions-enrollment-financial-aid/admissions

# DCCC
## THE COLLEGE OF
## DAVIDSON AND DAVIE COUNTIES

# Admission Requirements for Selected Programs

Apr 1 2016
# Last Updated:

Some programs have specific admissions requirements in addition to those listed below. Additional information is available from the Admissions Office and online at www.davidsonccc.edu.

- Associate Degree Nursing
  - Traditional Option
  - LPN to ADN Option
  - RIBN Option

- Aquarium Science
- Basic Law Enforcement Training
- Cancer Information Management
- Central Sterile Processing
- Cosmetology
- Dental Assisting (Pending NCCCS approval)
- Esthetics Technology
- Health Information Technology
- Human Services Technology
- Medical Assisting
- Medical Laboratory Technology
- Nurse Aide (Career & College Promise)
- Pharmacy Technology
- Phlebotomy
- Practical Nurse Education
- Surgical Technology
- Truck Driver Training
- Zoo Science

## Continuing Education Students

For admission to Continuing Education non-credit courses, it is recommended that the student be at least 18 years of age. Some continuing education courses have special admissions requirements.

## International Students

• An international student is defined as one for whom an I-20 (F-1 student visa) form must be issued.

• The College cannot encourage the admission of international students for whom the lack of permanent residency and/or difficulty with the English language is a factor in adjustment to college work.

• Davidson County Community College is not authorized to issue I-20 forms or accept I-20 transfer students for the Basic Skills, GED®, ESL, or Adult High School programs.

• International students are required to observe the regulations of the United States Department of Homeland Security, as well as those of the College.

• A person holding a student (F-1) visa cannot be classified as a North Carolina resident for tuition purposes and shall be required to pay out-of-state tuition.

• If an international student owes a debt to any College, he/she will not be allowed to enroll at the College the following semester and will thereby jeopardize his/her F-1 student status.

• International students wishing to transfer their I-20 to DCCC from another United States institution must complete all application procedures at least 60 days prior to the beginning of the semester in which they wish to enroll.

• The College is required to enroll all international students in the Student and Exchange Visitor Information System (SEVIS) of the Bureau of Citizenship and Immigration Services.

• Current undocumented residents who have maintained residency in North Carolina for at least 12 months prior to application to DCCC may be eligible for in-state status if the student can provide proof of Application for Permanent U.S. Residency and the letter stating that the Department of Homeland Security has received the application. However, these students may not be eligible for federal or state financial aid.

## ADMISSIONS CHECKLIST for International Students

1. **TOEFL Scores** (Test of English as a Foreign Language)

   a.  Anyone wishing to apply for admission as an international student whose native language is not English must first make arrangements through the American Consulate in his/her own country to take the Test of English as a Foreign Language (TOEFL).

   b. No international applicant can be approved for admission (even if he/she meets all other requirements) until a satisfactory score is achieved on the TOEFL exam. For the paper-based TOEFL, a minimum score of 550 is required. For the computer-based TOEFL, a minimum score of 213 is required. For the iBT TOEFL exam, required scores are as follows for each portion of the test: Reading 17; Listening 17; Speaking 16; and Writing 16.

2. **DCCC Application for Admission**

   a.  Some DCCC programs have additional admission requirements.

3. **Placement Assessment Scores**

a.  Make an appointment to take the DCCC Placement Assessment online or by calling the Davidson Campus at 336.249.8186, extension 6787, or the Davie Campus at 336.751.2885.

b. Applicants with previous college level English and/or math credits from regionally accredited college may be exempt from taking a portion of the Placement Assessment.

4. **Official Transcripts** from High School and/or GED and all Colleges attended.

a.  Course work completed at institutions outside of the United States must be submitted with a notarized or certified English translation.

b. Credential evaluations performed by World Education Services (www.wes.org) are accepted.

5. **Evidence of Financial Resources**

a.  All international applicants must submit evidence of adequate financial resources to support them throughout their educational program including evidence of satisfactory housing and transportation arrangements.

b. The documentary evidence must be in the form of either a statement signed by a bank official on bank stationary in English from the individual's bank in the home country that he/she has access to $9,500 plus out-of-state tuition and fees for one year or a signed notarized statement from the bank of a sponsor who is a U.S. citizen that the sponsor has access to $9,500 plus out-of-state tuition and fees for one year and a signed notarized statement of intent to provide support from the sponsor.

c.  Federal and state funds for financial assistance to international students are not available.

Once all steps above have been completed and verified, the Director, Records and Registration will issue an I-20 (student visa).

## Special Credit Students

An applicant to the College who wishes to enroll in one or more curriculum course(s) but who does not plan to pursue a degree, diploma, or certificate may be accepted and may enroll as a special credit student. Before enrolling, a student must provide appropriate documentation showing they demonstrate competence for any course that has a required North Carolina Community College requisite. Options for demonstration of competence include ASSET, Accuplacer, Compass, SAT, or ACT, scores no more than five years old; high school transcripts that meet the specified GPA and course benchmark with a completion date no more than five years old; or unofficial or official transcripts showing prior degree/course work completed. Special credit student enrollment status does not qualify for federal financial assistance.

## Career and College Promise

Career and College Promise provides dual enrollment opportunities for North Carolina high school students to accelerate completion of college certificates, diplomas, and associate degrees that lead to college transfer or provide entry-level job skills. DCCC offers the following Career and College Promise pathways aligned with the K-12 curriculum and

career and college read standards adopted by the State Board of Education:

1. A College Pathway leading to a minimum of 30 hours of college transfer credit;

2. A Career and Technical Education Pathway leading to a certificate, diploma or degree;

3. A Cooperative Innovative High School Pathway (Early College High School).

**College Transfer Pathway**

1. The Career and College Promise College Transfer Pathway leads to a college transfer certificate and may include up to 30 semester hours of transfer courses, including English and mathematics.

2. To be eligible for enrollment, a high school student must meet the following criteria:

   a. Be a high school junior or senior;

   b. Have a weighted GPA of 3.0 on high school courses; and

   c. Demonstrate college readiness on an assessment or placement test.

3. To maintain eligibility for continued enrollment, a student must

   a. Continue to make progress toward high school graduation, and

   b. Maintain a 2.0 GPA in college coursework after completing two courses.

**Career Technical Education Pathway**

1. The Career and College Promise Technical Education Pathway leads to a certificate or diploma aligned with a high school Career Cluster.

2. To be eligible for enrollment, a high school student must meet the following criteria:

   a. Be a high school junior or senior;

   b. Have a weighted GPA of 3.0 on high school courses or have the recommendation of the high school principal or his/her designee; and

   c. Meet the prerequisites for the career pathway.

3. To measure eligibility for continued enrollment, a student must

   a. Continue to make progress toward high school graduation; and

   b. Maintain a 2.0 in college coursework after completing two courses.

For additional information, contact the Career and College Promise Coordinator at 249-8186, extension 6178.

**Early College High Schools**

Davidson and Davie Early College High Schools are small high schools located on the Davidson and Davie campuses of Davidson County Community College. They are collaborative efforts of Davidson County Schools, Davie County Schools, and Davidson County Community College. The Valley Academy is a collaborative effort with Davidson County Schools and is located at 2065 East Holly Grove Road Lexington, NC 27292. Each early college is a public school offering students who attend the opportunity to complete a high school education and an associate degree concurrently in four or five years. Tuition is free of charge, and class sizes are small.

Information about the application process is available by contacting the principal's office of the <u>Davidson Early College High School</u>, <u>Davie Early College High School</u> or the <u>Valley Academy</u>.

# Readmission Policy

Davidson County Community College recognizes that circumstances may cause a disruption in the progress of a student toward the completion of his/her course of study and that the student may find it necessary to withdraw from his/her program of study or from the College. The student is encouraged, when the circumstances causing the disruption in academic progress have been corrected, to contact the Enrollment Services Office to reenroll. After a two-year absence, the student must reapply.

Students who have been suspended for disciplinary or academic reasons or have been administratively withdrawn from the College must apply for readmission. Consideration of requests for readmission of students who have been suspended for any reason will be made in light of the applicant's prior academic and disciplinary record, evidence of growth and maturity, good citizenship record, credits earned at another institution, and time elapsed since leaving the College.

Students readmitted to the College after an academic or disciplinary suspension will automatically be placed on probation for a period of one semester and may be required to participate in an appropriate support program as a term of probation.

Students seeking readmission after an administrative withdrawal period are required to submit written documentation from a healthcare provider demonstrating that he/she is emotionally, psychologically, and/or physically ready to resume study. Documentation must explicitly state that (1) the student has complied with treatment; (2) the student is stable and ready to return to the unstructured and sometimes stressful college environment; (3) the student has addressed issues that led him/her to be withdrawn from school; and (4) it is in the best interest of the student to return to school. A diagnosis, prognosis, and recommendation for follow-up treatment should also be included. The Vice President, Student Affairs, in collaboration with appropriate faculty and staff, will review information supplied by the student and the student's prior academic and disciplinary records. Readmission may be granted upon the Vice President's satisfaction that the student is prepared to return to the College.

## Readmission to Health, Wellness and Public Safety Programs

Re-entry into a Health, Wellness, and Public Safety program is contingent upon space being available in the class, lab, or clinical component of the program and faculty resources. Qualified applicants re-enter with appropriate placement as determined by the applicant's prior academic record and/or curriculum changes. Readmission to a program is

determined by the program director and/or the dean responsible for the program, is limited to one time, and must be initiated with a letter from the student requesting program reinstatement.

- Associate Degree Nursing

- Cancer Information Management

- Central Sterile Processing

- Cosmetology

- Dental Assisting (Pending NCCCS approval)

- Esthetics

- Emergency Medical Science

- Fire Protection Technology

- Health Information Technology

- Human Services Technology

- Medical Assisting

- Medical Laboratory Technology

- Nurse Aide

- Pharmacy Technology

- Phlebotomy

- Practical Nurse Education

- Recreation & Leisure

- Surgical Technology

- Therapeutic Massage

**Source URL:** https://www.davidsonccc.edu/catalog/admissions-enrollment/admission-requirements-selected-programs

**DCCC**

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# Multiple Measures for Placement Policy

Apr 1 2016

# Last Updated:

**NCCCS Policy Using High School Transcript GPA and/or Standardized Test Scores for Placement (Multiple Measures for Placement)**

The Multiple Measures for Placement Policy establishes a hierarchy of measures that colleges will use to determine students' readiness for college-level courses:

1) A recent high school graduate who meets the specified GPA benchmark will be exempt from diagnostic placement testing and will be considered "college-ready" for gateway math and English courses.

2) If a recent high school graduate does not meet the GPA benchmark, the college will use specified ACT or SAT subject area test scores to determine placement.

3) If a recent high school graduate does not meet the GPA threshold or have college-ready ACT or SAT scores, the college will administer the diagnostic placement test to determine placement.

4) If an applicant does not have a recent high school transcript or ACT or SAT scores, the college will administer the diagnostic placement test to determine placement.

| | |
|---|---|
| Unweighted GPA = or > 2.6 Four HIgh School Math Courses* | Student is college ready for any gateway math course and any course that has a DMA prerequisite. Colleges may require students to take a supplemental math lab as a co-requisite, based on college policies. |
| Unweighted GPA = or > 2.6 And Four High School Math Courses* | Student is college ready for any English course up to and including English 111 and any course that has a DRE prerequisite. Colleges may require students to take a supplemental English composition lab as a co-requisite, based on college policies. |
| | College will evaluate subject-area ACT or SAT scores to determine if student is college ready in math and English using the following scores (based on national and state validation studies): |

| Unweighted GPA < 2.6 | **English:**<br>ACT Reading 22 OR ACT English 18<br>SAT Writing 500 OR SAT Critical Reading 500<br><br>**Math:**<br>ACT Math 22<br>SAT Math 500 |
|---|---|
| Unweighted GPA < 2.6 and subject-area score(s) below college ready | Student will take subject-area State Board-approved assessment(s) to determine placement. |
| Students without a recent transcript GPA or without ACT or SAT scores | Student will take subject-area State Board-approved assessment(s) to determine placement |

1. This policy is effective upon approval by the State Board of Community Colleges for students enrolling in Fall semester 2013. All colleges must implement the placement policy by Fall semester 2016.

2. This policy applies to an individual who has an official transcript grade point average (GPA) from a high school that is legally authorized to operate in North Carolina and who graduated from that high school within five years of college enrollment.

3. For students who apply for admission before they graduate from high school, colleges will consider a student's cumulative GPA at the end of 1stsemester of 12th grade or ACT/SAT test scores in determining placement.

4. Colleges will establish local policies regarding using GPA for placement for students with transcripts from out-of-state high schools.

5. Colleges must use State Board-approved cut scores to place students into the appropriate developmental math (DMA) module or reading/English (DRE) course.

6. Colleges will establish local policies to allow students who are assessed near college ready on the diagnostic assessment to co-enroll in a college course and the appropriate developmental education module/course that is a prerequisite for the college-level course.

7. The North Carolina Community College System will review student placement and success rates within two years of implementation of this policy and will report to the State Board of Community Colleges.

* To be eligible for Multiple Measures for Placement, a high school student must complete four math courses, including Algebra 1, Geometry, Algebra II (or the Standard Course of Study equivalents) and one additional math course. Eligible 4th math courses are listed on the NCCCS document: Eligible 4th High School Math Courses for Multiple Measures Placement. The System Office's Program Division will update this list as needed in consultation with the Department of Public Instruction.

**Eligible 4th High School Math Courses for Multiple Measures Placement**

High School 4th Math Courses:

Advanced Functions and Modeling Analytical Geometry
AP Statistics
Calculus
Discrete Mathematics
Essentials for College Math (SREB – Math Ready) Integrated Mathematics IV
International Baccalaureate Mathematics Mindset
Pre-Calculus
Probability & Statistics
Trigonometry

Community College 4th Math Courses (Taken in Career & College Promise Pathways):

MAT 143 (Quantitative Literacy)
MAT 151 (Statistics I)
MAT 152 (Statistical Methods I)
MAT 155 (Statistical Analysis)
MAT 161 (College Algebra)
MAT 162 (College Trigonometry) MAT 165 (Finite Mathematics)
MAT 167 (Discrete Mathematics) MAT 171 (Pre-Calculus Algebra)
MAT 172 (Pre-Calculus Trigonometry) MAT 175 (Pre-Calculus)

MAT 200 or above

# Academic Skills Assessment Policy

Apr 1 2016
# Last Updated:

The purpose of skills assessment is to match the academic readiness of the incoming student with the academic requirements of the curriculum.  Based on assessment information, a student may be placed directly into college-level English, Math, computer or other courses or into one of the pre-curriculum courses that are designed to prepare the student for successful entry into his/her chosen field of study.  Students who provide official high school transcripts, less than five years old, showing completion of certain courses with a satisfactory unweighted GPA may not be required to take any skills assessments.  Also, students who provide official college transcripts showing completion of college-level English, math, or computer classes, or the completion of a Bachelor's degree may be exempt from all of part of the skills assessment.  Acceptable scores less than five years old on the SAT or ACT may also qualify the applicant for placement into college level English or math courses without further assessment.  DCCC does not retain assessment scores and records more than five years.

Students may repeat all or part of any placement assessment.  In order to qualify, a student must show documentation of remediation in the area(s) in which he/she plans to retest.  Students may work with the Achieving Career and College Entry (ACE) program to review and earn enough hours to retest at any time, as long as they are not currently enrolled in the subject based curriculum class.

Students enrolled in a pre-curriculum course that has started may not retest in that subject area until after the course has ended, and are then required to use the ACE program for retesting options.

All exceptions are handled through the Dean of Student Services.

## Distance Placement Testing Policy

Students who are applying to Davidson County Community College and need to take the placement test (Accuplacer and/or Computer Skills) but choose not to come to the Davidson campus, Davie campus, Thomasville Education Center or Lexington Education Center, may take placement testing online through BVirtual.  Arrangements can be made my contacting the Learning Commons Welcome Desk at 336.249.8186, ext. 6787.  Please note there is a cost associated with taking the placement tests online and fees will need to be paid directly to BVirtual.

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THE COLLEGE OF
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# Financial Aid

Apr 1 2016
## Last Updated:

The College makes every effort within available financial aid resources to assist students who lack the financial means to obtain a college education. The student and his/her family are expected to make reasonable contributions to meet college expenses. Financial assistance may be available to a student through the College in the form of federal and state grants, scholarships, federal work-study program, and federal student loans.

The primary purpose of financial aid at DCCC is to help pay for tuition, fees, books, and supplies. Opportunities for financial aid, though not unlimited, are within the reach of almost every student who can show satisfactory academic progress, graduation from high school or GED® completion, and demonstrate financial need. Financial aid is awarded when a student has been admitted to a program of study, submitted the FAFSA (Free Application for Federal Student Aid), and financial aid requirements are complete. This must be done by the posted priority deadlines listed on the College's website. In order for students to continue receiving financial aid, they must apply annually to demonstrate financial need and maintain satisfactory academic progress.

## High School Transcripts and Financial Aid Policy

The United States Department of Education requires the college to refrain from awarding federal financial aid to students with a high school diploma that was issued based only on a test and/or payment of fees.  This requirement also applies to some state financial aid awarded through the North Carolina State Education Assistance Authority.

As a measure of validation under this requirement, the college will not award federal or state financial aid to students who have been issued a high school diploma based only on a test and/or payment.

In accordance with federal student aid policy, one resource the college may consider in making a determination on the validity of a high school diploma is the North Carolina Department of Public Instruction or department of education in the state in which the high school is located.  The college is also permitted to consult with other colleges when checking for the established validity of high school diplomas.

The United States Department of Education recognizes that students who have completed a GED, an Adult High School Equivalency Diploma or homeschooling at the secondary level as defined by state law are qualified to receive federal student aid.  Therefore, the college will award federal and state financial aid to students who have earned a GED, Adult

High School Equivalency Diploma or completed homeschooling as defined by state law.

These standards do not apply to college admission and placement policies.

## Federal Aid Programs

### Federal Pell Grant

The Federal Pell Grant Program is a financial aid entitlement program for students who attend a post-secondary institution and have not received a bachelor's degree or have not received more than six years (or its equivalent) of maximum Pell eligibility (which ever comes first). All students seeking financial assistance begin the application process by completing the FAFSA (Free Application for Federal Student Aid) at www.fafsa.gov. Davidson County Community College's **federal code is 002919** and must be listed on the FAFSA for DCCC to receive student application information. To be eligible, a student must have a high school diploma from an accredited school or state-approved home school or GED, enter an eligible college program, and be enrolled in that program. Satisfactory academic progress is required to continue to receive federal financial assistance. The grant will not fund audited courses or those that do not contribute to the timely completion of the student's approved program of study. The student should consult with his/her academic advisor to assist with appropriate course selection.

### Federal Supplemental Educational Opportunity Grant

The Federal Supplemental Educational Opportunity Grant (SEOG) is for students who have demonstrated exceptional financial need based on FAFSA results. This grant varies in amount and is awarded based upon student need. Students are encouraged to complete the FAFSA early, as SEOG funds are very limited and awarded on a first-come, first-served basis.

### Federal Work-Study

The Federal Work-Study program utilizes funds to provide part-time campus employment for students with financial need to help with educational expenses. Students who are enrolled at least halftime may work an average of 10-16 hours per week. Students are paid monthly, based on the number of hours worked the preceding month. The allocation of work-study funds is limited to availability of position, completion of financial aid eligibility and individual student financial need.

### Federal Student Loans

The Federal Direct Student Loan Program provides loans to help students pay for college educational costs not covered by other financial resources. Loans are federal funds that must be repaid by the student-borrower regardless of program completion. Davidson County Community College determines the maximum amount of loan eligibility based upon financial need, student classification, and cost of attendance. Students must be enrolled in six credit hours to be eligible for student loans.

## North Carolina State Aid Programs

**North Carolina Community College Grant**

The North Carolina Community College Grant is designed to assist students who (1) qualify as bona fide residents of North Carolina for tuition purposes, (2) enroll in a minimum of six semester hours of credit in fall and spring semesters at a North Carolina Community College, and (3) demonstrate financial need based on FAFSA results.

**North Carolina Education Lottery Scholarship**

The North Carolina Education Lottery Scholarship is designed to assist students who (1) qualify as bona fide residents of North Carolina for tuition purposes, (2) enroll in a minimum of six hours of credit in fall and spring semesters at a North Carolina Community College, and (3) have demonstrated financial need based on FAFSA results.

The college will refrain from awarding state financial administered though the North Carolina State Education Assistance Authority to students with a high school diploma that was issued based only on a test and/or payment of fees.  The full high school diploma policy may be found in this catalog under Financial Aid Programs – Federal Pell Grant.

# Scholarships

The Davidson County Community College Foundation, Inc., through the generosity of local industries, businesses, professional organizations, civic clubs, and individuals, provides scholarships. The scholarship program consists of two types of awards: merit-based scholarships and need-based scholarships. While the majority of scholarships are need-based, additional criteria may further direct the awarding of many need-based and merit-based scholarships. Awards may provide tuition assistance and require the recipient to maintain a minimum GPA (grade point average). Scholarships are typically awarded for one academic year beginning with the fall semester, with preference given to second-year students. Students must complete the FAFSA (Free Application for Student Financial Aid) each year in order to be eligible for scholarships. The Financial Aid Office and the College's website provide scholarship information, application forms and deadlines.

# Special Circumstances

Students and their families are primarily responsible for financing education expenses; however, the FAFSA may not always accurately reflect changes in a family's household size or income. Students whose families have experienced change to household size income, or anticipated expenses may request Professional Judgment Request Form for re-evaluation of their financial aid eligibility information through the Financial Aid Office.

Any student who finds it difficult to continue his/her education due to such changes should submit a completed Professional Judgment Request Form, along with the required supporting documentation, to the College's Financial Aid Compliance Officer. The Compliance Officer will verify the current FAFSA data and determine if Professional Judgment is appropriate. The decision of the Financial Aid Compliance Officer is final.

# Satisfactory Academic Progress Policy and Time Limitations

Federal regulations require that colleges establish minimum standards of satisfactory academic progress (SAP) for students receiving financial aid that is at least as strict at that

for all general students. Financial aid students are expected to achieve satisfactory grades and progress toward the completion of their program in a reasonable period of time and within a reasonable number of credit hours. It is the responsibility of students to be aware of their Satisfactory Academic Progress status for financial aid eligibility because their progress will be reviewed at the end of each term. SAP is evaluated by both qualitative (GPA) and quantitative (completion percentage) standards and there are limits on how long a student may receive aid.

**SAP Requirements**

- Qualitative standard: Students must **maintain a minimum cumulative grade point average (GPA) of 2.0.**

- Quantitative standard: Students must **successfully complete 67% of the cumulative credit hours attempted.**

    o   Hours attempted are measured at the 10% (census date) of the term.

    o   Successful completion means the student receives a passing final grade on the DCCC transcript.

    o   Example: if the student attempts 12 credit hours during a term, the student must successfully complete 8 credit hours to meet the 67% standard (12 hours attempted x 67% = 8 hours).

- Time Limit Standard: Students **may not exceed 150% of the Maximum Time Frame** for their original program. Maximum time frame is measured in credit hours.

    o   When the 150% maximum time frame has been reached, financial aid will cease even if the student is meeting other measures of SAP.

    o   Dual program students may reach Maximum Time Frame (150%) limits prematurely due to calculations comparing them only to their primary program. These students may require secondary review to determine continued Financial Aid SAP eligibility.

    o   Clock-hour programs such as Cosmetology, Esthetics, 1st-year Therapeutic Massage and BLET are an exception and are only allowed 100% of the program length for completion.

    o   Example: if an associate degree requires 64 credit hours for completion, a student may attempt a maximum of 96 hours before exceeding eligibility (64 credit hours x 150% = 96).

- Effective July 1, 2012 there is a 6-year **lifetime limit on the use of the Pell Grant**.

    o   The measure refers to Lifetime Eligibility Used or LEU.

    o   Students have eligibility for no more than six academic years (or its equivalent) of full-time Pell Grant funding.

    o   This will be calculated by the federal processors.

    o   Part-time students will have the terms reviewed on a fractional basis.

o   Those planning to transfer to a 4-year institution should not exhaust more than 6 of their full-time semester awards at DCCC to allow for remaining eligibility to complete their first bachelor's degree.

- A maximum of **30 credit hours of Pre-curricular classes may be attempted** and counted towards enrollment for financial aid purposes. After reaching or exceeding 30 attempted hours, no further federal or state aid may be paid for those courses.

**SAP and Maximum Time Frame Factors**

•   **Audits** – Audited courses may not be counted towards the total number of hours of enrollment for a term as no credit will be earned.

•   **Incompletes** – Incompletes (I) will not affect a student's GPA in the SAP review because it is temporary and will be replaced with a final grade. SAP will be evaluated on the final grade during the next term's review.

•   **Pre-curriculum (Developmental) Courses** – Pre-curriculum courses (courses numbered less than 100) are allowed and calculated in a student's enrollment status for students needing skill-building course work. A maximum of 30 credit hours of pre-curriculum work is allowed and these hours are considered in SAP calculations. After the maximum has been met, no further federal or state aid may be disbursed for pre-curriculum hours.

•   **Repeats** – Courses may be repeated by students. When a course is repeated the most recent final grade will be used to determine eligibility. The previous hours attempted will be counted as hours attempted when reviewing SAP completion rate and maximum time frame.

•   **Summer Courses** – Summer Session grades and hours attempted and earned will be included in the calculation of SAP as for any other term.

•   **Transfer Credits** – Hours accepted from other institutions and evaluated in the student's current program are included in the calculation of the completion rate and maximum time frame. Transfer hours count both as hours attempted and hours completed.

•   **Withdrawals** – Withdrawals (W) Withdrawal-Failing (WF) and Withdrawal-Passing (WP) adversely affect a student's SAP by reducing the number of hours successfully completed and may result in a recalculation of a student's award for the term.

**Evaluation and Financial Aid Statuses**

Satisfactory Academic Progress (SAP) will be evaluated at the end of each term after final grades have been posted with the Records Office. Students will be notified of their status via their DCCC email account.

•   **Satisfactory** – Students in their first term at DCCC or those who have attended and meet or exceed the SAP requirements are considered in satisfactory status for financial aid purposes.

•   **Financial Aid Warning** – The first term a student fails to meet SAP, the student will be notified that he or she has been placed on financial aid warning for the next academic term. The student may continue to receive financial aid during the warning term, but must

improve GPA and/or completion rate to prevent progressing to financial aid probation.

- **Financial Aid Suspension** – The second or subsequent term a student does not meet SAP, the student will be notified that financial aid has been suspended.

## Appeals

Students may appeal the Suspension of Aid if there were extenuating circumstances affecting their academic performance within 30 days of notification of their status.

- Appeals must be include the Financial Aid (SAP) Appeal Form as a cover sheet accompanied by a statement and any other supporting documentation.

- The appeal must detail the circumstances resulting in the students of unsatisfactory progress such as:

    o Extended illness/injury of student or family member (documentation is required),

    o Death of a relative (documentation is required),

    o Change of program (documentation is required).

- Students should schedule a SAP review appointment with the Financial Aid Office to discuss the appeal.

- Students awaiting review of SAP appeals are responsible for any enrollment charges. Financial aid will not be available, nor students' school charges held.

Students will be notified of the results of the appeal via their DCCC email account.

- Successful appeals will result in the students returning to the status of Probation (on Appeal).

    o **Probation on Appeal** status requires students to meet a higher term-based standard for SAP evaluation. This is in an effort to improved cumulative SAP measures in the shortest possible time.

    o Students granted Probation on Appeal (unless otherwise documented) must earn a minimum term-based GPA of 3.0 and complete 100% of term hours attempted.

    o Students meeting Probation on Appeal standards will be granted continued Probation on Appeal status and the same term-based requirements will continue until the student achieves cumulative SAP standards and returns to Satisfactory status.

Students who are unsuccessful in meeting probation on appeal standards will have financial aid at DCCC terminated.

- Denial of appeal will be communicated to the student in the SAP meeting and via campus email. Denial of appeal will result in financial aid termination.

Students not satisfied with the result may appeal the decision following the process outlined in the College's General Complaint Policy, beginning with Step 2.-

**Reinstatement of Financial Aid**

Students whose aid has been terminated may seek reinstatement of financial aid after meeting Satisfactory Academic Progress standards. He/she must also present evidence of meeting all SAP standards for at least two consecutive terms and include at least 12 total credit hours.

• Requests for reinstatement of financial aid must include the Financial Aid Reinstatement Form as a cover sheet accompanied by a statement regarding the circumstances now contributing to the student's progress.

• Reinstatement requests must include an official transcript from a regionally accredited college demonstrating the student meeting all SAP standards since Suspension of Aid and within the last 5 years.

• Reinstatement requests should be submitted to the Financial Aid Compliance Officer and will be reviewed within 15 business days of receipt.

• Students awaiting review of reinstatement requests are responsible for any enrollment charges. Financial aid will not be available, nor students' school charges held during this time.

Students will be notified of the results of the review via their DCCC email account.

## Withdrawal and Return of Federal and State funds Policy for Financial Aid Students

Federal financial aid is awarded to eligible students under the assumption that they will remain enrolled for the full length of the enrollment period. It is earned by students in a prorated manner based upon the percentage of the term they attend. If a student completely withdraws, resulting in zero current hours of enrollment, the school must determine if there is a portion of financial aid that is unearned. The review of withdrawals will take place within 30 days of the processed withdrawal form and return of funds completed no later than 45 days after.

• Students receiving federal financial aid who find it necessary to withdraw from all classes after the 10% census date, but before completing 60% of the academic term will have the amount of their federal and state financial aid award(s), recalculated.

    o Students are responsible for submitting the Schedule Change Form to the Office of Academic Advising to officially withdraw from classes. The last date of enrollment is supplied by instructors on this form and is recorded by the Records Office.

    o Students may be required to contact the Financial Aid Office to ensure they are informed of the impact the total withdrawal may have on their current award and ability to meet satisfactory academic progress (SAP) requirements.

• If, in the recalculation, the student has earned federal financial aid funds for the current term that have not yet been disbursed, a Post-withdrawal Disbursement of Federal Financial Aid will be processed and mailed to the student.

• Recalculation of financial aid may result in overpayment and the need to return funds to the appropriate federal and/or state program(s) such as direct loans, Pell and other federal and state scholarships and grants.

o   When an overpayment has been calculated, the student must repay any unearned portion of the award to the College. The College will return the funds to the appropriate federal and/or state programs.

o   Unearned aid is returned to federal programs in the following order (unless the student did not receive aid from that source): Unsubsidized Direct Loans, Subsidized Direct Loans, PLUS Loans, Pell Grant, SEOG, other federal grant programs.

•   The amount of federal aid to be returned (overpayment) is calculated by multiplying total institutional charges (tuition and fees) by the percentage of unearned aid.

o   The earned portion of federal financial aid is determined by dividing the number of days completed by the student by the total days in the term. This determines the percentage of the term completed and the percentage of aid earned by the student.

o   The unearned portion of financial aid will be 100% minus the percent earned.

o   Unearned aid shall be returned first by the College from the student's account.

o   If the total amount of unearned aid is greater than the amount returned by the College from the student's account, the student owes an overpayment to DCCC.

o   The student will be responsible for any portion of institutional charges outstanding after financial aid funds are returned and will be billed accordingly.

o   E-mail notification will be sent to the student's campus e-mail to notify them of the calculation. Students must check their StormTrac account for the exact amount of the return owed to DCCC if applicable.

o   If the student fails to repay their portion of the refund to the College, within 45 days the debt will be reported to the U.S. Department of Education as an overpayment and federal aid eligibility will be lost until satisfactory arrangements are made to pay the debt.

## Consumer Information and Gainful Employment

Find information on the college website for Consumer Information and Gainful Employment.

## Department of Veteran Affairs

The College is approved by the North Carolina State Approving Agency for the enrollment of persons eligible for education assistance benefits from the U.S. Department of Veteran Affairs. Anyone seeking additional information regarding benefits should contact the College Veteran Service/Financial Aid Counselor in Enrollment Services located on the first floor of the B. E. Mendenhall, Jr., Building and are also encouraged to visit www.gibill.va.gov.

## Course Load for Veterans, Dependents and Reservists

A student receiving Department of Veteran Affairs benefits is required to enroll in a full-time academic load (12 or more credit hours each semester in order to receive full educational benefits. Students enrolled for 3/4 or 1/2 of the full-time requirements are eligible for prorated compensation. Students enrolled less than 1/2 time status are compensated for in-

state tuition and fees only. Additional information is available from the Financial Aid/Veteran Affairs Representative at the College.

## Workforce Investment Act Program

This program sponsors students who are preparing themselves for a job or career in Davidson County's local labor market. Financial assistance may be provided for skills training to include degree, diploma, and certificate programs, as well as occupational related training offered through the Workforce and Continuing Education Division.

• Financial assistance is evaluated by an employment counselor through the student's county of residence. The applicant must meet economic and employment guidelines.

• An applicants' ability to be successful in selected curriculum is evaluated.

• Students must attend full-time as defined by the curriculum.

• Students must maintain a minimum "C" or 2.0 GPA.

## How to Apply

Applicants must apply through Davidson Works or the JobLink Career Centers, participating partners in the JobLink Career Center systems in Davidson and Davie counties. Locations are:

**Lexington Office:**
Davidson Works
555A West Center Street Extension
336.242.2065

**Thomasville Office:**
JobLink Career Center
211 West Colonial Drive
336.474.2655

**Mocksville Office:**
Davie WIA
450 W. Hanes Mill Road, 2nd Floor
Winston-Salem
336.776.6720

## Report of Performance Measures and Standards

Refer to the summary of the College's results on the North Carolina Community College System Performance Measures and Standards at the back of this catalog.

**Source URL:** https://www.davidsonccc.edu/catalog/financial-aid

# Career Development

Apr 1 2016

## Last Updated:

The Career Development Office is located on the second floor of the B. E. Mendenhall, Jr., Building in the Student Success Center. Career Counselors provide assistance with choosing a college major and career path, employment outlook for occupations, job search resources, resume and cover letter writing, interview preparation, and access to a wealth of career related information. Job search resources are available to help students and alumni develop job seeking, resume writing, and interviewing knowledge in order to make a successful transition from college to employment. Services include classroom workshops and one-on-one career counseling, a free Web based job bank, a list of current job search engines, an online resume and cover letter builder, and interview coaching and video recorded mock interviews. Visit https://davidsonccc.edu/student-life/campus-services/career-development to access a wide range of career resources online, including Career Coach or call 336.249.8186 ext. 6245 to make an appointment.

**Source URL:** https://www.davidsonccc.edu/catalog/admissions-enrollment-financial-aid/career-development

**DCCC**

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# Academic Advising

Apr 1 2016

# Last Updated:

Academic advisors, in partnership with students, are responsible for helping them develop an educational plan and for monitoring student progress toward goal completion. The purpose of the office is to create for students a seamless advising process that promotes achievement of academic and career goals and greater appreciation for the relationship between education, self reliance, and life long learning. All students must participate in academic advising prior to registering for courses.

The Office of Academic Advising is located in the Student Success Center on the second floor of the B. E. Mendenhall, Jr., Building on the Davidson Campus. The Davie Campus Advisement Center is located in the Administration Building. Hours of operation are posted on the College's website.

Advisors guide and support students and collaborate with academic departments and support services to promote diverse educational experiences that foster success and responsible citizenship. Academic Advisors are knowledgeable about the College's academic departments, policies and procedures, as well as four year institutions and can assist with information related to application deadlines, programs of study, campus visits, financial assistance, and other frequently asked questions. Students who are interested in transferring to a four year institution are encouraged to discuss transfer options with the student's Academic Advisor.

## Change of Major

If a student decides to change his/her major, he/she should discuss the change with their Academic  Advisor. The intent is to ensure well-informed decision-making and an awareness of how major changes  may affect the student's success and progress toward completion. Because of this, the student's  Academic Advisor may recommend that he/she visit other services on campus before the decision to change is finalized. Once finalized, the change is processed by the Student Records Office.

## Multiple Major Policy

Once a student has chosen a major, they will be assigned to every program of study (credential) that falls within that major. A student who wishes to purse programs of study with different majors must seek  approval from their Academic Advisor. While the student may have multiple majors, he or she will only have one primary major. During a term, the

student's Academic Advisor will require the student to take all courses possible in the primary major before allowing registration in courses in other majors. Appeals of the Academic Advisor's decision must be made in writing to the School of Learning Dean associated with the student's primary major.

**Source URL:** https://www.davidsonccc.edu/catalog/admissions-enrollment-financial-aid/academic-advising

# DCCC

## THE COLLEGE OF DAVIDSON AND DAVIE COUNTIES

# New Student Orientation

Apr 1 2016

# Last Updated:

After meeting with your designated advisor, you will schedule new student orientation.

**What you'll learn at a New Student Orientation Session:**

- Information on your School of Learning
- Information on your Program of Study
- How to register for your first semester at DCCC
- Information on student life at DCCC

DCCC is committed to helping students achieve their educational and career goals. Faculty and staff are dedicated to get students on the right track in the first year to help them complete their program of study.

**Source URL:** https://www.davidsonccc.edu/catalog/admissions-enrollment-financial-aid/new-student-orientation

**DCCC**

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# Tuition, Fees & Refunds

Apr 1 2016

# Last Updated:

## Tuition and Fees for Curriculum Programs

Since the College receives financial support from local, state, and federal sources, tuition is kept at a minimum. Tuition charges are set by the State Legislature and are subject to change without notice. See the Course Descriptions section for a description of semester hour credit.

**Tuition**

Subject to change by the North Carolina General Assembly

| Credit Hours | NC Resident/In-state Tuition | Non-Residential/Out-of-state Tuition |
|---|---|---|
| 1 | $76 | $268 |
| 2 | $152 | $536 |
| 3 | $228 | $804 |
| 4 | $304 | $1,072 |
| 5 | $380 | $1,340 |
| 6 | $456 | $1,608 |

| | | |
|---|---|---|
| 7 | $532 | $1,876 |
| 8 | $608 | $2,144 |
| 9 | $684 | $2,412 |
| 10 | $760 | $2,680 |
| 11 | $836 | $2,948 |
| 12 | $912 | $3,216 |
| 13 | $988 | $3,484 |
| 14 | $1,064 | $3,752 |
| 15 | $1,140 | $4,020 |
| 16 or more | $1,216 | $4,288 |

**Fees**

| | |
|---|---|
| Student Activity Fee | $35.00 maximum per semester |
| Technology Fee | $16.00 maximum per semester |
| Accident Insurance Fee | $1.25 per semester |
| Campus Access, Parking & Security Fee | $25.00 per semester |

In addition to the fees listed above, certain courses have applicable course specific fees, including:

| | |
|---|---|
| Liability Insurance Fee | $8.00 |
| HVAC Supply Fee | $10.00 |

| | |
|---|---|
| Massage Therapy Supply Fee | $350.00 |
| ZAS Internship Fee | $75.00 |
| ZAS Vaccination Fee | $685.00 |
| Bowling Fee | $65.00 |
| Drug Testing Fee | $44.50 |
| Fuel Surcharge Fee | varies based on price of fuel |

## North Carolina Residency for Tuition Purposes

To qualify for in-state tuition, an applicant must be a permanent United States citizen or hold a Permanent Resident card issued by the U. S. Department of Homeland Security. Also, the applicant must have maintained his/her primary and permanent residence in North Carolina for at least the 12 months immediately prior to the semester for which application is being made. In order to be eligible for in-state classification, the individual must document that his/her presence in the State during such 12-month period was for purposes of maintaining a permanent residence rather than a temporary residence; for example, enrollment in an institution of higher education. Further, dependent students follow the residency classification of his/her custodial parent or court appointed legal guardian. (G.S. 116-143.1)

Students with a change in residency status during the course of enrollment should provide proof of North Carolina and/or United States residency to the Director of Admissions for consideration. The change in status will take effect the term following establishment of in-state residency.

Additional residency guidelines are set forth in detail in A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes, which is available from the Director of Admissions.

A student dissatisfied with the decision rendered by the College concerning his/her residency has the option to appeal in writing to the Vice President, Student Affairs, within five business days of the decision. Should the student not be satisfied with the Vice President's decision, he/she may appeal in writing to the N.C. State Residence Committee whose decision is final.

### College Fees

College fees are used to cover the cost of such expenses as those associated with instructional technology, student activities, student parking, degrees, diplomas, special programs and events, etc.

### Textbooks and Supplies

Costs of textbooks and supplies are additional expenses for which the student should plan. These expenses vary according to the program of study and the number of courses taken but approximately range from $200 to $800 per semester. These items may be purchased from the College bookstore or online at www.efollett.com.

**Accident Insurance**

Insurance covering accidents on campus or at College-sponsored events is provided to all enrolled curricular students through a required insurance fee. Information on the insurance is available from Student Affairs office on the second floor of the Brooks Student Center.

# Refund Policy - Curriculum Courses

The refund policy is established by state legislative action and is subject to change without prior notice to students. The College will make a 100% refund of tuition and fees if a student officially withdraws from classes before the semester's first day of classes. To officially withdraw, it is the student's responsibility to complete a Schedule Change form and submit it to the Office of Academic Advisement in the Student Success Center in the B. E. Mendenhall, Jr., Building.

The College will refund 75% of tuition if a student officially withdraws between the first day of class and the 10% point of the class. The last date to receive a 75% refund is listed in the calendar in the General Catalog/Student Handbook. Fees are not refundable after classes begin.

No refund of tuition and fees may be given after the 10% date. No refund shall be made for any amount less than five dollars ($5.00). The refund policy also applies to administrative and medical withdrawals and when the student is suspended or expelled for academic or disciplinary reasons.

# Student Transcripts and Records

The College maintains a permanent record on each student, including the original application information, a transcript of courses taken at DCCC, and documentation regarding changes to this data. Student transcripts from other institutions received by the College become DCCC's sole property, subject only to inspection by the student. Students have a right to review transcripts on file from another college but not to obtain a copy.

Transcripts of the student's DCCC record will be sent to other colleges, universities, employers, and to the student himself/herself, when an official request is made by the student. (**Note**: Transcripts sent or issued directly to a student will be stamped "Issued to Student.") A transcript request form should be submitted a minimum of one week prior to the time a student wants his/her transcript mailed.

In order to assure that transcripts will not be mailed until a student has met all financial obligations to the College, the student must complete a transcript request form available online or in the Student Success Center in the B. E. Mendenhall, Jr., Building. Official transcripts are issued only when individuals are in good financial standing with the College. The charge for an official transcript is $5.00; however, students may access their unofficial transcript through StormTrac.

It is the responsibility of the student to keep the College informed of his/her current address and contact information.

**DCCC**

THE COLLEGE OF
DAVIDSON AND DAVIE COUNTIES

## Student Support Services & Student Life

Apr 1 2016
## Last Updated:

# Support Services

The College offers a comprehensive program of student services designed to meet the needs of part-time and full-time students. Commitment of College personnel to the concept of total student development involves extending traditional teaching/learning experiences beyond the classroom into other out-of-class teaching/learning situations, which may or may not involve typical classroom activities. While student development is a College-wide priority, the primary responsibility for developing and coordinating student development services lies with the Vice President, Student Affairs.

In an effort to facilitate total student development, Student Affairs staff will provide students with learning opportunities to meet their intellectual, academic, personal, social, cultural, and physical needs; help with making realistic career choices; help in developing a greater sense of self-worth, self-confidence, and responsibility for their own behavior; assist with becoming more open, honest, and trusting in their relationships with others; and assist with developing the life skills necessary to live productive and fulfilled lives.

### TRiO Student Support Services Program

Student Support Services is a TRiO Program funded through a grant from the U. S. Department of Education for students who are first generation college students, low income eligible and/or have a documented disability. The Student Support Services Program provides opportunities for academic improvement and mastery of basic college skills, as well as activities that motivate and propel students toward a successful completion of their postsecondary education. The program offers academic monitoring, co-advisement, career and personal counseling, tutoring, study skills, and educational/cultural enrichment experiences. The Student Support Services Program seeks to increase college retention and the graduation rates of its participants as well as to encourage transfer to a four-year institution. For more information, contact the Student Support Services Office, located in the J. Bryan Brooks Student Center, second floor, room 202.

Specific program services include:

- Academic, career, and personal counseling

- Supplemental financial assistance for eligible students

- College transfer advisement and assistance

- Individual tutorial services

- Monitoring of classroom progress

- Workshops for academic career, and personal success

- Financial literacy information and workshops

- Assistance with completing the FAFSA and college applications

- Space for homework and tutoring

- Opportunities to visit colleges and participate in cultural activities

How to apply to the program:

1. Obtain an application from the Student Support Services Program (SSSP) website under the Division of Student Affairs or come to the Student Support Services Program Office located in the J. Bryan Brooks Student Center, second floor, room 202.

2. Complete the application and schedule an appointment with the Program Director.

Office hours for SSS are Monday-Friday, 8:00 a.m.-5:00 p.m. Phone number 336.249.8186, extension 6799.

## Disability Services

Disability services are provided by the Disability Services Counselor, located in the J. Bryan Brooks Student Center.

The College is committed to providing access to facilities and reasonable accommodation in the instructional process, in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Both require institutions of higher education to "provide equal access to educational opportunities to otherwise qualified 'persons with disabilities.'" It is the responsibility of the student with a disability to provide documentation of the disability. The documentation must certify that the disability creates a substantial limitation of a major life activity in order to establish eligibility for protection under the law. This documentation may include results of medical, psychological, or emotional diagnostic tests, or other professional evaluations to verify the need for adjustments or aids. Requests for information and assistance should be directed to the Disability Services Counselor or the Director, Student Services, on the Davie Campus.

## Career Development

The Career Development Office is located on the first floor of the B. E. Mendenhall, Jr., Building in the Student Success Center. Career Counselors provide assistance with choosing a college major and career path, employment outlook for occupations, job search resources, resume and cover letter writing, interview preparation, and access to a wealth of career related information. Job search resources are available to help students and alumni develop job seeking, resume writing, and interviewing knowledge in order to make a successful transition from college to employment. Services include classroom workshops

and one-on-one career counseling, a free Web based job bank, a list of current job search engines, an online resume and cover letter builder, and interview coaching and video recorded mock interviews. Contact the Career Development Office for an appointment by calling 336.249.8186, extension 6245, email cs@davidsonccc.edu, or visit www.davidsonccc.edu to access a wide range of career resources online, including Career Coach.

## Bookstore

A College Bookstore is provided on campus as a service to the student body, faculty, and staff. Textbooks, school supplies, and other course-related materials are available. The Bookstore also provides opportunities for students to sell and buy used books. Hours of operation are posted on the DCCC bookstore website.

## Child Development Center

In 1981, the College opened a Child Development Center on the Davidson Campus. The purpose of the CDC is to provide a hands-on laboratory site for students enrolled in the Early Childhood Education degree program by offering exemplary care and education for pre-school children. The center offers students of the College opportunities to learn about the development and education of children by observing and interacting with young children under the supervision of qualified teachers and staff. In addition, the center serves as a collaborative partner with local childcare providers and community agencies committed to enhancing the quality of care and education for young children.

The CDC enrolls children from infancy through five years of age and operates with a five-star license. Awarded by the N.C. Division of Child Development, which regulates licensed early care and education facilities in the state, the five-star rating is the highest granted under the state licensure system. Operational hours for the Davidson Campus CDC are 7 a.m. to 6 p.m., Monday through Friday. For more information about CDC services please call 336.249.8186, ext. 4830.

## Nurse and Mental Health Counselor

Through agreement with the Davidson County Health Department, a nurse is available for consultation on Monday and Tuesday mornings in the B. E. Mendenhall, Jr., Building, room 230b. Through agreement with Davidson County Family Services a mental health counselor is available for assessment, counseling, and referral in room 230b several days each week. Hours are published on the College website.

## First Aid

The location of the College is such that the campuses are easily accessible to medical attention and hospital care at the hospitals of Thomasville, Lexington, and Davie County. Public ambulances are available on a 24-hour schedule. First-aid supplies are also available to students in all shops and laboratories, in the Student Success Center located in the B.E. Mendenhall, Jr., Building and at the campus receptionist area on the Davie Campus. In the event of accident or medical emergency at any DCCC campus location, call 911.

## Davie Campus Services

The College makes every effort to provide access to Student Services for students at the Davie Campus in Mocksville. Students may request assistance with services indicated in this catalog by contacting the Davie Campus or the Davidson Campus. Davie Campus personnel will assist students in obtaining information or receiving help from campus services housed at the Davidson Campus.

## Food Services

Food service is available in the Storm Cellar on the first floor of the J. Bryan Brooks Student Center on the Davidson Campus. Hot meals are available from 7:00 a.m. to 2:00 p.m. Monday through Friday. Vending machines with snacks, beverages, confections, etc., are available in most buildings on both campuses.

# Student Life

Student activities are viewed as an important dimension of each student's experience while attending Davidson County Community College, and the College encourages student involvement in all aspects of student and campus life.  Students gain enjoyment, friends on campus, leadership skills, and experiences that are valued by both employers and four-year universities.

## Athletics

Davidson County Community College offers an intercollegiate athletic program to enhance the college experience for students. Women's volleyball and men's basketball programs are available to students. Each program is committed to providing a comprehensive and well-rounded athletic experience in support of the College's educational initiatives.

The College is a member of the National Junior College Athletic Association (NJCAA). The teams compete in Division III, Region 10. Division III teams do not offer scholarship support to players. In accordance with DCCC's open door admissions policy, students admitted to the College who plan to participate in intercollegiate athletics must meet all admissions criteria set forth in the College General Catalog/Student Handbook. Player eligibility includes standards established by DCCC and NJCAA. Student-athletes must be enrolled each semester as a full-time student with 12 or more semester hours and maintain a grade point average of 2.0 or higher to meet eligibility.

## Student Organizations and Activities

The College encourages student involvement in all activities of student and campus life. Student activities are viewed as an important dimension of each student's learning experience while attending DCCC. Student organizations and activities at Davidson County Community College are open to all students regardless of race, national origin, religion, age, sex, or disability.

The area of Student Activities is committed to educating and challenging students to reach their full potential and operates with the belief that all students are potential leaders of society and the world. To that end, student development in some form serves as the major point of emphasis in the services and programs provided.

Through student organizations and activities, students enhance their leadership,

intellectual, cultural and personal development, establish lifelong friendships by participating and working with others who share the same interests, and gain experiences valued by both employers and four-year colleges and universities.

Students have the opportunity to participate in activities such as Fall Fest, Spring Fling, International Night, Halloween Extravaganza, formal dances, service projects, and membership in any of the more than 30 campus clubs and organizations.

## Student Government Association (SGA)

The purpose of the Student Government Association (SGA) is to serve as the voice of the student body by promoting campus involvement, fostering leadership development, and overseeing and assisting in the development of student clubs and organizations, and by acting as a liaison between student organizations and campus administration.

All students, full-time or part-time, are a part of the Student Government Association and can attend SGA Council meetings and participate in all activities sponsored by the SGA.

## Ambassadors

Ambassadors are students who have excellent interpersonal skills, strong academic records, and a strong commitment to Davidson County Community College. By an application process and recommendations from faculty or staff members, these students represent the College at special events, give tours, and generally act as representatives to the community. Ambassadors receive leadership development training to assist them with their responsibilities.

## Civic Engagement/Service Learning

Davidson County Community College is committed to developing our students, both inside and outside the classroom. The Civic Engagement initiative is the product of a campus community effort to provide our students with meaningful experiences, leadership skills, and a sense of civic responsibility through structured curricular and co-curricular activities.

### Curricular Emphasis – Service Learning

Service Learning engages students in organized activities that address community needs while strengthening their academic skills. Faculty will provide students opportunities throughout the semester to reflect on their service and how it relates to their course objectives.

### Co-curricular Emphasis – Service Projects

Working in conjunction with Student Affairs, service projects will allow students to participate in service activities and reflections without having to be affiliated with a specific course. By bringing together students, faculty, staff, and alumni for a common goal, co-curricular service projects will allow greater opportunities for the campus community.

## Fitness Centers

The Fitness Center on the Davidson Campus is a state-of-the-art workout facility in the

North Carolina Community College System. This Center provides faculty, staff, students, and alumni the opportunity to stay fit and healthy. The equipment includes Cybex pin-select weight training machines, treadmills, elliptical trainers, stair climbers, stationary and spin cycles, and a full free weight training area. A certified aerobics instructor and personal trainer are on staff to assist anyone in meeting their fitness goals. Group exercise classes are also offered free of charge to all students and staff throughout the week.

The Davie Fitness Center is located in the Health and Technology Building. The equipment includes new Cybex pin-select weight training machines, treadmills, elliptical trainers, stair climbers, stationary and spin cycles, and a full free weight training area.

Hours of operation are posted each semester.

## Student Lounges

In an effort to help meet the needs of commuting students, the College provides informal student lounges in the J. Bryan Brooks Student Center, Gee, Finch, and Sinclair buildings on the Davidson Campus and in the Davie Community (Classroom) Building on the Davie Campus. Students are encouraged to use these areas for relaxation and study between classes. For a quieter environment to study or do homework, students are encouraged to make use of study rooms in the Learning Commons and Library in the Edward Love LRC building.

## Publications

The D-Triple-C Dispatch is published at the beginning of each semester and provides back-to-school information students need to know.

**Source URL:** https://www.davidsonccc.edu/catalog/student-support-services-student-life

# Campus Security and Safety

Apr 1 2016

# Last Updated:

Davidson County Community College is committed to providing the best possible education for all its students and a good working environment for all its employees. In striving to achieve this goal, it is important to assure the physical and emotional safety for all students, faculty, and staff. All College employees and students are responsible for taking safety seriously, preventing and/or reporting any unsafe conditions, and continuously practicing safety while performing any work or using any College facilities.  Members of the campus community are encouraged to immediately report safety concerns of any kind to the following individuals:

- Campus Resource Officers, Davidson and Davie Campuses
- Security Personnel, Davidson and Davie Campuses
- Director, Campus Safety and Community Standards
- Director, Human Resources
- Vice President, Student Affairs
- Any supervisor of an academic program or campus service

Confidential crime reports may be made to the Davidson and Davie Campus Resource Officers.

The College's safety program includes the following:

**Security and Personnel:**

- **Director, Campus Safety and Community Standards** – The Director is a full-time staff member in the Student Affairs division of the College responsible for all campus safety efforts, student conduct resolution, and leading the Behavioral Intervention Team (BIT).  The Director, in collaboration with Campus Resource Officers, prepares the annual disclosure of crime statistics for the College.
- **Campus Resource Officers** - Two Davidson County sheriff's deputies serve as Campus Resource Officers (CRO) on the Davidson Campus and are on campus from 7:30 a.m.-10:00 p.m. Monday-Thursday and 7:30 a.m.-4:30 p.m. Friday. A Davie County sheriff's deputy serves as a Campus Resource Officer for the Davie Campus from 7:30 a.m.-4:30 p.m. Monday-Friday.  All Resource Officers are sheriff's department employees authorized to carry weapons and make arrests.  Resource Officers can provide information about registered sex offenders.
- **Security officers** - assist with building security and administering campus safety plans.

- **Mental Health Counselor** - assists students with personal and campus situations which may interfere with academic achievement or personal safety. The Counselor is an employee of Family Services of Davidson County and follows agency procedures for confidential crime reporting.
- **Behavioral Intervention Team (BIT)** - comprised of faculty and staff with expertise in working with students and responding to emergency situations. The primary responsibility of the BIT is to provide early assistance to students in distress in order to ensure wellbeing and safety and help prevent situations of concern, either before or after a conduct violation has occurred, from becoming more serious. When needed, the BIT will conduct a threat assessment to determine the best, most appropriate ways to help students.

**Facilities:** Video cameras are installed in select buildings and exterior locations to assist security personnel with identifying unsafe situations and mitigating property loss.

**Notification Systems:**

- **Calls to 911 Emergency** are automatically routed to Davidson and Davie county first responders, and the campus phone extension and building location are automatically identified in the call.
- **Panic buttons** that automatically dial 911 are located in all classrooms and main office locations of the Davidson and Davie campuses and education centers.
- **An all-building audio mass notification system** and a **text, email, and phone notification system** serve to quickly disseminate emergency messages across campus.
- Emergency messaging is communicated to the community via the **College's website**.

In the event of an emergency that may affect the safety of individuals, property or the continuity of college operations (Clery), the campus community will be notified in a timely manner through the following means, in the order listed:

1. An alert will be disseminated to the campus via an all-building audio mass-notification system. A phone message will also disseminate through this system to all campus phones.
2. An email, voice message, and text alert will be disseminated to the campus community via Blackboard Connect, a second mass notification system used by the College.
3. Emergency messaging will be displayed on desktop and mobile device versions of the College's website. Messaging will appear on every page of the website.

**Note**: All forms of emergency messaging will contain the same information and directives for faculty, staff and students to follow. Messaging in all forms will be updated every half hour during an emergency.

## Policies:

- **Behavior Intervention/Threat Assessment Policy** - assists faculty and staff with determining responses to potentially threatening situations.
- **Student Code of Conduct** – assists faculty and staff with resolving student behavior concerns.
- **General Complaint** – assists faculty and staff with resolving complaints.
- **Administrative Withdrawal** – provides a way for the College to involuntarily withdraw a student who demonstrates potential for harm to self or others or who

cannot function in the campus environment due to substance abuse.

- **Readmission Policy** – provides a structured process for suspended students to return to the College.  Students seeking readmission following a suspension must complete an Application for Readmission and meet with faculty and staff.

**Planning and Response:** DCCC is committed to emergency preparedness and has engaged in response planning and practice emergency response drills. The College's emergency plan is based on the National Incident Management System model. All employees have access to the College's Emergency Response (make this a hyperlink) Handbook to assist with managing an emergency.  Additionally, designated employees in each building assume leadership for building safety in the event of an emergency, and Maintenance staff members are assigned to buildings to assist during emergencies.  These individuals receive training every August prior to the start of fall semester classes.  The College's emergency response procedures are tested and evaluated at least twice per year through practice drills facilitated by an external agency in the field of emergency preparedness.  Additionally, the College's evacuation building procedures are tested once per year through planned fire drills.

**Disclosure:**

Twice per year, the College's safety and emergency response procedures and crime statistics are disseminated to students, faculty and staff via email.  Campus Resource Officers on the Davidson and Davie Campuses keep records of crime statistics and make these records available to the public upon request.

**Education:**

The Director, Campus Safety and Community Standards, Campus Resource Officers and/or other community professionals conduct safety, crime prevention, and sexual assault prevention seminars open to all members of the campus community twice per year.

# Behavior Intervention Team Policy

**Mission:**

The Behavioral Intervention Team (BIT) is a multidisciplinary proactive campus behavioral intervention team committed to maintaining the overall safety of the campus community.  BIT is designed to provide a method for communication, assessment, early intervention and management of behaviors exhibited by individuals of the College community that could pose a threat to the health, safety and wellbeing of the campus community.  This process provides the College community with a tool and conduit with which to alert campus officials

of concerns about a student's behavior.

**Purpose:**

The BIT serves as a centralized coordinating body focused on addressing the needs of students who are experiencing significant behavioral disturbances or have engaged in harmful or disruptive behaviors. The BIT has been created to:

- Identify individuals of concern, gather and assess information from faculty, staff, and students, and intervene early.

- Assess potential disruptions, levels of threat and risk and determine the most appropriate response to ensure safety for the individual and the campus community. The team will use the NaBITA Risk Assessment Tool to determine if a threat or risk exists and will develop an appropriate plan of action.
- Provide guidance to faculty, staff, administration and students in assisting individuals of concern.
- Connect individuals with needed campus and community resources; monitor ongoing behavior of students of concern.
- Coordinate follow-up. Ensure that services, support, and resources are deployed effectively.
- Serve as the centralized reporting place for information that addresses a spectrum of risks from a position of care and concern.

**BIT Members**

The BIT is composed of representatives from critical areas of the campus community and includes:

- Director of Campus Safety and Community Standards, chair
- Vice President of Student Affairs
- Dean of Student Success
- Disability Services Counselor
- Faculty Member
- Mental Health Counselor

**As Needed Members**

In addition, the Team may call upon others, as needed, to share unique perspectives of the individual in crisis.

**BIT Referral Protocol**

The BIT will meet every two weeks to address new issues or updates.  When a report is deemed urgent the team or a subset of the team will meet immediately to develop a plan of action.

**Reporting**

Anyone can report a concern about an individual.  Faculty, staff, administrators, students and community members are encouraged to use the Behavioral Incident Report link on the College website or to contact the Director of Campus Safety and Community Standards at 336-249-8186 ext. 6130, or via email.  If the Director is not available, reports can be made to any member of the BIT.

- A report is submitted through the Behavioral Incident Report and immediately enters a secure database.  Automated notification is sent to Director of Campus Safety& Community Standards.
- Director of Campus Safety & Community Standards reviews the report and decides how to respond and whether the BIT needs to meet immediately.  If the review identifies a need for immediate BIT intervention, the BIT will be called to evaluate level of risk using a NaBITA Risk Assessment Tool (Appendix A) and develop a course of action.

## Information Gathering

To thoroughly evaluate a report and determine a course of action, the Director of Campus Safety & Community Standards and/or BIT will interview

- the reporting party,
- the individual alleged to have displayed concerning behavior,
- individuals identified as potential targets of concerning behavior, and
- other individuals relevant to the situation,

and may request and review the following information:

- the student's academic and disciplinary history,
- information from law enforcement regarding the student's criminal history, and
- information from prior colleges the student has attended.

The individual of concern is notified in writing of a BIT or Code of Conduct investigation. Feedback to the reporting party throughout the process is provided when appropriate and in keeping with FERPA laws addressing confidentiality.

Note: This process follows formalized due process guidelines listed in The College's General Catalog and Student Handbook.

## Potential Outcomes

Once the BIT has gathered information and conducted a full assessment, the following courses of action may be determined:

- No action recommended, pending further observation or monitoring.
- Code of Conduct violation is determined and due process is initiated.

*Note:  If the code of conduct process results in a decision to expel the student, DCCC may notify the local sheriff's department.

- Assist faculty, staff, or students in developing an action plan to manage concerning behaviors.
- Refer the student to existing on-campus or community support resources.
- Recommend the student use a medical withdrawal from classes.
- Require the student to administratively withdraw from classes for a defined period of time.

- Once a student leaves the College for mental health reasons, his/her return may be contingent upon the recommendation of a health professional or other criteria. A health professional recommendation should indicate whether or not the student is able to handle the stressors of a learning environment and will be considered along with any additional documentation attesting to the readiness of the student's return to campus.

The individual of concern is notified in writing of the results of a BIT or Code of Conduct investigation which includes procedures for appealing decisions.

The BIT will regularly update the College President regarding investigations.

**Student Response:**

- Accept and comply with actions determined by BIT.
- Appeal actions following the College's General Complaint Policy.
- Non-compliance with actions determined by BIT (*results in referral for disciplinary action, which could result in suspension*).

**Follow-up**

- Establish and follow a plan for monitoring student.
- Reporting party is notified of outcomes, when appropriate and with regard to FERPA regulations.
- Coordinate support services for victims if needed.
- When a student wishes to return to campus
  - Request the student to complete an Application for Readmission and follow the readmission process.

The Behavioral Intervention Team Model works within all current College policies.

**Campus Education**

College community members will be aware of the BIT, how it functions, and how to report student behaviors of concern:

- The Director of Campus Safety and Community Standards will provide professional development opportunities concerning the Behavioral Intervention Team and its functions.
  - **Training format will consist of:**
    - Informational presentations
    - Professional development workshops
    - Information session facilitated at New Employee Orientation.
    - A Faculty & Staff Referral/Action Guide for responding to disruptive and threatening behaviors given to all new employees at orientation
    - On-going professional development for the BIT

**Identifying At-Risk Students**

The following is a guideline for determining the severity of student behavior situations.

**Mild Risk**
**Behavior Examples:**

- Consistent disruptive behavior
- Excessive use of profanity
- Argumentative
- Lack of cooperation when requests are made

- Unwelcomed sexual comments, gestures, or innuendoes
- Negative attitude toward the rules
- Inappropriate display of anger
- Hostile or aggressive behavior
- Acts motivated by hatred or discrimination

**Recommendations:**

- Review behavioral expectations with student; if this does not work, file a <u>Behavioral Incident Report</u> on College website.

**Moderate Risk**
**Behavioral Examples:**

- Overt, covert, or indirect threats
- Attempts to instigate fights
- Open defiance of the rules
- Inability to communicate clearly (garbled, slurred speech; disjointed thoughts)
- Violent notes or written references to violence sent to others
- Stalking or harassment of a faculty member or student
- Indirect expression of suicidal thoughts
- Emotionally erratic, physically acting out of anger
- Comments about having weapons or stories of harming others
- Threatening, aggressive, or hostile verbalizations or correspondence (long ranting emails, texts, voicemails, social media posts, etc.)
- Belief that others are conspiring against them or persecuting them; sees injustice
- Frequent state of alcohol or drug intoxication (bleary-eyed, hung-over, smelling of alcohol)

**Recommendations:**

- Make referral to BIT through <u>Behavioral Incident Report</u> on College website.

**Elevated/High Risk**
**Behavior examples:**

- Clear, expressed intent to harm or kill (emails, texts, voicemails, social media posts, writings)
- Physical assault of another individual
- Intense anger
- Showing a weapon or telling about the location of a weapon
- Clear, expressed suicide thoughts (suicide is a current option)
- Loss of contact with reality (seeing/hearing things that are not there; beliefs or actions at odds with reality)

**Recommendation**

- Call Campus Resource Officer

- Make referral to BIT through <u>Behavioral Incident Report</u> on College website.

**Academic Signs of Risk**

- Deterioration in quality/quantity of work
- A negative change in classroom performance
- Excessive absences, especially if the student has previously demonstrated consistent attendance
- Unusual or marked changed patterns of interaction, i.e., avoidance of participation, excessive domination of class discussions, etc.

- Continual seeking of special provisions (e.g., late papers, extensions, postponed exams, and projects)

**Recommendations:**

- Make referral to BIT through <u>Behavioral Incident Report</u> on College website.

**Campus Resources**

- Campus Resource Officer     336-249-8186 ext. 6729  | Cell 336-479-0181
- Campus Security             336- 249-8186 ext. 6274 | Cell 336-240-4215
- Director of Campus Safety   336-249-8186 ext. 6130 | Cell 336-692-9640
- Campus Nurse                336-249-8186 ext. 6111
- Mental Health Counselor     336-249-8186 ext. 6175
- Disability Services         336-249-8186 ext.  6342
- Minority Male Mentoring     336-249-8186 ext.  6186
- Learning Commons            336-249-8186 ext.  6787

**DCCC**

THE COLLEGE OF
DAVIDSON AND DAVIE COUNTIES

## College Policies

**Last Updated:** Apr 1 2016

# Code of Conduct

### Preamble

The members of this academic community share a belief in the freedom to learn. The College, therefore, has a duty to develop policies and procedures, which provide and safeguard this freedom. Many members of the College community helped to establish the policies and procedures outlined below within a framework of general standards. The purposes of the policies, regulations, and procedures listed on the following pages are to provide an academic environment that will promote quality educational outcomes.

Under these policies, regulations, and procedures, students are free to pursue their educational goals. The College has the right to establish standards of behavior for students that promote a safe learning environment. When evaluation of student behavior is necessary, the College commits to following due process, as outlined in the policies and procedures below, before imposing disciplinary sanctions. Admonition, warning, reprimand, and temporary suspension are sanctions that may be imposed without due process.

### Definitions and Terms

**Student:** A student is defined as any person applying to the College or currently enrolled in any course at any campus location and/or online, including high school students applying to DCCC programs or currently enrolled in DCCC coursework at any campus location and/or online. The College reserves the right to dismiss any student prior to his or her enrollment by rescinding that student's admission upon finding a cause to do so. Such a finding will be an administrative decision issued by the Vice President, Student Affairs or his/her designee. The College may proceed with unresolved charges under the Student Code of Conduct regardless of an individual's enrollment status.

**Conduct Officer:** Designated by the Vice President, Student Affairs, the conduct officer is a staff member in Student Affairs authorized to review alleged violations of the Student Code of Conduct, to impose sanctions upon students who have violated the Code, and to perform other duties as assigned related to Student Rights and Responsibilities. The Vice President may authorize several Conduct Officers and also serve as Conduct Officer.

**Danger to Self:** The individual has attempted or threatened suicide or expressed or acted

in manner to reflect suicidal intent, and there is a reasonable probability of suicide unless adequate treatment is given; the individual has or attempted to mutilate him/herself or there is a reasonable probability of mutilation unless adequate treatment is given. A threat assessment may be issued in such instances.

**Danger to Others:** Within the relevant past, the individual has inflicted or attempted to inflict or threatened to inflict serious bodily harm on another, or has acted in such a manner as to create a substantial risk of serious bodily harm on another, or has engaged in extreme destruction of property; and there is a reasonable probability this conduct may be repeated. Previous instances of dangerousness to others, when applicable, may be considered when determining reasonable probability of future dangerous conduct. Cogent and convincing evidence that an individual has committed a homicide in the relevant past is evidence of dangerousness to others (from NCGS 122C-3(11)b). The individual has expressed or acted in a manner to reflect intent to harm others. The individual is involved in a serious drug offense as defined by the College or state and federal law.

**Threat:** A threat is defined as any conduct that presents a clear and present danger to self, others, or the campus community in general. In immediate and serious threatening situations, the President reserves the right to waive due process and act in the best interest of campus safety.

**Threat Assessment:** A threat assessment is a tool the College may use when facing an extraordinary discipline and safety issue. A threat assessment is a way to assess a student's particular physical, emotional, and psychological wellbeing and help that student receive the assistance needed in order to continue being a productive member of the campus community. The primary goal of the threat assessment process at DCCC is to provide early assistance to students in distress in order to ensure wellbeing and safety and help prevent situations of concern, either before or after a conduct violation has occurred, from becoming more serious.

## General Policies

1. The College believes that when students understand and take responsibility for their conduct and educational achievement they will more likely have a successful collegiate experience and achieve their personal goals. The College, in order to protect its educational purpose, has the right to discipline students who do not meet its standards of conduct. Disciplinary procedures, however, are not as important in developing responsible student conduct as counseling, guidance, example, and admonition. When such means fail to resolve problems of student conduct, certain procedures will be followed so that students will not have serious penalties imposed upon them unfairly.

2. Procedural fairness is basic to the proper enforcement of all College rules. A student may not have an adverse notation written on any permanent record or a disciplinary sanction imposed except admonition, reprimand, warning, or temporary suspension unless the following procedures have been followed.

   a. The student has been informed of the charges against him or her.

   b. The student has an opportunity to appear before a designated College hearing officer.

   c. The student has the opportunity to know the nature of the evidence and to present evidence on his or her behalf.

d. The student has the opportunity to file a petition of an appeal of the action.

3. The procedures for handling violations of College regulations are designed to assure due process, fairness, and prompt and objective review by third parties, with appropriate appeals procedures. There is a general intent to maintain confidentiality, to avoid unnecessary formality, and to resolve issues at the lowest possible level. Time limits listed in these procedures are guidelines to help ensure timely response. The College will make every attempt to meet those time limits. Some time limits may be exceeded in the attempt to ensure fairness and thoroughness.

4. Students shall have an opportunity to participate in the formulation of policies or rules relating to student conduct and in the enforcement of all such rules through the Student Government Association and through membership on College committees.

5. When a student has been apprehended for the violation of a law of the community, state, or nation, the College will not request or agree to special consideration for the student because of his status as a student. The College will cooperate, however, with the law enforcement agencies and other agencies in any reasonable program for the rehabilitation of the student. Though an offense may be the subject of legal action by civil authorities, the College is nonetheless free to initiate disciplinary action that may result in additional penalties.

6. The College may apply sanctions (penalties) or take other appropriate action when student conduct directly and significantly interferes with the College's (1) primary educational responsibility of ensuring the opportunity of all members of the College community to attain their educational objectives, (2) commitment to providing a safe learning environment, or (3) responsibility of protecting property, keeping necessary records, providing necessary services, and sponsoring non-classroom activities such as lectures, concerts, athletic events, and social functions.

7. A student who is involved in a Code of Conduct violation has the right to (1) review all information related to the case and ask questions, (2) respond to information and offer additional information related to the situation, and (3) present witnesses.

8. A student in the presence of a Code of Conduct violation and who is not actively involved has three choices: (1) leave the situation; (2) ask the student(s) to stop the behavior and/or leave the area; or (3) ask a College staff or faculty member for help. A student who does not choose any of these three options may be held responsible for the conduct violation.

9. In the event a conduct violation or student behavior concern poses a threat to the safety of individuals, college property or the continuity of college operations, a timely warning of the threat will be issued to the campus community through the College's mass notification systems.

## Code of Conduct

All students and staff, regardless of the location or delivery method of their services and classes, have the right to a safe, peaceful, and honest educational environment. Therefore, when in the judgment of College personnel a student's conduct disrupts or threatens to disrupt the College community, appropriate disciplinary action will be taken to restore and protect the safety, peace, and integrity of the community. This policy applies to conduct on College property or part of College sponsored activities. It applies as well to off-campus

conduct when in the judgment of College personnel a student's conduct disrupts or threatens to disrupt the College community. Students are expected to conduct themselves according to generally accepted standards of scholarship and conduct. The purpose of the Student Code of Conduct is not to restrict student freedoms but to protect the rights of individuals in their academic pursuits. Therefore, students are prohibited from engaging in any conduct that materially and adversely affects the educational process including, but not limited to, the following:

1. Academic dishonesty.

2. Theft of, misuse of, or damage to College property, or theft of or damage to property of a member of the College community or a campus visitor on College premises or at College functions, on or off campus.

3. Trespass, including unauthorized entry or presence on the property of the College, including College computers, or in a College facility or any portion of it to which entry or presence is restricted.

4. Unauthorized possession, duplication, or use of keys to any College premises.

5. Violation of the Drug-Free Campus Policy.

6. Disorderly, lewd, or indecent conduct or materials on College premises, College computer systems, or at a College-sponsored or College-supervised function. Disorderly conduct includes but is not limited to: Any unauthorized use of electronic or other devices to make an audio or video record of any person while on College premises without his/her knowledge, or without his/her effective consent when such recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom. Indecent materials are defined as publications or material that includes inappropriate language as defined by the College's Solicitation and On-Campus Employment Recruiting policy.

7. Mental or physical abuse of any person or any other such form of behavior on College premises or at College-sponsored or College-supervised functions, including communication in any form, (e.g. standard mail, electronic and digital media, or telephone), physical abuse, verbal abuse, threats, intimidation, harassment, sexual assault, stalking, coercion and/or conduct which threatens or endangers an individual's health, wellbeing, or safety.

8. **<u>Violation of the No-Harassment and Consensual Relationship Policy</u>**.

9. Excessive use of profanity; obscene and offensive language and conduct.

10. Sexual misconduct or inappropriate sexual behavior, both consensual and non-consensual, including but not limited to inappropriate displays of affection, sending graphic or sexually explicit materials through electronic and digital media, explicit behavior, **<u>sexual harassment</u>**, sexual assault, public sexual indecency, or indecent exposure on College property.

11. Intentional obstruction or disruption of teaching, administration, or disciplinary proceedings, or other College activities, including public service functions on or off campus, or of other authorized non-College activities when the conduct occurs on the College premises.

12. Occupation or seizure in any manner of College property, a College facility or any portion thereof for a use inconsistent with prescribed, customary, or authorized use.

13. Participating in or conducting an assembly, demonstration or gathering in a way that threatens or causes injury to person or property; which interferes with free access to, entering, or leaving College facilities; which is harmful, obstructive, or disruptive to the functions of the College; or remaining at the scene of such an assembly after being asked to leave by a representative of the College.

14. Possession or use of a weapon, as defined by State law, on College premises or at College-sponsored or College-supervised functions, as prohibited under N.C. Statute 14-269.2. This includes carrying a concealed weapon on campus or to a College-sponsored activity even though in possession of a valid permit. Exceptions may apply to on-duty law enforcement officers attending College classes or activities.

15. Issuing a bomb threat, setting off a fire alarm, or using or tampering with any fire safety equipment on College premises or at College-sponsored or College-supervised functions, except with reasonable belief of the need for such alarm or equipment.

16. Gambling on College premises or at College-sponsored or College-supervised functions.

17. Smoking and/or using other forms of tobacco products anywhere on College premises or in College vehicles.

18. Violation of College regulations regarding the operation and parking of motor vehicles.

19. Forgery, alteration, copyright violation, or misuse of College documents, records, computer software, computer equipment, or instruments of identification with intent to deceive or disrupt.

20. Failure to comply with instructions of College faculty and staff acting in performance of their duties, including willfully refusing or failure to leave the property of any building or other facility owned, operated, or controlled by the College when requested to do so by a College employee.

21. Failure to respond to a notice of conduct charges.

22. Acting as an accessory to a conduct violation or helping another individual commit a violation.

23. Violation of the terms of disciplinary probation, suspension, or expulsion or any College regulation during probation.

24. Fiscal irresponsibility such as failure to pay College-levied fines, failure to repay College-funded loans, or the passing of worthless checks to College personnel.

25. Violation of a local, state, or federal criminal law, which adversely affects the College community's pursuit of its proper educational purposes.

26. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in

a group or organization. The express implied consent of the victim would not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule.

27. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised functions.

28. Any violation of North Carolina State Penal Law, including a charge of violation of the Penal Law, whether occurring on or off-campus, may be processed as a Code of Conduct violation. Code of Conduct proceedings may be carried out prior to, simultaneously with, or following civil or criminal proceedings.

**NOTE:** Certain programs such as Associate Degree Nursing and Basic Law Enforcement Training also have supplementary codes of conduct to which students within those programs must adhere.

**Code of Conduct Disciplinary Procedure**

The Code of Conduct Disciplinary Procedure is used when students violate the disciplinary Code of Conduct, which can include in-class or out-of-class behavior. This process is facilitated by Student Affairs and includes formalized due process guidelines:

- Students are given notice of the charges against them,

- Students have a hearing before the appropriate Student Conduct Administrator to share their perception of the events,

- Witnesses are interviewed,

- Sanctions as described in the General Catalog/Student Handbook can be applied, and

- An appeal process is delineated.

Any instructor or staff member may use his/her discretion to give a sanction of admonition, warning, reprimand, or temporary suspension to any student in violation of the Student Code of Conduct and who is disrupting the educational process. Other sanctions can only be imposed in accordance with the process called for under the Disciplinary Procedures.

1. Temporary Suspension Procedures: If an instructor or staff member determines that a student is in violation of the Student Code of Conduct and is disrupting the educational process, he/she may suspend the student from a course or the College until the Conduct Officer, or designee, can investigate the student's conduct. Temporary suspension is a substantial act carrying implications of a significant conduct violation and is thus different from dismissing a student for a day for disruptive behavior. Temporary suspension means that a student may not return to class until given permission by the College's Conduct Officer or designee and should be reserved for situations where the student's continued presence would be a substantial disruption to the learning environment or present an immediate danger to him/herself or others. Prior to suspension, the student(s) will be given the opportunity to explain his/her conduct to the instructor or staff member who is taking the suspension action. The College will make every effort to convene a hearing as quickly as possible.

2. The instructor or staff member invoking such suspension will file a Student Code of Conduct charge with the Conduct Officer or designee, within two working days following the temporary suspension. The Conduct Officer will resolve the matter in a timely manner using the steps outlined under Disciplinary Procedures.

3. Responsibility for Implementation: The Conduct Officer or designee, is responsible for implementing student discipline procedures.

4. Disciplinary Procedures: To provide an orderly procedure for handling student disciplinary cases, the following procedures will be followed:

• Charges: Any faculty or staff member, or student may file charges with the Conduct Officer or designee, against any student or student organization for violations of College regulations. The individual(s) making the charge should submit a written statement, which includes:

   a. Name of the student(s) involved;

   b. The specific violation of the Code of Conduct;

   c. A description of the incident(s), including the time, place, and date of the incident(s);

   d. Names of person(s) directly involved or witnesses to the incident(s);

   e. Any action taken that related to the matter. The statement of the charge should be forwarded directly to the Conduct Officer or designee.

• Preliminary Investigation and Decision: Within ten (10) working days after the charge is filed, the Conduct Officer, or designee will complete a preliminary investigation of the charge which will include a meeting with the student. During the meeting with the Conduct Officer the student will be confronted with the evidence against him/her and will be given the opportunity to respond.

• In instances where the student cannot be reached to schedule an appointment with the Conduct Officer or where the student does not respond to the notice of charges or refuses to cooperate, the student forfeits the right to a hearing. The Conduct Officer will proceed with an investigation, whether or not the student is present, and if the student is found to be in violation of the Code of Conduct, appropriate sanctions will be determined. A certified letter sent to the student's last known address will inform the student of the charges, the results of the Officer's preliminary investigation, the Officer's decision, and the appeals process.

• Within ten working days after the meeting with the charged student, the Conduct Officer will notify the student of his/her decision in writing. The Officer's decision will include a statement of the determination of whether the student violated the Student Code of Conduct.

5. If the Conduct Officer determines that the student has violated the student code, the decision will include:

• a statement of the specific provision(s) of the student code that the student violated;

- a statement of sanctions imposed;

- a statement of the student's right to appeal the decision and instructions regarding the appeals procedure.

6. If the Conduct Officer determines that the student did not violate a provision of the Student Code of Conduct, then the decision shall state that the charge has been dismissed.

- In instances where the student poses an immediate danger to self or others, the BIT Team will be involved, and the process of the Team will serve as the student's disciplinary due process.

- In cases of sexual assault or harassment, the College reserves the right to contact law enforcement officials if necessary to ensure safety for the victim. Further, the College commits to evaluating and implementing changes to the victim's academic situation that may be necessary for ensuring safety. Additionally, victims will be referred to Family Services of Davidson County for assistive services.

# Sanctions

Student Code of Conduct sanctions or penalties are defined below. Any of these may be applied for any student applying to the College, enrolled full-time or part-time in any curricular, high school, continuing education, or College and Career Readiness programs of the College at any campus location or online, and to identifiable groups and organizations which are a part of the College community. Subsequent violations of the Code of Conduct will be grounds for the imposition of a more severe sanction.

Repeating an offense for which a sanction has been imposed will be grounds for the imposition of a more severe sanction.

Any student, staff, faculty member or other College employee may give any student or group an admonition, warning, or reprimand at any time without due process. Temporary suspension should be reserved for instances where the student presents an immediate danger to him/herself or others.

Parents/guardians of students under the age of 18 will be notified regarding the disciplinary sanctions listed.

Disciplinary sanctions are designed to educate students, guide future decision-making and deter further inappropriate behavior. Students found in violation of the Code of Conduct will be challenged to evaluate their behavior and reflect on their actions and the effects on the campus community.

## Individual Sanctions

**Admonition:** Friendly advice, counsel, criticism, or rebuke which may be given in oral or written form.

**Warning:** Oral or written notice that continuation of specified conduct may be cause for more severe disciplinary action.

**Reprimand:** Written criticism for violation of specified College policy or regulation.

**Temporary Suspension:** Exclusion from class and/or other privileges or activities as set forth in the notice, until a final decision has been made concerning the alleged violation.

**Restitution:** Paying for damaging, misusing, destroying or losing property belonging to the College, College personnel, or students.

**Other Sanctions:** Students may be required to complete other sanctions to develop skills needed for avoiding future conduct code violations. Examples of such sanctions include but are not limited to attending workshops, researching topics pertaining to the behavior that violated the Code of Conduct, engaging in community service, writing and sending a letter of apology, or attending counseling sessions with the Mental Health and Disability Services counselor.

**General Probation:** General Probation has two important implications: (1) the individual is given a chance to show his/her capability and willingness to observe the Student Code of Conduct without further penalty; and (2) if he/she violates the code again, additional sanctions will be imposed.

**Restrictive Probation:** Restrictive Probation results in loss of good standing and notation of this is made in the individual's record. Restrictive conditions may limit activity in the College community. Generally, the individual will not be eligible for initiation into any local or national organization and may not receive any College award or other honorary recognition. The individual may not occupy a position of leadership or responsibility with any College or student organization, publication, or activity. Any violation of Restrictive Probation may result in immediate suspension.

**Suspension from Campus Activities:** Exclusion from participation in designated student clubs, organizations, or activities for a specified period of time and/or loss of officer standing within a student organization.

**Suspension:** Exclusion from class(es), and/or all other privileges or activities of the College for a specified time. This sanction is reserved for those offenses warranting discipline more severe than probation or for repeated misconduct. Students who receive this sanction must apply for readmission before returning to campus. Suspended students are liable for all tuition and fees.

**Expulsion:** Permanently dismissing a student from campus. Expulsion is the most severe disciplinary sanction and shall be imposed only with the approval of the Vice President, Student Affairs.  The student loses his/her student status and may not return to campus. The student may not be readmitted to the College. Expelled students are liable for all tuition and fees.

**Group General Probation:** This is given to a College club or other organized group for a specified period. If group violations are repeated during the term of the probation, the charter may be revoked or activities restricted.

**Group Restrictive Probation:** Removing College recognition during the semester in which the offense occurred or for a longer period. While under restriction the group may not seek or add members, hold or sponsor events in the College community, or engage in other activities as specified.

**Group Charter Revocation:** Removal of College recognition for a group, club, society, or

other organization. Recharter after that time must be approved by the President or his/her designee.

## Appealing Disciplinary Decisions

Students are entitled to a fair review of disciplinary decisions made by the Conduct Officer. Appeals should follow the College's General Complaint Policy beginning with Step 2.

**Source URL:** https://www.davidsonccc.edu/catalog/college-policies

# General Complaint Policy

Apr 1 2016

# Last Updated:

To file complaints regarding Davidson County Community College's operations, policies, procedures, or to seek appeals for decisions made regarding admission to the College, financial aid, academic suspension, code of conduct or other matters, follow the resolution process below.

For grade appeals, see the Appeal of Final Course Grade policy.  For harassment, see the No Harassment policy.

The College values prompt resolution of complaints/appeals.  Individuals are encouraged to raise a complaint/appeal within five (5) workdays following the event or decision giving rise to the complaint on a matter.  A work day is defined as any day the College is in operation as specified in the College calendar.

## Process for Complaint Resolution

### Step One

Typically, most complaints can be resolved informally through communication between the individual and appropriate College personnel.  As a first step, the individual should meet with the College employee with whom the individual has a complaint or dispute.  Should that not be appropriate or feasible, the individual should meet with the employee's supervisor. In the meeting, the individual should identify the complaint and the specific action being sought to resolve it.  In a situation where the complaint does not concern a specific employee, the individual should contact the College employee with administrative responsibility for the policy, procedure, or operation at issue.  Every reasonable effort should be made to resolve the matter informally and in a timely manner.  Should that not be possible or appropriate, the individual may proceed to Step Two.

### Step Two

If the complaint cannot be resolved through the process described in Step One, the individual should file a written complaint/appeal with the appropriate vice president or executive director within 5 work days following the conclusion of Step 1.  If the complaint/appeal directly involves a vice president or executive director, the President will designate some other member of the administration to receive and hear the Step Two complaint/appeal.

The letter shall identify:

- the name of the individual filing the complaint/appeal,
- a concise statement of the nature of the complaint/appeal,
- reasons for dissatisfaction with the decision from step one/decision from other process, and
- the specific action or resolution sought by the individual.

The following individuals from Student Affairs are available to assist individuals with writing a complaint/appeal:

- Director, Student Services, Davie Campus
- Dean, Student Success

After receiving the letter,  the administrator will:

- review the complaint/appeal,
- interview the parties, as necessary,
- offer to call a hearing to gather additional information, and
- issue a resolution.

Within 10 workdays of receiving the complaint/appeal, the administrator will provide a written decision on the complaint/appeal to the individual or call a hearing.  This time limitation may be extended by mutual agreement.  If a hearing is called, the administrator will contact the individual to arrange a date.

**Hearing**

If a hearing is deemed necessary, the individual and College may each, if they choose, be accompanied at the hearing by legal counsel.  The individual must notify the College in advance of his or her wish to be accompanied by legal counsel.  The individual and College may present evidence in the form of documentation and/or witness testimony.  The administrator reserves the right to set reasonable limitations as to the length of the hearing.

Within 10 workdays following the hearing, the administrator will provide a written decision on the complaint/appeal to the individual.  This time limitation may be extended by mutual agreement.  All documents considered at Level Two shall constitute the record of the complaint/appeal.

**Step Three – Final Appeal**

If the individual is not satisfied with the decision of the administrator at Step Two, the individual may appeal that decision to the President.  The appeal shall be in writing and delivered to the President within 5 workdays of the individual's receipt of the administrator's written decision from Step Two.  The final appeal shall include

- the written complaint/appeal described in Step Two,
- a concise explanation of the basis of the final appeal, and
- the action/resolution being sought.

The President will review the record from Step Two, interview parties as necessary, and issue a decision. The President's review will be based upon the record of the

complaint/appeal.  The president, may, in his or her discretion, request the parties to give a brief written or oral summary of their contentions if deemed necessary to understanding the facts/issues in the case. The President's decision is final and shall be made in writing to the parties within 10 workdays.  This time limitation may be extended by mutual agreement.

## General Provisions

### Time Periods and Limitations

Reasonable efforts shall be made by all parties to expedite the complaint/appeal process. If there is no mutual written agreement to extend the time limits, and if a complaint/appeal is not taken to the next step within the specified time period of this policy, the right of the individual to further appeal is terminated.

### Complaint Log

Davidson County Community College maintains a comprehensive record of all written complaints/appeals.  Vice Presidents and Executive Directors are responsible for ensuring that all written complaints/appeals filed in their respective areas are documented in the College's electronic Complaint Log.  The College uses the complaint log to assess complaint/appeal patterns for indications of institutional policy, process, or quality issues. The following information regarding complaints/appeals is recorded in the Complaint Log:

- date of receipt,
- individuals involved in resolving the complaint,
- category of the complaint,
- summary of the complaint/appeal with general details and
- final resolution.

The Complaint Log is protected to ensure the maintenance of privacy and confidentiality. Informal complaints are not documented in the Complaint Log.

**Source URL:** https://www.davidsonccc.edu/catalog/college-policies/general-complaint-policy

# General Student Policies

Apr 1 2016

## Last Updated:

## Cell Phones and Other Electronic Devices

Classrooms should be free of all unnecessary distractions from the task of learning. Therefore, as a general rule, students should silence all personal devices not being used for coursework prior to entering the classroom. Please consult individual course syllabi for specific policies related to the use of electronic devices in the classroom, as they may vary depending upon the nature of the course or the guidelines of the instructor.

## Inclement Weather

In compliance with Title 23 of the North Carolina Administrative Code, Section 02C.0210, the following policy outlines the policy and procedures for closing or delaying the College schedule due to inclement weather or other events disrupting normal operations.

### Closing of College

In case of inclement weather, the President or authorized representative may close one of the campuses, or begin classes at a later hour. Announcement of College or campus closings or delayed starting times will be announced on local television stations (hopefully by 6 a.m.), the College website (www.davidsonccc.edu), and College phone system (336.249.8186). In the absence of such an announcement, the College will be open as usual.

In situations involving inclement weather, natural disasters, or other events that result in the cancellation of curriculum or continuing education classes, the College will implement a plan for rescheduling, making-up or adjusting instruction.

An announcement concerning the cancellation of night classes will be made by 4 p.m. Cancellation of day classes will not mean that night classes are also canceled. A separate cancellation announcement will be made unless the early morning announcement specifically states that night classes are canceled. In the absence of a cancellation announcement, night classes will be held as scheduled.

### Inclement Weather Procedures

Assumptions:

1. President's staff and designated other staff will evaluate weather reports, road conditions and campus preparedness to make decisions regarding the closing of the College, cancellation of classes or delayed opening.

2. College faculty and staff will use their personal judgment
in determining if weather conditions permit their safe travel to work.

3. The College reserves the right to designate specific faculty or staff as essential personnel whose functions are vital to key operations of the College such as physical plant services and administrative services with deadlines that must be met regardless of weather conditions. Employees will be informed of their status as essential by their supervisor or College officials as circumstances deem appropriate. Essential personnel may be assisted in getting to the campus via use of a College vehicle only.

Media Messages:
It should be noted that each television station applies unique constraints to what can be broadcast regarding inclement weather closings and delays. Often the message broadcast is different from the message the College delivered. It is recommended that employees check two different sources to confirm a consistent message, including media, College website, and phone system. In order to reduce the level of confusion, one of the following will be specified: open, closed, or delayed opening.

1. No public media announcement will be made if the College will be open and classes will be held as scheduled. Every effort will be made to include an announcement on the College website and on the telephone automated attendant about the decision to go forward with classes either day, evening, or both.

2. If the decision is made not to hold classes, the message **"College Closed"** (some stations may use "Classes Canceled") will be followed by one of the following:

• "….Employees follow Plan A" – only designated essential personnel should report. This will be used when conditions are generally poor throughout the area. Non-exempt personnel designated as essential personnel are entitled to overtime pay or compensatory time as outlined in the Faculty/Staff Handbook. Essential personnel unable to report to work are required to take annual leave or compensatory time.

• "….Employees follow Plan B" – This will be an "Optional Employee Work Day." College will be open to faculty and staff. This announcement will be used when conditions are judged to make travel possible for a significant number of staff, but when driving conditions will probably result in low student attendance.

o Faculty are not required to report unless requested by supervisor.

o Staff who are able to travel safely should report to work as soon as possible.

o Staff who cannot make it to work should contact their supervisor and arrange to take vacation leave.

3. Delayed Opening: "College will open at _____ (a.m./p.m.)"

• Faculty and staff report by the announced opening time.
• Faculty and staff contact supervisor if unable to be present at the opening time.
• Faculty and staff deciding not to report will take leave.
• Classes that are scheduled at the time the college opens will meet for the remainder of the scheduled class or lab time. For example, the college will open at 10 a.m. For a class beginning at 9:30 a.m. and ending at 11 a.m., the class would begin at 10 a.m. and meet until 11 a.m..

**Procedure for Rescheduling, Making-up or Adjusting Instructional Time**

Adjusting Instructional Time

1.  If the census date (date class has met 10% of total class days) was reached prior to missed day(s), no adjustment in the date is necessary.

2.  If the class has met at least once prior to the original census date but the census date has not been reached prior to the missed day(s), the College will apply one of two options:

   •   Use original census date

   •   Recalculate census dates based on revised class schedule

3.  If the class has never met, the College will recalculate the census date based on the new class schedule.

4.  Documentation of any adjustments to census dates will be attached to each official class attendance roster.

**Making Up Missed Instructional Time**

Missed instructional time will normally be made up using one or more of the following or similar methods approved by the appropriate Dean:

   •   Reschedule class time

   •   Schedule individual student or small group conferences

   •   Require extra assignments

   •   Provide handouts such as lecture notes to cover missed content

The Makeup of Lost Instructional Time form, which is located in the Forms section on the College Intranet, will be used to document the method used for making up lost instructional time. The completed form will be attached to the official class roster.

# Religious Observance Policy

In compliance with 23 N.C.A.C. 02C.0213, "School Absence for Religious Observances," Davidson County Community College authorizes two absences from classes each academic year for religious observances required by the faith of the student. For the purposes of this policy, an academic year begins on the first day of fall classes in August and ends on the last day of summer classes in July each year. Absences due to religious

observance are in addition to allowed absences set forth by instructors in course syllabi.

Students requesting absence from class for religious observance must complete a Request for Religious Observance Absence form and obtain approval from the Student Records Office in the Student Success Center at least two weeks prior to the date of the absence. Students who miss class for religious observance will be granted the opportunity to make up work missed due to the absence.

## Communicable Disease Policy

It is the objective of the College to promote good health and safety of employees and students and to prohibit discrimination against persons afflicted with "Communicable disease" shall be defined as an illness due to an infectious agent or its toxic products which is transmitted directly or indirectly to a person from an infected person or animal through the agency of an intermediate animal, host, or vector, or through the inanimate environment (N.C. Gen. Stat. Section 130A-2). For purposes of this policy, the following are examples of communicable diseases (list is not all-inclusive):

**CLASS A**

- Anthrax
- Chicken pox
- Conjunctivitis
- Hepatitis A
- H1N1
- Influenza
- Infectious Mononucleosis
- Other conditions that can be transmitted through casual contact

- Meningitis
- Pertussis (Whooping Cough)
- SARS
- Small pox
- Tuberculosis
- Measles

**CLASS B**

- Acquired Immune Deficiency Syndrome ("AIDS") or AIDS-related complex

- Hepatitis B or C

- Human Immunodeficiency Virus ("HIV")

- Other conditions that can be transmitted through exchange of bodily fluids, shared needles, sexual intimacy, or other non-casual means

Any employee with a Class A condition must promptly notify the Human Resource Services office and any student with a Class A condition must promptly notify the Vice President, Student Affairs so that appropriate arrangements can be made for the protection of the individual as well as his/her co-workers or fellow students. The College will make every

effort to accommodate employees and students with Class A communicable diseases as appropriate under the circumstances.

Employees and students with Class B conditions are not required to notify the College unless necessary for a particular assignment or assignments (e.g., a job or class that entails a risk of exchange of bodily fluids) or unless required by law. In the event of disclosure of a Class B condition to Human Resource Services or the Vice President, Student Affairs, the College will make every effort to accommodate the employee or student as appropriate under the circumstances.

For all communicable diseases, whether Class A or Class B, the infected student or employee is expected to behave responsibly and in a manner that will protect others. Employees and students with communicable diseases who are physically able to perform, and who do not pose a risk to themselves or others, may continue to work, attend classes, and perform other activities without restriction.

It is the policy of the College to comply with all state and federal laws relating to the protection of qualified persons with a disability or handicapping condition. The College will make every effort to ensure that individuals considered handicapped by a communicable disease who are employed by the College or admitted to the College as students are afforded all the rights and privileges of these laws. However, it is not discriminatory action under North Carolina law to fail to hire, transfer, promote, or discharge, nor enroll or withdraw from enrollment a handicapped person because the individual has a communicable disease in which the risk of contagion cannot be eliminated by reasonable accommodation.

Persons with communicable diseases are expected to seek expert medical advice and are encouraged to advise local health authorities. Local health authorities can offer counseling to these persons about measures which can be taken to prevent the spread of infection and about ways to protect their own health.

Any information disclosed by a student or employee about a communicable disease will be kept strictly confidential and disclosed only to those individuals with a legitimate need to know. Such information will not be used in a manner that violates any applicable laws.

Unless otherwise required by federal or state law, no person, group, agency, insurer, employer, or institution will be provided medical information without the prior specific written consent of the individual. All medical information relating to communicable diseases will be maintained in accordance with the Family Education Rights and Privacy Act of 1974 (FERPA), as amended.

## Children on Campus

This policy applies to all who come to campus, including visitors, College employees, and registered students. Davidson County Community College strives to provide a comfortable learning environment for adults pursuing higher and/or continuing education; therefore, it is typically not appropriate for young children to participate in learning opportunities provided by the College such as workshops, orientation, classroom instruction, labs etc. However, the College does recognize that in certain circumstances children will accompany other students, visitors, and/or employees to the campus or a DCCC event.

For the purpose of safety and to avoid disruptive behavior, children accompanying students, visitors, or employees of DCCC must constantly be supervised by a responsible

adult while on College property or while attending an off-campus class or other DCCC event. Children and any other persons
not registered for a class are not allowed in laboratories or classrooms at any time, at any campus or off-campus site unless authorized by an instructor or staff member. The individual who makes the decision to bring a child to the campus or DCCC sponsored event should be aware and respectful of the needs others have for a quiet educational and work setting and should adhere to the following:

1. Children must not be left unattended in any area of the College. DCCC employees cannot assume supervisory responsibility of unattended children.

2. The College assumes no responsibility or liability for children, nor for any accidents or injuries incurred by children, in any unsupervised situation not approved by the college administration.

3. For the purposes of this policy, the terms "child" or "children" mean any youth under the age of 18 not enrolled in a college course, whether or not such youth is the offspring of the person whom he or she accompanies.

4. Employees are expected to provide for the care of their children away from the work site. In emergency situations,
if it is necessary for the employee to bring a child to the workplace during working hours, the employee's supervisor must approve.

5. Children accompanying employees, students, or visitors are not permitted in classrooms, labs, or shops while instruction is being delivered, without the expressed permission of the instructor. College syllabi will include notice of this policy.

6. Persons wishing to patronize DCCC services to the public (cosmetology, esthetics, etc.) may be refused service if accompanied by a child who will be unattended during the time the patron is receiving services. College staff will not be expected to provide supervision of such children.

7. If a child is found to be disruptive while the student/responsible adult is attending a class, workshop, orientation, or other DCCC event, the student/responsible adult may be asked to step out of the event with the child.

8. If a child is found or identified as "unattended", Campus Security should be notified. A Campus Security officer will locate the parent (or the adult responsible for the child), and inform him/her of the College's rule regarding unattended children. The parent/responsible adult will be asked to assume direct supervision of the child(ren) at that time.

A violation of this policy may result in appropriate disciplinary action.

## Animals on Campus

It is important for all members of the campus community to feel safe and secure on campus. Therefore, animals and pets are not permitted on property owned or leased by Davidson County Community College, on campus grounds, in facilities, or in vehicles on the property of the campus. Animals that are part of instructional activities in any class and service animals are the only exceptions to this policy.

Students in violation of this policy will be in violation of the student Code of Conduct. In the case of faculty or staff, violations shall be reported to the appropriate supervisor to initiate corrective action.

**Service Animals** – Service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.

## Solicitation and On-Campus Employment Recruiting Policy

Solicitations are defined as attempts to address all or portions of the College community to express social, political, religious, or other views; to disseminate written materials; to request, accept, or collect donations or contributions for a particular cause; or to gather information (other than information gathered for College use) through focus groups, surveys, or other means. Access to the campus will not be denied due to a speaker's beliefs, point of view, or the content of the speech. Employers wishing to recruit DCCC students for employment are also frequent visitors to campus, and processes are in place to guide those visits.

Below are the rules that govern solicitations and on-campus employment recruiting:

**Elected Officials**

Current elected officials at the local, state, and federal levels may hold town hall meetings and other generally accepted public forums for the purpose of communicating with and serving constituents. These events are subject to regular campus operating hours and room availability and must be scheduled accordingly through the scheduling coordinator for the desired location.

**Political Candidates**

The following schedule and designated locations have been established by the College for solicitation events by political candidates:

| | |
|---|---|
| Monday-Friday | 8:00 a.m.-7:00 p.m., 2-hour block per event |
| Davidson Campus | Gee Gazebo, Courtyard Fountain, Conference Center (right of the building), Brooks Student Center Lobby, Love Learning Resources Building walkway (left of the courtyard door when facing it) |
| Davie Campus | Patio area behind Administration Building |

Political candidates wishing to address the campus community in a public forum on any property owned, leased, or operated by the College must contact the External Affairs office (extaffairs@davidsonccc.edu) to request a visit. Visits will be scheduled no less than seven business days from the date of the initial contact. Candidates must complete and return the request form to the External Affairs office seven business days prior to the desired visit date. Candidates may not arrange a visit more than two weeks in advance. The External Affairs office will respond to the request in writing within five business days of receiving it. Once a solicitation event is approved, the candidate must read, sign, and submit the solicitation agreement form to the External Affairs office prior to the visit.

See the final section of this policy, Additional Information for Political Candidates and Groups External and Internal to Campus, for complete rules about visits to campus.

**Other Individuals/Groups External to Davidson County Community College**

The following schedule and designated locations have been established by the College for solicitation events by those external to the College:

| Monday-Friday | 8:00 a.m.-7:00 p.m., 2-hour block per event |
|---|---|
| Davidson Campus | Gee Gazebo, Courtyard Fountain, Conference Center (right of the building), Brooks Student Center Lobby, Love Learning Resources Building walkway (left of the courtyard door when facing it) |
| Davie Campus | Patio area behind Administration Building |

Individuals or groups external to the College wishing to address the campus community in a public forum on any property owned, leased, or operated by the College to provide goods or services, collect donations and contributions, gather information, or otherwise solicit as defined by this policy must complete a request form and submit it the External Affairs office (extaffairs@davidsonccc.edu) to request a visit. Visits will be scheduled no less than seven business days from the date of the initial contact. A responsible group representative must complete and return the request form to the External Affairs office seven business days prior to the desired visit date. Groups may not arrange a visit more than two weeks in advance. The External Affairs office will respond to the request in writing within five business days of receiving it. Once a solicitation event is approved, a responsible group representative must read, sign, and submit the solicitation agreement form to the External Affairs office prior to the visit.

See the final section of this policy, Additional Information for Political Candidates and Groups External and Internal to Campus, for complete rules about visits to campus.

**Other Individuals/Groups Internal to Davidson County Community College**

The following schedule and designated locations have been established by the College for solicitation events by those internal to the College:

| | |
|---|---|
| Monday-Friday | 8:00 a.m.-7:00 p.m., 2-hour block per event |
| Davidson Campus | Gee Gazebo, Courtyard Fountain, Conference Center (right of the building), Brooks Student Center Lobby, Love Learning Resources Building walkway (left of the courtyard door when facing it) |
| Davie Campus | Patio area behind Administration Building |

Individuals or groups internal to the College wishing to address the campus community on any property owned, leased, or operated by the College to provide goods or services, collect donations and contributions, gather information, or otherwise solicit as defined by this policy must complete a request form and submit it to the appropriate office at the College: the Student Affairs office will accept student request forms and the Human Resources office will accept request forms from faculty/staff. The offices will respond to the request in writing within five business days of receiving it. Once a solicitation event is approved, the candidate must read, sign, and submit a solicitation agreement form to the designated office prior to the visit.

See the final section of this policy, Additional Information for Political Candidates and Groups External and Internal to Campus, for complete rules about visits to campus.

**On-Campus Employment Recruiting**

Employers wishing to recruit DCCC students for employment must contact Career Services staff at 336-249-8186 ext. 6245 or cs@davidsonccc.edu to arrange a visit. Visits will be scheduled no less than seven business days from the date of the initial contact. So that a quality experience can be arranged, employers must read, sign, and return a recruiting agreement form to the Career Services office seven business days prior to the scheduled visit. The College reserves the right to decline recruitment requests at its discretion. Operating guidelines for recruitment visits are listed below:

Recruiters will:

• Check in at the reception desk in the B. E. Mendenhall, Jr. Building lobby upon arrival.

• Wear a campus visitor badge during the entire visit.

• Recruit only during time periods scheduled.

• Remain located in the scheduled designated area.

Recruiters may:

- Provide company literature (general information, annual reports, facility pictures, etc.).

- Use appropriate displays (including pictures, self-provided multimedia equipment, or product samples, etc.).

- Set up on-campus interview times, if needed, by contacting Career Services at ext. 6245.

Recruiters may not:

- Schedule on-campus recruitment dates for pyramid-type organizations and/or organizations that charge a fee (certification or licensing fee, equipment purchase, initial investment in the company, etc.).

- Distribute material on campus in locations other than those designated by the College.

- Give free gifts to students. (Company logo items such as pencils, pens, key chains, etc., are permissible.)

- Solicit donations or sell merchandise.

- Leave designated area to recruit in other areas of the campus.

- Harass students (using any means of coercion to stop students who do not volunteer to talk with recruiter).

**Additional Information for Political Candidates and Groups External and Internal to Campus**

Due to space limitations and close proximity to other businesses, activity is not permitted at the Thomasville Education Center, the Uptown Lexington Center, or the Davie Education Center.

Designated space will be reserved on a first-come, first-served basis as long as the visit does not conflict with a previously scheduled campus event and the area is not temporarily deemed inaccessible or unsafe due to weather conditions or construction.

While posters, flyers, signs, and banners will not be screened for viewpoint, the College shall designate locations for distribution or display of such posters, flyers, signs, and banners. The College shall further prohibit the distribution or display of any publication or material that (a) is vulgar, indecent, or obscene; (b) contains libelous statements, personal attacks or abusive language such as language defaming a person's character, race, religion, ethnic origin, gender, family status, or disability; (c) causes or clearly threatens to cause a material and substantial disruption of a school activity; (d) encourages the commission of unlawful acts or the violation of lawful school regulations; or (e) contains information that is inaccurate, misleading or false. "Obscene" describes any speech or work that the average person, applying contemporary community standards (as opposed to "national standards"), would find, taken as a whole, appeal to prurient interest; or that depicts or describes, in a patently offensive way, sexual conduct specifically defined by applicable law; and that, taken as a whole, lacks serious literary, artistic, political or scientific value. "Libelous Statement" is defined as statements which are false and

unprivileged statements about a specific person that injure that person's reputation in the community. Any failure to comply with the terms and conditions of this policy shall result in
immediate removal of the poster, flyer, sign, and/or banner. The allowance or removal of the display of material under this policy does not imply approval or disapproval of the material's contents by the Davidson County Community College, its Administrators, the Davidson County Community College Board of Trustees or the Davidson County Community College Foundation.

Those who are approved to conduct an event on any property owned, leased, or operated by the College must comply with the guidelines listed below:

Groups or individuals will:

• Complete a solicitation agreement form and submit it to the appropriate office prior to the scheduled visit.

• Check in at the reception desk in the B. E. Mendenhall, Jr. Building lobby upon arrival.

• Wear a campus visitor badge during the entire visit. Students, faculty, and staff must wear their campus ID badge.

• Speak only during time periods scheduled.

• Remain located in the scheduled designated area.

Groups or individuals may:

• Distribute written materials by hand at the designated time and place of the solicitation event as approved by the appropriate office through the solicitation agreement form. Distribution of written materials will not be denied solely on the basis of content or viewpoints expressed therein. Groups distributing written materials will be billed by the College for cleanup costs associated with the distribution.

• Solicit, accept, or collect donations or contributions for not-for-profit activities only at the designated time and place of the solicitation event as approved by the appropriate office through the solicitation agreement form.

• Display written or other visual materials on designated community bulletin boards only. Materials may be posted on the day of the solicitation activity and remain posted up to one day following the event.

Groups or individuals may not:

• Use sound amplification or generate noise to the level that it disrupts the learning environment or normal College operations.

• Communicate racial epithets, sexual comments, etc. or other language that may evoke violence.

• Advocate illegal conduct that directs, incites, or produces imminent lawless action.

• Touch, strike, or impede the progress of pedestrians, except for incidental or accidental contact, or contact initiated by a pedestrian.

- Photograph or audio or video record any faculty, staff, or student without first obtaining written permission from the person.

- Engage in disruptive or disorderly conduct that is reasonably likely to cause a disruption in the learning environment or normal College operations.

- Damage, destroy, or steal College or private property.

- Possess or use firearms, explosives, or other weapons as defined by the College's weapon's policy.

- Possess, be under the influence of, or sell illegal drugs.

- Obstruct free flowing pedestrian or vehicular traffic.

- Distribute written material on campus through the College's intercampus mail system.

- Display written or other visual materials on any surface other than designated community bulletin boards.

- Leave the designated area to solicit in other areas of the campus.

- Harass students, faculty, and staff (using any means of coercion to stop individuals who do not volunteer to engage in the solicitation).

- Canvass, sell, offer for sale, or promote the sale or advancement of goods or services. (Applies to external groups only; DCCC students, faculty, and staff must obtain approval.)

## Alcohol and Drug-Free Campus Policy and Assistance

Davidson County Community College is committed to a drug-free environment. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, paraphernalia, or alcohol are prohibited on College premises and at any College-sponsored activities. Lawful consumption and possession of alcohol is also prohibited with the exception of catered use at special College or Foundation events as per **DCCC Conference Center Policy**.

If any student is found in violation of the College policy or convicted of violating any criminal drug or alcoholic beverage control statute while on College premises or at any College-sponsored activity, he or she will be subject to disciplinary action up to and including expulsion. Additionally any student found in violation of this policy may be subject to punishment to the full extent of the law under applicable local, state and federal law. It is further noted that the use of illegal substances poses a serious health risk including but not limited to severe reactions and death.  Records of student drug and alcohol violations are maintained in the Office of Campus Safety and Community Standards; records of employee drug and alcohol violations are maintained in the Human Resource Services Office.

Students needing assistance for any reason related to the use of drugs, including alcohol, should contact a member of the DCCC Student Affairs staff, who will act as a referral source to an appropriate human services agency.

Twice per academic year, the College conducts drug and alcohol abuse programming open

to all members of the campus community.  Typical programming includes speakers (from law enforcement, health or counseling agencies) or demonstrations of the effects of drug and alcohol use.

## Emergency Messages

College staff members do not have instant access to classrooms, instructors, or students. Students are encouraged to inform family and friends of alternate ways to be contacted while on campus. If other methods of contact are not available or not successful, College staff will only attempt to deliver emergency medical messages to students and are not allowed to give information regarding a student's schedule, presence on campus, or delivery status of the message. Callers should dial 336.249.8186 for the Davidson Campus and 336.751.2885 for the Davie Campus. Campus visitors must go to the reception desk in the B.E. Mendenhall, Jr., Building on the Davidson Campus and to the reception area in the Laboratory Building on the Davie Campus for assistance.

## Family Educational Rights and Privacy Act

The College is in full compliance with the provisions of the Family Educational Rights and Privacy Act of 1974, as amended. This Act protects the privacy of education records, establishes the right of students to inspect, review, and challenge their education records, provides guidelines for the correction of inaccurate or misleading data through informal and formal hearings, and provides for complaint procedures. Copies of the policy established by the College in compliance with the Act are available in the Student Records Office. Questions concerning the Family Educational Rights and Privacy Act may be referred to the Student Records Office. In complying with the provisions of the Act, the College has designated the following categories of information about students as directory information: the student's name, address, telephone listing, date and place of birth, major field of study, current enrollment status, participation in officially recognized activities, dates of attendance, degrees and awards received, the most recent educational institution attended by the student, photos and videos. Currently enrolled students may prevent disclosure of any of the above categories of directory information under the Family Educational Rights and Privacy Act. To prevent disclosure of the information designated as directory information, the student must submit a written request to the Student Records Office.

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records.  (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.)  These rights include:

- **The right to inspect and review the student's education records within 45 days after the day the Davidson County Community College ("School") receives a request for access.**  A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect.  The school official will make arrangements for access and notify the student of the time and place where the records may be inspected.  If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- **The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.**

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

- If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment.  Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

**The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.**

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests.  A school official is a person employed by the Davidson County Community College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee.  A school official also may include a volunteer or contractor outside of the Davidson County Community College who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks.  A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the Davidson County Community College.

Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

1. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Davidson County Community College to comply with the requirements of FERPA.**  The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC  20202

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations.  Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure.  Eligible students have a right to inspect and review the record of disclosures.  A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student:

- To other school officials, including teachers, within the Davidson County Community College whom the school has determined to have legitimate educational interests.  This includes contractors, consultants, volunteers, or other parties to whom the

school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(*1*) - (a)(1)(i)(B)(*2*) are met. (§99.31(a)(1))

- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. ((§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

## No Harassment Policy (Pending Approval of the DCCC Board of Trustees)

Davidson County Community College is committed to maintaining a learning and working environment that is free from discrimination and in which students and employees at all levels can devote their full attention and best efforts to their studies and their jobs. Harassment of any kind has no place in the College environment. The College does not

authorize and will not tolerate any form of harassment based on the following factors: race, sex, national origin, disability, religion, or any other characteristic that is protected by law. This policy applies to all students, to faculty and staff, and even to non-employees such as visitors, vendors, etc., who harass College students or employees (including volunteers), or campus visitors. Examples of "harassment" covered by this policy include offensive language, jokes, or other physical, verbal, written, or pictorial conduct relating to the student's or employee's sex, race, religion, national origin, age, disability, or other factor protected by law that would make a reasonable person experiencing such behavior feel uncomfortable or would interfere with the person's studies or work performance. The examples are just that - examples. It is impossible to list every type of behavior that can be considered harassment in violation of this policy. In general, any conduct based on these traits that could interfere with an individual's studies or work performance or could create an offensive environment will be considered harassment in violation of this policy. This is the case even if the offending person did not mean to be offensive. It is essential that members of the College community be sensitive to the feelings of others.

**Sexual Harassment**

Sexual harassment (whether opposite-sex or same-sex) is strictly prohibited. Examples of the types of behavior that are considered sexual harassment in violation of this policy include:

- Sexually offensive jokes or comments.
- Physical assaults or other touching that is sexual in nature.
- Promising favorable treatment or threatening unfavorable treatment based on the student's or employee's response to sexual demands.
- Displays of sexually oriented reading materials or pictures, including electronic material.
- Punishing a student or employee for complaining of sexual harassment.

**Harassment Based on Race, Sex, Gender Identity, National Origin, Age, Disability, or Religion**

Harassment based on these other traits deserves special mention and is also strictly prohibited. Examples of the types of behavior that will be considered based on these characteristics include:

- Jokes or negative comments about these characteristics.
- Displays of reading materials or pictures containing negative material about these characteristics including electronic materials.
- Vandalism or "pranks" based on these characteristics.
- Name-calling based on these characteristics.

- Punishing a student or an employee for complaining of these types of harassment.

## Consensual Relationship Policy

Consensual relationships are not absolutely prohibited by the no-harassment policy; however, because of the potential for misuses or the perception of misuse of authority, certain consensual relationships are prohibited. Anyone who violates this policy will be subject to discipline up to and including immediate termination of employment. All faculty and staff members are prohibited from having an intimate amorous relationship with any student who is under the academic supervision of that faculty or staff member. Both the fact and the appearance of such a relationship must be avoided. Academic supervision includes supervising, tutoring, providing guidance to or working with a student in any capacity, either directly or indirectly in the classroom, outside the classroom, or as a work-study student. Academic supervision also includes counseling, advising a student or student group, in a formal or informal capacity, and participating in award, grant, or scholarship decisions. An intimate amorous relationship includes a romantic and/or sexual relationship between members of the same sex or members of the opposite sex. A relationship that is not consensual is governed by the College's no-harassment policy. Under no circumstances may a faculty or staff member have an intimate amorous relationship with any student who is a minor. This prohibition applies whether or not the relationship is consensual and whether or not the student is under the academic supervision of the faculty or staff member. A minor is anyone under the age of eighteen. A faculty or staff member who is aware that he or she is violating this policy or who is aware that he or she may appear to be violating this policy is encouraged to consult immediately with the appropriate supervisor to discuss a means of resolution.

## The Campus Sexual Violence Elimination (SaVE) Act Policy

This Act creates the following criteria by which DCCC will respond to acts of dating violence, domestic violence, sexual assault and stalking (**Title IX SaVe Act** or download **SaVE Act PDF**):

1) *Transparency*:

SaVE requires that incidents of domestic violence, dating violence, sexual assault, and stalking be disclosed in annual campus crime statistic reports. Additionally, students or employees reporting victimization will be assisted in the following ways:

- Be assisted by campus authorities if reporting a crime to law enforcement
- Changing academic, living, transportation, or working situations to avoid a hostile environment
- Obtaining or enforcing a no contact directive or restraining order
- Receiving contact information about existing counseling, health, mental health, victim advocacy, legal assistance, and other services available both on-campus and in the community

2) *Accountability*:

SaVE clarifies minimum standards for institutional disciplinary procedures covering domestic violence, dating violence, sexual assault, and stalking to ensure that:

Any student or employee who is a victim of domestic violence, dating violence, sexual assault or stalking may report these actions to the appropriate representative of DCCC or law enforcement. DCCC is committed to promptly and fully investigating any allegations of misconduct and will proceed to investigate all claims as follows:

## Establishing Time Frames for the Review Process

The College will conduct a timely review of all complaints of domestic violence, dating violence, and/or stalking. Absent extenuating circumstances:

- Review and resolution is expected to take place within sixty (60) calendar days from receipt of the complaint.
- The preliminary review of all complaints, including any necessary interviews to be conducted and any necessary interim measures to be put in place, will usually be completed within 10 days of receipt of the complaint.
- The subsequent, comprehensive review and investigation of the complaint, including interviews with all involved parties and gathering of evidence, is usually completed within 20 days of receipt of the complaint.
- Results of the complaint, via either a formal hearing or waiver of hearing are typically issued within 60 days of receipt of the complaint.
- An appeal of the results must be submitted within 7 days of receipt of the written result.
- Absent extenuating circumstances, decisions on appeals are typically issued within 30 days of submission of the appeal.

## Parties' Rights to Advisors

The respondent and complainant may be assisted during disciplinary hearings and related meetings, by an advisor of their choice. The respondent and complainant may present witnesses and may produce other evidence for consideration by the hearing officer. The respondent and complainant are responsible for presenting evidence on their own behalf. Advisors may speak privately to their advisee, respondent or complainant, during the proceeding. Either party may request a brief recess to consult with their advisor which will be granted at the discretion of the hearing officer. Advisors for the respondent and complainant may not present evidence or question witnesses.

## Notification of Findings

Within five (5) class days after the adjournment of the hearing, the hearing officer shall submit written findings of fact, conclusions regarding the charge(s), and imposition of a sanction, if any, to the respondent and any College official who is determined by the Director of Campus Safety and Community Standards to have a legitimate interest in the result. In the case of sexual misconduct and violations involving dating violence, domestic violence, sexual assault, or stalking, both the complainant and respondent shall also receive simultaneous notice of the results and sanctions imposed (and the rationale for the result and sanctions), as well as notice of the appellate procedures available.

## Sanctions

DCCC considers dating violence, domestic violence, sexual assault, and stalking as extremely serious violations and subject to punishment up to SUSPENSION and/or

EXPULSION from DCCC. This is separate and distinct from any criminal charges that may be brought from such actions.

## Evidence

Evidence to be presented by complainant(s) and respondent(s) during any hearing on the charges must be shared with the opposing party at least two (2) business days in advance of the scheduled hearing. The College Official presiding at and/or hearing the case may exclude evidence that has not be shared or adjourn the hearing to afford all parties the opportunity to review evidence to be presented during the hearing. The DCCC Official presiding at and/or hearing the case will make the final decision relating to the admissibility of all evidence.

## Burden of Proof

The burden of proof in all cases is "the preponderance of the evidence" – whether it is "more likely than not" that the sex discrimination, dating violence, domestic violence, sexual assault, or stalking occurred. If the evidence presented meets this standard, then the respondent must be found responsible. This standard does not necessarily apply to any corresponding criminal or civil proceedings based of the actions in question.

## Extensions

All deadlines and time requirements in the Code may be extended for good cause as determined by the DCCC Official presiding over the case. Both the respondent and the complainant will be notified in writing of the delay, the reason for delay, and provided the date of the new deadline or event. Extensions requested by one party will not be longer than 5 business/school days.

### 3) *Education*:

As part of **DCCC's SaVE** compliance DCCC is committed to providing programming for students and employees addressing the issues of domestic violence, dating violence, sexual assault and stalking. DCCC has implemented education programs to address these topics; such programs are outlined and defined below:

## Primary Prevention Programs

DCCC expressly prohibits the offenses of domestic violence, dating violence, sexual assault and stalking. DCCC is committed to provide programming, initiatives and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.

## Ongoing Prevention and Awareness Programs

Programming, initiatives and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and staking using a range of strategies with audiences

throughout the institution.

**Awareness Programs**

Community wide or audience specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety and reduce perpetration.

**Bystander Intervention Programs**

Programs and training that offer safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. They include recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

**Risk Reduction**

Options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence

> **4)** *Collaboration***:**
>
> SaVE establishes collaboration between the U.S. Departments of Justice, Education, and Health and Human Services to collect and disseminate best practices for preventing, responding to and reporting acts of domestic violence, dating violence, sexual assault, and stalking. DCCC is committed to compliance with SaVE provisions and undertakes numerous training opportunities for faculty, staff and students to best be prepared to prevent and respond to acts of domestic violence, dating violence, sexual assault and stalking. DCCC makes a continued effort to maintain required disclosure of all acts of domestic violence, dating violence, sexual assault and stalking.

**Reporting Procedures:**

The College cannot resolve matters that it does not know about. Every student and employee has a duty to immediately report harassment, sexual crimes ( dating violence, domestic violence, stalking, sexual assault) or violations of the consensual relationship policy so that the College can try to resolve the situation. Harassment or violations of the consensual relationship policy should be reported when:

- An individual feels that he/she has been harassed, is a victim of a sexual crime or subject to a violation of the consensual relationship policy
- An individual has knowledge of someone else being harassed, is a victim of a sexual crime or being subjected to a violation of the

consensual relationship policy.

This is true in cases whether the alleged is a student, faculty, staff, or even a non-employee, such as a customer or vendor with whom the College does business.

To report harassment, sexual crimes or violations of the consensual relationship policy: Students must contact the Vice President, Student Affairs, at 336.249.8186, extension 6328; room 210, J. Bryan Brooks Student Center. Employees must contact Human Resources at 336.249.8186, extension 4662; room 223 J. Bryan Brooks Student Center. These individuals have been trained to respond appropriately to such reports. Once a report has been received, the College will:

- Conduct a prompt and thorough investigation (for sexual crimes the process of investigation of described in full detail under the SaVE Act Policy)
- Contact law enforcement officials if necessary to ensure the safety of the complaining student or employee
- Make appropriate referrals to Family Services of Davidson County for victim assistance services
- Evaluate and/or implement changes to the victim's academic or work environment to ensure safety
- Discuss the results with the complaining student or employee and, where appropriate, the action to be taken
- Keep the investigation and results as confidential as possible
- If the complaint is verified, take appropriate corrective action, up through and including dismissal from the College or termination of employment.

No student or employee will be punished for bringing information to the College's attention or for cooperating in an investigation; however, a person who self-reports a violation of the College policy is still subject to investigation and appropriate actions.

DCCC will protect the confidentiality of victims, including redacting names of victims, as permitted by law on publicly available recordkeeping.

**College Commitment to Effective Policy**

Finally, any person who feels that the College has not met its obligations under this policy or is not satisfied with the way in which the report of harassment was handled should contact the President, or her/his designee. Effective No-Harassment and Consensual Relationship policies depend on everyone working together to address these very important subjects.

# Campus Access, Parking, and Security (CAPS)

A Campus Access, Parking, and Security fee is charged to curriculum students in fall, spring, and summer semesters. Revenues collected from this fee will be used to pay for acquiring, constructing, and maintaining the College's parking facilities, parking enforcement, and security of college property.

Violations of Campus parking regulations may result in vehicles being towed at the owner's expense. Additionally, students who violate parking regulations multiple times may be subject to disciplinary action as outlined in the Student Rights and Responsibilities Policy.

Campus Parking Permits should be displayed in the lower right corner of the front windshield, or for motorcycles the rear fender. North Carolina General Statute 115D-19 authorizes and empowers the Trustees of the College to establish rules and regulations for the operation of motor vehicles on the College campus.

1. All vehicles parked on campus by students and College employees must be registered with the College and should be parked in the appropriate lined areas as designated.

2. Parking permits are available during registration and at other times from the Business Office. Permits are nontransferable.

3. Vehicles must be parked in approved parking spaces.

4. Handicapped parking is available for vehicles displaying a State issued hang card or Handicapped License Tag. Illegally parked vehicles will be towed at the owner's expense.

5. Motorcycles should be parked in designated motorcycle parking areas.

6. Loading and unloading will be permitted in "Loading Zones."

7. Vehicles must be operated in a safe manner. Campus wide speed limit is 15 mph.

8. Vehicles parked in marked fire lanes or other designated "No Parking" areas may be towed.

### Physically Disabled Parking

Students needing a special parking space should see Campus Security in the J. Bryan Brooks Student Center for information and assistance. Spaces may be assigned on a temporary or permanent basis. Proof of need will be required.

## Tobacco-Free and Smoke-Free Campus Policy

Davidson County Community College recognizes that the use of tobacco products and smoking on campus grounds is detrimental to the health and safety of students, faculty, staff, vendors, and visitors and is committed to providing the campus community with a safe and healthful environment. [1] Under G.S. 14-313, electronic cigarettes and other electronic smoking devices are defined as tobacco products.  Thus, in addition to remaining a 100% tobacco-free campus, the College will become a 100% smoke-free campus effective May 1,

2014.

For the purposes of this policy, tobacco products are defined as any type of tobacco product that contains, or that is made or derived from tobacco and is intended for human consumption, including, but not limited to, cigarettes, electronic cigarettes, electronic cigars, electronic cigarillos, electronic pipes, vapor products, cigars, cigarillos, pipes, bidis, hookahs, smokeless or spit tobacco, or snuff.

1. Use of tobacco products and electronic smoking devices as set forth above  is prohibited by students, staff, faculty, vendors, and visitors

- in all campus buildings, facilities, or property owned or leased by Davidson County Community College,
- on campus grounds, facilities, or vehicles on the property of the campus, and
- at lectures, conferences, meetings, social, and cultural events held on campus property or campus grounds.

2. The sale or free distribution of tobacco products, including merchandise and electronic smoking devices, on campus is prohibited.

3. Davidson County Community College provides free, accessible tobacco and smoking cessation resources on campus, including counseling or assistance for those who request help in quitting use of tobacco products.

4. Implementation and Compliance

- Davidson County Community College insures that appropriate signage and other physical indicators of the policy are provided.
- Students, faculty, staff, vendors, and visitors who violate the policy shall be issued a verbal reminder of the policy.  Repeat offenses will be handled as indicated below:
  - Students who repeatedly violate the policy will be issued a conduct violation through the college's Code of Conduct as outlined in the Student Handbook and Calendar.
  - Staff and faculty who repeatedly violate the policy shall be referred to their supervisor.  Repeated violations by staff or faculty may result in further disciplinary action.
  - Visitors who repeatedly violate the policy shall be asked to leave campus.
  - Repeat violations by vendors will be considered breach of contract.

[1] The College further recognizes that it has the legal authority to prohibit tobacco use pursuant to North Carolina G.S. 143-599.

## Visitors

Visitors, including sales persons, vendors, and recruiters must check in at the reception desk in the B. E. Mendenhall, Jr. Building lobby on the Davidson Campus, or the reception desk in the Laboratory Building on the Davie Campus upon arrival. Visitors will sign in and receive a visitor badge, which must be worn at all times during the visit.

Visitors who need assistance in locating a student must also check in at the reception desk upon arrival. Classes can only be interrupted by the Campus Resource Officer or a Security team member and only for the purpose of delivering medical emergency messages. In accordance with the Family Educational Rights and Privacy Act (FERPA), College employees are not at liberty to share student schedule information with anyone, except by court subpoena.

Visitors are not allowed in classroom, shop, or lab areas without prior permission of a College official. Visitors who violate this policy or cause disruption may be removed from campus.

# Weapons Policy

Possession or use of a weapon, as defined by State law, on College premises or at Collegesponsored or College-supervised functions, is prohibited under North Carolina G.S. 14-269.2 This includes carrying:   any gun, rifle, pistol, any BB gun, stun gun, air rifle, air pistol, or other firearm, dynamite cartridge, bomb, grenade, mine, tear gas or powerful explosive, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades (except solely for personal shaving), firework, or any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction, and maintenance, on educational property.  Exceptions may apply to:

*Exceptions **may** apply to:*

- authorized College security personnel,
- on-duty law enforcement officers attending College classes or activities, and to
- law enforcement faculty possessing weapons for instructional purposes.

*This prohibition **does not apply** to an individual who has*

- *a concealed handgun permit issued in accordance with Article 54B of this Chapter,*
- *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,*

*provided the weapon is*

- *a handgun, AND*
- *the handgun remains  in a closed compartment or container within the individual with a permit's locked vehicle or a locked container securely affixed to the individual with the permit's locked vehicle, AND*
- *the vehicle is only unlocked when the individual with the permit is entering or exiting the vehicle, AND*
- *the handgun remains in the closed compartment at all times.*

*Any violation of the above standards is a violation of state law and the Davidson County Community College Student Code of Conduct and employee policies.*

**Source URL:** https://www.davidsonccc.edu/catalog/college-policies/general-student-policies

# Information Technology Services Policy

Apr 1 2016

# Last Updated:

The purpose of Information Technology Services (ITS) is to provide leadership, communication, and support for the effective and efficient use of information systems for learning, resource management, decision-making, and innovation.

## Acceptable Use of IT Resources

The College endeavors to respond to changing needs in providing and maintaining IT resources to support its teaching, learning, and support functions. College IT resources are for use by students, faculty, staff, and other community users. Academic use takes priority over personal use across all user categories.

Responsible, ethical behavior is expected of persons using IT resources. To assist College personnel in making decisions regarding the use of IT resources, the following guidelines have been adopted. Different divisions may have additional guidelines concerning practices, procedures, and scheduling of IT resources.

## Minimum Security Rules & Requirements

- Users will use only DCCC authorized hardware and software while on the DCCC network to include wireless technology (personal computers on the wireless network are authorized).

- Users will not introduce or download executable code (such as, but not limited to, .exe, .com, .vbs, or .bat files) into the DCCC network without authorization, nor write malicious code.

- Users will not utilize DCCC provided IT resources for personal financial gain or illegal activities.

- Other than designated curriculum computer networking labs, authorized DCCC personnel will perform maintenance only. Physical relocation or changes to DCCC hardware (i.e. workstations), software, network configurations, or telephone systems are unauthorized without DCCC ITs approval.

- Users will address any questions regarding policy, responsibilities, and duties to a faculty or staff member or the DCCC Informational Technology Services Help Desk.

- Phishing and Social Engineering are prohibited. These are techniques (sometimes malicious) used to fraudulently acquire sensitive information, such as passwords, pins, personal information (identity theft), College operations, credit card/financial details (online banking), etc. by masquerading as a trustworthy entity in electronic communications which is predominately performed through Internet email attachments, bogus Web links, and telephone systems.

- Users will not create, store, or transmit defamatory material within the College network. Users will not vandalize, damage, or disable intellectual property of an individual or the DCCC organization.

## Internet Resources

Users are advised that the information available via the Internet is broad in content and uncensored. Availability of such information at DCCC does not imply that the College approves of, condones, endorses, or accepts responsibility for any content not under its control.

## Review of Computer Usage

DCCC reserves the right to examine and monitor computer usage, computer files, accounting information, and backups, and to take action to ensure appropriate use, integrity, and operation of its computing systems. Limits may be placed on the duration and purpose of computer usage, particularly during hours of peak usage.

## Software — Unauthorized Copying or Use

The College licenses the use of software from a variety of vendors. The College does not own that software or its related documentation and unless authorized by the software developer, does not have the right to reproduce it. Unauthorized duplication or use of software violates the U.S. Copyright Law and exposes the individuals involved and the College to possible civil and criminal liability

**NOTE**: Individuals found to be in violation of this policy will be subject to disciplinary action in accordance with the College's Code of Conduct Policy and Procedures.

**Source URL:** https://www.davidsonccc.edu/catalog/general-information/information-technology-services-policy

**DCCC**

THE COLLEGE OF
DAVIDSON AND DAVIE COUNTIES

# Academics

Apr 1 2016

# Last Updated:

Davidson County Community College is committed to helping students reach their full academic potential and to preparing them for success in their careers and further academic pursuits. The College has adopted academic policies that are intended to help students achieve their educational goals. Each student is expected to make satisfactory progress toward reaching those goals.

## Learning Competencies

Learning competencies are embedded in each associate degree program at the College. Each competency is equally important for the success of our graduates as they pursue careers and further study.

1. Communicate effectively.
2. Think critically.
3. Demonstrate information literacy.
4. Demonstrate interdependence.

## Rights and Responsibilities

Students, instructors, administrators, and advisors have certain rights and responsibilities in order to ensure that the DCCC grading system is used to improve academic performance.

**The student has the following rights:**

1. to know the basis for his/her evaluation in each course;

2. to appeal a grade;

3. to have all policies and procedures, which he/she does not understand, explained simply and completely;

4. to be able with reasonable effort to make arrangements for appointments with instructors, administrators, and other staff members;

5. to be informed of his/her academic progress; and

6. to be given appropriate accommodations for documented disability.

**The student has the following responsibilities:**

1. to make a reasonable effort to meet all objectives and goals for each course taken;

2. to meet with his/her instructor(s) and advisor, particularly at the first indication of academic difficulty;

3. to set realistic educational goals with the help of an instructor and advisor;

4. to make arrangements with his/her instructor to complete necessary work and to remove an incomplete ("I") grade within the time allowed but before the end of the subsequent semester;

5. to know and follow the procedures of the College when dropping a course and/or withdrawing from the College;

6. to meet periodically with his/her advisor to review his/her progress toward graduation;

7. to understand and follow all academic policies and procedures of the College as presented in the College catalog and to ask for help when he/she does not understand; and

8. to make his/her disability known and to provide valid documentation of the disability.

**The instructor has the following rights:**

1. to define performance requirements for specific grades;

2. to determine the best methods of developing information, knowledge, and skills for courses; and

3. to expect reasonable effort on the student's part to attain the goals and objectives of the course.

**The instructor has the following responsibilities:**

1. to evaluate grading procedures periodically;

2. to inform students at the beginning of the course of the objectives of the course and the grading system to be used;

3. to investigate new and different ways to enhance and develop skills and to evaluate students;

4. to provide students with periodic feedback and opportunities for individualized assistance;

5. to maintain an atmosphere that facilitates learning; and

6. to maintain a relationship and rapport with students that facilitates learning.

**Advisors and administrators have the following rights:**

1. to have access to student records;

2. to receive a response regarding the disposition of referrals made to other programs and/or services in the College; and

3. to be provided with needed materials and information.

**Advisors and administrators have the following responsibilities:**

1.  to provide means whereby students are informed of any policy and procedural changes;

2.  to provide the necessary time, resources, and facilities needed for teaching and learning to take place;

3.  to provide a grade appeal process;

4.  to provide appropriate counseling and advisement services;

5.  to provide leadership in continuing development and evaluation of a standard grading system; and

6.  to respect the confidentiality of the student's records.

# Academic Integrity Policy

The College is committed to fostering a learning environment where students perform to the best of their own abilities and where academic integrity and honesty pervades.

True intellectual growth is dependent upon honest work. As scholars, Davidson County Community College students are expected to demonstrate integrity in all of their academic pursuits by doing their own work, without unauthorized assistance from others. **The College will not tolerate academically dishonest acts such as, but not limited to, cheating, fabricating, plagiarizing (including multiple submissions of one's own work), and/or assisting others in academically dishonest acts.**

**Cheating** is defined by the College as gaining or receiving unauthorized help during any academic assignment including using or attempting to use **unauthorized**:

• information (e.g. notes, someone else's work, test bank information),

• communication (e.g. talking, writing, or signing/signaling others),

• electronic devices (e.g. cell phones, blackberries, mp3 players, calculators, digital recorders/cameras, or other data storage device) during any academic assignment or test.

**Fabricating** is defined as generating false data, sources, or citations for any academic assignment.

**Plagiarizing** includes any attempt to pass another's work off as one's own, in part or in

whole, without properly acknowledging the source. This includes directly quoting, summarizing, or using ideas, images, or data from another's work without properly citing the source as well as submitting purchased or borrowed papers as one's own. **Submitting** **one's own work for multiple assignments without the express consent of the instructor is also prohibited.**

**Assisting others in academically dishonest acts** includes any activity that is intended to help another person cheat, fabricate, or plagiarize. These acts include, but are not limited to, allowing another to copy work, providing test questions or answers, unsanctioned collaboration, and completing an academic assignment for someone else.

**Academic penalties** for academic dishonesty include, but are not limited to, the following:

- Verbal warning

- Written warning

- Failing grade for the assignment involved

- Failing grade for the course

- Removal from the course

Via the course syllabus, faculty will inform students in writing of the College's Academic Integrity Policy. Therein, the faculty will list specific penalties they will invoke for academic dishonesty in the course. Students who remain enrolled and engaged in courses beyond the review of the syllabi are considered to have read and agree to both the College's policy and the academic penalties that may be invoked by each faculty member in each individual course. **Academic penalties for violation of the policy can and may be applied differently by the faculty of the College.**

Assessing the academic work of students is the purview of the instructor; therefore, issues regarding academic dishonesty should be resolved between the instructor and the student. However, any unresolved issues will be referred to the appropriate Academic Dean for further review. On the rare occasion when resolution is still unreachable, the infraction may be referred to the Vice President for Academic Programs and Services. The Vice President's decision will be final.

**Please note: Violation of the Academic Integrity policy is a violation of the Student Code of Conduct.** As outlined in the DCCC Student Code of Conduct, academic dishonesty is **strictly prohibited.** Students who violate the academic integrity policy will be reported to the Vice President, Student Affairs and Enrollment Management. **Multiple violations may result in the Vice President issuing additional sanctions, up to and including expulsion, as outlined in the Student Code of Conduct Section.**

## Student Classification

The College uses the following student classification system:

1. **Full-time:** A student who is enrolled for 12 or more semester hours of course work at DCCC.

2. **Part-time:** A student who is enrolled for less than 12 semester hours of course work

at DCCC.

3. **Freshman:** A student who has earned fewer than 30 semester hours of credit.

4. **Sophomore:** A student who has earned 30 or more semester hours of credit.

# Course Load and Credits

**Credit Hour Policy**

Davidson County Community College provides instruction for each course based on the number of contact hours listed in the North Carolina Community College Combined Course Library (CCL) for that particular course. Instruction is delivered by a variety of methods, including traditional and online formats or a combination of both. Students will participate in course instruction and outside studies to achieve the course learning outcomes.

A semester credit hour is an academic unit earned for no less than sixteen 50-minute sessions of classroom instruction or its equivalent with a normal expectation of two hours of outside study for each class session. This basic measure may be adjusted proportionately to reflect modified academic calendars and formats of study.

The award of credit hour(s) for asynchronous online and alternative delivery methods of instruction is reflective of the amount of student work necessary to achieve the course objectives and represents an equivalent amount of student work defined by the clock hours for the award of credit hour(s).

Laboratory, clinical, and work experience courses from the CCL convert from credit hours to contact hours per course using the following guidelines:

• Credit of one semester hour is awarded for each 32 hours of "experiential laboratory work." This consists of instruction given to a student by an instructor to increase the student's knowledge and skills without immediate student application.

• Credit of one semester hour is awarded for 48 hours of "faculty directed laboratory work." This involves structured and coordinated demonstration by an instructor with immediate student application.

• Credit of one semester hour is awarded for each 48 hours of "clinical practice." This is a structured, faculty-directed learning experience in a health sciences program, which develops job proficiency. Clinical practice requires significant preparation, coordination, and scheduling by the faculty and is under the supervision of an instructor or preceptor who is qualified for the particular program.

• Credit of one semester hour is awarded for each 160 hours of "work experience" such as cooperative education, practicums, and internships. Student activity in work experience is planned and coordinated by a College representative, and the employer is responsible for the control and supervision of the student on the job.

**Course Load Policy**

A student who carries twelve (12) or more semester hours of course work is considered a full-time student. Registration in excess of 20 credit hours (13 hours in the summer term),

including contact hours for pre-curriculum courses, requires written permission of the student's academic advisor and the appropriate Associate Dean. Students who work should adjust their course loads accordingly.

**Course Load for Veterans, Dependents, and Reservists**

A student enrolled in a College program and receiving Department of Veteran Affairs benefits is required to carry 12 credit hours in course work each semester in order to receive full educational benefits. Any student enrolled for 3/4 or 1/2 of the full-time requirements as mentioned above is eligible for proportionate compensation. Students enrolled less than 1/2 time are compensated for in-state tuition and fees only. Additional information is available from the Financial Aid Counselor/Veterans' Services at the College.

# Pre-curriculum Placement

The College provides pre-curriculum courses for students to enhance their opportunities for educational success in regular college courses of study. The academic placement of a student is based upon the student's academic record and the College placement process. Depending upon the student's needs, goals, and the results of a placement assessment, the student may be advised to enroll in pre-curriculum courses designed to assist in developing the academic skills necessary for success in college-level courses.

# Student Success Course Policy

All first time in college students with an unweighted high school GPA less than 3.0 are required to complete a student success course in their first semester. If a student fails to complete the course in the first semester, he or she will be registered for it in the following term.  If the course is not completed in the following term, the student will be blocked from registering for any other courses until the student success course has been completed.

# Students Enrolling in External Instruction

Davidson County Community College offers a number of courses defined as "external instruction" for regularly enrolled students to meet program requirements. "External instruction" is defined as instruction received at a site or sites to which a student is sent by the College to participate in instructional activities. Within the scope of "external instruction" is practical training, which includes cooperative education courses, internships, directed practice, and clinical practicums. External instruction also includes hybrid and online instruction as well as traditional face-to-face experiences. The purpose of external instruction is to provide students practical occupational experience as an integral part of their formal education and to provide students with alternative means of scheduling educational experiences.

# Transfer Credit

A transfer student is defined as a student entering the College who has attended another institution of higher education. In addition to submitting all other required application materials, students may have official transcript(s) sent directly to the College by the institution(s) which originally granted the creditor hand carry the transcript(s) in a college stationary sealed envelope. "Faxed" transcripts are not considered official.

Davidson County Community College will consider granting credit for work done at institutions of higher education which are accredited by organizations which are recognized by the Council for Higher Education Accreditation.  Courses submitted for transfer credit must be equivalent or determined to be appropriate substitutions for offerings at DCCC. Initial decisions regarding the transfer of credit for selected courses are made by the Director, Student Records and Registration. The Director may consult with the Associate Dean or Dean in the program of study, and/or the Vice President, Academic Programs and Services for final decisions.

However, students who have earned a baccalaureate degree from an accredited institution AND are enrolling in an applied science (A.A.S.) program will be considered to have fulfilled the general education requirements of courses in the following areas: communications (6 semester hours), humanities/fine arts (3 semester hours), social/behavioral sciences (3 semester hours), and natural sciences/mathematics (3 semester hours). These courses will be waived from the program requirements, meaning that a course-by-course evaluation will not be needed.

Students who have attended a college or university outside the United States must have their tanscripts evaluated by World Education Services (WES) before they can be reviewed for possible transfer credit. The official WES evaluation must be submitted in a sealed envelope to the Director, Student Records and Registration. Evaluation of foreign transcripts by WES does not guarantee transfer credit will be granted, and the standard transfer credit policy will apply.

The College does not grant credit for a course in which a student earned a grade of "D" at another institution. However, a transfer student may be given credit for a sequence course taken at another institution if the student's overall grade point average in the sequence is at least a "C." Transfer credit is not awarded for credit by exam granted by other institutions.

Transfer students must pass at least 25% of the required semester hours of credit at this College in order to be eligible to graduate with a degree, diploma, or certificate. Grade point average for graduation, honors, and continuing enrollment is computed on courses taken at Davidson County Community College only.

**Time Limitations on Previous Credits**

It is the intent of the College that entering students will be successful. Time limitations may restrict the acceptance of credits from both internal and external sources if it is determined that course material or content is outdated. The Dean over the program of study in which the course is taught will make the decision regarding the acceptance of credit for such courses.

# Credit Through Testing and Advanced Placement

The College gives advanced placement credit to students who have demonstrated ability to do advanced work through past academic achievement and/or assessment processes. Credit for prior learning is awarded using several means of evaluation including: College administered challenge exams, the College Level Examination Program (CLEP) and the Advanced Placement Program (AP), High School Career and Technical Education, and DSST (Formerly DANTES).

**College Administered Challenge Examinations**

A student who is currently registered at the College and who can document evidence of possible proficiency in a subject may request a challenge examination to measure competency in that subject. The performance on such an examination must be "C" or above in order to earn credit. A student who successfully completes a challenge examination will be awarded a grade of "CE" and credit hours for the course, but quality points will not be awarded and the grade is not included in the grade point average.

For more information on challenge examinations, a student should contact a faculty member or his/her academic advisor.

In order to take an examination for credit for an eligible course, the student must:

1.  Secure a Credit by Examination Form from the advisor and obtain his/her signature (attesting to the fact that the student is requesting a challenge examination);
2. Present evidence that in the judgment of the instructor of the course and the Dean of the school in which the course is offered, previous experience or training indicates probable success on the examination and obtain their signatures (approving the request for the challenge exam; and
3. Register for the course and pay tuition at the same rate as for other courses.  Tuition and fees are nonrefundable regardless of whether or not the student is awarded credit for the challenge exam.

Challenge examinations may be taken during any semester and taken at any time during the semester that is mutually convenient for both the instructor and the student.

The Student Records Office will forward the results of the examination to the student.

### College Level Examination Program (CLEP)

The College Board's College Level Examination Program is a national testing program through which a person may obtain college credit in a particular subject area by demonstrating proficiency on an examination. DCCC does not administer these exams. Area colleges and public libraries administer the CLEP General and Subject exams. There is a charge for each exam and pre-registration is required.

The College awards credit for the subject area exams only. Students must request to have an official CLEP score report from the College Board be sent to the Director, Student Records and Registration. If the minimum score is achieved, a grade of "T" (Transfer) and credit hours for the course are awarded. No quality points are awarded, and the grade is not included in the grade point average.

CLEP Equivalencies

### Advanced Placement Program (AP)

The College gives credit for courses in which the College Board's Advanced Placement Examinations have been given and in which appropriate levels of competence have been demonstrated. If a student has taken Advanced Placement exams in high school, he or she should request an official AP score report from the College Board to be sent to the Student Records Office for evaluation of credit. If credit is awarded, a grade of "T" (Transfer) and credit hours for the course are awarded. No quality points are awarded, and the grade is not included in the grade point average.

**College Credit for High School Career and Technical Education**

Students who successfully completed high school Career and Technical Education courses may receive credit for Davidson County Community College courses that cover the same content or skills development as identified by statewide or local articulation agreements. Students must have received a grade of "B" or better in their high school course and achieved a score of 93 or better on the standardized CTE post assessment. The Application for Articulated Credit is available from the county or city school systems and must be approved by a school administrator before submission to the Student Records Office.

**DSST (Formerly DANTES)**

DSST is a testing service conducted by Prometric to enable students to obtain college credit for knowledge and skills acquired through nontraditional educational experiences. The College awards credit where applicable to the student's program of study following the guidelines set by the American Council on Education. A grade of "T" and credit hours for the course(s) are awarded. No quality points are awarded, and the grade is not included in the grade point average.

DSST Equivalencies

# Credit When It's Due

CWID is a grant funded project with a goal to improve the rate of completion of the Associate of Arts and Associate of Science degrees through the reverse transfer of credit. A reverse transfer of credit occurs when a public university or college, which can confer a baccalaureate degree, allows credit from courses taken at its school to be transferred to a community college so that that community college can confer an associate degree on the student who has already transferred to the four-year school.

Transcript level data from participating universities will be retrieved by the UNC General Administration (UNC-GA) office and disseminated to the proper community college for evaluation for the possible awarding of a degree. The file sent to the community college will include all data necessary for the process and awarding of the degree. The coursework completed by the student for degree consideration will be limited to courses with a grade of C- or higher. This data will be considered an official academic record for the student.

The transfer of credits and all pertinent data between UNC-GA, the universities and the community colleges, including notification to the student, will be processed pursuant to the policies and procedures of the institution that will be accepting the transfer credits in accordance with the Southern Association of Colleges and Schools (SACS) regulations. Further, the participating UNC and NCCCS campuses will fully comply with the requirements of the Family Educational Rights and Privacy Act (FERPA) with regard to the transcript level data disclosed among and between institutions for the purpose of accommodating reverse transfer, as well as any other individual student data that may be transferred.

The following are policies and procedures for North Carolina Community Colleges and universities participating in the CWID initiative. Students eligible for degree review as part

of the CWID initiative will be those currently enrolled and future transfer students at one of the participating universities who transferred from one of the participating community colleges (CCs).

**Policies**
1. CCs are in agreement that the Southern Association of Colleges and Schools on Colleges residency regulation of 25% of credits earned (16 credit hours) by the student will be the review limit for a degree by the granting institution.
2. The degree granting institution will be determined by the following:
    a. Most recent CC attended meeting SACS residency regulations
    b. If there is more than one CC meeting the above requirement, the CC from which student has received the most credits will review the student for the degree.
3. Only courses in which the student has received a grade of C- or higher from the university will be included in the data.
4. All credits received by the student from other schools (since the student attended the granting CC) will be included in the data if available for review in awarding the degree.
5. For the purpose of this student population the readmission application process and fee will be waived.
6. Each student will be processed for the degree based on the degree program that the CC determines per their rules and regulations, with the best interest of the student as the guiding principal.
7. Each CC will waive the graduation fee and graduation application to process and award the degree.
8. Upper division courses completed at a four-year institution may be considered for lower division substitution on a case-by-case basis.

**Procedures**
1. Student completes a minimum of 16 hours towards an Associate in Arts or Associate in Science at Davidson County Community College (DCCC).
2. Student who transfers to a participating 4-year university agrees to participate in CWID through their student services account at the university.
3. Student's data will be sent to the DCCC upon completing 50 total credit hours as assessed by the information from the currently attended university. The student's data will be sent each subsequent semester the student is enrolled until he/she has earned an associate's degree or a total of 90 credits or until 5 years has passed from the time the student transferred into the university, whichever comes first.
4. Each semester the data is received, the DCCC Student Records Office will evaluate the student's credit and inform the student through his/her university email address if an associate degree has been earned. The student should expect this email no later than three months after DCCC receives the data from UNC-GA. If a degree is earned, this will be applied to the student's permanent record at DCCC at the end of the term after the student receives the email.Assuming there is no hold on the student's record, DCCC will print a diploma to be mailed to the student's home address and send information about participating in commencement through their university email address. The student should expect to receive this information in April of the academic year the degree is awarded. Assuming there is no hold on the student's record, DCCC will print a diploma to be mailed to the student's home address and send information about participating in commencement through their university email address. The student should expect to receive this information in April of the academic year the degree is awarded.

Additional questions may be answered at the FAQ webpage on the CFNC website (http://www.cfnc.org/reversetransfer) or by the Director, Student Records and Registration.

# Professional Training and Certification Examinations

The College may award credit for courses in which the competencies have been demonstrated through selected state, national, or professional training, Armed Forces Services Courses and certification examination testing. This training and these examinations must be individually evaluated in collaboration with academic departments to identify individual course competencies for which credit is to be awarded. The College reserves the right to require students to complete additional competency testing to ensure the currency of knowledge prior to awarding course credit for certification examinations. Noncourse credit for professional training and certifications is awarded on the student's transcript. However, a grade is not recorded, quality points are not given, and the student's GPA remains unchanged.

## Awarding Credit for Continuing Education Units

Awarding credit for continuing education courses work involves at least three considerations:

> 1. The educational quality of the course for which the student desires credit.

> 2. The comparability of the nature and content of the continuing education course with the curriculum course for which credit is desired.

> 3. Demonstration of competencies/learning outcomes by the student, either as part of the course or subsequent to it.

Davidson County Community College will award academic credit for continuing education courses only when there is documentation that the continuing education coursework is equivalent to a designated credit course.

The process for evaluating and documenting continuing education coursework for credit is outlined below.

> 1. Student obtains an official transcript documenting the continuing education coursework. The student fills out the "Request for Evaluation of Continuing Education Coursework:" (This form is available on-line or at the Davidson County Community College Records Office.)

> 2. The student submits a "Request for Evaluation of Continuing Education Coursework" to the Associate Dean or Director, Student Records and Registration.

> 3. The Associate Dean attaches a copy of the continuing education instructor's statement of qualifications and a copy of appropriate course competencies and forwards the evaluation request packet to the appropriate academic dean.

> 4. The academic dean reviews the faculty credentials of the person that taught the continuing education course to ensure that the individual has the appropriate educational credentials and confers with appropriate faculty member(s) to evaluate the continuing education coursework.

> 5. The faculty member(s) evaluates the continuing education coursework and recommends appropriate action. The academic dean and faculty member complete and sign Part II of the "Request for Evaluation of Continuing Education Coursework for

Awarding Credit." The form is then forwarded to the Vice President, Academic Programs and Services, for final approval. It is then forwarded to the Records Office.

6. The Records Office notifies the student of the recommendation. If recommended, the credit is recorded on the student's transcript. However, a grade is not recorded, quality points are not given and the student's GPA remains unchanged.

## Armed Forces Services Courses

Students who have completed Basic Training in the military are awarded four (4) semester hours of credit in physical education where applicable to their program of study. A grade of "T" and credit hours are awarded. No quality points are awarded and the grade is not included in the grade point average. A copy of the student's DD214 form or military transcripts must be submitted to the Director, Registration and Student Records, in order for credit to be awarded.

Students who have taken college-level studies while in military service may be eligible to receive credit for military course work and military occupational specialties (MOS) where such are applicable to the student's program of study. The student should request to have their military transcript sent directly to the Admissions Office at DCCC. A grade of "T" and credit hours for the course(s) are awarded. No quality points are awarded the grade is not included in the grade point average.

**Source URL:** https://www.davidsonccc.edu/catalog/academics

**DCCC**

THE COLLEGE OF
DAVIDSON AND DAVIE COUNTIES

# <u>Scheduling and Attendance</u>

Apr 1 2016
# Last Updated:

## Schedule Adjustment

### Add Policy

A student may add a course through the second day of the Academic Period. An Academic Period is defined as an academic term or subdivision of an academic term during which the College schedules a set of course sections (i.e. 16 week, 1st 8 week, 12 week).

### Drop Policy

A student may drop a course prior to the 10% date of the class without a grade on the student's transcript. The student should discuss with his/her academic advisor and then submit a completed Schedule Change Form. A drop after the 10% date of the class and prior to the 75% date of the class is considered to be a withdrawal that will result in a grade of "W" on the student's transcript.

DCCC believes that students should take an active role in the learning process. If a student needs to withdraw from a course, the student must take the appropriate action to officially withdraw from a course on or before the 75% point of the class. The actual date of the 75% point varies from semester to semester; therefore, students should refer to the Academic Calendar for specific dates (General Information section of the General Catalog/Student Handbook). Tuition refunds can only be given for courses officially dropped prior to the 10% date published in the calendar in the General Catalog/Student Handbook.

### Procedure for Withdrawing from a Course or Courses

• The student must obtain a Schedule Change Form from his/her academic advisor, or from the college website. The student is responsible for obtaining the required signatures and last dates of attendance.

• Schedule Change Forms received from students with the last date of attendance after the 10% point of the class and prior to or on the 75% point of the class will result in a grade of "W" on the student's transcript. A grade of "W" has no penalty on the student's GPA. After the 75% point in the class, the student will receive a grade from the instructor that will have an impact on the student's GPA.

- The student must return the completed form to his/her academic advisor for processing on or by the 75% date of the class. The student should refer to the academic calendar for the specific date.

If a student stops attending after the 75% point of the class, the instructor may assign a grade of "WF." The grade of "WF" indicates that the student is failing at the time of non-attendance and will count the same as an "F" in the student's GPA calculation.

## Withdrawal from All Courses

Should a student find it necessary to withdraw from all courses in a term prior to the 75% date, the student should submit to the academic advisor a completed Schedule Change Form after obtaining the signatures of his/her instructor(s), a Business Office staff member, and a Financial Aid Office staff member. Should the instructor(s) not be available, an advisor's signature will suffice along with the other required signatures. The student should also complete the online Withdrawal Survey. Tuition refunds can only be given for courses officially dropped prior to the 10% date published in the calendar in the General Catalog/Student Handbook.

## Medical Withdrawal

In order to declare an emergency or medical withdrawal from some or all courses prior to a grade being recorded in the student's permanent record, the student should submit to the Academic Advisor and the Director, Student Records and Registration, a written request to drop the course and documentation from a physician supporting the request prior to a grade being recorded. A student allowed to drop a course for medical or emergency reasons will receive a grade of "W" for the course.

If the grade has already been recorded in the student's permanent record, and the student was unable, due to unusual circumstances, to request an emergency/medical withdrawal prior to a grade being recorded, the written request should specify the circumstances causing the delay. The request must be submitted to the Director, Student Records and Registration before the last day of the following semester. The Director will consult with the instructor(s) in making a decision. Appeals of the Director's decision must be made in writing to the Vice President, Student Affairs within ten business days of the date of the original decision. Tuition refunds can only be given for courses officially dropped prior to the 10% date published in the calendar in the General Catalog/Student Handbook.

## Administrative Withdrawal

Students whose emotional and/or psychological distress or substance use is so severe that they are unable to adequately participate in the academic environment, present a danger to others, are unable to adequately care for themselves, or are engaging in substance abuse requiring extensive treatment or hospitalization may be involuntarily withdrawn from the College for a minimum of six months. An administrative withdrawal constitutes a complete withdrawal from all courses, and a grade of "W" is recorded on the academic transcript. Administratively withdrawn students may not seek counseling or other support services from the College after withdrawal.

Tuition refunds for administrative withdrawals will be considered according to the College's refund policy.

# Attendance Policy

The College believes that in order for students to be academically successful in achieving their educational goals, they must participate in all scheduled class sessions, laboratories, and clinical meetings. Although the occasional absence may be unavoidable, students are responsible to demonstrate their commitment to their educational goals by contacting their

instructor to determine if arrangements can be made to make up any missed work.

Class attendance is calculated from the first officially scheduled class meeting through the last scheduled class meeting.  Students in face-to-face and hybrid courses must be in attendance and recorded as present at least one time on or before the census date or they will be dropped from the course.  Students in on-line courses must log into each online course and participate in the required online activity before the census date or they will be dropped from the course.  Students are expected to be in attendance/participate in all scheduled class hours/activities. Students will be notified in the course syllabus of the attendance policy of the course. Some programs/courses may require a more rigid attendance policy because of regulations set by state and federal licensing agencies.

## Excessive Consecutive Absences

If a student misses 20% of class in consecutive absences in a face-to-face/hybrid course, or misses 20% of consecutive activities in an online/hybrid course and has not contacted the instructor by either email or phone, the instructor shall withdraw the student from the class.  The student will be assigned a grade of WF or WR or WU (withdrawn failing) which impacts the GPA as an F and may have financial aid implications.

**Source URL:** https://www.davidsonccc.edu/catalog/academics/scheduling-and-attendance

**DCCC**

THE COLLEGE OF
DAVIDSON AND DAVIE COUNTIES

# Grades

Apr 1 2016

# Last Updated:

## The Grading System

In order to keep students informed of academic progress, various grades are used. Courses for which quality points are not earned (pre-curriculum courses designed to assist the student in obtaining needed academic background) are taken on a Satisfactory (SA, SB, SC), Unsatisfactory (U), Pass (P) or Repeat (R) basis. Internship courses (courses designed to allow the student to gain meaningful cooperative occupational experiences in which the employer is involved in the grading of the student) are taken on a Pass/Fail (P/F) basis.

**Grade = A**
The student has, in a superior way, met the objectives established for the course. Quality Points = 4 per semester hour

**Grade = B**
The student has more than adequately met the objectives established for the course. Quality Points = 3 per semester hour

**Grade = C**
The student has adequately met the objectives established for the course. Quality Points =

2 per semester hour

**Grade = D**
The student has minimally met the objectives established for the course. Quality Points = 1 per semester hour

**Grade = F**
The student failed to meet the objectives established for the course. Quality Points = 0 per semester hour

**Grade = I**
The student has completed the major portion of the course and due to extenuating circumstances has not been able to complete all the requirements. The student should be able to complete the course with minimal assistance from the instructor. Quality Points = 0 per semester hour

**Grade = SA**
The student has, in a superior way, met the objectives established for a pre-curriculum course. Quality Points = 0 per semester hour

**Grade = SB**
The student has more than adequately met the objectives established in a pre-curriculum course. Quality Points = 0 per semester hour

**Grade = SC**
The student has adequately met the objectives in a pre-curriculum course.
Quality Points = 0 per semester hour

**Grade = U**
The student failed to meet the objectives established in a pre-curriculum course. Quality Points = 0 per semester hour

**Grade = P**
The student met the objectives established for a pre-curriculum course or the student has met the objectives of a course, designated in the College catalog, as one in which students are graded Pass (P) or Fail (F). Quality Points = 0 per semester hour

**Grade = R**
The student failed to meet the objectives established for the pre-curriculum course and must repeat the course.
Quality Points = 0 per semester hour

**Grade = AU**
Grade assigned for an audit in a curriculum course. Quality Points = 0 per semester hour

**Grade = W**
The student withdrew prior to the the 75% point of the course. Quality Points = 0 per semester hour

**Grade = WF**
The student's consecutive absences total 20% in a curriculum course and has failed due to non-attendance. Quality Points = 0 per semester hour

**Grade = WU**
The student's consecutive absences total 20% in a pre-curricular course and is unsatisfactory due to non-attendance. Quality Points = 0 per semester hour

**Grade = WR**
The student's consecutive absences total 20% in a pre-curricular course and the course must be repeated due to non-attendance. Quality Points = 0 per semester hour

**Grade = CE**
Grade assigned when the student receives credit for a course through challenge examnation. Quality Points = 0 per semester hour

**Grade = CR**
Grade assigned when curriculum credit has been granted for students completing a continuing education course. Quality Points = 0 per semester hour

**Grade = T**

Grade assigned when transfer credit is awarded. Quality Points = 0 per semester hour

## Audit

A student wishing to attend a curriculum course without receiving formal credit may audit a course provided he/she has not previously audited or taken the course for credit unless approved by the Dean of the course (refer to Repeat of Courses section). He/she must officially register and pay for the course. Audited courses receive no credit, and the grade symbol "AU" will be recorded on the student's transcript. A student auditing a course is expected to attend class, participate in discussions, and take examinations.

**NOTE:** Students receiving any financial aid or veterans' benefits cannot count audited courses in their total hours.

To audit a course the student must:

> 1. register for the course in the normal registration process as required of any other course before the final date for adding courses in any given semester. Fees for auditing a course are the same as for taking a course for credit.

> 2. declare an audit on a **<u>Schedule Change Form</u>** and obtain the approval of an advisor and the course instructor.

## The Incomplete Grade

When a student has completed the major portion of a course and due to extenuating circumstances has not been able to complete all the requirements, the instructor may give an Incomplete (I) grade. The student should be able to complete the course with minimal assistance from the instructor. The "I" grade does not count as hours attempted or hours earned.

**Procedure:**

> 1. The student is responsible for contacting the instructor and making arrangements for completing the requirements for removing the "I" grade. If the student is unable to reach the instructor, the student should contact the instructor's Associate Dean for the course.

> 2. If the "I" grade is not removed by the end of the twelfth week following the semester in which it was given, the grade will automatically convert to a grade of "F." This procedure is followed regardless of whether the student is enrolled.

## Grade Point Average (GPA)

Academic progress is based on a 4.0 cumulative grade point average (GPA) system. Only courses completed at DCCC are calculated in the student's GPA.

> • Term GPA is calculated each semester and is used to determine eligibility for Dean's List and Academic Alert, Probation and Suspension.

• Program GPA is calculated using only the grades for courses included in the student's program of study and is used to determine Honors and High Honors upon graduation. A final Program GPA of 2.0 is required for graduation with a degree, diploma, or certificate.

• Cumulative GPA is calculated using grades from every course the student has completed at Davidson County Community College.

## Computation of Grade Point Average

Students accumulate grade points based on grades earned per semester. The GPA is determined by dividing grade points earned by the number of semester credit hours attempted. The last grade earned in a course will be used to calculate GPA.

| Course | Credit Hours | Grade | Quality Points | Credit Hours Multiplied by Quality Points |
|---|---|---|---|---|
| BIO 163 | 5 | C | 2 | 10 |
| PED 121 | 1 | A | 4 | 4 |
| MAT 140 | 3 | B | 3 | 9 |
| ENG 111 | 3 | F | 0 | 0 |
| **Total Credit Hours: 12** | | | **Total Quality Points: 23** | |

Total Quality Points divided by Total Credit Hours = GPA
23 divided by 12 = 1.91 GPA

## Repeat of Courses

The repeat of courses is governed by the following:

1. Students may repeat a course for which they received a grade of "C" or below.

2. If a student elects to repeat a course for which a grade was earned or transfer credit was granted, the last grade earned will become the grade of record, regardless of whether the grade is higher or lower than the previous grade. All grades received will remain on a student's transcript. However, when a course is repeated, the last grade earned will be used in calculating the student's grade point average (GPA).

3.  A student may attempt to successfully (grade of "C" or above) complete a course a maximum of two times. Students who require a third attempt must have permission of the Dean or the Associate Dean for the course. Documentation is forwarded to the Student Success Center.

4. Students may not audit courses that have previously been audited or taken for credit, except as granted by the Dean of the School in which the course originates.

## Appeal of Final Course Grade

The faculty is charged with the full responsibility of evaluating the academic progress of their students and assigning grades to denote the students' achievements. The College relies upon the professional judgment of the faculty in these matters and ordinarily refrains from reviewing or participating in any instructor's evaluation of student achievement. However, the College acknowledges that, on occasion, exceptional circumstances may arise in which a student should have the opportunity to appeal the final course grade (individual course assignments/test grades are not appealable).  When circumstances warrant, a student may make use of the following appeals process.

**Process for Appeal of Final Course Grade**

1.  If a student believes that a final course grade is inaccurate, the student shall contact the faculty member who assigned the final grade within five (5) business days of the posting of that semester's final course grades in order to review the basis of the assigned grade.  The faculty member will determine an outcome of the appeal request and inform the student.

2.  If the student is not satisfied with the result and wishes to appeal, the student must submit a written statement explaining the reasons for appealing the grade to the instructor's Associate Dean within five (5) business days of the outcome with the faculty.  The student may contact the Director, Instructional Support Services (Davidson Campus), for assistance in writing the appeal letter.  If the instructor is the Associate Dean, this step would be directed to the Dean of the School for the course.

3. The Associate Dean and Dean will review the appeal, assess the facts, and provide the student with written notification of the outcome of the appeal **five (5) business days**.

4. If the student is not satisfied with the result and wishes to appeal the decision, the student must submit a written statement explaining the reasons for appealing to the Vice President, Academic Programs and Services, within five (5) business days.

5.  The Vice President, Academic Programs and Services, will review the appeal, assess the facts, and provide the student with written notification of the outcome of the appeal within five (5) business days.

6.  If the student is not satisfied with the result and wishes to appeal the decision, the student must submit a written statement explaining the reasons for appealing to the President within five (5) business days.

7.  The President will review the appeal, assess the facts and provide the student with written notification of the outcome of the appeal within five (5) business days.

**Please Note**:  If the student believes the disputed grade was rendered on account of or was influenced by the student's age, race, sex, national origin, sexual orientation, religion, or disability, the General Complaint Policy must be followed.

## Grade Changes

Assigning grades to a student is the responsibility of the instructor of the course in which the student is registered. Once assigned, grades may be changed only when an authorization for the change is approved by the instructor or the Dean/Associate Dean in which the course is taught. The change is then submitted to the Student Records Office. In cases where the instructor cannot be consulted, the Associate Dean will act in the instructor's place.

## Grade Forgiveness

Students who return to the College after being out for a minimum of 36 consecutive months (three years) and wish to make a "fresh start" in pursuing educational goals may apply for grade forgiveness. Grade forgiveness allows for "F" or "WF" grades earned at the College three or more years prior to current enrollment to be eliminated from the cumulative GPA calculation. To qualify for grade forgiveness, students must meet the following criteria:

- Not have been enrolled at the College for a minimum of three years prior to current enrollment.

- Be currently enrolled in curriculum courses.

- Have successfully completed a minimum of 12 semester hours of credit coursework with a grade of "C" or better after returning to the College.

Additionally, the following points apply regarding the consideration of grade forgiveness:

- Grades earned at other colleges cannot be forgiven.

- Students may apply for grade forgiveness one time during his/her academic career at the College.

- Students may always apply for grade forgiveness if the previous course is no longer being offered at DCCC and the student has successfully completed another course that will be used as a substitute.

- Forgiven grades remain on the transcript, but are not calculated in the cumulative GPA.

To request grade forgiveness, students must complete an Application for Grade Forgiveness and submit it to the Student Records Office. Students will be notified through their DCCC email of the decision, and in cases of approval, GPA recalculations will be made.

## Course Requisites

Students must comply with the College requirements stipulating that courses may not be taken until all requisites have been met. There are occasions when exceptions may be deemed desirable and appropriate, but the instructor and Dean/Associate Dean must

approve such exceptions. Instructors should state clearly the requisite of the course at the initial class meeting. Students not eligible for the course should be sent to the Office of Academic Advising immediately to process a schedule change.

## Course Substitution

A student may apply to his/her advisor for approval of a course substitution. A course substitution requires final approval by the Associate Dean. The completed Course Substitution Form must be on file in the Records Office for audit purposes for graduation.

**Source URL:** https://www.davidsonccc.edu/catalog/academics/grades

# Academic Standing

Apr 1 2016

# Last Updated:

## Dean's List

For the purpose of honoring the student for outstanding scholastic achievement, the College publishes a Dean's List shortly after the end of each semester. A student who has completed at least twelve semester hours of college-level course credit in a given semester and who has achieved a grade point average of at least 3.50 on all work attempted with no grade lower than a "C" in that same semester are placed on the Dean's List. Students with an "Incomplete" grade in a given semester are not eligible for the Dean's List.

## Phi Theta Kappa

Phi Theta Kappa is a national scholastic fraternity holding the same status in the community college that Phi Beta Kappa carries in senior colleges and universities. To be eligible for membership, a student must

a. be enrolled unconditionally in an Associate in Arts, Associate in Science, Associate in General Education, or Associate in Applied Science degree program;

b. have successfully completed the minimum of 12 semester hours by the end of the fall semester;

c. have attained a 3.6 or better cumulative grade point average; and

d. possess outstanding traits of character and citizenship.

Students meeting these requirements are notified of their selection in the spring and invited to join PTK. Those applying to join PTK are accepted into membership at a special induction ceremony.

## Alpha Sigma Lambda

The Alpha Sigma Lambda National Honor Society was established in 1946 to recognize the special achievements of nontraditional adult students who accomplish academic excellence while managing the demands of family, work, and community. It is not only the oldest, but also the largest chapter-based honor society for full-time and part-time adult students. Today, with more than 300 chapters at colleges and universities throughout the United

States, Alpha Sigma Lambda offers a truly prestigious opportunity to honor superior scholarship and leadership in adult students. Members are selected from the highest 10 percent of the class, and invitation letters are mailed in March.

## Scholar of Global Distinction Award

Students who complete each of the following will be eligible to receive the Scholar of Global Distinction Award, which will be documented on his/her transcript.

1.  Globally Intensive Courses: Students will complete 15 credits in courses approved as having globally intensive content.

2.  International Activities: Students will participate in at least two international events per semester for a total of eight.

3.  Global Experience: Students will participate and provide appropriate documentation in 30 hours of global experience. Students may meet the requirement through travel abroad or domestic intercultural experience/service.

A Global Scholars Advisor will assist students in meeting the requirements. Globally intensive courses will be listed on the DCCC International Education web page on the College's website.

## Academic Progress Standards

### Academic Alert, Probation, and Suspension

Satisfactory academic progress is essential to student success. To be in good academic standing, a minimum cumulative grade point average (GPA) of 2.0 and a minimum completion rate of 67% of courses attempted* is required of all students enrolled in certificate, diploma, and associate degree programs. At the end of each academic term, students who have not attained or maintained a cumulative GPA of 2.0 and the completion rate of 67% will be notified of unsatisfactory academic progress as indicated below. The Student Success Office manages the academic warning, probation, and suspension process by notifying students of their academic status, meeting with students individually to develop academic recovery plans, monitoring students' progress toward goals, and analyzing data to inform decisions.

**Academic Warning** – When a student's cumulative GPA first falls below a 2.0 or when a student's completion rate falls below 67% the student will be placed on Academic Warning. Students will be notified of warning status. The student on academic warning must schedule an appointment with his/her Academic Advisor to develop an academic recovery plan. The student will not register for future semesters until meeting with his/her Academic Advisor.

**Academic Probation** – When a student's cumulative GPA remains below a 2.0 or when a student's completion rate remains below 67% for a 2nd consecutive semester the student will be placed on Academic Probation and will not register for future semesters until the student meets with his/her Academic Advisor. The student will be notified that he or she is required to meet with his or her Academic Advisor to revise their academic recovery plan. Students receiving financial aid and veterans benefits must also meet with a Financial Aid Counselor if the student wishes to continue receiving aid.

**Academic Suspension** –

- When a student is on Academic Probation, he or she must attain a **cumulative** GPA of 2.0 and a completion rate of 67%.

OR

- When a student is on Academic Probation, he or she must achieve a **semester** GPA of 2.5 and a semester completion rate of 100%.

If neither standard is met, then the student will be placed on Academic Suspension. The student will be notified of suspension status and will be required to submit a re-admission application. A student will be suspended from the College at the point of notification for a minimum of one fall or spring semester.

*Credit hours attempted are hours with a final grade on the student's DCCC transcript. Successful completion means the student receives a passing final grade on their DCCC transcript. Completion rate is calculated by dividing the total number of credit hours earned from courses with a passing final grade by the total number of attempted credit hours.

**Satisfactory Academic Progress Standards for Financial Aid**

Financial Aid recipients must maintain satisfactory academic progress to remain in good standing for financial aid programs. Several factors define satisfactory academic progress for financial aid programs, such as GPA, credit hours attempted and satisfactorily completed, and length of time taken to complete a program of study. Students receiving financial aid and/or veteran's benefits who are placed on academic warning or probation may also be on financial aid warning or suspension. The student may receive financial aid while on warning; however, at the end of the warning period, the student must have demonstrated academic progress sufficient to meet Satisfactory Academic Progress standards to receive further financial aid. If the student is academically suspended, financial aid eligibility will be re-evaluated upon the student's readmission to the College. View the full Satisfactory Academic Progress Policy in the Financial Aid section.

# Selective Admission Programs

Since requirements for progression in the health or wellness related and emergency medical science programs are in addition to the general requirements of the College, a student suspended from these programs is not necessarily suspended from the College. Students who are eligible to remain enrolled may continue in their support courses and apply for readmission to one of these programs at a later time or may elect to change his/her major. *Readmission to a health, wellness, or public safety programs is limited to one time.*

- **Associate Degree Nursing and Practical Nursing Education students** – The above policy applies and, in addition, a nursing student is placed on suspension status from the program for the following reasons:

    a.  demonstrates behavior which conflicts with safety essential to nursing practice as judged by the nursing faculty;

    b. presents physical or emotional problems which conflict with safety essential to nursing practice and does not respond to appropriate treatment and/or counseling

within a reasonable period of time; and/or

    c.  receives a final grade of "D" or "F" in any required course in the ADN or PNE curriculum or receives a final clinical evaluation of "Unsatisfactory" in any nursing course.

- **Cancer Information Management students** – In addition, a Cancer Information Management student will be suspended from the program if the student receives a final grade below "C" in any required course in the CIM curriculum.

- **Central Sterile Processing students** – In addition, a Central Sterile Processing student will be suspended from the program if the student receives a final grade below "C" in any STP or any prerequisite or co-requisite course.

- **Cosmetology students** – In addition, a Cosmetology or Esthetics student will be suspended from the program if the student receives a final grade below "C" in any COS course, or any prerequisite or corequisite course.

- **Dental Assisting students** – In addition, a Dental Assisting student will besuspended from the program if the student receives a final grade below "C" in any DEN or ENG course.

- **Emergency Medical Science students** – In addition, an EMS student may be placed on suspension status from the program for the following reasons:

    a.  demonstrates behavior which conflicts with safety essential to emergency medical practice as judged by the EMS faculty;

    b. presents physical or emotional problems which conflict with safety essential to emergency medical practice and does not respond to appropriate treatment and/or counseling within a reasonable period of time; or

    c.  receives a final grade of "D" or "F" in any EMS-prefix course in the curriculum or receives a grade of "D" or "F" in an EMS clinical course.

- **Fire Protection Technology students** – In addition, a Fire Protection Technology student will be suspended from the program if the student receives a final grade below "C" in any FIP course, or any prerequisite or corequisite course.

- **Health Information Technology students** – In addition, a Health Information Technology student will be suspended from the program if the student receives a final grade below "C" in any HIT, BIO, MED or ENG course.

- **Human Services Technology students** – In addition, a Human Services Technology student may be suspended from the program for the following reasons:

    a.  demonstrates behavior which conflicts with technical standards essential to

practice as judged by HSE faculty;

b. presents physical or emotional issues which conflict with technical standards essential to human services practice and does not respond to appropriate coaching, counseling or treatment within a reasonable time;

c. violates ethical practice as defined by the National Organization for Human Services Code of Ethics, the HSE Student Handbook or the judgment of HSE faculty, service learning supervisor, or clinical/cooperative education supervisor; or

d. receives a final grade below a "C" in any HSE, ENG or SAB prefix course.

- **Medical Assisting students** – In addition, a Medical Assisting student will be suspended from the program if the student receives a final grade below "C" in any MED or BIO course.

- **Medical Laboratory Technology students** – In addition, a Medical Laboratory Technology student will be suspended from the program if the student receives a final grade below "C" in any MLT course or any prerequisite or corequisite course.

- **Nurse Aide students** – In addition, a Nurse Aide student will be suspended from the program if the student receives a final grade below "C" in any NAS course.

- **Pharmacy Technology students** – In addition, a Pharmacy Technology student is suspended from the program if the student (1) receives a final grade below "C" in any pharmacy technology course (PHM prefix); (2) receives a final grade of "D" or "F" in any required course in the pharmacy curriculum or receives a final clinical evaluation of "unsatisfactory" in any PHM course; or (3) presents physical or emotional problems which conflict with the safety essential to pharmacy practice and which do not respond to appropriate treatment and/or counseling within a reasonable period of time.

- **Special students** – The above scale applies, and all grades are computed in the grade point average.

- **Surgical Technology students** – In addition, a Surgical Technology student will be suspended from the program if the student receives a final grade below "C" in any SUR or any prerequisite or co-requisite course.

- **Therapeutic Massage students** – In addition, a Therapeutic Massage student will be suspended from the program if the student receives a final grade below "C" in any MTH course, or any prerequisite or corequisite course.

- **Zoo & Aquarium Science students** – A ZAS student is suspended from the program if the student (1) receives a final grades below "C" in any Zoo & Aquarium Science course (ZAS prefix); receives a final grade below "C" in any general education required course; (3) receives a final grade below "C" or unsatisfactory in any Zoo and Aquarium Science cooperative education course (COE prefix); or (4) presents physical or emotional problems which conflict with safety essential to the zookeeper

profession and which do not respond to appropriate counseling within a reasonable period of time.

**Additional Provisions Regarding Academic Standing**

It is the goal of the College to assist students in maintaining good academic standing and progress toward graduation. Policies, procedures, and services are described in the General Catalog/Student Handbook as a means of informing and guiding students.

A student on academic probation or suspension may not hold elective office or serve on College committees.

**Readmission for Suspended Students**

Students who have been suspended from the College for academic reasons must apply for readmission. Consideration of applications for readmission of students who have been suspended for any reason will be made in light of the applicant's prior academic and disciplinary record, evidence of growth and maturity, good citizenship record, credits earned at another institution, and time elapsed since leaving the College.

Students readmitted to the College after an academic suspension will automatically be placed on academic probation for a period of one semester and may be required to participate in an appropriate support program and a term of probation.

**Appeal of Academic Suspension**

A student suspended from the College may appeal the suspension decision following the College's General Complaint Policy starting at Step 2.

**NOTE:**

1. After a second suspension, regardless of program of study, the Vice President, Academic Programs and Services may specify no future enrollment if in his/her judgment such action is warranted.

2. Readmission to Health, Wellness, and Public Safety programs and the Zoo and Aquarium Science program may be limited to one time.

# Graduation Requirements

A student who is not in continuous enrollment at the College, who is not enrolled in major courses within their program, or who changes from one major to another will graduate under the catalog in effect at the time of reenrollment, enrollment in major courses, or major change.

Course requirements for a degree, diploma, or certificate will vary according to the curriculum. The student should refer to his/her program of study to identify the course requirements for graduation. It is the student's responsibility to obtain his/her advisor's signature on the Application for Graduation Form during the semester immediately before the semester in which he/she intends to graduate. The student also has the responsibility of turning in to the Office of Academic Advising the completed and signed Application for Graduation Form. Students who owe tuition, fees, and/or fines to the College may not

participate in the commencement ceremony or receive official transcripts or the final credential until all balances are paid.

Students transferring to the College must pass at least 25% of the required semester hours of credit at the College in order to be eligible to graduate with a degree, diploma, or certificate. The 25% resident credit may not include transfer, correspondence, CLEP or CEEB Advanced Placement.

The following policies and procedures will be used in determining the eligibility for graduation of a student at this institution:

1. A candidate for a degree, diploma, or certificate must have successfully completed all pre-curriculum and credit hours as specified in the College catalog for a specific degree, diploma, or certificate.

2. A candidate for a degree, diploma, or certificate must have completed all course work as set forth in the College catalog for a specific degree, diploma, or certificate except as indicated in number 4 below.

3. A candidate for a specific degree, diploma, or certificate must have earned at least a 2.0 grade point average. Only grades in those courses credited to the program for which he/she is to receive a degree, diploma, or certificate are included in the grade point average. When a student has more unrestricted elective hours than the program requires, the GPA will be calculated using elective courses with the highest grades for the specified number of unrestricted elective hours.

4. In determining a student's eligibility for graduation, the College will adhere to the above policies except that upon written recommendation of the student's advisor and the written approval of the Dean of the appropriate school as well as the Vice President, Academic Programs and Services, course requirements may be waived or substitutions allowed within the provisions of the State Curriculum Standards.

5. A student on suspension status from the nursing program due to a "D" grade will not be eligible for graduation from that program.

**Graduation With Honors**

The College recognizes students who have done outstanding scholastic work as honor graduates. Graduation with *High Honors* is granted to students in degree, diploma, and certificate programs who have achieved a program grade point average of 3.8 or higher in courses required in the program of study. Graduation with *Honors* is granted to students in degree, diploma, and certificate programs who have achieved a program grade point average of at least 3.5 and less than 3.8. The determination of Honors or High Honors will be based upon the program GPA of the previously completed semester.

**Commencement Exercise**

A commencement exercise to award degrees, diplomas, and certificates is held at the end of the spring semester. The specific date for commencement is listed in the College calendar. All students receiving degrees, diplomas, or certificates in the spring are encouraged to attend the commencement exercise. Students who meet graduation requirements at times other than the end of spring semester may participate in the

commencement exercise the following spring. Students who have registered for the remaining courses needed to complete
their diploma or degree requirements, excluding certificates, in the following summer term are within six (6) credit hours of completing a credential may participate in the spring commencement ceremony.. However, students will not receive the credential or have it noted on the transcript until all graduation requirements are completed.

Prospective graduates who will complete degree requirements on or before May 31, must file an Application for Graduation Form in early March; those who complete degree requirements on or before August 31, must file the application by early June; and those who complete degree requirements on or before December 31, must file the application in early October.

**DCCC**

THE COLLEGE OF
DAVIDSON AND DAVIE COUNTIES

# Curriculum Programs and Services

Apr 1 2016

## Last Updated:

# Academic Support

## Library Services

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

Both Libraries offer wireless Internet access; computers; photocopying, scanning, and faxing service as well as quiet study areas. The Libraries also make available a wide variety of print and electronic resources including books, ebooks, DVDs and online videos. The Library catalog and other electronic resources can be accessed off-campus through the college website, www.davidsonccc.edu. Using the library catalog, students can search and request items from Cape Fear Community College.

The Davidson Campus Library offers a two workstation digital production lab equipped with digital editing software as well as cameras, video cameras, microphones, and scanners.

Please see the DCCC website for the current library hours.

## The Learning Commons

In keeping with DCCC's mission statement, the Learning Commons serves as an innovative learning and testing resource which provides professional academic assistance that promotes retention and success by challenging and empowering students to maximize their academic potential.  The Learning Commons Testing Center follows National College Testing Association (NCTA) recommendations on testing standards and guidelines.

The Learning Commons is located on the first floor of the Grady E. Love Learning Resources Center on the Davidson Campus.  The center provides free tutoring in certain subject areas for enrolled students in pre-curriculum or curriculum courses at Davidson County Community College.  Tutoring is also provided in a variety of subjects online through Upswing.  Students can make appointments with tutors by visiting davidsonccc.upswing.io.

Students may request tutoring any time during the semester by completing a Request for Tutoring Form (found on the College's website or at the Learning Commons Welcome Desk) and returning the completed form with instructor signature to the Learning Commons.  Qualified professional and peer tutors are employed by the College to share their learning strategies and problem-solving skills with any student having difficulty in a subject.

Persons interested in being a peer tutor should complete an online application under the employment section of the College's website.  The application can be found under the heading "Student Jobs."  To be eligible, a student must have completed the course for which he/she will be tutoring with a grade of B or higher or, if currently enrolled, be earning a B or higher and have a favorable recommendation from the instructor of the course. Tutors are paid hourly and compensated monthly.

The Learning Commons also houses the Testing Center for the College which provides the College's placement assessment, testing for curriculum and pre-curriculum courses, special testing for academic programs, GED testing, Certiport testing (Microsoft Office Certifications) and WorkKeys testing for the Career Readiness Certificate.  The Testing Centers provides walk-in testing for the College's placement assessment and WorkKeys testing.  Students that have been directed by their instructor in a pre-curriculum or a curriculum course need to make a testing appointment at least 24 hours in advance. Appointments can be made by calling 336-249-8186, ext. 6787 or coming by the Learning Commons Welcome Desk.   Student testing guidelines may be found on the Learning Commons website.  In addition to the academic support services and the Testing Center, the Learning Commons provides four study rooms and a reading lounge.

For morning information on tutoring, testing and hours of operation, please visit www.davidsonccc.edu/lc, call 336-249-8186, ext. 6787 or come by the Learning Commons Welcome Desk.

## Davie Campus Tutoring

Tutoring is also available on the Davie campus. Free tutoring is provided in certain subject areas for enrolled students in pre-curriculum or curriculum courses. For more information, please contact the Davie campus at 336-751-2885.

# Curriculum Programs

Apr 1 2016

## Last Updated:

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

- Prepare for employment opportunities (see Associate in Applied Science)

- Transfer to senior colleges and universities (see College Transfer)

- Achieve personal and professional educational goals

The College's programs are offered in a variety of delivery methods: traditional face to face; hybrids, which are a mixture of some traditional class meetings with a significant online component; and completely online programs. Advisors are available to assist students in planning their programs to meet their educational goals. Refer to specific programs later in this section for more information.

**Associate Degree Programs**

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

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

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

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

- Major course work - courses that guide students toward their "major" focus at the College.

- General education courses - courses in communication arts, social science, humanities, mathematics, and natural sciences that are designed to give a broad experience with the many components of human knowledge and to provide an understanding of our cultural and social heritage.

- Supporting courses - courses that are required for success in the major.

## Diploma Programs

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

## Certificate Programs

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

## Philosophy of DCCC's General Education Program

The faculty of Davidson County Community College are committed to student learning and believe that the best evidence of their commitment to the College's service area is the quality of DCCC graduates. A DCCC graduate should combine his/her specialized interest exemplified by the program of study "major" and the general education core, which focuses broadly in skills, behaviors, knowledge, and understanding necessary to be a lifelong learner; an ethical and independent decision maker; a critical and creative thinker; a clear and effective communicator; and a responsible citizen of one's community and of the world.

The character and abilities of an educated person are more than the sum of course work that leads to the hours required for a credential. Educated individuals are those who are engaged through the commitment of their time and their resources in the process of their education. The College faculty and staff also have a commitment and a responsibility to engage students and to foster the knowledge and sensibility of an educated person. Lastly, the College faculty and staff acknowledge that this commitment to the development of educated individuals belongs to the entire College community, not just to a single department or organizational unit.

## General Education Competencies

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

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

1. Communicate effectively.
2. Think critically.
3. Demonstrate information literacy.
4. Demonstrate interdependence.

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

•  complete the general education core requirements listed in the students' major program of study (see these courses/skills listed in the General Catalog/Student Handbook under the headings of "degree program") and

•  reinforce these goals through a series of courses and learning experiences encountered by our students from their freshman experiences up to their matriculation from the College into their careers or into continued educational opportunities.

**Technical Standards**

Technical Standards list the skills and abilities that have been deemed essential for students to achieve program and learning outcomes. Technical Standards are available online and through the Admissions Office.

If you have a disability and think that you may require a reasonable accommodation to meet these Standards, please contact the Office of Disability Services at 336.249.8186, ext. 6342 or 6328.

**Distance Learning**

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

Every effort is made to provide comparable services for both distance learning students and on-campus students. Services include but are not limited to: general information, advisement, registration, library resources, Moodle technical support, and tutoring.

# Course Delivery Options

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

**Hybrid Courses**

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

### Online Courses

Online courses are conducted over the Internet and typically do not have regular meetings in a physical space. At a minimum, students are required to have regular access to a computer running Windows 7 or a higher version, access to broadband Internet service, current versions of Internet Explorer, Firefox, and Google Chrome, and Microsoft Word. Students should also have up-to-date antivirus software installed. Some online courses may have additional hardware and/or software requirements.

Some courses may require proctored testing or on-campus visits in order to complete portions of the course. Students will have access to a Moodle Orientation course. Moodle is the platform that is used for delivering DCCC's online and hybrid courses as well as supplemental material for on-campus courses. Most class activities, including most instructor/student communications, are conducted via the College's Moodle website.

### Video Conferencing Courses

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

## Comprehensive Articulation Agreement (CAA)

The North Carolina Comprehensive Articulation Agreement (CAA) is a statewide agreement governing the transfer of credits between NC community colleges and NC public universities and has as its objective the smooth transfer of students.

For more information, view the NC Comprehensive Articulation Agreement webpage.

The Independent Comprehensive Articulation Agreement (ICAA) between the North Carolina Community College System (NCCCS) and the Signatory Institutions of North Carolina Independent Colleges and Universities (NCICU) is intended to provide smooth transfer for community college students who wish to continue their education at an NCICU Signatory Institution.  The ultimate goal of this agreement is the seamless articulation from the community college to the NCICU institution with minimal loss of credit or repetition of work.

For more information, view the NC Independent Articulation Agreement webpage.

## Articulation with 4-year Institutions

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

Davidson County Community College has entered into formal articulation agreements with some institutions that make it possible for graduates of certain associate degree programs

to transfer to the senior institution with junior status. For a listing of current agreements visit https://davidsonccc.edu/articulation-agreements.

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

**Source URL:** https://www.davidsonccc.edu/catalog/curriculum-programs-and-services/curriculum-programs

# Continuing Education Programs

Apr 1 2016

## Last Updated:

### General Information

Continuing Education programs and services provide adults opportunities to pursue learning for life by participating in a variety of non-credit programs or courses suited to individual needs. Courses are practical in nature and are based on individual needs, goals, and/or lifestyles regardless of previous education and training experience. Courses are open to all adults 18 years of age and older. Persons 16-17 years of age may be admitted upon submission, at registration, of written approval from the appropriate school system. A high school diploma is not required for enrollment in most non-credit courses.

Workforce development education and training opportunities are provided through courses which train individuals for job advancement and/or skill building that can enhance one's present career or prepare for entry into a new career. In addition, courses of general and personal interest are offered that assist adults in better understanding their roles in today's changing world.

Continuing Education courses are offered on campus, off campus, and via distance education. The majority of courses are held during the evening hours but may be scheduled at other times for the convenience of those adults participating.

Numerous workshops, seminars, and cultural arts opportunities are scheduled to meet special needs and interests; this is in addition to the large number of courses scheduled each semester. We encourage you to visit our website (www.davidsonccc.edu) under the Continuing Education tab to obtain information about current programs. For further information, call 336.224.4550.

### Tuition and Fees for Continuing Education Courses

Continuing Education courses normally carry a registration fee varying from $70 to $180 per course, depending upon the type of course offered. Self-supporting courses may be higher.

### Refund Policy - Continuing Education

A full refund (100%) of tuition and fees is granted when the student officially withdraws from a course prior to the first meeting or when the College cancels a course. Except for self-

supporting and contact hour courses (see below), a student who officially withdraws from a course prior to the 10% date of the course will receive a 75% tuition refund, but fees will not be refunded. To officially withdraw from a course, a student must contact the program coordinator. No refunds are granted after the 10% date.

**Self-Supporting Courses**

Continuing Education Self-Supporting Courses are those courses that rely on fee payments from students enrolled in the course for support of the instructional salaries, supplies, and administrative overhead costs. Since these courses are taught only when a sufficient number of individuals register and pay for the course, no refunds can be granted after the course has begun.

**Contact Hour Courses**

Continuing Education Contact Hour Courses are those courses that have open entry/open exit dates and times. These courses may be offered in learning laboratories or may be self-paced as the individual progresses at his/her own pace. An individual who officially withdraws from a contact hour course within 10 calendar days after first entering the course will receive a 75% tuition refund but no fees will be refunded. No refunds are granted after this time.

**Awarding Credit for Continuing Education Units**

Awarding credit for continuing education courses work involves at least three considerations:

> 1. The educational quality of the course for which the student desires credit.

> 2. The comparability of the nature and content of the continuing education course with the curriculum course for which credit is desired.

> 3. Demonstration of competencies/learning outcomes by the student, either as part of the course or subsequent to it.

Davidson County Community College will award academic credit for continuing education courses only when there is documentation that the continuing education coursework is equivalent to a designated credit course.

The process for evaluating and documenting continuing education coursework for credit is outlined below.

> 1. Student obtains an official transcript documenting the continuing education coursework. The student fills out the "Request for Evaluation of Continuing Education Coursework:" (This form is available on-line or at the Davidson County Community College Records Office.)

> 2. The student submits a "Request for Evaluation of Continuing Education Coursework" to the Associate Dean or Director, Student Records and Registration.

> 3. The Associate Dean attaches a copy of the continuing education instructor's statement of qualifications and a copy of appropriate course competencies and

forwards the evaluation request packet to the appropriate academic dean.

4. The academic dean reviews the faculty credentials of the person that taught the continuing education course to ensure that the individual has the appropriate educational credentials and confers with appropriate faculty member(s) to evaluate the continuing education coursework.

5. The faculty member(s) evaluates the continuing education coursework and recommends appropriate action. The academic dean and faculty member complete and sign Part II of the "Request for Evaluation of Continuing Education Coursework for Awarding Credit." The form is then forwarded to the Vice President, Academic Programs and Services, for final approval. It is then forwarded to the Records Office.

6. The Records Office notifies the student of the recommendation. If recommended, the credit is recorded on the student's transcript. However, a grade is not recorded, quality points are not given and the student's GPA remains unchanged.

## Occupational and General Interest Continuing Education Courses

Adults have the opportunity to attain skills for personal use and to broaden their general education through cultural enrichment. Through participating in Continuing Education courses, individuals can explore new interests, attain new skills, further develop previously acquired skills, and pursue study in different areas. Continuing Education courses are classified as "non-credit" courses, meaning they do not earn college credit hours and generally require no prerequisites for entrance; however, courses denoted with an * in the following lists do have a special admissions process.

The list that follows is intended to serve only as a sample of the course and programs, which may be offered. Classes are formed on a continual basis as interests and needs are determined for persons 18 years of age and above.

AutoCAD

Business Plan Development

Construction Building Codes

CPR

CPR & First Aid

CPR for Healthcare Providers

Customer Service

Dog Grooming

Effective Teacher Training (online)

Electrical Contractor's License Preparation

Electrical Contractor's License Renewal

EMT*

Heating & Air Conditioning

ISO 9000

Industrial Safety

Lateral Entry Orientation

Leadership Development

Lean Manufacturing

Manicurist

MS Office: Access/Excel/Word/PowerPoint

Natural Hair Care Specialist

Networking

Notary Public Training (must be at least 18 years old)

Nursing Assistant*

Office Administration

Online Courses

- Business

- Computer Applications

- Teacher Renewal Credit (upon approval)

Paramedic*

Record Keeping for Small Business

Self-Managed Work Teams

Six Sigma

Small Business Management

Small Business Marketing

Small Engine Repair

Stress Management

Supervision

Teambuilding

Vehicle OBD-II Certification/Recertification

Vehicle Safety Inspection

Welding

*Courses have special admissions requirements. Students must apply through the School of Health, Wellness and Public Safety; 336.224.4791.*

## Community Enrichment and Self-Supporting Programs

Community service and self-supporting programs are designed to meet personal growth, recreational, and enrichment needs of students. Community service and Self-supporting courses require that all students pay a registration fee.

The brief list that follows is intended to serve only as a sample of the courses and programs, which may be offered. Classes are formed on a continual basis as interests and needs are determined for persons 18 years of age and above.

Art

Cake Decorating

Conversational Spanish

Cooking

CPR

Dancing (Ballroom, Line, Shag, etc.)

Digital Photography

First Aid

Motorcycle Rider Safety

Painting: Oil, Acrylic, Watercolor

Pottery

Stained Glass

For additional information, please call 336.224.4550 or visit the College website at www.davidsonccc.edu under the Continuing Education section.

We welcome proposals for new continuing education course ideas. If you have a particular area of expertise, skill, talent, or hobby, we would love to hear from you. We are looking for courses that would be of interest to others and would translate effectively to the classroom. For information on submitting proposals, please contact the School of Business, Engineering & Technical Studies at 336.224.4550.

## Human Resources Development

Success in the workplace for every individual is the mission of the Human Resources Development (HRD) program. Through employability skills assessment and workshops, the

program provides opportunities to help adults understand their strengths and personal assets and how to apply these to their current and future jobs. Subjects covered include exploring career options, career planning, workplace computer skills, job search strategies, effective resumes, and interviewing skills. The goal of the HRD program is to motivate and create enthusiasm in adults enabling them to become successful employees. Tuition and fees for HRD courses may be waived depending on employment status and income. For additional information, please call 336.224.4550, or visit the College website at www.davidsonccc.edu. Sample course offerings include:

Basic Computer for Employment

Workplace Computer Skills

Computer Skills for College

Jumpstart Employability Lab

**Criminal Justice Training**

Citizens of the Piedmont Triad region are served by a large criminal justice community including local and state law enforcement agencies, the Division of Prisons, and the Division of Community Corrections. The College offers a wide spectrum of courses to address the educational and training needs of current criminal justice professionals: law enforcement, corrections, and court personnel.

In-service training programs are offered to enhance the career and personal development of criminal justice professionals. DCCC provides advanced, high quality, state-of-the-art training in response to the ever-changing needs of the criminal justice community.

Sample course offerings include:

Annual Mandated Training for Law Enforcement and Department of Corrections

Civil Process - Basic and Advanced

Criminal Investigation

Criminal Justice In-service Training

Defensive Driving

Field Training Officer

General Instructor Certification Training

Interview and Interrogation

Laws of Arrest, Search, and Seizure

Officer Survival

Police Law Institute

Radar Operator Certification and Recertification

Supervision

Traffic Accident Investigation

**Emergency Medical Training**

Accidents and illnesses often strike suddenly and without warning. The quick response of persons trained in emergency medical care can mean the difference between life and death. In response to the need for pre-hospital emergency care, the School of Health, Wellness, and Public Safety provides training in basic first aid and cardiopulmonary resuscitation (CPR) for the general public in addition to providing intensive emergency medical courses designed for professional EMS personnel. Emergency medical courses are offered at child care centers, churches, area industries, nursing homes, schools, rescue squads, fire departments, and on the College campus.

Emergency medical training is provided in the following areas:

ACLS Instructor

Advanced Cardiac Life Support

Advanced Life Support Experienced Provider

Advanced Medical Life Support

Basic/Advanced EKG Interpretation

Bioterrorism and EMS

Cardiopulmonary Resuscitation (CPR)

CPR Instructor

Emergency Medical Technician - Basic*

Emergency Medical Technician - Refresher*

Emergency Medical Technician - Continuing Education

Emergency Vehicle Operator

EMS Instructor Methodology

First Aid for Business and Industry

First Aid and CPR

First Aid for Child Care Providers

Geriatric Education for EMS

Medical Responder*

PALS Instructor

Paramedic*

Paramedic Continuing Education

Paramedic Refresher*

Pediatric Advanced Life Support

Trauma Life Support (Basic, Advanced, Pediatric)

*Courses have special admissions requirements; 336.224.4791.*

**Fire and Rescue Training**

The growing Piedmont area of North Carolina requires the expansion of fire fighting and rescue units and an upgrading of fire personnel. The need for better-trained personnel, knowledgeable in the latest techniques, is met through training provided by the School of Health, Wellness, and Public Safety of the College. There is no charge to fire and rescue personnel for these courses.

Fire Service Training sessions are often held in the local fire and rescue departments, allowing men and women to be trained as an organized group utilizing equipment they would ordinarily use in controlling emergency scenes.

**NOTE:** College policy reflects the recommendations of the NC Fire and Rescue Commission's Junior Member Standard (2nd Edition, May 2009). Please contact the College's Fire/Rescue Coordinator for additional information at 336.224.4802.

Some of the more popular fire and rescue courses include:

Confined Space Rescue

CPR and First Aid

Emergency Vehicle Driving

Fire Apparatus Practices

Fire/Arson Detection and Investigation

Firefighter

Firefighting Procedures and Tactics

Handling Hazardous Materials

Industrial Emergency Response Training

Live Fire Structural Burning

Low and High Angle Rescue

Rescue Technician

Rescue Techniques

Structural Collapse

Trench Rescue

Vehicle Extrication

**Seminars and Workshops**

The College sponsors or co-sponsors special seminar-type programs (for example, the annual Emergency Services College), which are offered in an effort to create a highly concentrated emphasis on a particular subject area. Suggestions and recommendations from business and industry are encouraged for the planning and scheduling of these programs.

The College is host to a number of local and state groups that conduct seminars and conferences. The centrally located campus and modern conference center is ideal for one day or weeklong conferences. Lodging facilities and restaurants are located nearby for out-of-town participants. For more information about booking the DCCC Conference Center, please call 336.224.4632.

**Leadership and Management Development Training Programs**

Leadership and management development training programs can be customized to meet employers' needs and the needs of their employees. The College's courses are designed to offer practical applications to current needs of business and industry and to enhance the personal growth and development of individual employees.

The list below represents only some of the more popular courses and special programs available through continuing education to businesses and industries in the area:

Communication Skills

Conflict Management

Customer Service

Fundamentals of Financial and Operations Management

Human Resource Management

First Aid and CPR for Business and Industry

Industrial Safety

Leadership Development

Project Management

Spanish for HR/Supervisors

Supervision

Team Building

Time Management

The duration and scheduling of these courses can be tailored to company and employee needs; courses typically meet for two or three hours per session at a DCCC campus, on the worksite, or at a predetermined site. Grades may be awarded to individuals satisfactorily completing a course by maintaining a minimum of 90% attendance based on contact hours.

**Business and Industry Services**

A wide range of business and industry services are available to employers in the College's service area. Each service may be customized to meet the specific needs of the employer.

As part of these services, training needs assessments are available to business and industry. Review of the gaps between desired workplace skills and performance and existing workplace skills and performance help determine appropriate training programs to impact employee growth and productivity. Some training may qualify for special funding through the North Carolina Community College System.

For additional information, call 336.224.4589 or visit the College website at www.davidsonccc.edu.

**WorkKeys Center**

WorkKeys is a nationally recognized and approved job skills assessment system developed and administered by ACT, Inc. The various assessments measure competencies in "real world" skills that employers believe are critical to job success. The WorkKeys Center offers skills review, job profiling, assessment of employees or job applicants, and scoring services. For additional information, call 336.224.4550 or visit www.davidsonccc.edu for more information.

**Career Readiness Certificate Program**

The College works directly with the North Carolina Community College System to offer the Career Readiness Certificate (CRC) Program on a state and national level. Based on the WorkKeys system, CRC is a portable credential for potential employees and employers.

Employers are increasingly concerned with ensuring that both potential and incumbent employees have the skills necessary to thrive in today's workplace. More than 80% of all jobs are projected to require skills beyond those earned in high school.

For an executive contemplating moving a business to North Carolina, expanding an existing company or even just sustaining operations in a fiercely competitive environment, the skill level of the available workforce is often a deciding factor. As a result, both job seekers and incumbent workers are increasingly called upon to demonstrate a more advanced set of skills or at least the ability to develop those skills through on-the-job training.

North Carolina's Career Readiness Certification (CRC) is designed to meet the needs of both employers and job seekers in this transitioning economy.

• For employers, the CRC offers a reliable means of determining whether a potential employee has the necessary literacy, math, and problem solving skills to be job-ready.

• For job seekers, the CRC serves as a portable credential that can be more meaningful to employers than a high school degree or a resume citing experience in a different job setting.

There are three levels of certification:

- Gold Level — Qualifies an individual for 85% of all jobs

- Silver Level — Qualifies an individual for 65% of all jobs

- Bronze Level — Qualifies an individual for 30% of all jobs

For additional information, call 336.224.4550 or visit the College's website or www.crcnc.com.

## Customized Training Program

The purpose of the Customized Training Program is to provide customized training assistance in support of full-time production and direct customer service positions created in North Carolina, thereby enhancing the growth potential of companies located in the state while simultaneously preparing North Carolina's workforce with the skills essential to successful employment in emerging industries.

The program is targeted toward businesses that are:

• Making an appreciable capital investment;

• Deploying new technology;

• Creating jobs, expanding an existing workforce, or enhancing the productivity and profitability of the operations with the State.

Each of the College's customized training programs is customer driven. The College works with the customer to determine course content, schedule, methodology, and location based on the customer's needs and preferences. Training programs can be developed to upgrade the skills of the existing employees or to train participants for potential employment. These customized programs are developed to impact employee growth and productivity. For additional information, contact Wanda Ramos-McPherson, Director, at 336.224.4589 or visit www.davidsonccc.edu.

## Small Business Center

The purpose of the DCCC Small Business Center is to provide counseling and training for existing and prospective small businesses in Davidson and Davie Counties. The mission of the Small Business Center is to provide high quality and readily accessible assistance to small businesses in order to guide and assist start-up businesses, expand existing small businesses, and increase their rate of success.

Throughout the year, and often in partnership with other local agencies, the Small Business Center offers seminars, workshops, and courses on a wide variety of topics to help small

businesses be successful. Qualified presenters, who are experts in their field, are used to meet training needs for small businesses. Examples of classes, many of which are free,
include the following:

- Setting Up and Starting a Small Business

- Writing a Business Plan

- Cash Management

- Record Keeping & Financial Planning

- Marketing

- Obtaining a Loan

The Small Business Center also offers confidential business counseling at no cost. Business counseling through the Small Business Center offers individuals a sounding board for ideas and concerns regarding starting a business as well as managing existing business concerns.

In addition, the Small Business Center has a Resource Center, which is a library of professional resources that are available for existing and prospective small business owners. The Resource Center contains business-related books, videos, and a computer with Internet access.

For additional information about Small Business Center services, contact the Small Business Center Director, at 336.224.4557 or visit the College's website.

**License/Certification Preparation & Renewal**

Continuing Education courses are available at the Davidson and Davie campuses to prepare participants for licensure/certification and/or renewal in the following areas:

Auto Dealers License Preparation and Renewal

Auto OBD II Emissions Certification and Recertification

Automobile Vehicle Safety Inspection

Chief 101

CPR

Concealed Carry Handgun

Electrical Contractor

Emergency Medical Technician

Emergency Vehicle Driving

EPA/CFC Refrigerant Certification

Firefighter Certification

Fire Officer I & II

Fire Instructor I & II

Fire Life Safety Educator I & II

First Aid

General Contractor

General Instructor (Law Enforcement)

Heating and Plumbing Contractor's License Renewal

HVAC Contractor

Home Inspector

Motorcycle Rider Safety

Notary Public Training

Manicurist

Medical Billing & Reimbursement

Natural Hair Care Specialist

Nursing Assistant I & II

Paramedic

Plumbing Contractor

Propane Worker Certification

Radar Operator

Standard Inspection Code Enforcement Levels I, II, III:

- Building

- Electrical

- Mechanical

- Plumbing

- Fire Prevention

- Law and Administration

**Health Continuing Education Courses**

Employees or persons seeking entry into health-related fields can choose from a variety of Continuing Education opportunities offered at the Davidson and Davie campuses.

Course offerings include:

Case Management Assistant

Certified Medical Reimbursement Specialist

CPR

Healthcare Billing & Coding

Healthcare Interpreter

Health Unit Coordinator

ICD-10

Maternal Case Management

Medication Aide

Nursing Assistant I

Nursing Assistant II

Pediatric Case Management

These courses have special admission requirements. Students must apply through the School of Health, Wellness, and Public Safety at 336.224.4791.

**Cost of Enrolling in Continuing Education Programs**

Standard Continuing Education course fees are based on course length and the category in which a particular course is placed. Policies and fees are subject to change at any time during an academic year.

**Fee Categories**

**Courses with hours between 1-24**

$70 per course

**Courses with hours between 25-50**

$125 per course

**Courses with 51+ hours**

$180 per course

**Technology Fee (if applicable)**

$5 per course

**Materials Fee (if applicable)**

Fees are variable but usually range from $5 - $10 per course

**Job related courses for public law enforcement personnel, firefighters, emergency medical, or rescue personnel
(paid or volunteer)**

*Per G.S. 115D-5(b)(2): Eligibility for waivers is based on affiliation with an authorized volunteer, mucipal, county, or State organization. All courses must support the oganizations' training needs.

The General Statutes do not include federal fire departments among the organizations authorized to receive tuition and fee waivers. Federal firefighters shall be charged regular continuing education registration fee rates for training. G.S. 115D-39 provides that federal firefighters whose permanent duty station is within North Carolina shall be eligible for the in-state (resident) tuition rate for courses that support their oganizations' training needs and are approved for this purpose by the State Boad of Community Colleges. At this time, the State Board has not approved any curriculum courses to support federal fire department training needs.

**Source URL:** https://www.davidsonccc.edu/catalog/curriculum-programs-and-services/continuing-education-programs

**DCCC**

THE COLLEGE OF
DAVIDSON AND DAVIE COUNTIES

# Report on NCCCS Performance Measures for Student Success

Apr 1 2016

# Last Updated:

### Report on NCCCS Performance Measures for Student Success

Each year, Davidson County Community College, along with the other colleges in the North Carolina Community College System (NCCCS), reports data on eight Performance Measures for Student Success. The data give prospective and current students the opportunity to determine how their college is performing in relation to all other NCCCS institutions and the standards set by the state.  The data are also used to determine the progress of each college and the NCCCS in attaining system-level goals and meeting required standards. The eight measures cover a variety of factors, including student retention and graduation, passing rates in courses and on certification examinations, college transfer performance, and other areas of importance. Any questions regarding the Performance Measures may be directed to the Coordinator, Institutional Research Services at DCCC.

### 2015 Performance Measures for Student Success (2013-14 Reporting Year)

**Measure**

    **A.   Basic Skills Student Progress**

- 
  - The percentage of students who progress as defined by an educational functioning level

    Goal – 51.2%  Baseline – 20.6%

    **Results**

    All NC Community Colleges – 45.1%

    # of Colleges Meeting Goal – 14/58

    DCCC – 53.8%

**B.  GED Diploma Passing Rate**

- 
  - The percentage of students taking at least one GED test during a program year who receive a GED diploma during the program year

Goal – 82.0%  Baseline – 49.3%

**<u>Results</u>**

All NC Community Colleges – 79.4%

# of Colleges Meeting Goal – 22/58

DCCC – 86.0%

**C.  Developmental Student Success Rate in College-Level English Courses**

- 
  - The percentage of previous developmental English and/or reading students who successfully complete a credit English course with a grade of C or better upon the first attempt

Goal – 74.9%  Baseline – 45.2%

**<u>Results</u>**

All NC Community Colleges – 62.4%

# of Colleges Meeting Goal – 5/58

DCCC – 69.2%

1. **D.  Developmental Student Success Rate in College-Level Math Courses**

- The percentage of previous developmental math students who successfully complete a credit math course with a grade of C or better upon the first attempt

Goal – 75.4%  Baseline – 47.5%

**<u>Results</u>**

All NC Community Colleges – 63.6%

# of Colleges Meeting Goal – 6/58

DCCC – 59.6%

1. **E.   First Year Progression (Fall 2013 Cohort)**

- The percentage of first-time fall credential-seeking students attempting at least twelve hours within their first academic year who successfully complete ("P", "C" or better) at least twelve of those hours

Goal – 74.6%  Baseline – 53.2%

**Results**

All NC Community Colleges – 67.1%

# of Colleges Meeting Goal – 7/58

DCCC – 73.7%

1. **F.   Curriculum Student Completion (Fall 2008 Cohort)**

- The percentage of first-time fall credential-seeking students who graduate, transfer, or are still enrolled with at least 36 hours after six years

Goal – 45.6%  Baseline – 28.6%

## **Results**

All NC Community Colleges – 43.4%

# of Colleges Meeting Goal – 17/58

DCCC – 42.3%

1. **G.   Licensure and Certification Passing Rate**

- Aggregate institutional passing rate of first-time test-takers on licensure and certification exams.  Exams included in this measure are state mandated exams which candidates must pass before becoming active practitioners

Goal – 91.7%  Baseline – 71.0%

## **Results**

All NC Community Colleges – 83.3%

# of Colleges Meeting Goal – 6/58

DCCC – 87.0%

1. **H.  College Transfer Performance (2012-13 DCCC Students)**

- The percentage of associate degree completers and those who have completed 30 or more credit hours who transfer to a four-year college or university and earn a GPA of 2.0 or better after two consecutive semesters within the academic year at the transfer institution

Goal – 93.8%  Baseline – 71.2%

**<u>Results</u>**

All NC Community Colleges – 87.7%

# of Colleges Meeting Goal – 4/58

DCCC – 88.5%

**Source URL:** https://www.davidsonccc.edu/catalog/curriculum-programs-and-services/report-ncccs-performance-measures-student-success

# School of General Studies & Academic Support

Apr 1 2016

# Last Updated:

The School of General Studies and Academic Support creates and supports foundations for life-long learning, empowers our students with necessary skills for college transfer and careers, and promotes student success.

We also offer certificates, diplomas and two-year degree programs to prepare you for transfer to a senior institution or for a fulfilling career in your chosen field.

## College and Career Readiness

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

Students should call to get further information about entry days and times.

a. Adult Basic Education (ABE) is a program of instruction designed to assist adults who wish to improve their skills in reading, grammar, written communications, and mathematics.

b. English Language Acquisition (ELA), formerly English as a Second Language (ESL),  is a program of instruction designed  for adults who are limited English proficient and whose primary language is not English.

c. Adult High School Diploma (AHS) is a program of study that consists of core courses required by the Department of Public Instruction and the local public school systems. Along with the core courses, the College offers electives. Completing these courses enables students to receive an Adult High School Diploma once all graduation requirements are met.

d. High School Equivalency is a program of instruction to prepare students for a series of tests which, when passed, certifies that the examinee has high school equivalency academic skills. The diploma is issued by the North Carolina Community College System when a student successfully completes the testing requirements in 4 subject areas.

e. Get REAL (Real Educational Achievements for Life) assists youth between the ages of 16 and 21 obtain a high school credential, job skills, and employment. The program is offered collaboratively by DCCC and DavidsonWorks.

f. Davie Campus eLink: Linking Education to Employment program serves out-of-school youth between the ages of 16 and 21 and is designed to assist students with basic skills education, life skills, and employability.

g. Achieving College/Career Entry (ACE) is a program for students who would like to review reading, mathematics, or language before taking or retaking the College placement assessment.

h.  Compensatory Education (CED) offers educational opportunities to individuals with intellectual disabilities. These educational opportunities assist the participants in becoming more independent and self-directed.

i.  Distance Learning opportunities are available online in the following programs: ABE, AHS, ELA, High School Equivalency (HSE), and ACE.

j. Backpacks to Briefcases is a program that allows students enrolled in High School Equivalency (HSE) or AHS programs to dually enroll in tuition and fee-waived college courses in identified career pathways.

**College and Career Readiness Program Placement Guidelines**

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

a.  Individuals must score at or above each of the following grade levels on the assessment to enroll in high school completion programs:

| | |
|---|---|
| Reading | 9.0 |
| Math | 9.0 |
| Language | 9.0 |

b. Participants who score below these levels in one or more of the three areas are referred to ABE or ACE.

c.  Students enrolling in a high school completion program will be informed about both the AHS and HSE programs. Students may then choose the program that best suits their needs.

d.  Students in ELA and CED are assessed using specifically designed forms of California Adult Student Assessment System (CASAS)

College and Career Readiness program placement guidelines are subject to change at any time.

## Success and Study Skills

Success and Study Skills courses are designed to enhance a student's success in college by improving skills in listening, note taking, test taking, time management, personal development, and resource usage. DCCC offers ACA 090 and ACA 122 to develop sound study techniques and prepare for future academic opportunities.

## The College Transfer Options

- **Associate in Arts (A.A.) Degree**

- **Associate in Science (A.S.) Degree**

The College's Associate in Arts and Associate in Science provide transfer options for students whose ultimate goal is to pursue a baccalaureate degree at senior institutions.

The Associate in Arts and Associate in Science courses are among those included in the comprehensive articulation agreement (CAA) between the University of North Carolina and its 16 institutions and the North Carolina Community College System and the North Carolina Independent Comprehensive Articulation Agreement. Students pursuing the A.A. or A.S. should consult the catalog of the institution to which they plan to transfer to guide them in selecting courses for transfer.

In the Associate in Arts (A.A.) and Associate in Science (A.S.) degree programs, the student may choose a course of study equivalent to the first two years of the four-year college or university. By completing 60 - 64 semester hours of prescribed credit work with an average grade of "C" or better, the student qualifies for an associate degree and should then be able to transfer to a senior institution with junior year status. The College provides centralized, professional advising to guide students in planning programs for transfer to the senior college or university.

Both the Associate in Arts program and the Associate in Science program consist of courses in the following major areas: English, social science, foreign language, humanities, mathematics, natural science, and physical education, as well as electives. Students who need preparation for college-level work are provided pre-curriculum education to help them be successful in their program of study. All first time in college students with an unweighted high school GPA less than 3.0 are required to complete a student success course (ACA 090) in their first semester.

# Associate in Arts Degree Program

The Associate in Arts (A.A.) program is included in the agreement between North Carolina's community colleges and its four-year colleges and universities as well as many independent four-year institutions. It is designed to provide students with an opportunity to take the first two years of a four-year program in many majors.

Upon successful completion of the Associate in Arts the student should be able to:

1. Communicate effectively.
2. Think critically.
3. Demonstrate information literacy.
4. Demonstrate interdependence.

## Associate in Arts Degree

*NOTE: Students take one life (BIO) and one physical (CHM or PHY) science

### 1st Semester

| | | |
|---|---|---|
| ACA090 | Student Success Strategies | **Credit Hours:** 3.00 |
| MAT143 | Quantitative Literacy (CAA) | **Credit Hours:** 3.00 |
| ENG111 | Writing and Inquiry (CAA) | **Credit Hours:** 3.00 |
| ACA122 | College Transfer Success | **Credit Hours:** 1.00 |

### Choose ONE Social/Behavioral Science courses from below for 1st Semester

| | | |
|---|---|---|
| PSY150 | General Psychology (CAA) | **Credit Hours:** 3.00 |
| SOC210 | Introduction to Sociology (CAA) | **Credit Hours:** 3.00 |
| HIS111 | World Civilizations I (CAA) | **Credit Hours:** 3.00 |
| HIS112 | World Civilizations II (CAA) | **Credit Hours:** 3.00 |
| HIS131 | American History I (CAA) | **Credit Hours:** 3.00 |
| HIS132 | American History II (CAA) | **Credit Hours:** 3.00 |
| ECO251 | Principles of Microeconomics (CAA) | **Credit Hours:** 3.00 |
| ECO252 | Principles of Macroeconomics (CAA) | **Credit Hours:** 3.00 |

### CHOOSE one humanities/fine arts COURSE from below FOR 1ST SEMESTER

| | | |
|---|---|---|
| ART111 | Art Appreciation (CAA) | **Credit Hours:** 3.00 |
| MUS110 | Music Appreciation (CAA) | **Credit Hours:** 3.00 |
| PHI240 | Introduction to Ethics (CAA) | **Credit Hours:** 3.00 |

### 2nd Semester

| | | |
|---|---|---|
| ENG112 | Writing and Research in the Disciplines (CAA) | **Credit Hours:** 3.00 |

| COM231 | Public Speaking (CAA) | **Credit Hours:** 3.00 |
|--------|-----------------------|------------------------|

| BIO110 | Principles of Biology (CAA) | **Credit Hours:** 4.00 |
|--------|-----------------------------|------------------------|

## CHOOSE ONE social/behavioral SCIENCE COURSE from below FOR 2nd SEMESTER (MUST HAVE DIFFERENT PREFIXES)

| PSY150 | General Psychology (CAA) | **Credit Hours:** 3.00 |
|--------|--------------------------|------------------------|

| SOC210 | Introduction to Sociology (CAA) | **Credit Hours:** 3.00 |
|--------|---------------------------------|------------------------|

| HIS111 | World Civilizations I (CAA) | **Credit Hours:** 3.00 |
|--------|-----------------------------|------------------------|

| HIS112 | World Civilizations II (CAA) | **Credit Hours:** 3.00 |
|--------|------------------------------|------------------------|

| HIS131 | American History I (CAA) | **Credit Hours:** 3.00 |
|--------|--------------------------|------------------------|

| HIS132 | American History II (CAA) | **Credit Hours:** 3.00 |
|--------|---------------------------|------------------------|

| ECO251 | Principles of Microeconomics (CAA) | **Credit Hours:** 3.00 |
|--------|------------------------------------|------------------------|

| ECO252 | Principles of Macroeconomics (CAA) | **Credit Hours:** 3.00 |
|--------|------------------------------------|------------------------|

## CHOOSE ONE humanities/fine arts COURSE FROM BELOW FOR 2ND SEMESTER

| ART111 | Art Appreciation (CAA) | **Credit Hours:** 3.00 |
|--------|------------------------|------------------------|

| MUS110 | Music Appreciation (CAA) | **Credit Hours:** 3.00 |
|--------|--------------------------|------------------------|

| PHI240 | Introduction to Ethics (CAA) | **Credit Hours:** 3.00 |
|--------|------------------------------|------------------------|

## 3rd Semester

| MAT152 | Statistical Methods I (CAA) | **Credit Hours:** 4.00 |
|--------|-----------------------------|------------------------|

| PEDCOURSE | Ped Course | **Credit Hours:** 1.00 |
|-----------|------------|------------------------|

| SPA111 | Elementary Spanish I (CAA) | **Credit Hours:** 3.00 |
|--------|----------------------------|------------------------|

| TRANSFERELECTIVE | Transfer Elective | **Credit Hours:** 3.00 |
|------------------|-------------------|------------------------|

## CHOOSE ONE English COURSE FROM BELOW FOR 3rd SEMESTER

| ENG231 | American Literature I (CAA) | **Credit Hours:** 3.00 |
|---|---|---|

| ENG232 | American Literature II (CAA) | **Credit Hours:** 3.00 |
|---|---|---|

| ENG242 | British Literature II (CAA) | **Credit Hours:** 3.00 |
|---|---|---|

| ENG262 | World Literature II (CAA) | **Credit Hours:** 3.00 |
|---|---|---|

## CHOOSE ONE SOCIAL/BEHAVIORAL SCIENCE COURSES FROM BELOW FOR 3RD SEMESTER

| PSY150 | General Psychology (CAA) | **Credit Hours:** 3.00 |
|---|---|---|

| SOC210 | Introduction to Sociology (CAA) | **Credit Hours:** 3.00 |
|---|---|---|

| ECO252 | Principles of Macroeconomics (CAA) | **Credit Hours:** 3.00 |
|---|---|---|

| ECO251 | Principles of Microeconomics (CAA) | **Credit Hours:** 3.00 |
|---|---|---|

| HIS111 | World Civilizations I (CAA) | **Credit Hours:** 3.00 |
|---|---|---|

| HIS112 | World Civilizations II (CAA) | **Credit Hours:** 3.00 |
|---|---|---|

| HIS131 | American History I (CAA) | **Credit Hours:** 3.00 |
|---|---|---|

| HIS132 | American History II (CAA) | **Credit Hours:** 3.00 |
|---|---|---|

## 4th Semester

| TRANSFERELECTIVE | Transfer Elective | **Credit Hours:** 3.00 |
|---|---|---|

| TRANSFERELECTIVE | Transfer Elective | **Credit Hours:** 3.00 |
|---|---|---|

| PEDCOURSE | Ped Course | **Credit Hours:** 1.00 |
|---|---|---|

| SPA112 | Elementary Spanish II (CAA) | **Credit Hours:** 3.00 |
|---|---|---|

## CHOOSE ONE PHYSICAL SCIENCE COURSE FROM BELOW FOR 4TH SEMESTER

| CHM131 | Introduction to Chemistry (CAA) | **Credit Hours:** 3.00 |
|---|---|---|

| CHM131A | Introduction to Chemistry Lab (CAA) | **Credit Hours:** 1.00 |
|---|---|---|

| PHY110 | Conceptual Physics (CAA) | **Credit Hours:** 3.00 |
| PHY110A | Conceptual Physics Lab (CAA) | **Credit Hours:** 1.00 |

## Associate in Arts (High School Career and College Promise)

### After High School

Hours Needed to Complete Associate Degree: 30

### What it's about

The Associate in Arts College Transfer Pathway (AACTP) is designed for high school junior and seniors who wish to begin study toward the Associate in Arts degree and a baccalaureate degree in a non-STEM major.

High school students in the Associate in Arts Career & College Promise College Transfer Pathway must complete the entire pathway before taking additional courses in the Associate in Arts degree.

### Minimum Placement Test Scores

English/Reading Composite - 151
Math Score - 7
Math Modules - 010-060

| ENG111 | Writing and Inquiry (CAA) | **Credit Hours:** 3.00 |
| ENG112 | Writing and Research in the Disciplines (CAA) | **Credit Hours:** 3.00 |
| COM231 | Public Speaking (CAA) | **Credit Hours:** 3.00 |
| ACA122 | College Transfer Success | **Credit Hours:** 1.00 |

### Select two courses from the following

| ART111 | Art Appreciation (CAA) | **Credit Hours:** 3.00 |
| MUS110 | Music Appreciation (CAA) | **Credit Hours:** 3.00 |
| PHI240 | Introduction to Ethics (CAA) | **Credit Hours:** 3.00 |

### Select three courses from the following with at least 2 different prefixes

| ECO251 | Principles of Microeconomics (CAA) | **Credit Hours:** 3.00 |
| ECO252 | Principles of Macroeconomics (CAA) | **Credit Hours:** 3.00 |
| HIS111 | World Civilizations I (CAA) | **Credit Hours:** 3.00 |
| HIS112 | World Civilizations II (CAA) | **Credit Hours:** 3.00 |

| HIS131 | American History I (CAA) | **Credit Hours:** 3.00 |
| --- | --- | --- |
| HIS132 | American History II (CAA) | **Credit Hours:** 3.00 |
| PSY150 | General Psychology (CAA) | **Credit Hours:** 3.00 |
| SOC210 | Introduction to Sociology (CAA) | **Credit Hours:** 3.00 |

### Select one course from the following

| MAT143 | Quantitative Literacy (CAA) | **Credit Hours:** 3.00 |
| --- | --- | --- |
| MAT152 | Statistical Methods I (CAA) | **Credit Hours:** 4.00 |
| MAT171 | Precalculus Algebra (CAA) | **Credit Hours:** 4.00 |

### Select one course from the following

| BIO110 | Principles of Biology (CAA) | **Credit Hours:** 4.00 |
| --- | --- | --- |
| BIO111 | General Biology I (CAA) | **Credit Hours:** 4.00 |
| CHM151 | General Chemistry I (CAA) | **Credit Hours:** 4.00 |
| PHY110 | Conceptual Physics (CAA) | **Credit Hours:** 3.00 |
| PHY110A | Conceptual Physics Lab (CAA) | **Credit Hours:** 1.00 |

# Associate in Science Degree Program

The Associate in Science (A.S.) program is included in the agreement between North Carolina's community colleges and its four-year colleges and universities. It is designed to provide students with an opportunity to take the first two years of a four-year program in many majors.

The course work includes composition and literature, humanities, mathematics, natural and social sciences, and physical education. ACA090 Student Success is recommended, if not required.

If your plan is to transfer to a four-year college or university, you'll get many of your prerequisites out of the way, while allowing you to develop self-discipline and study skills in a nurturing environment

Upon successful completion of the Associate in Science the student should be able to:

1. Communicate effectively.
2. Think critically.
3. Demonstrate information literacy.
4. Demonstrate interdependence.

## Associate in Science Degree

---

### 1st Semester

| | | **Credit Hours:** 3.00 |
ACA090     Student Success Strategies

**Credit Hours:** 3.00

ACA090          Student Success Strategies

---

**Credit Hours:** 1.00

ACA122          College Transfer Success

---

**Credit Hours:** 3.00

ENG111          Writing and Inquiry (CAA)

---

**Credit Hours:** 4.00

BIO111          General Biology I (CAA)

---

### Choose one MAT course from below for 1st Semester

**Credit Hours:** 4.00

MAT172          Precalculus Trigonometry (CAA)

---

**Credit Hours:** 4.00

MAT171          Precalculus Algebra (CAA)

---

**Credit Hours:** 4.00

MAT271          Calculus I (CAA)

---

### CHOOSE ONE SOCIAL/BEHAVIORAL SCIENCE COURSE FROM BELOW FOR 1st SEMESTER (must be different prefixes)

**Credit Hours:** 3.00

PSY150          General Psychology (CAA)

---

**Credit Hours:** 3.00

SOC210          Introduction to Sociology (CAA)

---

**Credit Hours:** 3.00

HIS111          World Civilizations I (CAA)

---

**Credit Hours:** 3.00

HIS112          World Civilizations II (CAA)

---

**Credit Hours:** 3.00

HIS131          American History I (CAA)

---

**Credit Hours:** 3.00

HIS132          American History II (CAA)

---

**Credit Hours:** 3.00

ECO251          Principles of Microeconomics (CAA)

---

**Credit Hours:** 3.00

ECO252          Principles of Macroeconomics (CAA)

---

## 2nd Semester

| | | |
|---|---|---|
| ENG112 | Writing and Research in the Disciplines (CAA) | **Credit Hours:** 3.00 |
| BIO112 | General Biology II (CAA) | **Credit Hours:** 4.00 |
| COM231 | Public Speaking (CAA) | **Credit Hours:** 3.00 |

## CHOOSE ONE HUMANITIES/FINE ART COURSE FROM BELOW FOR 2nd Semester

| | | |
|---|---|---|
| ART111 | Art Appreciation (CAA) | **Credit Hours:** 3.00 |
| MUS110 | Music Appreciation (CAA) | **Credit Hours:** 3.00 |
| PHI240 | Introduction to Ethics (CAA) | **Credit Hours:** 3.00 |

## Choose one MAT course from below for 2nd Semester

| | | |
|---|---|---|
| MAT271 | Calculus I (CAA) | **Credit Hours:** 4.00 |
| MAT172 | Precalculus Trigonometry (CAA) | **Credit Hours:** 4.00 |

## 3rd Semester

| | | |
|---|---|---|
| CHM151 | General Chemistry I (CAA) | **Credit Hours:** 4.00 |
| PEDCOURSE | Ped Course | **Credit Hours:** 1.00 |
| MSTRANSFERELECTIVE | Math Science Transfer Elective | **Credit Hours:** 4.00 |

## CHOOSE ONE english COURSE FROM BELOW FOR 3rd Semester

| | | |
|---|---|---|
| ENG231 | American Literature I (CAA) | **Credit Hours:** 3.00 |
| ENG232 | American Literature II (CAA) | **Credit Hours:** 3.00 |
| ENG242 | British Literature II (CAA) | **Credit Hours:** 3.00 |
| ENG262 | World Literature II (CAA) | **Credit Hours:** 3.00 |

## CHOOSE ONE FOREIGN LANGUAGE COURSE FROM BELOW FOR 3rd Semester

| | | |
|---|---|---|
| SPA111 | Elementary Spanish I (CAA) | **Credit Hours:** 3.00 |

| | | **Credit Hours:** 3.00 |
| --- | --- | --- |
| SPA111 | Elementary Spanish I (CAA) | |

## 4th Semester

| | | **Credit Hours:** 4.00 |
| --- | --- | --- |
| CHM152 | General Chemistry II (CAA) | |

| | | **Credit Hours:** 4.00 |
| --- | --- | --- |
| MSTRANSFERELECTIVE | Math Science Transfer Elective | |

## CHOOSE ONE SOCIAL/BEHAVIORAL SCIENCE COURSE FROM BELOW FOR 4th Semester (MUST BE DIFFERENT PREFIXES)

| | | **Credit Hours:** 3.00 |
| --- | --- | --- |
| PSY150 | General Psychology (CAA) | |

| | | **Credit Hours:** 3.00 |
| --- | --- | --- |
| SOC210 | Introduction to Sociology (CAA) | |

| | | **Credit Hours:** 3.00 |
| --- | --- | --- |
| HIS111 | World Civilizations I (CAA) | |

| | | **Credit Hours:** 3.00 |
| --- | --- | --- |
| HIS112 | World Civilizations II (CAA) | |

| | | **Credit Hours:** 3.00 |
| --- | --- | --- |
| HIS131 | American History I (CAA) | |

| | | **Credit Hours:** 3.00 |
| --- | --- | --- |
| HIS132 | American History II (CAA) | |

| | | **Credit Hours:** 3.00 |
| --- | --- | --- |
| ECO251 | Principles of Microeconomics (CAA) | |

| | | **Credit Hours:** 3.00 |
| --- | --- | --- |
| ECO252 | Principles of Macroeconomics (CAA) | |

## CHOOSE ONE FOREIGN LANGUAGE COURSE FROM BELOW FOR 4th Semester

| | | **Credit Hours:** 3.00 |
| --- | --- | --- |
| SPA112 | Elementary Spanish II (CAA) | |

## Associate in Science (High School Career and College Promise)

### After High School

Hours Needed to Complete Associate Degree: 30

### What it's about

The Associate in Science College Transfer Pathway (ASCTP) is designed for high school juniors and seniors who wish to begin study toward the Associate in Science degree and a baccalaureate degree in a STEM or technical major.

High school students in the Associate in Science Career & College Promise College Transfer Pathway must complete the entire pathway before taking additional courses in the Associate in Science degree.

### Minimum Placement Test Scores

English/Reading Composite - 151

| | | **Credit Hours:** 3.00 |
|---|---|---|
| ENG111 | Writing and Inquiry (CAA) | |

| | | **Credit Hours:** 3.00 |
|---|---|---|
| ENG112 | Writing and Research in the Disciplines (CAA) | |

| | | **Credit Hours:** 3.00 |
|---|---|---|
| COM231 | Public Speaking (CAA) | |

| | | **Credit Hours:** 1.00 |
|---|---|---|
| ACA122 | College Transfer Success | |

## Select one course from the following

| | | **Credit Hours:** 3.00 |
|---|---|---|
| ART111 | Art Appreciation (CAA) | |

| | | **Credit Hours:** 3.00 |
|---|---|---|
| MUS110 | Music Appreciation (CAA) | |

| | | **Credit Hours:** 3.00 |
|---|---|---|
| PHI240 | Introduction to Ethics (CAA) | |

## Select two courses from the following with different prefixes

| | | **Credit Hours:** 3.00 |
|---|---|---|
| ECO251 | Principles of Microeconomics (CAA) | |

| | | **Credit Hours:** 3.00 |
|---|---|---|
| ECO252 | Principles of Macroeconomics (CAA) | |

| | | **Credit Hours:** 3.00 |
|---|---|---|
| HIS111 | World Civilizations I (CAA) | |

| | | **Credit Hours:** 3.00 |
|---|---|---|
| HIS112 | World Civilizations II (CAA) | |

| | | **Credit Hours:** 3.00 |
|---|---|---|
| HIS131 | American History I (CAA) | |

| | | **Credit Hours:** 3.00 |
|---|---|---|
| HIS132 | American History II (CAA) | |

| | | **Credit Hours:** 3.00 |
|---|---|---|
| PSY150 | General Psychology (CAA) | |

| | | **Credit Hours:** 3.00 |
|---|---|---|
| SOC210 | Introduction to Sociology (CAA) | |

## Select two courses from the following

| | | **Credit Hours:** 4.00 |
|---|---|---|
| MAT171 | Precalculus Algebra (CAA) | |

| | | **Credit Hours:** 4.00 |
|---|---|---|
| MAT172 | Precalculus Trigonometry (CAA) | |

| MAT271 | Calculus I (CAA) | **Credit Hours:** 4.00 |
|---|---|---|

### Select one group from below

### Group 1

| BIO111 | General Biology I (CAA) | **Credit Hours:** 4.00 |
|---|---|---|
| BIO112 | General Biology II (CAA) | **Credit Hours:** 4.00 |

### Group 2

| CHM151 | General Chemistry I (CAA) | **Credit Hours:** 4.00 |
|---|---|---|
| CHM152 | General Chemistry II (CAA) | **Credit Hours:** 4.00 |

### Group 3

| PHY151 | College Physics I (CAA) | **Credit Hours:** 4.00 |
|---|---|---|
| PHY152 | College Physics II (CAA) | **Credit Hours:** 4.00 |

# Associate in General Education Degree Program

The Associate in General Education (AGE) curriculum is designed for individuals wishing to broaden their education, with emphasis on personal interest, growth and development. The two-year General Education program provides students opportunities to study English, literature, fine arts, philosophy, social science, science and mathematics.  Many of the courses are equivalent to college transfer courses; however, the program is not principally designed for college transfer.

Upon successful completion of the Associate in Arts, Associate in Science or Associate in General Education, the student should be able to:

1. Communicate effectively.
2. Think critically.
3. Demonstrate information literacy.
4. Demonstrate interdependence.

### Associate in General Education Degree

### Required Courses

| ACA090 | Student Success Strategies | **Credit Hours:** 3.00 |
|---|---|---|

| ENG111 | Writing and Inquiry (CAA) | **Credit Hours:** 3.00 |

| ENG112 | Writing and Research in the Disciplines (CAA) | **Credit Hours:** 3.00 |

| ACA122 | College Transfer Success | **Credit Hours:** 1.00 |

**CHOOSE ONE COURSE FROM BELOW**

| MAT152 | Statistical Methods I (CAA) | **Credit Hours:** 4.00 |

| BIO110 | Principles of Biology (CAA) | **Credit Hours:** 4.00 |

**CHOOSE ONE SOCIAL/BEHAVIORIAL SCIENCE COURSE FROM BELOW**

| PSY150 | General Psychology (CAA) | **Credit Hours:** 3.00 |

| SOC210 | Introduction to Sociology (CAA) | **Credit Hours:** 3.00 |

| HIS111 | World Civilizations I (CAA) | **Credit Hours:** 3.00 |

| HIS112 | World Civilizations II (CAA) | **Credit Hours:** 3.00 |

| HIS131 | American History I (CAA) | **Credit Hours:** 3.00 |

| HIS132 | American History II (CAA) | **Credit Hours:** 3.00 |

| ECO251 | Principles of Microeconomics (CAA) | **Credit Hours:** 3.00 |

| ECO252 | Principles of Macroeconomics (CAA) | **Credit Hours:** 3.00 |

**CHOOSE ONE HUMANITIES/FINE ART COURSES FROM BELOW FOR 2ND SEMESTER**

| ART111 | Art Appreciation (CAA) | **Credit Hours:** 3.00 |

| MUS110 | Music Appreciation (CAA) | **Credit Hours:** 3.00 |

| PHI240 | Introduction to Ethics (CAA) | **Credit Hours:** 3.00 |

| PHI240 | Introduction to Ethics (CAA) | **Credit Hours:** 3.00 |

## Additional Electives: 45 hours

# **Early Childhood Education**

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

Course work includes child growth and development; physical/nutritional needs of children; care and guidance of children; and communication skills with 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 childcare programs, preschools, public and private schools, recreational centers, Head Start Programs, and school age programs.

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

1. Promote Child Development and Learning
2. Build Family and Community Relationships
3. Observe, Document and Assess to Support Young Children and Families
4. Use Developmentally Effective Strategies
5. Use Content Knowledge to Build Meaningful Curriculum
6. Demonstrate Professionalism

The Early Childhood Education program is accredited by the National Association for the Education of Young Children (NAEYC), 1313 L St. N.W. Suite 500, Washington. DC 20005 202.232.8777 l 800.424.2460, www.naeyc.org

## **Early Childhood Education: Associate in Applied Science Degree Program**

Students who do not meet acceptable placement scores must complete appropriate preparatory courses.

### **1st Fall**

| | | |
|---|---|---|
| ACA090 | Student Success Strategies | **Credit Hours:** 3.00 |
| EDU119 | Introduction to Early Childhood Education | **Credit Hours:** 4.00 |
| EDU131 | Child, Family & Community | **Credit Hours:** 3.00 |
| EDU153 | Health, Safety & Nutrition | **Credit Hours:** 3.00 |
| EDU144 | Child Development I | **Credit Hours:** 3.00 |

### **1st Spring**

| EDU145 | Child Development II | **Credit Hours:** 3.00 |
|---|---|---|

| EDU145 | Child Development II | **Credit Hours:** 3.00 |
|---|---|---|
| EDU146 | Child Guidance | **Credit Hours:** 3.00 |
| EDU151 | Creative Activities | **Credit Hours:** 3.00 |
| MAT143 | Quantitative Literacy (CAA) | **Credit Hours:** 3.00 |

## Summer

| ENG111 | Writing and Inquiry (CAA) | **Credit Hours:** 3.00 |
|---|---|---|
| COM231 | Public Speaking (CAA) | **Credit Hours:** 3.00 |
| PSY150 | General Psychology (CAA) | **Credit Hours:** 3.00 |

## 2nd Fall

| EDU280 | Language and Literacy Experiences | **Credit Hours:** 3.00 |
|---|---|---|
| EDU221 | Children with Exceptionalities (CAA) | **Credit Hours:** 3.00 |
| EDU259 | Curriculum Planning | **Credit Hours:** 3.00 |
| EDUElective | EDU Elective | |
| ENG112 | Writing and Research in the Disciplines (CAA) | **Credit Hours:** 3.00 |

## 2nd Spring

| EDU251 | Exploration Activities | **Credit Hours:** 3.00 |
|---|---|---|
| EDU284 | Early Childhood Capstone Practicum | **Credit Hours:** 4.00 |
| EDU234 | Infants, Toddlers and Twos | **Credit Hours:** 3.00 |
| Humanities/Fine Arts Elective | Humanities/Fine Arts Elective | **Credit Hours:** 3.00 |
| EDUElective | EDU Elective | |

## Early Childhood Education: Associate in Applied Science Degree Program - Catawba Transfer

Students who do not meet acceptable placement scores must complete appropriate preparatory courses.

## 1st Fall

| | | **Credit Hours:** 3.00 |
|---|---|---|
| ACA090 | Student Success Strategies | |

| | | **Credit Hours:** 4.00 |
|---|---|---|
| EDU119 | Introduction to Early Childhood Education | |

| | | **Credit Hours:** 3.00 |
|---|---|---|
| EDU131 | Child, Family & Community | |

| | | **Credit Hours:** 3.00 |
|---|---|---|
| EDU153 | Health, Safety & Nutrition | |

| | | **Credit Hours:** 3.00 |
|---|---|---|
| EDU144 | Child Development I | |

## 1st Spring

| | | **Credit Hours:** 3.00 |
|---|---|---|
| EDU145 | Child Development II | |

| | | **Credit Hours:** 3.00 |
|---|---|---|
| EDU146 | Child Guidance | |

| | | **Credit Hours:** 3.00 |
|---|---|---|
| EDU151 | Creative Activities | |

| | | **Credit Hours:** 3.00 |
|---|---|---|
| MAT143 | Quantitative Literacy (CAA) | |

## Summer

| | | **Credit Hours:** 3.00 |
|---|---|---|
| ENG111 | Writing and Inquiry (CAA) | |

| | | **Credit Hours:** 3.00 |
|---|---|---|
| COM231 | Public Speaking (CAA) | |

| | | **Credit Hours:** 3.00 |
|---|---|---|
| PSY150 | General Psychology (CAA) | |

## 2nd Fall

| | | **Credit Hours:** 3.00 |
|---|---|---|
| EDU280 | Language and Literacy Experiences | |

| | | **Credit Hours:** 3.00 |
|---|---|---|
| ENG112 | Writing and Research in the Disciplines (CAA) | |

| | | **Credit Hours:** 3.00 |
|---|---|---|
| EDU221 | Children with Exceptionalities (CAA) | |

| | | **Credit Hours:** 3.00 |
|---|---|---|
| EDU259 | Curriculum Planning | |

| EDUElective | EDU Elective | |

## Pick one course from below for 2nd Fall

| BIO110 | Principles of Biology (CAA) | **Credit Hours:** 4.00 |
|--------|---------------------------|------------------------|

| BIO111 | General Biology I (CAA) | **Credit Hours:** 4.00 |
|--------|------------------------|------------------------|

## 2nd Spring

| EDU251 | Exploration Activities | **Credit Hours:** 3.00 |
|--------|------------------------|------------------------|

| EDUElective | EDU Elective | |
|-------------|--------------|---|

| EDU284 | Early Childhood Capstone Practicum | **Credit Hours:** 4.00 |
|--------|-----------------------------------|------------------------|

| Humanities/Fine Arts Elective | Humanities/Fine Arts Elective | **Credit Hours:** 3.00 |
|-------------------------------|-------------------------------|------------------------|

| EDU234 | Infants, Toddlers and Twos | **Credit Hours:** 3.00 |
|--------|----------------------------|------------------------|

## Early Childhood Education: Diploma Program

Note: Students who do not meet acceptable placement scores must complete appropriate preparatory courses.

## 1st Fall

| ACA090 | Student Success Strategies | **Credit Hours:** 3.00 |
|--------|----------------------------|------------------------|

| EDU119 | Introduction to Early Childhood Education | **Credit Hours:** 4.00 |
|--------|-------------------------------------------|------------------------|

| EDU131 | Child, Family & Community | **Credit Hours:** 3.00 |
|--------|---------------------------|------------------------|

| EDU144 | Child Development I | **Credit Hours:** 3.00 |
|--------|--------------------|------------------------|

| EDU153 | Health, Safety & Nutrition | **Credit Hours:** 3.00 |
|--------|----------------------------|------------------------|

## 1st Spring

| EDU145 | Child Development II | **Credit Hours:** 3.00 |
|--------|---------------------|------------------------|

| EDU146 | Child Guidance | **Credit Hours:** 3.00 |
|--------|----------------|------------------------|

| EDU151 | Creative Activities | **Credit Hours:** 3.00 |
|--------|---------------------|------------------------|

| ENG111 | Writing and Inquiry (CAA) | **Credit Hours:** 3.00 |
|--------|---------------------------|------------------------|

## Summer

| | | |
|---|---|---|
| COM231 | Public Speaking (CAA) | **Credit Hours:** 3.00 |
| EDU259 | Curriculum Planning | **Credit Hours:** 3.00 |
| PSY150 | General Psychology (CAA) | **Credit Hours:** 3.00 |

## 2nd Fall

| | | |
|---|---|---|
| EDU221 | Children with Exceptionalities (CAA) | **Credit Hours:** 3.00 |
| EDU284 | Early Childhood Capstone Practicum | **Credit Hours:** 4.00 |

## Early Childhood Education: Certificate Program - Emphasis in School Age Assistant

### 1st Fall

| | | |
|---|---|---|
| EDU144 | Child Development I | **Credit Hours:** 3.00 |
| EDU153 | Health, Safety & Nutrition | **Credit Hours:** 3.00 |

### 1st Spring

| | | |
|---|---|---|
| EDU145 | Child Development II | **Credit Hours:** 3.00 |
| EDU146 | Child Guidance | **Credit Hours:** 3.00 |

### 2nd Fall

| | | |
|---|---|---|
| EDU221 | Children with Exceptionalities (CAA) | **Credit Hours:** 3.00 |
| EDU235 | School-Age Development and Programs | **Credit Hours:** 3.00 |

## Early Childhood Education: Certificate Program - Emphasis in Early Childhood Teaching Assistant

Students who do not meet acceptable placement scores must complete appropriate preparatory courses.

### Fall

| | | |
|---|---|---|
| EDU119 | Introduction to Early Childhood Education | **Credit Hours:** 4.00 |
| EDU131 | Child, Family & Community | **Credit Hours:** 3.00 |

| EDU144 | Child Development I | **Credit Hours:** 3.00 |
|---|---|---|

## Spring

| EDU145 | Child Development II | **Credit Hours:** 3.00 |
|---|---|---|
| EDU146 | Child Guidance | **Credit Hours:** 3.00 |

## Early Childhood Education: Certificate Program - Emphasis in Administration Assistant

Students who do not meet acceptable placement scores must complete appropriate preparatory courses.

### Fall

| EDU144 | Child Development I | **Credit Hours:** 3.00 |
|---|---|---|
| EDU119 | Introduction to Early Childhood Education | **Credit Hours:** 4.00 |
| EDU261 | Early Childhood Administration I | **Credit Hours:** 3.00 |

### Spring

| EDU145 | Child Development II | **Credit Hours:** 3.00 |
|---|---|---|
| EDU262 | Early Childhood Administration II | **Credit Hours:** 3.00 |

## Early Childhood Education: Certificate Program - Emphasis in Infant/Toddler Care

Note: Students who do not meet acceptable placement scores must complete appropriate preparatory courses.

### Fall

| EDU119 | Introduction to Early Childhood Education | **Credit Hours:** 4.00 |
|---|---|---|
| EDU131 | Child, Family & Community | **Credit Hours:** 3.00 |
| EDU144 | Child Development I | **Credit Hours:** 3.00 |

### Spring

| EDU153 | Health, Safety & Nutrition | **Credit Hours:** 3.00 |
|---|---|---|
| EDU234 | Infants, Toddlers and Twos | **Credit Hours:** 3.00 |

## Certificate - Early Childhood Assistant (High School Career and College Promise)

### What it's about

The Early Childhood 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.

### What you can get

Upon successful completion of all courses in this CCP pathway, the student will be awarded a Certificate in Early Childhood Education - Emphasis in Early Childhood from DCCC. Students can complete additional courses to earn an Associates Degree in Early Childhood Education after graduation from high school.

### Program Specific Details

 Students may be required to have a current background check, TB test and physical to complete course observation requirements.  If required these will be the student's responsibility.  Any student who continues to the associate degree program or who chooses to work in a childcare facility will be required to have all of the above.

### Minimum Placement Test Scores

English/Reading Composite - 136
Math Score - N/A
Math Modules - N/A

### After High School

Hours Needed to Complete Diploma: 23
Hours Needed to Complete Associate Degree: 53

### High School Junior Year (Fall)

| | | **Credit Hours:** 4.00 |
| EDU119 | Introduction to Early Childhood Education | |

### High School Junior Year (Spring)

| | | **Credit Hours:** 3.00 |
| EDU144 | Child Development I | |
| | | **Credit Hours:** 3.00 |
| EDU131 | Child, Family & Community | |

### High School Senior Year (Fall)

| | | **Credit Hours:** 3.00 |
| EDU145 | Child Development II | |
| | | **Credit Hours:** 3.00 |
| EDU146 | Child Guidance | |

# Infant/Toddler Care

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

under the supervision of qualified teachers.

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

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

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

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

### Early Childhood Education: Certificate Program - Emphasis in Infant/Toddler Care

Note: Students who do not meet acceptable placement scores must complete appropriate preparatory courses.

### Fall

| | | |
|---|---|---|
| EDU119 | Introduction to Early Childhood Education | **Credit Hours:** 4.00 |
| EDU131 | Child, Family & Community | **Credit Hours:** 3.00 |
| EDU144 | Child Development I | **Credit Hours:** 3.00 |

### Spring

| | | |
|---|---|---|
| EDU153 | Health, Safety & Nutrition | **Credit Hours:** 3.00 |
| EDU234 | Infants, Toddlers and Twos | **Credit Hours:** 3.00 |

### Certificate - Infant/Toddler Care (High School Career and College Promise)

#### What it's about

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

**What you can get**

Upon successful completion of all courses in this CCP pathway, the student will be awarded a Certificate in Early Childhood Education - Emphasis in Infant/Toddler Care from DCCC. Students can complete additional courses to earn an Associates Degree in Early Childhood Education after graduation from high school.

**Program Specific Details**

Students may be required to have a current background check, TB test and physical to complete course observation requirements. If required these will be the student's responsibility.  Any student who continues to the associate degree program or who chooses to work in a childcare facility will be required to have all of the above.

**Minimum Placement Test Scores**

English/Reading Composite - 151
Math Score - N/A
Math Modules - N/A

**After High School**

Hours Needed to Complete Diploma: 25
Hours Needed to Complete Associate Degree: 53

---

### High School Junior Year (Fall)

| | | **Credit Hours:** 4.00 |
|---|---|---|
| EDU119 | Introduction to Early Childhood Education | |

---

### High School Junior Year (Spring)

| | | **Credit Hours:** 3.00 |
|---|---|---|
| EDU131 | Child, Family & Community | |
| | | **Credit Hours:** 3.00 |
| EDU144 | Child Development I | |

---

### High School Senior Year (Fall)

| | | **Credit Hours:** 3.00 |
|---|---|---|
| EDU153 | Health, Safety & Nutrition | |
| | | **Credit Hours:** 3.00 |
| EDU234 | Infants, Toddlers and Twos | |

# Zoo Science Technology

The Zoological Science Technology curriculum prepares students for employment in zoological parks, aquaria, or other settings requiring animal care, breeding, education/conservation, or health of exotic animals.

Course work emphasizes anatomy, physiology, reproduction, behavior, and nutrition of exotic animals that are on exhibit for education and/or conservation purposes or for animals maintained for medical purposes. Students have practical experiences with basic husbandry skills, animal handling/capture/restraint skills, the ability to detect illness, and creative design of exhibits.

Graduates of the curriculum should qualify for entry-level employment opportunities in a

variety of settings, including zoos, aquaria, nature science centers, and animal research facilities.

This program focuses on the application of biological principles to the study of vertebrate wildlife, wildlife habitats, and related ecosystems in remote and urban areas. Potential course work includes instruction in animal ecology; adaptational biology; urban ecosystems; natural and artificial habitat management; limnology; wildlife pathology; and vertebrate zoological specializations such as mammalogy, herpetology, ichthyology, ornithology, and others.

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

1. Demonstrate the ability to follow written protocols.
2. Communicate with public in a professional manner.
3. Effectively apply principles of Environmental Enrichment in a zoo or aquarium setting.
4. Demonstrate skills valued in the workplace.

### Zoo Science: Associate in Applied Science Degree Program

Students will be required to complete 6 of the 8 hours of WBL listed.

### 1st Fall

| | | |
|---|---|---|
| ENG111 | Writing and Inquiry (CAA) | Credit Hours: 3.00 |
| PSY150 | General Psychology (CAA) | Credit Hours: 3.00 |
| BIO111 | General Biology I (CAA) | Credit Hours: 4.00 |
| ZAS112 | Intro to Zoo/Aquarium Science | Credit Hours: 2.00 |
| ZAS110 | Introduction to Zookeeping | Credit Hours: 5.00 |
| ZAS130 | Introduction to Ethology | Credit Hours: 3.00 |

### 1st Spring

| | | |
|---|---|---|
| MAT143 | Quantitative Literacy (CAA) | Credit Hours: 3.00 |
| COM231 | Public Speaking (CAA) | Credit Hours: 3.00 |
| BIO112 | General Biology II (CAA) | Credit Hours: 4.00 |
| ZAS120 | Zoonotic Diseases | Credit Hours: 2.00 |
| ZAS131 | Applied Animal Psychology | Credit Hours: 3.00 |

| ZAS113 | Animal Exhibits | **Credit Hours:** 1.00 |

| WBL112 | Work Based Learning I | **Credit Hours:** 2.00 |

## Summer

| WBL122 | Work Based Learning II | **Credit Hours:** 2.00 |

## 2nd Fall

| BIO242 | Natural Resource Conservation (CAA) | **Credit Hours:** 3.00 |

| ZAS234 | Zoo Herpetology | **Credit Hours:** 3.00 |

| ZAS236 | Zoo Mammalogy | **Credit Hours:** 3.00 |

| ZAS114 | Species Survival Plans | **Credit Hours:** 1.00 |

| ZAS132 | Operant Conditioning | **Credit Hours:** 3.00 |

| WBL132 | Work-Based Learning III | **Credit Hours:** 2.00 |

## 2nd Spring

| PHI240 | Introduction to Ethics (CAA) | **Credit Hours:** 3.00 |

| ZAS232 | Zoo Invertebrates | **Credit Hours:** 3.00 |

| ZAS235 | Zoo Ornithology | **Credit Hours:** 3.00 |

| ZAS115 | Animal Welfare Issues | **Credit Hours:** 1.00 |

| WBL212 | Work-Based Learning IV | **Credit Hours:** 2.00 |

# Aquarium Science Technology

The Aquarium Science Technology curriculum prepares students for employment in zoological parks, aquaria, or other settings requiring animal care, breeding, education/conservation, or health of exotic animals.

Course work emphasizes anatomy, physiology, reproduction, behavior, and nutrition of exotic animals that are on exhibit for education and/or conservation purposes or for animals maintained for medical purposes. Students have practical experiences with basic

husbandry skills, animal handling/capture/restraint skills, the ability to detect illness, and creative design of exhibits.

Graduates of the curriculum should qualify for entry-level employment opportunities in a variety of settings, including zoos, aquaria, nature science centers, and animal research facilities.

This program prepares individuals to conserve and manage wilderness areas and the flora, marine and aquatic life therein, and manage wildlife reservations and zoological/aquarium facilities for recreational, commercial, and ecological purposes. Potential course work includes instruction in wildlife biology, marine/aquatic biology, freshwater and saltwater ecosystems, the design and operation of natural and artificial wildlife habitats, limnology, wildlife pathology, and vertebrate zoological specializations such as mammalogy, herpetology, ichthyology, ornithology, and others.

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

1. Demonstrate the ability to follow written protocols.
2. Communicate with public in a professional manner.
3. Effectively apply principles of Environmental Enrichment in a zoo or aquarium setting.
4. Demonstrate skills valued in the workplace.

**Aquarium Science: Associate in Applied Science Degree Program**

**1st Fall**

| | | |
|---|---|---|
| ENG111 | Writing and Inquiry (CAA) | **Credit Hours:** 3.00 |
| ZAS210 | Introduction to Aquarium Science | **Credit Hours:** 4.00 |
| PSY150 | General Psychology (CAA) | **Credit Hours:** 3.00 |
| BIO111 | General Biology I (CAA) | **Credit Hours:** 4.00 |
| ZAS130 | Introduction to Ethology | **Credit Hours:** 3.00 |
| ZAS112 | Intro to Zoo/Aquarium Science | **Credit Hours:** 2.00 |

**1st Spring**

| | | |
|---|---|---|
| BIO112 | General Biology II (CAA) | **Credit Hours:** 4.00 |
| ZAS120 | Zoonotic Diseases | **Credit Hours:** 2.00 |
| ZAS113 | Animal Exhibits | **Credit Hours:** 1.00 |

| ZAS233 | Zoo Ichthyology | **Credit Hours:** 3.00 |
|--------|------------------|------------------------|
| COM231 | Public Speaking (CAA) | **Credit Hours:** 3.00 |
| CHM131 | Introduction to Chemistry (CAA) | **Credit Hours:** 3.00 |
| CHM131A | Introduction to Chemistry Lab (CAA) | **Credit Hours:** 1.00 |

## Summer

| WBL122 | Work Based Learning II | **Credit Hours:** 2.00 |
|--------|------------------------|------------------------|

## 2nd Fall

| ZAS243 | Principles of Aquarium Science | **Credit Hours:** 3.00 |
|--------|--------------------------------|------------------------|
| ZAS234 | Zoo Herpetology | **Credit Hours:** 3.00 |
| ZAS272 | Aquatic Pathophysiology | **Credit Hours:** 3.00 |
| ZAS114 | Species Survival Plans | **Credit Hours:** 1.00 |
| BIO242 | Natural Resource Conservation (CAA) | **Credit Hours:** 3.00 |
| WBL131 | Work-Based Learning III | **Credit Hours:** 1.00 |

## 2nd Spring

| PHI240 | Introduction to Ethics (CAA) | **Credit Hours:** 3.00 |
|--------|------------------------------|------------------------|
| ZAS115 | Animal Welfare Issues | **Credit Hours:** 1.00 |
| MSC174 | Marine Invertebrate Zoo | **Credit Hours:** 4.00 |
| BIO243 | Marine Biology (CAA) | **Credit Hours:** 4.00 |
| WBL211 | Work Based Learning IV | **Credit Hours:** 1.00 |

# General Occupational Technology

The General Occupational Technology curriculum provides individuals with an opportunity to upgrade their skills and to earn an associate degree by taking courses suited for their

occupational interests and/or needs.

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

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

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

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

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

### General Occupational Technology: Associate in Applied Science Degree Program

When a student decides to seek a General Occupational Technology (GOT) degree, an Academic Advisor in collaboration with program faculty will assist the student to develop a proposed plan for the GOT program of study. The proposed GOT program of study must contain a combination of major courses from curricula offered by the College, must be designed to provide specific job knowledge and skills, and must include a minimum of 49 semester hours credit and 15 general education hours. Work experience, including cooperative education and internships, may be included up to a maximum of 8 semester hours.

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

**Source URL:** https://www.davidsonccc.edu/catalog/curriculum-programs-and-services/school-general-studies-academic-support

# School of Business, Engineering & Technical Studies

## Last Updated:
Apr 1 2016

The DCCC School of Business, Engineering & Technical Studies offers certificates, diplomas and two-year degree programs to prepare you for a fulfilling career in your chosen field.

# Accounting

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

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

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

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

1. Analyze business transactions for entry into accounting records.
2. Prepare and maintain journals and ledgers for accounting systems, using critical thinking and generally accepted accounting principles.
3. Prepare and present financial statements, budgets, and income tax returns.
4. Provide effective written and oral communication in a business environment.
5. Demonstrate basic knowledge of managerial accounting concepts and principles.

**Accounting: Associate in Applied Science Degree Program**

**1st Fall**

**Credit Hours:** 3.00

ACA090        Student Success Strategies

| MAT143 | Quantitative Literacy (CAA) | **Credit Hours:** 3.00 |

| BUS110 | Introduction to Business (CAA) | **Credit Hours:** 3.00 |

| ACC120 | Principles of Financial Accounting (CAA) | **Credit Hours:** 4.00 |

| ACC129 | Individual Income Taxes | **Credit Hours:** 3.00 |

## 1st Spring

| CIS110 | Introduction to Computers (CAA) | **Credit Hours:** 3.00 |

| ACC121 | Principles of Managerial Accounting (CAA) | **Credit Hours:** 4.00 |

| ACC130 | Business Income Taxes | **Credit Hours:** 3.00 |

| ACC140 | Payroll Accounting | **Credit Hours:** 2.00 |

| ACC180 | Practices in Bookkeeping | **Credit Hours:** 3.00 |

## Summer

| ENG111 | Writing and Inquiry (CAA) | **Credit Hours:** 3.00 |

## Pick 1 HUM course below for Summer

| HUM115 | Critical Thinking (CAA) | **Credit Hours:** 3.00 |

| HUM120 | Cultural Studies (CAA) | **Credit Hours:** 3.00 |

## 2nd Fall

| CTS130 | Spreadsheet | **Credit Hours:** 3.00 |

| BUS115 | Business Law I (CAA) | **Credit Hours:** 3.00 |

| ECO251 | Principles of Microeconomics (CAA) | **Credit Hours:** 3.00 |

| ACC150 | Accounting Software Applications | **Credit Hours:** 2.00 |

| ACC220 | Intermediate Accounting I | **Credit Hours:** 4.00 |

## 2nd Spring

| | | |
|---|---|---|
| ACC221 | Intermediate Accounting II | **Credit Hours:** 4.00 |
| ENG114 | Professional Research & Reporting (CAA) | **Credit Hours:** 3.00 |
| ACC225 | Cost Accounting | **Credit Hours:** 3.00 |
| BUS225 | Business Finance | **Credit Hours:** 3.00 |
| ECO252 | Principles of Macroeconomics (CAA) | **Credit Hours:** 3.00 |

## Accounting: Associate in Applied Science Degree Program (Night/Hybrid)

### 1st Fall

| | | |
|---|---|---|
| ACA090 | Student Success Strategies | **Credit Hours:** 3.00 |
| ACC120 | Principles of Financial Accounting (CAA) | **Credit Hours:** 4.00 |

### Choose one course from below for 1st Fall

| | | |
|---|---|---|
| ACC129 | Individual Income Taxes | **Credit Hours:** 3.00 |
| BUS110 | Introduction to Business (CAA) | **Credit Hours:** 3.00 |

### 1st Spring

| | | |
|---|---|---|
| ACC121 | Principles of Managerial Accounting (CAA) | **Credit Hours:** 4.00 |

### Choose one course from below for 1st Spring

| | | |
|---|---|---|
| ACC130 | Business Income Taxes | **Credit Hours:** 3.00 |
| ACC140 | Payroll Accounting | **Credit Hours:** 2.00 |

### 1st Summer

| | | |
|---|---|---|
| CIS110 | Introduction to Computers (CAA) | **Credit Hours:** 3.00 |

### 2nd Fall

| | | |
|---|---|---|
| CTS130 | Spreadsheet | **Credit Hours:** 3.00 |

| ACC150 | Accounting Software Applications | **Credit Hours:** 2.00 |
|--------|--------------------------------|------------------------|

## Choose one course from below for 2nd Fall

| BUS110 | Introduction to Business (CAA) | **Credit Hours:** 3.00 |
|--------|--------------------------------|------------------------|

| ACC129 | Individual Income Taxes | **Credit Hours:** 3.00 |
|--------|-------------------------|------------------------|

## 2nd Spring

| ACC180 | Practices in Bookkeeping | **Credit Hours:** 3.00 |
|--------|--------------------------|------------------------|

| MAT143 | Quantitative Literacy (CAA) | **Credit Hours:** 3.00 |
|--------|-----------------------------|------------------------|

## Choose one course from below for 2nd Spring

| ACC140 | Payroll Accounting | **Credit Hours:** 2.00 |
|--------|--------------------|------------------------|

| ACC130 | Business Income Taxes | **Credit Hours:** 3.00 |
|--------|-----------------------|------------------------|

## 2nd Summer

| ENG111 | Writing and Inquiry (CAA) | **Credit Hours:** 3.00 |
|--------|---------------------------|------------------------|

## 3rd Fall (Choose one course from below)

| ACC220 | Intermediate Accounting I | **Credit Hours:** 4.00 |
|--------|---------------------------|------------------------|

| ENG114 | Professional Research & Reporting (CAA) | **Credit Hours:** 3.00 |
|--------|------------------------------------------|------------------------|

## 3rd Fall (Choose one course from below)

| ECO252 | Principles of Macroeconomics (CAA) | **Credit Hours:** 3.00 |
|--------|-------------------------------------|------------------------|

| BUS115 | Business Law I (CAA) | **Credit Hours:** 3.00 |
|--------|----------------------|------------------------|

## 3rd Spring (Choose one course from below)

| ACC225 | Cost Accounting | **Credit Hours:** 3.00 |
|--------|-----------------|------------------------|

| ECO251 | Principles of Microeconomics (CAA) | **Credit Hours:** 3.00 |
|--------|-------------------------------------|------------------------|

### 3rd Spring (Choose one course from below)

|  |  | **Credit Hours:** 4.00 |
|---|---|---|
| ACC221 | Intermediate Accounting II | |

|  |  | **Credit Hours:** 3.00 |
|---|---|---|
| BUS225 | Business Finance | |

### 3rd Summer (Choose one course from below)

|  |  | **Credit Hours:** 3.00 |
|---|---|---|
| HUM115 | Critical Thinking (CAA) | |

|  |  | **Credit Hours:** 3.00 |
|---|---|---|
| HUM120 | Cultural Studies (CAA) | |

### 4th Fall (Choose one course from below)

|  |  | **Credit Hours:** 3.00 |
|---|---|---|
| BUS115 | Business Law I (CAA) | |

|  |  | **Credit Hours:** 3.00 |
|---|---|---|
| ECO252 | Principles of Macroeconomics (CAA) | |

### 4th Fall (Choose one course from below)

|  |  | **Credit Hours:** 3.00 |
|---|---|---|
| ENG114 | Professional Research & Reporting (CAA) | |

|  |  | **Credit Hours:** 4.00 |
|---|---|---|
| ACC220 | Intermediate Accounting I | |

### 4th Spring (Choose one course from below)

|  |  | **Credit Hours:** 3.00 |
|---|---|---|
| ECO251 | Principles of Microeconomics (CAA) | |

|  |  | **Credit Hours:** 3.00 |
|---|---|---|
| ACC225 | Cost Accounting | |

### 4th Spring (Choose one course from below)

|  |  | **Credit Hours:** 3.00 |
|---|---|---|
| BUS225 | Business Finance | |

|  |  | **Credit Hours:** 4.00 |
|---|---|---|
| ACC221 | Intermediate Accounting II | |

## Accounting: Diploma Program

### 1st Fall

|  |  | **Credit Hours:** 3.00 |
|---|---|---|
| BUS110 | Introduction to Business (CAA) | |

| MAT143 | Quantitative Literacy (CAA) | **Credit Hours:** 3.00 |
|---|---|---|

| ACC120 | Principles of Financial Accounting (CAA) | **Credit Hours:** 4.00 |
|---|---|---|

| ACC129 | Individual Income Taxes | **Credit Hours:** 3.00 |
|---|---|---|

## 1st Spring

| CIS110 | Introduction to Computers (CAA) | **Credit Hours:** 3.00 |
|---|---|---|

| ACC121 | Principles of Managerial Accounting (CAA) | **Credit Hours:** 4.00 |
|---|---|---|

| ENG111 | Writing and Inquiry (CAA) | **Credit Hours:** 3.00 |
|---|---|---|

| ACC130 | Business Income Taxes | **Credit Hours:** 3.00 |
|---|---|---|

| ACC180 | Practices in Bookkeeping | **Credit Hours:** 3.00 |
|---|---|---|

## 2nd Fall

| CTS130 | Spreadsheet | **Credit Hours:** 3.00 |
|---|---|---|

| BUS115 | Business Law I (CAA) | **Credit Hours:** 3.00 |
|---|---|---|

| ACC150 | Accounting Software Applications | **Credit Hours:** 2.00 |
|---|---|---|

## Accounting: Certificate Program - Emphasis in Bookkeeping

### 1st Fall

| ACC120 | Principles of Financial Accounting (CAA) | **Credit Hours:** 4.00 |
|---|---|---|

| CIS110 | Introduction to Computers (CAA) | **Credit Hours:** 3.00 |
|---|---|---|

### 1st Spring

| ACC140 | Payroll Accounting | **Credit Hours:** 2.00 |
|---|---|---|

| ACC180 | Practices in Bookkeeping | **Credit Hours:** 3.00 |
|---|---|---|

### 2nd Fall

| CTS130 | Spreadsheet | **Credit Hours:** 3.00 |
|---|---|---|

| ACC150 | Accounting Software Applications | **Credit Hours:** 2.00 |
|---|---|---|

### Accounting: Certificate Program - Emphasis in Taxes

### Fall

| ACC120 | Principles of Financial Accounting (CAA) | **Credit Hours:** 4.00 |
|---|---|---|

| ACC129 | Individual Income Taxes | **Credit Hours:** 3.00 |
|---|---|---|

| CIS110 | Introduction to Computers (CAA) | **Credit Hours:** 3.00 |
|---|---|---|

### Spring

| ACC140 | Payroll Accounting | **Credit Hours:** 2.00 |
|---|---|---|

| ACC130 | Business Income Taxes | **Credit Hours:** 3.00 |
|---|---|---|

# Air Conditioning, Heating & Refrigeration

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

Topics include mechanical refrigeration, heating and cooling theory, electricity, controls, and safety. The diploma program covers air conditioning, furnaces, heat pumps, tools, and instruments.

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

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

1. Communicate effectively with fellow workers, contract service personnel, and employer through written and/or oral communications.
2. Demonstrate the critical thinking skills necessary to install, modify, troubleshoot, and repair air conditioning, heating, and refrigeration systems.
3. Manage responsibilities of an entry-level technician by managing time effectively, working effectively with diverse populations, demonstrating dependability, and completing tasks satisfactorily.

### Air Conditioning, Heating & Refrigeration: Diploma Program

## Fall

| | | |
|---|---|---|
| AHR112 | Heating Technology | **Credit Hours:** 4.00 |
| AHR160 | Refrigerant Certification | **Credit Hours:** 1.00 |
| ELC111 | Introduction to Electricity | **Credit Hours:** 3.00 |
| AHR110 | Introduction to Refrigeration | **Credit Hours:** 5.00 |
| AHR255 | Indoor Air Quality | **Credit Hours:** 2.00 |
| AHR180 | HVAC Customer Relations | **Credit Hours:** 1.00 |

## Spring

| | | |
|---|---|---|
| AHR113 | Comfort Cooling | **Credit Hours:** 4.00 |
| AHR114 | Heat Pump Technology | **Credit Hours:** 4.00 |
| AHR211 | Residential System Design | **Credit Hours:** 3.00 |
| AHR151 | HVAC Duct System I | **Credit Hours:** 2.00 |
| AHR213 | HVACR Building Code | **Credit Hours:** 2.00 |

## Summer

| | | |
|---|---|---|
| MAT110 | Math Measurement & Literacy | **Credit Hours:** 3.00 |
| ENG102 | Applied Communications II | **Credit Hours:** 3.00 |

## Air Conditioning, Heating & Refrigeration: Certificate Program - Emphasis in Residential System Design

| | | |
|---|---|---|
| AHR112 | Heating Technology | **Credit Hours:** 4.00 |
| AHR113 | Comfort Cooling | **Credit Hours:** 4.00 |
| AHR213 | HVACR Building Code | **Credit Hours:** 2.00 |
| AHR211 | Residential System Design | **Credit Hours:** 3.00 |

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

| | | **Credit Hours:** 4.00 |
| AHR114 | Heat Pump Technology | |

| | | **Credit Hours:** 3.00 |
| ELC111 | Introduction to Electricity | |

| | | **Credit Hours:** 4.00 |
| AHR113 | Comfort Cooling | |

| | | **Credit Hours:** 1.00 |
| AHR160 | Refrigerant Certification | |

**Air Conditioning, Heating & Refrigeration: Certificate Program - Emphasis in Residential Heating & Cooling**

| | | **Credit Hours:** 4.00 |
| AHR112 | Heating Technology | |

| | | **Credit Hours:** 3.00 |
| ELC111 | Introduction to Electricity | |

| | | **Credit Hours:** 4.00 |
| AHR113 | Comfort Cooling | |

| | | **Credit Hours:** 1.00 |
| AHR160 | Refrigerant Certification | |

# Applied Engineering Technology

A course of study that prepares the students to use basic engineering principles and technical skills to solve technical problems in various types of industry. The course work emphasizes analytical and problemsolving 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.

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

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

**Competencies**

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

1. Conduct machining, fabrication, robotics and welding operations

2. Analyze industrial systems electrical diagrams, circuits and components
3. Demonstrate the ability to safely and correctly maintain/repair industrial systems/components

**Applied Engineering Technology: Associate in Applied Science Degree Program - Emphasis in Electromechanical**

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## 1st Fall

| | | **Credit Hours:** 3.00 |
|---|---|---|
| ACA090 | Student Success Strategies | |

| | | **Credit Hours:** 2.00 |
|---|---|---|
| ISC112 | Industrial Safety | |

| | | **Credit Hours:** 2.00 |
|---|---|---|
| BPR111 | Blueprint Reading | |

| | | **Credit Hours:** 4.00 |
|---|---|---|
| ELC138 | DC Circuit Analysis | |

| | | **Credit Hours:** 4.00 |
|---|---|---|
| ELC139 | AC Circuit Analysis | |

| | | **Credit Hours:** 4.00 |
|---|---|---|
| ELN133 | Digital Electronics | |

---

## 1st Spring

| | | **Credit Hours:** 3.00 |
|---|---|---|
| MAT121 | Algebra/Trigonometry I | |

| | | **Credit Hours:** 3.00 |
|---|---|---|
| HYD110 | Hydraulics/Pneumatics I | |

| | | **Credit Hours:** 3.00 |
|---|---|---|
| ELC128 | Introduction to PLC | |

| | | **Credit Hours:** 2.00 |
|---|---|---|
| DFT119 | Basic CAD | |

| | | **Credit Hours:** 3.00 |
|---|---|---|
| ENG111 | Writing and Inquiry (CAA) | |

| | | **Credit Hours:** 4.00 |
|---|---|---|
| ELN131 | Analog Electronics I | |

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## Summer

| | | **Credit Hours:** 3.00 |
|---|---|---|
| ENG114 | Professional Research & Reporting (CAA) | |

| | | **Credit Hours:** 3.00 |
|---|---|---|
| CIS110 | Introduction to Computers (CAA) | |

---

## 2nd Fall

| | | **Credit Hours:** 3.00 |
|---|---|---|
| ATR112 | Introduction to Automation | |

| MEC130 | Mechanisms | **Credit Hours:** 3.00 |
| --- | --- | --- |

| MAC141 | Machining Applications I | **Credit Hours:** 4.00 |
| --- | --- | --- |

| ELC228 | PLC Applications | **Credit Hours:** 4.00 |
| --- | --- | --- |

## 2nd Spring

| PSY118 | Interpersonal Psychology | **Credit Hours:** 3.00 |
| --- | --- | --- |

| HUM115 | Critical Thinking (CAA) | **Credit Hours:** 3.00 |
| --- | --- | --- |

| ELC135 | Electrical Machines I | **Credit Hours:** 3.00 |
| --- | --- | --- |

| PCI264 | Process Control with PLCs | **Credit Hours:** 4.00 |
| --- | --- | --- |

## Applied Engineering Technology: Associate in Applied Science Degree Program - Emphasis in Maintenance

### 1st Fall

| ACA090 | Student Success Strategies | **Credit Hours:** 3.00 |
| --- | --- | --- |

| ISC112 | Industrial Safety | **Credit Hours:** 2.00 |
| --- | --- | --- |

| BPR111 | Blueprint Reading | **Credit Hours:** 2.00 |
| --- | --- | --- |

| ELC138 | DC Circuit Analysis | **Credit Hours:** 4.00 |
| --- | --- | --- |

| ELC139 | AC Circuit Analysis | **Credit Hours:** 4.00 |
| --- | --- | --- |

### 1st Spring

| MAT121 | Algebra/Trigonometry I | **Credit Hours:** 3.00 |
| --- | --- | --- |

| HYD110 | Hydraulics/Pneumatics I | **Credit Hours:** 3.00 |
| --- | --- | --- |

| ELC128 | Introduction to PLC | **Credit Hours:** 3.00 |
| --- | --- | --- |

| DFT119 | Basic CAD | **Credit Hours:** 2.00 |
| --- | --- | --- |

| ENG111 | Writing and Inquiry (CAA) | **Credit Hours:** 3.00 |
|--------|---------------------------|------------------------|

| MNT110 | Introduction to Maintenance Procedures | **Credit Hours:** 2.00 |
|--------|----------------------------------------|------------------------|

| WLD110 | Cutting Processes | **Credit Hours:** 2.00 |
|--------|-------------------|------------------------|

## Summer

| ENG114 | Professional Research & Reporting (CAA) | **Credit Hours:** 3.00 |
|--------|-----------------------------------------|------------------------|

| CIS110 | Introduction to Computers (CAA) | **Credit Hours:** 3.00 |
|--------|----------------------------------|------------------------|

## 2nd Fall

| ATR112 | Introduction to Automation | **Credit Hours:** 3.00 |
|--------|----------------------------|------------------------|

| MEC130 | Mechanisms | **Credit Hours:** 3.00 |
|--------|------------|------------------------|

| MAC141 | Machining Applications I | **Credit Hours:** 4.00 |
|--------|--------------------------|------------------------|

| ELC115 | Industrial Wiring | **Credit Hours:** 4.00 |
|--------|-------------------|------------------------|

## 2nd Spring

| PSY118 | Interpersonal Psychology | **Credit Hours:** 3.00 |
|--------|--------------------------|------------------------|

| HUM115 | Critical Thinking (CAA) | **Credit Hours:** 3.00 |
|--------|-------------------------|------------------------|

| ELC215 | Electrical Maintenance | **Credit Hours:** 3.00 |
|--------|------------------------|------------------------|

| MNT240 | Industrial Equipment Troubleshooting | **Credit Hours:** 2.00 |
|--------|--------------------------------------|------------------------|

| ELC117 | Motors & Controls | **Credit Hours:** 4.00 |
|--------|-------------------|------------------------|

## Applied Engineering Technology: Diploma Program - Emphasis in Electromechanical

## 1st Fall

| ISC112 | Industrial Safety | **Credit Hours:** 2.00 |
|--------|-------------------|------------------------|

| BPR111 | Blueprint Reading | **Credit Hours:** 2.00 |
|--------|-------------------|------------------------|

| ELC138 | DC Circuit Analysis | **Credit Hours:** 4.00 |

| ELC139 | AC Circuit Analysis | **Credit Hours:** 4.00 |

| ELN133 | Digital Electronics | **Credit Hours:** 4.00 |

## 1st Spring

| MAT121 | Algebra/Trigonometry I | **Credit Hours:** 3.00 |

| HYD110 | Hydraulics/Pneumatics I | **Credit Hours:** 3.00 |

| ELC128 | Introduction to PLC | **Credit Hours:** 3.00 |

| ENG111 | Writing and Inquiry (CAA) | **Credit Hours:** 3.00 |

| ELN131 | Analog Electronics I | **Credit Hours:** 4.00 |

## Summer

| CIS110 | Introduction to Computers (CAA) | **Credit Hours:** 3.00 |

## 2nd Fall

| ATR112 | Introduction to Automation | **Credit Hours:** 3.00 |

| MEC130 | Mechanisms | **Credit Hours:** 3.00 |

| ELC228 | PLC Applications | **Credit Hours:** 4.00 |

## Applied Engineering Technology: Diploma Program - Emphasis in Maintenance

## 1st Fall

| ISC112 | Industrial Safety | **Credit Hours:** 2.00 |

| BPR111 | Blueprint Reading | **Credit Hours:** 2.00 |

| ELC138 | DC Circuit Analysis | **Credit Hours:** 4.00 |

| ELC139 | AC Circuit Analysis | **Credit Hours:** 4.00 |

## 1st Spring

| | | |
|---|---|---|
| MAT121 | Algebra/Trigonometry I | **Credit Hours:** 3.00 |
| HYD110 | Hydraulics/Pneumatics I | **Credit Hours:** 3.00 |
| ELC128 | Introduction to PLC | **Credit Hours:** 3.00 |
| DFT119 | Basic CAD | **Credit Hours:** 2.00 |
| ENG111 | Writing and Inquiry (CAA) | **Credit Hours:** 3.00 |
| MNT110 | Introduction to Maintenance Procedures | **Credit Hours:** 2.00 |
| WLD110 | Cutting Processes | **Credit Hours:** 2.00 |

## Summer

| | | |
|---|---|---|
| CIS110 | Introduction to Computers (CAA) | **Credit Hours:** 3.00 |

## 2nd Fall

| | | |
|---|---|---|
| ATR112 | Introduction to Automation | **Credit Hours:** 3.00 |
| MEC130 | Mechanisms | **Credit Hours:** 3.00 |
| MAC141 | Machining Applications I | **Credit Hours:** 4.00 |
| ELC115 | Industrial Wiring | **Credit Hours:** 4.00 |

## Applied Engineering Technology: Certificate Program - Emphasis in Electromechanical

| | | |
|---|---|---|
| HYD110 | Hydraulics/Pneumatics I | **Credit Hours:** 3.00 |
| ELC128 | Introduction to PLC | **Credit Hours:** 3.00 |
| ELN131 | Analog Electronics I | **Credit Hours:** 4.00 |
| ELC138 | DC Circuit Analysis | **Credit Hours:** 4.00 |
| ELC139 | AC Circuit Analysis | **Credit Hours:** 4.00 |

## Applied Engineering Technology: Certificate Program - Emphasis in Maintenance

| | | |
|---|---|---|
| ISC112 | Industrial Safety | **Credit Hours:** 2.00 |
| BPR111 | Blueprint Reading | **Credit Hours:** 2.00 |
| ELC138 | DC Circuit Analysis | **Credit Hours:** 4.00 |
| ELC139 | AC Circuit Analysis | **Credit Hours:** 4.00 |
| MAC141 | Machining Applications I | **Credit Hours:** 4.00 |

## Certificate - Applied Engineering Technology - Agriculture Power and Machines (High School Career and College Promise)

### After High School

Hours Needed to Complete Diploma: 30
Hours Needed to Complete Associate Degree: 51

### What it's about

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 problemsolving skills. The curriculum includes courses in safety, math, physics, electricity, engineering technology, and technology-specific specialty areas.

### What you can get

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

### Minimum Placement Test Scores

English/Reading Composite - 117
Math Score - N/A
Math Modules - N/A

### High School Junior Year (Fall)

| | | |
|---|---|---|
| ISC112 | Industrial Safety | **Credit Hours:** 2.00 |

### High School Junior Year (Spring)

| | | |
|---|---|---|
| HYD110 | Hydraulics/Pneumatics I | **Credit Hours:** 3.00 |
| MNT110 | Introduction to Maintenance Procedures | **Credit Hours:** 2.00 |

### High School Senior Year (Fall)

| MEC130 | Mechanisms | **Credit Hours:** 3.00 |
|--------|------------|------------------------|

## High School Senior Year (Spring)

| ELC117 | Motors & Controls | **Credit Hours:** 4.00 |
|--------|-------------------|------------------------|

| ELC215 | Electrical Maintenance | **Credit Hours:** 3.00 |
|--------|------------------------|------------------------|

## Certificate - Applied Engineering Technology (High School Career and College Promise)

### After High School

Hours Needed to Complete Diploma: 29
Hours Needed to Complete Associate Degree: 50

### What it's about

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 problemsolving skills. The curriculum includes courses in safety, math, physics, electricity, engineering technology, and technology-specific specialty areas.

### What you can get

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

### Minimum Placement Test Scores

English/Reading Composite - 117
Math Score - 7
Math Modules - 010-060

### High School Junior Year (Fall)

| BPR111 | Blueprint Reading | **Credit Hours:** 2.00 |
|--------|-------------------|------------------------|

| ELC138 | DC Circuit Analysis | **Credit Hours:** 4.00 |
|--------|---------------------|------------------------|

### High School Junior Year (Spring)

| HYD110 | Hydraulics/Pneumatics I | **Credit Hours:** 3.00 |
|--------|-------------------------|------------------------|

| MNT110 | Introduction to Maintenance Procedures | **Credit Hours:** 2.00 |
|--------|----------------------------------------|------------------------|

### High School Senior Year (Fall)

| ELC139 | AC Circuit Analysis | **Credit Hours:** 4.00 |
|--------|---------------------|------------------------|

### High School Senior Year (Spring)

| | | **Credit Hours:** 3.00 |
|---|---|---|
| ELC128 | Introduction to PLC | |

# Automotive Systems Technology

The Automotive Systems Technology curriculum prepares individuals for employment as entry-level transportation service technicians. The program provides an introduction to automotive industry careers and increases student awareness of the diverse technologies associated with this dynamic and challenging field.

This program that prepares individuals to apply technical knowledge and skills to repair, service, and maintain all types of automobiles.

Course work may include transportation systems theory, braking systems, climate control, design parameters, automatic and manual transmissions and drive trains, electrical/electronic systems, engine repair, engine performance, environmental regulations, materials, product finish, safety, steering/suspension, transmission/transaxles, heating and air condition systems, and sustainable transportation.

Graduates of the curriculum should be prepared to take professional licensure exams (ASE), and to enter careers as entry-level technicians in the automotive industry.

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

1. Perform the day to day responsibility of an entry-level technician by managing time effectively, working effectively and ethically with others, demonstrating dependability and completing tasks satisfactorily.
2. Describe the operation of all major systems in a modern automotive vehicle.
3. Diagnose automotive system malfunctions and perform necessary repair.

### Automotive Systems Technology: Associate in Applied Science Degree Program

**1st Fall**

| | | **Credit Hours:** 3.00 |
|---|---|---|
| ACA090 | Student Success Strategies | |

| | | **Credit Hours:** 2.00 |
|---|---|---|
| TRN110 | Intro to Transport Tech | |

| | | **Credit Hours:** 5.00 |
|---|---|---|
| TRN120 | Basic Transp Electricity | |

| | | **Credit Hours:** 3.00 |
|---|---|---|
| AUT141 | Suspension & Steering Systems | |

| | | **Credit Hours:** 3.00 |
|---|---|---|
| AUT151 | Brake Systems | |

**1st Spring**

| | | **Credit Hours:** 4.00 |
|---|---|---|
| PHY121 | Applied Physics I | |

| AUT116 | Engine Repair | **Credit Hours:** 3.00 |
|--------|---------------|------------------------|
| AUT116A | Engine Repair Lab | **Credit Hours:** 1.00 |
| AUT181 | Engine Performance I | **Credit Hours:** 3.00 |
| AUT183 | Engine Performance II | **Credit Hours:** 4.00 |
| ENG111 | Writing and Inquiry (CAA) | **Credit Hours:** 3.00 |

## Summer

| ENG114 | Professional Research & Reporting (CAA) | **Credit Hours:** 3.00 |
|--------|------------------------------------------|------------------------|
| AUT212 | Auto Shop Management | **Credit Hours:** 3.00 |
| TRN140 | Transp Climate Control | **Credit Hours:** 2.00 |
| TRN140A | Transp Climate Cont Lab | **Credit Hours:** 2.00 |

## 2nd Fall

| AUT231 | Manual Trans/Axles/Drtrains | **Credit Hours:** 3.00 |
|--------|------------------------------|------------------------|
| HUM115 | Critical Thinking (CAA) | **Credit Hours:** 3.00 |
| AUT231A | Manual Trans/Axles/Drtrains Lab | **Credit Hours:** 1.00 |
| AUT221 | Auto Transmissions/Transaxles | **Credit Hours:** 3.00 |
| AUT221A | Auto Transmissions/Transaxles Lab | **Credit Hours:** 1.00 |
| TRN130 | Intro to Sustainable Transp | **Credit Hours:** 3.00 |

## 2nd Spring

| AUT113 | Automotive Servicing I | **Credit Hours:** 2.00 |
|--------|-------------------------|------------------------|
| AUT163 | Advanced Auto Electricity | **Credit Hours:** 3.00 |
| PSY150 | General Psychology (CAA) | **Credit Hours:** 3.00 |

| AUT281 | Advanced Engine Performance | **Credit Hours:** 3.00 |
|---|---|---|

| TRN145 | Adv Transp Electronics | **Credit Hours:** 3.00 |
|---|---|---|

## Automotive Systems Technology: Diploma Program

### Fall

| TRN110 | Intro to Transport Tech | **Credit Hours:** 2.00 |
|---|---|---|
| TRN120 | Basic Transp Electricity | **Credit Hours:** 5.00 |
| AUT141 | Suspension & Steering Systems | **Credit Hours:** 3.00 |
| AUT151 | Brake Systems | **Credit Hours:** 3.00 |

### Spring

| AUT116 | Engine Repair | **Credit Hours:** 3.00 |
|---|---|---|
| AUT116A | Engine Repair Lab | **Credit Hours:** 1.00 |
| AUT181 | Engine Performance I | **Credit Hours:** 3.00 |
| AUT183 | Engine Performance II | **Credit Hours:** 4.00 |
| ENG102 | Applied Communications II | **Credit Hours:** 3.00 |
| PHY121 | Applied Physics I | **Credit Hours:** 4.00 |

### Summer

| AUT212 | Auto Shop Management | **Credit Hours:** 3.00 |
|---|---|---|
| TRN140 | Transp Climate Control | **Credit Hours:** 2.00 |
| TRN140A | Transp Climate Cont Lab | **Credit Hours:** 2.00 |

## Automotive Systems Technology: Certificate Program - Emphasis in Basic Transportation Servicing Technology

## Fall

| | | |
|---|---|---|
| TRN110 | Intro to Transport Tech | **Credit Hours:** 2.00 |
| TRN120 | Basic Transp Electricity | **Credit Hours:** 5.00 |
| AUT141 | Suspension & Steering Systems | **Credit Hours:** 3.00 |
| AUT151 | Brake Systems | **Credit Hours:** 3.00 |

## Automotive Systems Technology: Certificate Program - Emphasis in Engine Performance Systems

NOTE: Classes are offered if there is sufficient enrollment.

### Fall

| | | |
|---|---|---|
| TRN120 | Basic Transp Electricity | **Credit Hours:** 5.00 |

### Spring

| | | |
|---|---|---|
| AUT116 | Engine Repair | **Credit Hours:** 3.00 |
| AUT116A | Engine Repair Lab | **Credit Hours:** 1.00 |
| AUT181 | Engine Performance I | **Credit Hours:** 3.00 |
| AUT183 | Engine Performance II | **Credit Hours:** 4.00 |

## Automotive Systems Technology: Certificate Program - Emphasis in Drivetrains

### Fall

| | | |
|---|---|---|
| AUT231 | Manual Trans/Axles/Drtrains | **Credit Hours:** 3.00 |
| AUT231A | Manual Trans/Axles/Drtrains Lab | **Credit Hours:** 1.00 |
| AUT221 | Auto Transmissions/Transaxles | **Credit Hours:** 3.00 |
| AUT221A | Auto Transmissions/Transaxles Lab | **Credit Hours:** 1.00 |
| TRN130 | Intro to Sustainable Transp | **Credit Hours:** 3.00 |

| TRN120 | Basic Transp Electricity | **Credit Hours:** 5.00 |
|--------|--------------------------|------------------------|

## Automotive Systems Technology: Certificate Program - Emphasis in Drivability/Diagnostics

### Fall

| TRN120 | Basic Transp Electricity | **Credit Hours:** 5.00 |
|--------|--------------------------|------------------------|

### Spring

| AUT113 | Automotive Servicing I | **Credit Hours:** 2.00 |
|--------|------------------------|------------------------|
| AUT163 | Advanced Auto Electricity | **Credit Hours:** 3.00 |
| AUT281 | Advanced Engine Performance | **Credit Hours:** 3.00 |
| TRN145 | Adv Transp Electronics | **Credit Hours:** 3.00 |

## Certificate - Automotive Systems Technology (High School Career and College Promise)

### After High School

 Hours Needed to Complete Diploma: 20
 Hours Needed to Complete Associate Degree: 55

### What it's about

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

### What you can get

Upon successful completion of all courses in this CCP pathway, the student will be awarded a Certificate in Automotive Systems from DCCC.

### Minimum Placement Test Scores

English/Reading Composite - 136
Math Score - 7
Math Modules - 010 - 030

### High School Junior Year (Fall)

| AUT151 | Brake Systems | **Credit Hours:** 3.00 |
|--------|---------------|------------------------|
| AUT141 | Suspension & Steering Systems | **Credit Hours:** 3.00 |
| TRN110 | Intro to Transport Tech | **Credit Hours:** 2.00 |

| | | **Credit Hours:** 5.00 |
|---|---|---|
| TRN120 | Basic Transp Electricity | |

**High School Junior Year (Spring)**

| | | **Credit Hours:** 3.00 |
|---|---|---|
| AUT116 | Engine Repair | |

| | | **Credit Hours:** 1.00 |
|---|---|---|
| AUT116A | Engine Repair Lab | |

# Business Administration

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

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

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

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

1. Implement the 4 Ps of marketing (product, price, place, and promotion) around a new product for a given target market.
2. Apply the major functions of management  (planning, organizing, directing, controlling) to a specific management situation.
3. Apply  business principles to analyze and solve problems in a business environment.
4. Create a balance sheet, income statement, and statement of cash flows.
5. Create a Business Plan.

## Online, Traditional Programs Offered

The Business Administration Associate Degree program is offered as both an on-campus program as well as in a hybrid format.

In addition, online and hybrid courses may require a limited number of visits to campus to complete hands-on lab assignments, proctored exams, or similar activities. In some classes, students have access to software downloads which may limit their on-campus requirements.

### Business Administration (Accounting Track): Associate in Applied Science Degree Program

*students wanting to transfer should take ECO 252 & ECO 251

**1st Fall**

| ACA090 | Student Success Strategies | **Credit Hours:** 3.00 |
|---|---|---|
| MAT143 | Quantitative Literacy (CAA) | **Credit Hours:** 3.00 |
| BUS110 | Introduction to Business (CAA) | **Credit Hours:** 3.00 |
| MKT120 | Principles of Marketing | **Credit Hours:** 3.00 |
| BUS137 | Principles of Management (CAA) | **Credit Hours:** 3.00 |
| CIS110 | Introduction to Computers (CAA) | **Credit Hours:** 3.00 |

## 1st Spring

| ACC120 | Principles of Financial Accounting (CAA) | **Credit Hours:** 4.00 |
|---|---|---|
| BUS115 | Business Law I (CAA) | **Credit Hours:** 3.00 |
| ENG111 | Writing and Inquiry (CAA) | **Credit Hours:** 3.00 |
| BUS121 | Business Math | **Credit Hours:** 3.00 |

## Choose one course from below for 1st Spring

| PSY150 | General Psychology (CAA) | **Credit Hours:** 3.00 |
|---|---|---|
| SOC210 | Introduction to Sociology (CAA) | **Credit Hours:** 3.00 |
| ECO252 | Principles of Macroeconomics (CAA) | **Credit Hours:** 3.00 |

## Summer

## Choose one course from below for Summer

| HUM115 | Critical Thinking (CAA) | **Credit Hours:** 3.00 |
|---|---|---|
| HUM220 | Human Values and Meaning | **Credit Hours:** 3.00 |

## Choose one course from below for Summer

| ENG112 | Writing and Research in the Disciplines (CAA) | **Credit Hours:** 3.00 |
|---|---|---|

| ENG114 | Professional Research & Reporting (CAA) | **Credit Hours:** 3.00 |

## 2nd Fall

| CTS130 | Spreadsheet | **Credit Hours:** 3.00 |

| BUS260 | Business Communication | **Credit Hours:** 3.00 |

| ACC150 | Accounting Software Applications | **Credit Hours:** 2.00 |

| ACC121 | Principles of Managerial Accounting (CAA) | **Credit Hours:** 4.00 |

| ECO251 | Principles of Microeconomics (CAA) | **Credit Hours:** 3.00 |

## 2nd Spring

| ACC140 | Payroll Accounting | **Credit Hours:** 2.00 |

| BUS153 | Human Resource Management | **Credit Hours:** 3.00 |

| ACC180 | Practices in Bookkeeping | **Credit Hours:** 3.00 |

| BUS225 | Business Finance | **Credit Hours:** 3.00 |

| BUS239 | Business Applications Seminar | **Credit Hours:** 2.00 |

## Business Administration (Business Track): Associate in Applied Science Degree Program

*students wanting to transfer should take ECO 252 & ECO 251

## 1st Fall

| ACA090 | Student Success Strategies | **Credit Hours:** 3.00 |

| MAT143 | Quantitative Literacy (CAA) | **Credit Hours:** 3.00 |

| BUS110 | Introduction to Business (CAA) | **Credit Hours:** 3.00 |

| MKT120 | Principles of Marketing | **Credit Hours:** 3.00 |

| BUS137 | Principles of Management (CAA) | **Credit Hours:** 3.00 |

| CIS110 | Introduction to Computers (CAA) | **Credit Hours:** 3.00 |

## 1st Spring

ACC120           Principles of Financial Accounting (CAA)      **Credit Hours:** 4.00

BUS115           Business Law I (CAA)      **Credit Hours:** 3.00

ENG111           Writing and Inquiry (CAA)      **Credit Hours:** 3.00

BUS121           Business Math      **Credit Hours:** 3.00

## Pick one course from below for 1st Spring

PSY150           General Psychology (CAA)      **Credit Hours:** 3.00

SOC210           Introduction to Sociology (CAA)      **Credit Hours:** 3.00

ECO252           Principles of Macroeconomics (CAA)      **Credit Hours:** 3.00

## Summer (Pick one course from below)

HUM115           Critical Thinking (CAA)      **Credit Hours:** 3.00

HUM220           Human Values and Meaning      **Credit Hours:** 3.00

## 2nd Fall

CTS130           Spreadsheet      **Credit Hours:** 3.00

ACC121           Principles of Managerial Accounting (CAA)      **Credit Hours:** 4.00

BUS260           Business Communication      **Credit Hours:** 3.00

BUS280           REAL Small Business      **Credit Hours:** 4.00

ECO251           Principles of Microeconomics (CAA)      **Credit Hours:** 3.00

## 2nd Spring

INT110           International Business      **Credit Hours:** 3.00

BUS153           Human Resource Management      **Credit Hours:** 3.00

| LOG110 | Introduction to Logistics | **Credit Hours:** 3.00 |
| --- | --- | --- |

| BUS239 | Business Applications Seminar | **Credit Hours:** 2.00 |
| --- | --- | --- |

## Pick one ENG course from below for 2nd Spring

| ENG112 | Writing and Research in the Disciplines (CAA) | **Credit Hours:** 3.00 |
| --- | --- | --- |

| ENG114 | Professional Research & Reporting (CAA) | **Credit Hours:** 3.00 |
| --- | --- | --- |

## Business Administration (Human Resources Management Track): Associate in Applied Science Degree Program

*students wanting to transfer should take ECO 252 & ECO 251

### 1st Fall

| ACA090 | Student Success Strategies | **Credit Hours:** 3.00 |
| --- | --- | --- |

| MAT143 | Quantitative Literacy (CAA) | **Credit Hours:** 3.00 |
| --- | --- | --- |

| BUS110 | Introduction to Business (CAA) | **Credit Hours:** 3.00 |
| --- | --- | --- |

| MKT120 | Principles of Marketing | **Credit Hours:** 3.00 |
| --- | --- | --- |

| BUS137 | Principles of Management (CAA) | **Credit Hours:** 3.00 |
| --- | --- | --- |

| CIS110 | Introduction to Computers (CAA) | **Credit Hours:** 3.00 |
| --- | --- | --- |

### 1st Spring

| ACC120 | Principles of Financial Accounting (CAA) | **Credit Hours:** 4.00 |
| --- | --- | --- |

| BUS115 | Business Law I (CAA) | **Credit Hours:** 3.00 |
| --- | --- | --- |

| ENG111 | Writing and Inquiry (CAA) | **Credit Hours:** 3.00 |
| --- | --- | --- |

| BUS121 | Business Math | **Credit Hours:** 3.00 |
| --- | --- | --- |

## Choose one course below for 1st Spring

| PSY150 | General Psychology (CAA) | **Credit Hours:** 3.00 |
| --- | --- | --- |

| SOC210 | Introduction to Sociology (CAA) | **Credit Hours:** 3.00 |
|--------|----------------------------------|------------------------|

| ECO252 | Principles of Macroeconomics (CAA) | **Credit Hours:** 3.00 |
|--------|------------------------------------|------------------------|

## Choose one course below for Summer

| HUM115 | Critical Thinking (CAA) | **Credit Hours:** 3.00 |
|--------|-------------------------|------------------------|

| HUM220 | Human Values and Meaning | **Credit Hours:** 3.00 |
|--------|--------------------------|------------------------|

## Choose one more course from below for Summer

| ENG112 | Writing and Research in the Disciplines (CAA) | **Credit Hours:** 3.00 |
|--------|-----------------------------------------------|------------------------|

| ENG114 | Professional Research & Reporting (CAA) | **Credit Hours:** 3.00 |
|--------|-----------------------------------------|------------------------|

## 2nd Fall

| BUS153 | Human Resource Management | **Credit Hours:** 3.00 |
|--------|---------------------------|------------------------|

| BUS234 | Training & Development | **Credit Hours:** 3.00 |
|--------|------------------------|------------------------|

| BUS256 | Recruitment, Selection & Personnel Planning | **Credit Hours:** 3.00 |
|--------|---------------------------------------------|------------------------|

| BUS217 | Employment Law & Regulation | **Credit Hours:** 3.00 |
|--------|------------------------------|------------------------|

| BUS258 | Compensation & Benefits | **Credit Hours:** 3.00 |
|--------|-------------------------|------------------------|

## 2nd Spring

| INT110 | International Business | **Credit Hours:** 3.00 |
|--------|------------------------|------------------------|

| ACC140 | Payroll Accounting | **Credit Hours:** 2.00 |
|--------|---------------------|------------------------|

| BUS260 | Business Communication | **Credit Hours:** 3.00 |
|--------|------------------------|------------------------|

| BUS259 | Human Resource Management Applications | **Credit Hours:** 3.00 |
|--------|-----------------------------------------|------------------------|

| ECO251 | Principles of Microeconomics (CAA) | **Credit Hours:** 3.00 |
|--------|------------------------------------|------------------------|

## **Business Administration: Associate in Applied Science Degree Program (Online/Hybrid)**

*students wanting to transfer should take ECO 252 & ECO 251

## 1st Fall

| | | |
|---|---|---|
| ACA090 | Student Success Strategies | **Credit Hours:** 3.00 |
| BUS110 | Introduction to Business (CAA) | **Credit Hours:** 3.00 |
| CIS110 | Introduction to Computers (CAA) | **Credit Hours:** 3.00 |

## 1st Spring

| | | |
|---|---|---|
| MAT143 | Quantitative Literacy (CAA) | **Credit Hours:** 3.00 |
| MKT120 | Principles of Marketing | **Credit Hours:** 3.00 |
| BUS137 | Principles of Management (CAA) | **Credit Hours:** 3.00 |

## 1st Summer

| | | |
|---|---|---|
| ENG111 | Writing and Inquiry (CAA) | **Credit Hours:** 3.00 |

## 2nd Fall

| | | |
|---|---|---|
| ACC120 | Principles of Financial Accounting (CAA) | **Credit Hours:** 4.00 |
| BUS121 | Business Math | **Credit Hours:** 3.00 |

## Choose one course from below for 2nd Fall

| | | |
|---|---|---|
| ENG112 | Writing and Research in the Disciplines (CAA) | **Credit Hours:** 3.00 |
| ENG114 | Professional Research & Reporting (CAA) | **Credit Hours:** 3.00 |

## Choose one course from below for 2nd Fall

| | | |
|---|---|---|
| PSY150 | General Psychology (CAA) | **Credit Hours:** 3.00 |
| SOC210 | Introduction to Sociology (CAA) | **Credit Hours:** 3.00 |
| ECO252 | Principles of Macroeconomics (CAA) | **Credit Hours:** 3.00 |

## 2nd Spring

| | | |
|---|---|---|
| BUS280 | REAL Small Business | **Credit Hours:** 4.00 |

| ACC121 | Principles of Managerial Accounting (CAA) | **Credit Hours:** 4.00 |

| ECO251 | Principles of Microeconomics (CAA) | **Credit Hours:** 3.00 |

## Choose one course from below for 2nd Summer

| HUM115 | Critical Thinking (CAA) | **Credit Hours:** 3.00 |

## 3rd Fall

| BUS153 | Human Resource Management | **Credit Hours:** 3.00 |

| CTS130 | Spreadsheet | **Credit Hours:** 3.00 |

| BUS260 | Business Communication | **Credit Hours:** 3.00 |

| BUS115 | Business Law I (CAA) | **Credit Hours:** 3.00 |

## 3rd Spring

| INT110 | International Business | **Credit Hours:** 3.00 |

| LOG110 | Introduction to Logistics | **Credit Hours:** 3.00 |

| BUS239 | Business Applications Seminar | **Credit Hours:** 2.00 |

### Business Administration (Human Resources Management Track): Associate in Applied Science Degree Program (Online/Hybrid)

*students wanting to transfer should take ECO 252 & ECO 251

## 1st Fall

| ACA090 | Student Success Strategies | **Credit Hours:** 3.00 |

| BUS110 | Introduction to Business (CAA) | **Credit Hours:** 3.00 |

| CIS110 | Introduction to Computers (CAA) | **Credit Hours:** 3.00 |

| ENG111 | Writing and Inquiry (CAA) | **Credit Hours:** 3.00 |

## 1st Spring

| MAT143 | Quantitative Literacy (CAA) | **Credit Hours:** 3.00 |
|--------|------------------------------|------------------------|

| MKT120 | Principles of Marketing | **Credit Hours:** 3.00 |
|--------|--------------------------|------------------------|

| BUS137 | Principles of Management (CAA) | **Credit Hours:** 3.00 |
|--------|---------------------------------|------------------------|

## 1st Summer

## Choose one course from below for 1st summer

| ENG112 | Writing and Research in the Disciplines (CAA) | **Credit Hours:** 3.00 |
|--------|-----------------------------------------------|------------------------|

| ENG114 | Professional Research & Reporting (CAA) | **Credit Hours:** 3.00 |
|--------|------------------------------------------|------------------------|

## 2nd Fall

| BUS234 | Training & Development | **Credit Hours:** 3.00 |
|--------|------------------------|------------------------|

| BUS217 | Employment Law & Regulation | **Credit Hours:** 3.00 |
|--------|------------------------------|------------------------|

| ACC120 | Principles of Financial Accounting (CAA) | **Credit Hours:** 4.00 |
|--------|-------------------------------------------|------------------------|

| BUS153 | Human Resource Management | **Credit Hours:** 3.00 |
|--------|----------------------------|------------------------|

## 2nd Spring

| BUS121 | Business Math | **Credit Hours:** 3.00 |
|--------|----------------|------------------------|

| ACC140 | Payroll Accounting | **Credit Hours:** 2.00 |
|--------|---------------------|------------------------|

| BUS115 | Business Law I (CAA) | **Credit Hours:** 3.00 |
|--------|-----------------------|------------------------|

| ECO251 | Principles of Microeconomics (CAA) | **Credit Hours:** 3.00 |
|--------|-------------------------------------|------------------------|

## 2nd Summer

## Choose one course below for 2nd Summer

| HUM115 | Critical Thinking (CAA) | **Credit Hours:** 3.00 |
|--------|--------------------------|------------------------|

| HUM220 | Human Values and Meaning | **Credit Hours:** 3.00 |
|--------|---------------------------|------------------------|

## 3rd Fall

| | | |
|---|---|---|
| BUS260 | Business Communication | **Credit Hours:** 3.00 |
| BUS256 | Recruitment, Selection & Personnel Planning | **Credit Hours:** 3.00 |
| BUS258 | Compensation & Benefits | **Credit Hours:** 3.00 |

## Choose one course from below for 3rd FALL

| | | |
|---|---|---|
| SOC210 | Introduction to Sociology (CAA) | **Credit Hours:** 3.00 |
| PSY150 | General Psychology (CAA) | **Credit Hours:** 3.00 |
| ECO252 | Principles of Macroeconomics (CAA) | **Credit Hours:** 3.00 |

## 3rd Spring

| | | |
|---|---|---|
| INT110 | International Business | **Credit Hours:** 3.00 |
| BUS259 | Human Resource Management Applications | **Credit Hours:** 3.00 |

### Business Administration: Diploma Program

## 1st Fall

| | | |
|---|---|---|
| BUS110 | Introduction to Business (CAA) | **Credit Hours:** 3.00 |
| MKT120 | Principles of Marketing | **Credit Hours:** 3.00 |
| BUS137 | Principles of Management (CAA) | **Credit Hours:** 3.00 |
| CIS110 | Introduction to Computers (CAA) | **Credit Hours:** 3.00 |
| ECO251 | Principles of Microeconomics (CAA) | **Credit Hours:** 3.00 |

## 1st Spring

| | | |
|---|---|---|
| ACC120 | Principles of Financial Accounting (CAA) | **Credit Hours:** 4.00 |
| BUS115 | Business Law I (CAA) | **Credit Hours:** 3.00 |

| ENG111 | Writing and Inquiry (CAA) | **Credit Hours:** 3.00 |
|---|---|---|
| INT110 | International Business | **Credit Hours:** 3.00 |
| BUS121 | Business Math | **Credit Hours:** 3.00 |

## 2nd Fall

| CTS130 | Spreadsheet | **Credit Hours:** 3.00 |
|---|---|---|
| BUS260 | Business Communication | **Credit Hours:** 3.00 |

## Choose one course from below for 2nd Fall

| ENG112 | Writing and Research in the Disciplines (CAA) | **Credit Hours:** 3.00 |
|---|---|---|
| ENG114 | Professional Research & Reporting (CAA) | **Credit Hours:** 3.00 |

## Business Administration: Diploma Program (Human Resources Management)

### 1st Fall

| MKT120 | Principles of Marketing | **Credit Hours:** 3.00 |
|---|---|---|
| BUS137 | Principles of Management (CAA) | **Credit Hours:** 3.00 |
| CIS110 | Introduction to Computers (CAA) | **Credit Hours:** 3.00 |

### 1st Spring

| ACC120 | Principles of Financial Accounting (CAA) | **Credit Hours:** 4.00 |
|---|---|---|
| BUS115 | Business Law I (CAA) | **Credit Hours:** 3.00 |
| ENG111 | Writing and Inquiry (CAA) | **Credit Hours:** 3.00 |

## Choose one course below for Summer

| ENG112 | Writing and Research in the Disciplines (CAA) | **Credit Hours:** 3.00 |
|---|---|---|
| ENG114 | Professional Research & Reporting (CAA) | **Credit Hours:** 3.00 |

## 2nd Fall

| | | |
|---|---|---|
| BUS153 | Human Resource Management | **Credit Hours:** 3.00 |
| BUS234 | Training & Development | **Credit Hours:** 3.00 |
| BUS256 | Recruitment, Selection & Personnel Planning | **Credit Hours:** 3.00 |
| BUS258 | Compensation & Benefits | **Credit Hours:** 3.00 |
| BUS217 | Employment Law & Regulation | **Credit Hours:** 3.00 |

## Business Administration: Certificate in Business Administration Program

### Fall

| | | |
|---|---|---|
| BUS110 | Introduction to Business (CAA) | **Credit Hours:** 3.00 |
| MKT120 | Principles of Marketing | **Credit Hours:** 3.00 |
| BUS137 | Principles of Management (CAA) | **Credit Hours:** 3.00 |
| CIS110 | Introduction to Computers (CAA) | **Credit Hours:** 3.00 |

## Business Administration: Certificate in Entrepreneurship Program

### 1st Fall

| | | |
|---|---|---|
| BUS110 | Introduction to Business (CAA) | **Credit Hours:** 3.00 |
| MKT120 | Principles of Marketing | **Credit Hours:** 3.00 |
| CIS110 | Introduction to Computers (CAA) | **Credit Hours:** 3.00 |

### 1st Spring

| | | |
|---|---|---|
| ACC120 | Principles of Financial Accounting (CAA) | **Credit Hours:** 4.00 |

### 2nd Fall

| | | |
|---|---|---|
| BUS280 | REAL Small Business | **Credit Hours:** 4.00 |

## Business Administration: Certificate in Human Resources Management Program

### Fall

| | | |
|---|---|---|
| CIS110 | Introduction to Computers (CAA) | **Credit Hours:** 3.00 |
| BUS153 | Human Resource Management | **Credit Hours:** 3.00 |
| BUS234 | Training & Development | **Credit Hours:** 3.00 |

### Spring

| | | |
|---|---|---|
| BUS115 | Business Law I (CAA) | **Credit Hours:** 3.00 |

## Business Administration: Certificate in International Business

### Fall

| | | |
|---|---|---|
| BUS110 | Introduction to Business (CAA) | **Credit Hours:** 3.00 |
| ECO252 | Principles of Macroeconomics (CAA) | **Credit Hours:** 3.00 |
| LOG110 | Introduction to Logistics | **Credit Hours:** 3.00 |

### Spring

| | | |
|---|---|---|
| ACC120 | Principles of Financial Accounting (CAA) | **Credit Hours:** 4.00 |
| CIS111 | Basic PC Literacy | **Credit Hours:** 2.00 |
| INT110 | International Business | **Credit Hours:** 3.00 |

## Certificate - Business Administration (High School Career and College Promise)

### After High School

Hours Needed to Complete Diploma: 28
Hours Needed to Complete Associate Degree: 56

### What it's about

The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with a fundamental knowledge of business functions, processes, and an understanding of business organizations in today's global economy. Through these skills students will have a sound business education base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

### What you can get

Upon successful completion of all courses in this CCP pathway, the student will be awarded a Certificate in Business Administration from DCCC.

### Minimum Placement Test Scores

English/Reading Composite - 151
Math Score - N/A
Math Modules - N/A

---

### High School Junior Year (Fall)

**Credit Hours:** 3.00

BUS110                    Introduction to Business (CAA)

---

### High School Junior Year (Spring)

**Credit Hours:** 3.00

CIS110                    Introduction to Computers (CAA)

---

### High School Senior Year (Fall)

**Credit Hours:** 3.00

BUS137                    Principles of Management (CAA)

---

### High School Senior Year (Spring)

**Credit Hours:** 3.00

MKT120                    Principles of Marketing

---

## Certificate - Business Administration - Human Resources Management (High School Career and College Promise)

### After High School

Hours Needed to Complete Diploma: 22
Hours Needed to Complete Associate Degree: 57

### What it's about

The Business Administration - Human Resources Management curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with a fundamental knowledge of business functions, processes, and an understanding of business organizations in today's global economy. Through these skills students will have a sound business education base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

### What you can get

Upon successful completion of all courses in this CCP pathway, the student will be awarded a Certificate in Business Administration - Human Resources Management - from DCCC.

### Minimum Placement Test Scores

English/Reading Composite - 151
Math Score - N/A
Math Modules - N/A

---

### High School Junior Year (Fall)

| BUS153 | Human Resource Management | **Credit Hours:** 3.00 |
|--------|---------------------------|------------------------|

### High School Junior Year (Spring)

| CIS110 | Introduction to Computers (CAA) | **Credit Hours:** 3.00 |
|--------|--------------------------------|------------------------|

### High School Senior Year (Fall)

| BUS234 | Training & Development | **Credit Hours:** 3.00 |
|--------|----------------------|------------------------|

### High School Senior Year (Spring)

| BUS115 | Business Law I (CAA) | **Credit Hours:** 3.00 |
|--------|---------------------|------------------------|

# Computer Integrated Machining

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.

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

1. Demonstrate the common principles and practices in advanced manufacturing settings.
2. Interpret information and blueprints for part manufacturing, job routing, and cost estimation.
3. Use applied mathematical skills to solve functional problems related to machining.
4. Use critical thinking to apply machining skills to produce finished parts meeting quality requirements as described in blueprints and reference information about manufacturing materials and machining equipment.
5. Set up and operate basic machining equipment and computer-numerical controlled machines.
6. Perform basic preventative maintenance of machines and maintain a safe clean environment while applying the basics of lean manufacturing concepts.

**Computer Integrated Machining: Associate in Applied Science Degree Program (Emphasis in Computer Numerical Control)**

## 1st Fall

| | | **Credit Hours:** 3.00 |
|---|---|---|
| ACA090 | Student Success Strategies | |

| | | **Credit Hours:** 2.00 |
|---|---|---|
| ISC112 | Industrial Safety | |

| | | **Credit Hours:** 2.00 |
|---|---|---|
| BPR111 | Blueprint Reading | |

| | | **Credit Hours:** 3.00 |
|---|---|---|
| DFT151 | CAD I | |

| | | **Credit Hours:** 4.00 |
|---|---|---|
| MAC141 | Machining Applications I | |

| | | **Credit Hours:** 2.00 |
|---|---|---|
| MAC151 | Machining Calculations | |

## 1st Spring

| | | **Credit Hours:** 2.00 |
|---|---|---|
| MAC121 | Introduction to CNC | |

| | | **Credit Hours:** 4.00 |
|---|---|---|
| MAC142 | Machining Applications II | |

| | | **Credit Hours:** 3.00 |
|---|---|---|
| MAT121 | Algebra/Trigonometry I | |

| | | **Credit Hours:** 3.00 |
|---|---|---|
| DFT154 | Intro Solid Model/Rendering | |

| | | **Credit Hours:** 3.00 |
|---|---|---|
| ENG111 | Writing and Inquiry (CAA) | |

## Summer

| | | **Credit Hours:** 3.00 |
|---|---|---|
| COM120 | Interpersonal Communication (CAA) | |

| | | **Credit Hours:** 3.00 |
|---|---|---|
| HUM115 | Critical Thinking (CAA) | |

## 2nd Fall

| | | **Credit Hours:** 2.00 |
|---|---|---|
| MAC122 | CNC Turning | |

| | | **Credit Hours:** 2.00 |
|---|---|---|
| MAC124 | CNC Milling | |

| | | **Credit Hours:** 2.00 |
|---|---|---|
| MEC110 | Introduction to CAD/CAM | |

| | | **Credit Hours:** 3.00 |
|---|---|---|
| MEC145 | Manufacturing Materials I | |

| GEO111 | World Regional Geography | **Credit Hours:** 3.00 |
|---|---|---|
| TDP110 | Introduction to 3D Printing | **Credit Hours:** 3.00 |

## 2nd Spring

| DFT121 | Introduction to GD&T | **Credit Hours:** 2.00 |
|---|---|---|
| MAC160 | Coordinate Measuring Machining | **Credit Hours:** 3.00 |
| MAC222 | Advanced CNC Turning | **Credit Hours:** 2.00 |
| MAC224 | Advanced CNC Milling | **Credit Hours:** 2.00 |
| ISC220 | Lean Manufacturing | **Credit Hours:** 3.00 |
| MAC234 | Advanced Mult-Axis Machining | **Credit Hours:** 3.00 |
| MAC234A | Advanced Mult-Axis Machining Lab | **Credit Hours:** 1.00 |

## Computer Integrated Machining: Associate in Applied Science Degree Program (Emphasis in Drafting and Design)

### 1st Fall

| ACA090 | Student Success Strategies | **Credit Hours:** 3.00 |
|---|---|---|
| ISC112 | Industrial Safety | **Credit Hours:** 2.00 |
| BPR111 | Blueprint Reading | **Credit Hours:** 2.00 |
| DFT151 | CAD I | **Credit Hours:** 3.00 |
| MAC141 | Machining Applications I | **Credit Hours:** 4.00 |

### 1st Spring

| DFT154 | Intro Solid Model/Rendering | **Credit Hours:** 3.00 |
|---|---|---|
| MAC121 | Introduction to CNC | **Credit Hours:** 2.00 |
| MAC142 | Machining Applications II | **Credit Hours:** 4.00 |

| MAT121 | Algebra/Trigonometry I | **Credit Hours:** 3.00 |
| GEO111 | World Regional Geography | **Credit Hours:** 3.00 |
| ENG111 | Writing and Inquiry (CAA) | **Credit Hours:** 3.00 |

## Summer

| COM120 | Interpersonal Communication (CAA) | **Credit Hours:** 3.00 |
| HUM115 | Critical Thinking (CAA) | **Credit Hours:** 3.00 |

## 2nd Fall

| DDF211 | Design Process I | **Credit Hours:** 4.00 |
| MAC122 | CNC Turning | **Credit Hours:** 2.00 |
| MAC124 | CNC Milling | **Credit Hours:** 2.00 |
| MEC110 | Introduction to CAD/CAM | **Credit Hours:** 2.00 |
| MEC145 | Manufacturing Materials I | **Credit Hours:** 3.00 |
| TDP110 | Introduction to 3D Printing | **Credit Hours:** 3.00 |

## 2nd Spring

| DFT121 | Introduction to GD&T | **Credit Hours:** 2.00 |
| ISC220 | Lean Manufacturing | **Credit Hours:** 3.00 |
| MAC241 | Jigs & Fixtures I | **Credit Hours:** 4.00 |
| DDF212 | Design Process II | **Credit Hours:** 4.00 |
| TDP140 | Precision 3D Printing | **Credit Hours:** 3.00 |

## Computer Integrated Machining: Diploma Program

## 1st Fall

| ISC112 | Industrial Safety | **Credit Hours:** 2.00 |
|--------|-------------------|------------------------|
| BPR111 | Blueprint Reading | **Credit Hours:** 2.00 |
| DFT151 | CAD I | **Credit Hours:** 3.00 |
| MAC141 | Machining Applications I | **Credit Hours:** 4.00 |
| MAC151 | Machining Calculations | **Credit Hours:** 2.00 |

## 1st Spring

| DFT121 | Introduction to GD&T | **Credit Hours:** 2.00 |
|--------|----------------------|------------------------|
| MAC121 | Introduction to CNC | **Credit Hours:** 2.00 |
| MAC142 | Machining Applications II | **Credit Hours:** 4.00 |
| MAT121 | Algebra/Trigonometry I | **Credit Hours:** 3.00 |
| ENG111 | Writing and Inquiry (CAA) | **Credit Hours:** 3.00 |

## 2nd Fall

| MAC122 | CNC Turning | **Credit Hours:** 2.00 |
|--------|-------------|------------------------|
| MAC124 | CNC Milling | **Credit Hours:** 2.00 |
| MEC110 | Introduction to CAD/CAM | **Credit Hours:** 2.00 |
| MEC145 | Manufacturing Materials I | **Credit Hours:** 3.00 |

## Computer Integrated Machining: Certificate Program - Machining Fundamentals

## Fall

| ISC112 | Industrial Safety | **Credit Hours:** 2.00 |
|--------|-------------------|------------------------|
| BPR111 | Blueprint Reading | **Credit Hours:** 2.00 |
| MAC141 | Machining Applications I | **Credit Hours:** 4.00 |

| MAC151 | Machining Calculations | **Credit Hours:** 2.00 |
|---|---|---|

## Spring

| MAC142 | Machining Applications II | **Credit Hours:** 4.00 |
|---|---|---|

## Computer Integrated Machining: Certificate Program - CNC Fundamentals

### Fall

| DFT151 | CAD I | **Credit Hours:** 3.00 |
|---|---|---|
| MAC122 | CNC Turning | **Credit Hours:** 2.00 |
| MEC110 | Introduction to CAD/CAM | **Credit Hours:** 2.00 |
| MAC124 | CNC Milling | **Credit Hours:** 2.00 |
| MAC141 | Machining Applications I | **Credit Hours:** 4.00 |
| BPR111 | Blueprint Reading | **Credit Hours:** 2.00 |

### Spring

| MAC121 | Introduction to CNC | **Credit Hours:** 2.00 |
|---|---|---|

## Computer Integrated Machining: Certificate Program - Advanced CNC

The student must fully complete the Computer Integrated Machining CNC Fundamentals certificate before beginning this program of study.

### Fall

| ISC112 | Industrial Safety | **Credit Hours:** 2.00 |
|---|---|---|

### Spring

| MAC222 | Advanced CNC Turning | **Credit Hours:** 2.00 |
|---|---|---|
| MAC224 | Advanced CNC Milling | **Credit Hours:** 2.00 |
| MAC234 | Advanced Mult-Axis Machining | **Credit Hours:** 3.00 |

| MAC234A | Advanced Mult-Axis Machining Lab | **Credit Hours:** 1.00 |
|---------|--------------------------------|-------------------------|

| ISC220 | Lean Manufacturing | **Credit Hours:** 3.00 |
|--------|--------------------|-------------------------|

## Certificate - Computer Integrated Machining (High School Career and College Promise)

### After High School

Hours Needed to Complete Diploma: 20
Hours Needed to Complete Associate Degree: 49

### What it's about

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.

### What you can get

Upon successful completion of all courses in this CCP pathway, the student will be awarded a Certificate in Machining Fundamentals from DCCC.

### Minimum Test Scores

English/Reading Composite - 117
Math Score - 7
Math Modules - 010-050

### High School Junior Year (Fall)

| BPR111 | Blueprint Reading | **Credit Hours:** 2.00 |
|--------|-------------------|-------------------------|

| ISC112 | Industrial Safety | **Credit Hours:** 2.00 |
|--------|-------------------|-------------------------|

### High School Junior Year (Spring)

| MAC121 | Introduction to CNC | **Credit Hours:** 2.00 |
|--------|---------------------|-------------------------|

### High School Senior Year (Fall)

| MAC141 | Machining Applications I | **Credit Hours:** 4.00 |
|--------|--------------------------|-------------------------|

| MAC151 | Machining Calculations | **Credit Hours:** 2.00 |
|--------|------------------------|-------------------------|

### High School Senior Year (Spring)

| MAC142 | Machining Applications II | **Credit Hours:** 4.00 |
|--------|---------------------------|-------------------------|

# Computer Technology Integration

The Computer Technology Integration (CTI) curriculum prepares graduates for employment as designers, testers, support technicians, administrators, developers, or programmers with

organizations that use computers to design, process, manage, and communicate information, depending on the technical path selected within this curriculum.

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

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

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

1. Create web pages using markup tools
2. Perform networking mathematical operations
3. Install and manage computer operating systems
4. Create business documents using appropriate computer applications

In addition, depending on the emphasis chosen, the student should be able to:

- Create a technology system (Information Support)
- Create a networking system (Network and Cyber Security)
- Create a professional digital portfolio (Web & Mobile App Dev)
- Create an original digital media works targeted for specific audiences (Digital Media Advertising)

**<u>CTI: Associate in Applied Science Degree Program (Emphasis in Information Support)</u>**

---

### 1st Fall

| | | |
|---|---|---|
| ACA090 | Student Success Strategies | **Credit Hours:** 3.00 |
| ENG111 | Writing and Inquiry (CAA) | **Credit Hours:** 3.00 |
| GEO111 | World Regional Geography | **Credit Hours:** 3.00 |
| NOS110 | Operating System Concepts | **Credit Hours:** 3.00 |
| MAT143 | Quantitative Literacy (CAA) | **Credit Hours:** 3.00 |
| CIS110 | Introduction to Computers (CAA) | **Credit Hours:** 3.00 |

---

### 1st Spring

| | | |
|---|---|---|
| CTS115 | Information Systems Business Concepts | **Credit Hours:** 3.00 |

| CTI110 | Web, Programming, and Database Foundations | **Credit Hours:** 3.00 |
|---|---|---|
| CTI120 | Network & Security Foundation | **Credit Hours:** 3.00 |
| CTS120 | Hardware/Software Support | **Credit Hours:** 3.00 |
| CIS115 | Introduction to Programming & Logic (CAA) | **Credit Hours:** 3.00 |

## Summer

| COM231 | Public Speaking (CAA) | **Credit Hours:** 3.00 |
|---|---|---|
| HUM115 | Critical Thinking (CAA) | **Credit Hours:** 3.00 |

## 2nd Fall

| CTS130 | Spreadsheet | **Credit Hours:** 3.00 |
|---|---|---|
| CTS220 | Advanced Hardware/Software Support | **Credit Hours:** 3.00 |
| DBA110 | Database Concepts | **Credit Hours:** 3.00 |
| CTS285 | Systems Analysis & Design | **Credit Hours:** 3.00 |
| NOS130 | Windows Single User | **Credit Hours:** 3.00 |

## 2nd Spring

| DBA115 | Database Applications | **Credit Hours:** 3.00 |
|---|---|---|
| CTS230 | Advanced Spreadsheet | **Credit Hours:** 3.00 |
| WEB110 | Internet/Web Fundamentals | **Credit Hours:** 3.00 |
| NOS230 | Windows Administration I | **Credit Hours:** 3.00 |
| CTS289 | System Support Project | **Credit Hours:** 3.00 |

## CTI: Associate in Applied Science Degree Program (Emphasis in Network and Cyber Security)

## 1st Fall

| ACA090 | Student Success Strategies | **Credit Hours:** 3.00 |
|--------|---------------------------|------------------------|
| ENG111 | Writing and Inquiry (CAA) | **Credit Hours:** 3.00 |
| GEO111 | World Regional Geography | **Credit Hours:** 3.00 |
| NOS110 | Operating System Concepts | **Credit Hours:** 3.00 |
| MAT143 | Quantitative Literacy (CAA) | **Credit Hours:** 3.00 |
| CIS110 | Introduction to Computers (CAA) | **Credit Hours:** 3.00 |

## 1st Spring

| CTS115 | Information Systems Business Concepts | **Credit Hours:** 3.00 |
|--------|--------------------------------------|------------------------|
| CTI110 | Web, Programming, and Database Foundations | **Credit Hours:** 3.00 |
| CTI120 | Network & Security Foundation | **Credit Hours:** 3.00 |
| NET125 | Networking Basics | **Credit Hours:** 3.00 |
| NET126 | Routing Basics | **Credit Hours:** 3.00 |

## Summer

| COM231 | Public Speaking (CAA) | **Credit Hours:** 3.00 |
|--------|-----------------------|------------------------|
| HUM115 | Critical Thinking (CAA) | **Credit Hours:** 3.00 |

## 2nd Fall

| CTS120 | Hardware/Software Support | **Credit Hours:** 3.00 |
|--------|---------------------------|------------------------|
| SEC110 | Security Concepts | **Credit Hours:** 3.00 |
| NET225 | Routing & Switching I | **Credit Hours:** 3.00 |
| NET226 | Routing & Switching II | **Credit Hours:** 3.00 |
| NOS130 | Windows Single User | **Credit Hours:** 3.00 |

| NOS120 | Linux/UNIX Single User | **Credit Hours:** 3.00 |
|--------|------------------------|------------------------|

## 2nd Spring

| SEC160 | Security Administration I | **Credit Hours:** 3.00 |
|--------|---------------------------|------------------------|

| SEC175 | Perimeter Defense | **Credit Hours:** 3.00 |
|--------|-------------------|------------------------|

| NOS220 | Linux/UNIX Administration I | **Credit Hours:** 3.00 |
|--------|-----------------------------|------------------------|

| NOS230 | Windows Administration I | **Credit Hours:** 3.00 |
|--------|--------------------------|------------------------|

| NET289 | Networking Project | **Credit Hours:** 3.00 |
|--------|--------------------|------------------------|

## CTI: Associate in Applied Science Degree Program (Emphasis in Software & Web Development)

## 1st Fall

| ACA090 | Student Success Strategies | **Credit Hours:** 3.00 |
|--------|----------------------------|------------------------|

| ENG111 | Writing and Inquiry (CAA) | **Credit Hours:** 3.00 |
|--------|---------------------------|------------------------|

| GEO111 | World Regional Geography | **Credit Hours:** 3.00 |
|--------|--------------------------|------------------------|

| NOS110 | Operating System Concepts | **Credit Hours:** 3.00 |
|--------|---------------------------|------------------------|

| MAT143 | Quantitative Literacy (CAA) | **Credit Hours:** 3.00 |
|--------|-----------------------------|------------------------|

| CIS110 | Introduction to Computers (CAA) | **Credit Hours:** 3.00 |
|--------|----------------------------------|------------------------|

## 1st Spring

| CTS115 | Information Systems Business Concepts | **Credit Hours:** 3.00 |
|--------|--------------------------------------|------------------------|

| CTI110 | Web, Programming, and Database Foundations | **Credit Hours:** 3.00 |
|--------|---------------------------------------------|------------------------|

| CTI120 | Network & Security Foundation | **Credit Hours:** 3.00 |
|--------|------------------------------|------------------------|

| CIS115 | Introduction to Programming & Logic (CAA) | **Credit Hours:** 3.00 |
|--------|--------------------------------------------|------------------------|

| WEB110 | Internet/Web Fundamentals | **Credit Hours:** 3.00 |
|--------|---------------------------|------------------------|

## Summer

| | | |
|---|---|---|
| COM231 | Public Speaking (CAA) | **Credit Hours:** 3.00 |
| HUM115 | Critical Thinking (CAA) | **Credit Hours:** 3.00 |

## 2nd Fall

| | | |
|---|---|---|
| CTS120 | Hardware/Software Support | **Credit Hours:** 3.00 |
| WEB115 | Web Markup and Scripting | **Credit Hours:** 3.00 |
| WEB141 | Mobile Interface Design | **Credit Hours:** 3.00 |
| DBA110 | Database Concepts | **Credit Hours:** 3.00 |
| CSC151 | Java Programming | **Credit Hours:** 3.00 |

## 2nd Spring

| | | |
|---|---|---|
| WEB187 | Programming for Mobile Devices | **Credit Hours:** 3.00 |
| SGD168 | Mobile SG Programming I | **Credit Hours:** 3.00 |
| WEB250 | Database Driven Websites | **Credit Hours:** 3.00 |
| WEB287 | Web e-Portfolio | **Credit Hours:** 2.00 |
| CSC153 | C# Programming | **Credit Hours:** 3.00 |

## CTI: Associate in Applied Science Degree Program (Emphasis in Digital Media Advertising)

## 1st Fall

| | | |
|---|---|---|
| ACA090 | Student Success Strategies | **Credit Hours:** 3.00 |
| ENG111 | Writing and Inquiry (CAA) | **Credit Hours:** 3.00 |
| NOS110 | Operating System Concepts | **Credit Hours:** 3.00 |
| GEO111 | World Regional Geography | **Credit Hours:** 3.00 |

| MAT143 | Quantitative Literacy (CAA) | **Credit Hours:** 3.00 |
|---|---|---|

| CIS110 | Introduction to Computers (CAA) | **Credit Hours:** 3.00 |
|---|---|---|

## 1st Spring

| CTS115 | Information Systems Business Concepts | **Credit Hours:** 3.00 |
|---|---|---|

| CTI110 | Web, Programming, and Database Foundations | **Credit Hours:** 3.00 |
|---|---|---|

| CTI120 | Network & Security Foundation | **Credit Hours:** 3.00 |
|---|---|---|

| CIS115 | Introduction to Programming & Logic (CAA) | **Credit Hours:** 3.00 |
|---|---|---|

| DME110 | Introduction to Digital Media | **Credit Hours:** 3.00 |
|---|---|---|

## Summer

| COM231 | Public Speaking (CAA) | **Credit Hours:** 3.00 |
|---|---|---|

| HUM115 | Critical Thinking (CAA) | **Credit Hours:** 3.00 |
|---|---|---|

## 2nd Fall

| CTS120 | Hardware/Software Support | **Credit Hours:** 3.00 |
|---|---|---|

| DME115 | Graphic Design Tools | **Credit Hours:** 3.00 |
|---|---|---|

| DME120 | Intro to Multimedia Appl. | **Credit Hours:** 3.00 |
|---|---|---|

| DME130 | Digital Animation I | **Credit Hours:** 3.00 |
|---|---|---|

| WEB210 | Web Design | **Credit Hours:** 3.00 |
|---|---|---|

## 2nd Spring

| DME140 | Intro to Audio/Video Media | |
|---|---|---|

| GRD167 | Photographic Imaging I | **Credit Hours:** 3.00 |
|---|---|---|

| WEB214 | Social Media | **Credit Hours:** 3.00 |
|---|---|---|

| DME285 | Systems Project | **Credit Hours:** 3.00 |
|---|---|---|

| GRD281 | Design of Advertising | **Credit Hours:** 2.00 |

## CTI: Associate in Applied Science Degree Program (Emphasis in Geospatial Web & Mobile Applications)

### 1st Fall

| ACA090 | Student Success Strategies | **Credit Hours:** 3.00 |
| ENG111 | Writing and Inquiry (CAA) | **Credit Hours:** 3.00 |
| GEO111 | World Regional Geography | **Credit Hours:** 3.00 |
| NOS110 | Operating System Concepts | **Credit Hours:** 3.00 |
| MAT143 | Quantitative Literacy (CAA) | **Credit Hours:** 3.00 |
| CIS110 | Introduction to Computers (CAA) | **Credit Hours:** 3.00 |

### 1st Spring

| CTS115 | Information Systems Business Concepts | **Credit Hours:** 3.00 |
| CTI110 | Web, Programming, and Database Foundations | **Credit Hours:** 3.00 |
| CTI120 | Network & Security Foundation | **Credit Hours:** 3.00 |
| CIS115 | Introduction to Programming & Logic (CAA) | **Credit Hours:** 3.00 |
| WEB110 | Internet/Web Fundamentals | **Credit Hours:** 3.00 |

### Summer

| COM231 | Public Speaking (CAA) | **Credit Hours:** 3.00 |
| HUM115 | Critical Thinking (CAA) | **Credit Hours:** 3.00 |

### 2nd Fall

| CTS120 | Hardware/Software Support | **Credit Hours:** 3.00 |

| WEB115 | Web Markup and Scripting | **Credit Hours:** 3.00 |
|--------|--------------------------|------------------------|
| WEB141 | Mobile Interface Design | **Credit Hours:** 3.00 |
| DBA110 | Database Concepts | **Credit Hours:** 3.00 |
| CSC151 | Java Programming | **Credit Hours:** 3.00 |

## 2nd Spring

| WEB187 | Programming for Mobile Devices | **Credit Hours:** 3.00 |
|--------|--------------------------------|------------------------|
| WEB287 | Web e-Portfolio | **Credit Hours:** 2.00 |
| GIS111 | Introduction to GIS | **Credit Hours:** 3.00 |
| GIS121 | Georeferencing & Mapping | **Credit Hours:** 3.00 |
| GIS222 | Internet Mapping | **Credit Hours:** 3.00 |

## Computer Technology Integration: Certificate in CTI Fundamentals

| CIS110 | Introduction to Computers (CAA) | **Credit Hours:** 3.00 |
|--------|---------------------------------|------------------------|
| CTS115 | Information Systems Business Concepts | **Credit Hours:** 3.00 |
| CTI110 | Web, Programming, and Database Foundations | **Credit Hours:** 3.00 |
| CTI120 | Network & Security Foundation | **Credit Hours:** 3.00 |
| NOS110 | Operating System Concepts | **Credit Hours:** 3.00 |

## Computer Technology Integration: Certificate in PC Technician

| CIS110 | Introduction to Computers (CAA) | **Credit Hours:** 3.00 |
|--------|---------------------------------|------------------------|
| CTS120 | Hardware/Software Support | **Credit Hours:** 3.00 |
| CTS220 | Advanced Hardware/Software Support | **Credit Hours:** 3.00 |
| NOS110 | Operating System Concepts | **Credit Hours:** 3.00 |

| NOS130 | Windows Single User | **Credit Hours:** 3.00 |
|---|---|---|

## Computer Technology Integration: Certificate in CISCO Networking

| CIS110 | Introduction to Computers (CAA) | **Credit Hours:** 3.00 |
|---|---|---|
| NET125 | Networking Basics | **Credit Hours:** 3.00 |
| NET126 | Routing Basics | **Credit Hours:** 3.00 |
| NET225 | Routing & Switching I | **Credit Hours:** 3.00 |
| NET226 | Routing & Switching II | **Credit Hours:** 3.00 |
| SEC110 | Security Concepts | **Credit Hours:** 3.00 |

## Computer Technology Integration: Certificate in Internet/Mobile Mapping

| WEB110 | Internet/Web Fundamentals | **Credit Hours:** 3.00 |
|---|---|---|
| WEB115 | Web Markup and Scripting | **Credit Hours:** 3.00 |
| GIS111 | Introduction to GIS | **Credit Hours:** 3.00 |
| GIS121 | Georeferencing & Mapping | **Credit Hours:** 3.00 |
| GIS222 | Internet Mapping | **Credit Hours:** 3.00 |

## Computer Technology Integration: Certificate in Mobile Application Design

| CIS115 | Introduction to Programming & Logic (CAA) | **Credit Hours:** 3.00 |
|---|---|---|
| WEB110 | Internet/Web Fundamentals | **Credit Hours:** 3.00 |
| WEB115 | Web Markup and Scripting | **Credit Hours:** 3.00 |
| WEB141 | Mobile Interface Design | **Credit Hours:** 3.00 |
| DBA110 | Database Concepts | **Credit Hours:** 3.00 |

## Computer Technology Integration: Certificate in Digital Media

| DME110 | Introduction to Digital Media | **Credit Hours:** 3.00 |
|--------|-------------------------------|------------------------|
| DME115 | Graphic Design Tools | **Credit Hours:** 3.00 |
| DME120 | Intro to Multimedia Appl. | **Credit Hours:** 3.00 |
| WEB210 | Web Design | **Credit Hours:** 3.00 |
| CIS110 | Introduction to Computers (CAA) | **Credit Hours:** 3.00 |
| DME130 | Digital Animation I | **Credit Hours:** 3.00 |

## Certificate - Computer Technology Integration - Emphasis in Digital Media Advertising (High School Career and College Promise)

### After High School

Hours Needed to Complete Diploma: n/a
Hours Needed to Complete Associate Degree: 47

### What it's about

The Computer Technology Integration (CTI) curriculum prepares graduates for employment as designers, testers, support technicians, administrators, developers, or programmers with organizations that use computers to design, process, manage, and communicate information, depending on the technical path selected within this curriculum.

### What you can get

Upon successful completion of all courses in this CCP pathway, the student will be awarded a Certificate in Computer Technology Integration - Emphasis in Digital Media Advertising - from DCCC.

### Minimum Placement Test Scores

English/Reading Composite - 136
Math Score - N/A
Math Modules - N/A

### High School Junior Year (Fall)

| CIS110 | Introduction to Computers (CAA) | **Credit Hours:** 3.00 |
|--------|-------------------------------|------------------------|
| NOS110 | Operating System Concepts | **Credit Hours:** 3.00 |

### High School Junior Year (Spring)

| DME110 | Introduction to Digital Media | **Credit Hours:** 3.00 |
|--------|-------------------------------|------------------------|

### High School Senior Year (Fall)

|        |                                      | **Credit Hours:** 3.00 |
|--------|--------------------------------------|------------------------|
| DME115 | Graphic Design Tools                 |                        |

## High School Senior Year (Spring)

|        |                                              | **Credit Hours:** 3.00 |
|--------|----------------------------------------------|------------------------|
| CTI110 | Web, Programming, and Database Foundations   |                        |

|        |                              | **Credit Hours:** 3.00 |
|--------|------------------------------|------------------------|
| CTI120 | Network & Security Foundation |                        |

## Certificate - Computer Technology Integration - Emphasis in Geospatial Web and Mobile Apps (High School Career and College Promise)

### After High School

Hours Needed to Complete Diploma: n/a
Hours Needed to Complete Associate Degree: 50

### What it's about

The Computer Technology Integration (CTI) curriculum prepares graduates for employment as designers, testers, support technicians, administrators, developers, or programmers with organizations that use computers to design, process, manage, and communicate information, depending on the technical path selected within this curriculum.

### What you can get

Upon successful completion of all courses in this CCP pathway, the student will be awarded a Certificate in Computer Technology Integration - Emphasis in Geospatial Web and Mobile Applications from DCCC.

### Minimum Placement Test Scores

English/Reading Composite - 151
Math Score - N/A
Math Modules - N/A

### High School Junior Year (Fall)

|        |                              | **Credit Hours:** 3.00 |
|--------|------------------------------|------------------------|
| CIS110 | Introduction to Computers (CAA) |                     |

|        |                            | **Credit Hours:** 3.00 |
|--------|----------------------------|------------------------|
| NOS110 | Operating System Concepts  |                        |

### High School Junior Year (Spring)

|        |                                      | **Credit Hours:** 3.00 |
|--------|--------------------------------------|------------------------|
| CTS115 | Information Systems Business Concepts |                       |

### High School Senior Year (Fall)

|        |                          | **Credit Hours:** 3.00 |
|--------|--------------------------|------------------------|
| GEO111 | World Regional Geography |                        |

### High School Senior Year (Spring)

|        |                                            | **Credit Hours:** 3.00 |
|--------|--------------------------------------------|------------------------|
| CTI110 | Web, Programming, and Database Foundations |                        |

| | | **Credit Hours:** 3.00 |
|---|---|---|
| CTI120 | Network & Security Foundation | |

## Certificate - Computer Technology Integration - Emphasis in Information Support (High School Career and College Promise)

### After High School

Hours Needed to Complete Diploma: n/a
Hours Needed to Complete Associate Degree: 51

### What it's about

The Computer Technology Integration (CTI) curriculum prepares graduates for employment as designers, testers, support technicians, administrators, developers, or programmers with organizations that use computers to design, process, manage, and communicate information, depending on the technical path selected within this curriculum.

### What you can get

Upon successful completion of all courses in this CCP pathway, the student will be awarded a Certificate in Computer Technology Integration - Emphasis in Information Support from DCCC.

### Minimum Placement Test Scores

English/Reading Composite - 136
Math Score - N/A
Math Modules - N/A

### High School Junior Year (Fall)

| | | **Credit Hours:** 3.00 |
|---|---|---|
| CIS110 | Introduction to Computers (CAA) | |

| | | **Credit Hours:** 3.00 |
|---|---|---|
| NOS110 | Operating System Concepts | |

### High School Junior Year (Spring)

| | | **Credit Hours:** 3.00 |
|---|---|---|
| CTS115 | Information Systems Business Concepts | |

### High School Senior Year (Fall)

| | | **Credit Hours:** 3.00 |
|---|---|---|
| DBA110 | Database Concepts | |

### High School Senior Year (Spring)

| | | **Credit Hours:** 3.00 |
|---|---|---|
| CTI110 | Web, Programming, and Database Foundations | |

| | | **Credit Hours:** 3.00 |
|---|---|---|
| CTI120 | Network & Security Foundation | |

## Certificate - Computer Technology Integration - Emphasis in Network and Cyber Security (High School Career and College Promise)

### After High School

Hours Needed to Complete Diploma: n/a
Hours Needed to Complete Associate Degree: 54

## What it's about

The Computer Technology Integration (CTI) curriculum prepares graduates for employment as designers, testers, support technicians, administrators, developers, or programmers with organizations that use computers to design, process, manage, and communicate information, depending on the technical path selected within this curriculum.

## What you can get

Upon successful completion of all courses in this CCP pathway, the student will be awarded a Certificate in Computer Technology Integration - Emphasis in Network and Cyber Security from DCCC.

## Minimum Placement Test Scores

English/Reading Composite - 136
Math Score - N/A
Math Modules - N/A

---

### High School Junior Year (Fall)

| | | |
|---|---|---|
| | | **Credit Hours:** 3.00 |
| CIS110 | Introduction to Computers (CAA) | |
| | | **Credit Hours:** 3.00 |
| NOS110 | Operating System Concepts | |

### High School Junior Year (Spring)

| | | |
|---|---|---|
| | | **Credit Hours:** 3.00 |
| CTS115 | Information Systems Business Concepts | |

### High School Senior Year (Fall)

| | | |
|---|---|---|
| | | **Credit Hours:** 3.00 |
| SEC110 | Security Concepts | |

### High School Senior Year (Spring)

| | | |
|---|---|---|
| | | **Credit Hours:** 3.00 |
| CTI110 | Web, Programming, and Database Foundations | |
| | | **Credit Hours:** 3.00 |
| CTI120 | Network & Security Foundation | |

---

## Certificate - Computer Technology Integration - Emphasis in Software and Web Development (High School Career and College Promise)

### After High School

Hours Needed to Complete Diploma: n/a
Hours Needed to Complete Associate Degree: 51

### What it's about

The Computer Technology Integration (CTI) curriculum prepares graduates for employment as designers, testers, support technicians, administrators, developers, or programmers with organizations that use computers to design, process, manage, and communicate information, depending on the technical path selected within this curriculum.

### What you can get

Upon successful completion of all courses in this CCP pathway, the student will be awarded a Certificate in Computer Technology Integration - Emphasis in Software and Web Development from DCCC.

### Minimum Placement Test Scores

English/Reading Composite - 136
Math Score - N/A
Math Modules - N/A

---

### High School Junior Year (Fall)

| | | **Credit Hours:** 3.00 |
|---|---|---|
| CIS110 | Introduction to Computers (CAA) | |

| | | **Credit Hours:** 3.00 |
|---|---|---|
| NOS110 | Operating System Concepts | |

---

### High School Junior Year (Spring)

| | | **Credit Hours:** 3.00 |
|---|---|---|
| CTS115 | Information Systems Business Concepts | |

---

### High School Senior Year (Fall)

| | | **Credit Hours:** 3.00 |
|---|---|---|
| WEB141 | Mobile Interface Design | |

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### High School Senior Year (Spring)

| | | **Credit Hours:** 3.00 |
|---|---|---|
| CTI110 | Web, Programming, and Database Foundations | |

| | | **Credit Hours:** 3.00 |
|---|---|---|
| CTI120 | Network & Security Foundation | |

# Diesel & Heavy Equipment Technology

The Diesel & Heavy Equipment Technology curriculum prepares individuals for employment as entry-level transportation service technicians. The program provides an introduction to diesel & heavy equipment industry careers and increases student awareness of the diverse technologies associated with this dynamic and challenging field.

This program that prepares individuals to apply technical knowledge and skills to repair, service, and maintain diesel engines in vehicles such as Heavy Duty Trucks over one ton classification, buses, ships, railroad locomotives, and equipment; as well as stationary diesel engines in electrical generators and related equipment.

Course work may include transportation systems theory, braking systems, climate control, design parameters, automatic and manual transmissions and drive trains, electrical/electronic systems, engine repair, engine performance, environmental regulations, materials, product finish, safety, steering/suspension, transmission/transaxles, heating and air condition systems, and sustainable transportation.

Graduates of the curriculum should be prepared to take professional licensure exams, and to enter careers as entry-level technicians in the transportation industry.

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

1. Perform the duties of an entry level technician as it relates to workplace safety, hazardous materials, environmental regulations, hand tools, service information, basic concepts, vehicle systems, and common transportation industry terminology.
2. Manage the day-to-day responsibility of an entry-level technician.
3. Identify, diagnose, and state proper and safe procedure for repair of hybrid, alternative fuel, and other green technology systems.
4. Analyze and diagnose heavy duty equipment system malfunctions and repair or replace defective components.

**<u>Diesel & Heavy Equipment Technology: Associate in Applied Science Degree</u>**

**1st Fall**

| | | |
|---|---|---|
| ACA090 | Student Success Strategies | **Credit Hours:** 3.00 |
| TRN110 | Intro to Transport Tech | **Credit Hours:** 2.00 |
| TRN120 | Basic Transp Electricity | **Credit Hours:** 5.00 |
| TRN120A | Basic Transp Electrical Lab | **Credit Hours:** 1.00 |
| HET233 | Suspension & Steering | **Credit Hours:** 4.00 |
| HYD112 | Hydraulics/Med/Heavy Duty | **Credit Hours:** 2.00 |

**1st Spring**

| | | |
|---|---|---|
| PHY121 | Applied Physics I | **Credit Hours:** 4.00 |
| HET110 | Diesel Engines | **Credit Hours:** 6.00 |
| HET134 | Diesel Fuel & Power Sys | **Credit Hours:** 3.00 |
| HET231 | Medium/Heavy Duty Brake Systems | **Credit Hours:** 2.00 |
| HET230 | Air Brakes | **Credit Hours:** 2.00 |

**Summer**

| | | |
|---|---|---|
| ENG111 | Writing and Inquiry (CAA) | **Credit Hours:** 3.00 |

| TRN140 | Transp Climate Control | **Credit Hours:** 2.00 |
|--------|------------------------|------------------------|
| TRN140A | Transp Climate Cont Lab | **Credit Hours:** 2.00 |
| HUM115 | Critical Thinking (CAA) | **Credit Hours:** 3.00 |

## 2nd Fall

| HET114 | Power Training | **Credit Hours:** 5.00 |
|--------|----------------|------------------------|
| HET115 | Electronic Engines | **Credit Hours:** 3.00 |
| TRN130 | Intro to Sustainable Transp | **Credit Hours:** 3.00 |
| WLD110 | Cutting Processes | **Credit Hours:** 2.00 |

## 2nd Spring

| ENG114 | Professional Research & Reporting (CAA) | **Credit Hours:** 3.00 |
|--------|-----------------------------------------|------------------------|
| PSY150 | General Psychology (CAA) | **Credit Hours:** 3.00 |
| HET125 | Preventive Maintenance | **Credit Hours:** 2.00 |
| HET126 | Preventive Maintenance Lab | **Credit Hours:** 1.00 |
| HYD210 | Advanced Hydraulics | **Credit Hours:** 2.00 |
| TRN145 | Adv Transp Electronics | **Credit Hours:** 3.00 |

## Diesel & Heavy Equipment Technology: Diploma Program

### Fall

| TRN110 | Intro to Transport Tech | **Credit Hours:** 2.00 |
|--------|-------------------------|------------------------|
| TRN120 | Basic Transp Electricity | **Credit Hours:** 5.00 |
| TRN120A | Basic Transp Electrical Lab | **Credit Hours:** 1.00 |
| HET233 | Suspension & Steering | **Credit Hours:** 4.00 |

| HYD112 | Hydraulics/Med/Heavy Duty | **Credit Hours:** 2.00 |
|--------|---------------------------|------------------------|

## Spring

| PHY121 | Applied Physics I | **Credit Hours:** 4.00 |
|--------|-------------------|------------------------|
| HET110 | Diesel Engines | **Credit Hours:** 6.00 |
| HET134 | Diesel Fuel & Power Sys | **Credit Hours:** 3.00 |
| HET231 | Medium/Heavy Duty Brake Systems | **Credit Hours:** 2.00 |
| HET230 | Air Brakes | **Credit Hours:** 2.00 |

## Summer

| ENG102 | Applied Communications II | **Credit Hours:** 3.00 |
|--------|---------------------------|------------------------|
| TRN140 | Transp Climate Control | **Credit Hours:** 2.00 |
| TRN140A | Transp Climate Cont Lab | **Credit Hours:** 2.00 |

## Diesel & Heavy Equipment Technology: Certificate Program - Basic Med/Heavy Duty Servicing

### Fall

| TRN110 | Intro to Transport Tech | **Credit Hours:** 2.00 |
|--------|-------------------------|------------------------|
| TRN120 | Basic Transp Electricity | **Credit Hours:** 5.00 |
| TRN120A | Basic Transp Electrical Lab | **Credit Hours:** 1.00 |
| HET233 | Suspension & Steering | **Credit Hours:** 4.00 |
| HYD112 | Hydraulics/Med/Heavy Duty | **Credit Hours:** 2.00 |

## Diesel & Heavy Equipment Technology: Certificate Program - Emphasis in Diesel Engines

### Spring

| HET134 | Diesel Fuel & Power Sys | **Credit Hours:** 3.00 |
|--------|-------------------------|------------------------|

| HET231 | Medium/Heavy Duty Brake Systems | Credit Hours: 2.00 |
|--------|--------------------------------|--------------------|
| HET230 | Air Brakes | Credit Hours: 2.00 |
| HET110 | Diesel Engines | Credit Hours: 6.00 |

## Diesel & Heavy Equipment Technology: Certificate Program - Adv. Medium/Heavy Duty Servicing

The student must fully complete the Diesel & Heavy Equipment Technology Basic Medium/Heavy Duty Servicing certificate before beginning this program of study.

### Fall

| TRN120 | Basic Transp Electricity | Credit Hours: 5.00 |
|--------|--------------------------|--------------------|
| TRN120A | Basic Transp Electrical Lab | Credit Hours: 1.00 |

### Spring

| HET125 | Preventive Maintenance | Credit Hours: 2.00 |
|--------|-----------------------|--------------------|
| HET126 | Preventive Maintenance Lab | Credit Hours: 1.00 |
| HYD210 | Advanced Hydraulics | Credit Hours: 2.00 |
| TRN145 | Adv Transp Electronics | Credit Hours: 3.00 |

### Summer

| TRN140 | Transp Climate Control | Credit Hours: 2.00 |
|--------|-----------------------|--------------------|
| TRN140A | Transp Climate Cont Lab | Credit Hours: 2.00 |

## Diesel & Heavy Equipment Technology: Certificate Program - Service Technician

| TRN110 | Intro to Transport Tech | Credit Hours: 2.00 |
|--------|------------------------|--------------------|
| TRN120 | Basic Transp Electricity | Credit Hours: 5.00 |
| TRN120A | Basic Transp Electrical Lab | Credit Hours: 1.00 |
| HET230 | Air Brakes | Credit Hours: 2.00 |

| HET231 | Medium/Heavy Duty Brake Systems | **Credit Hours:** 2.00 |
|--------|--------------------------------|------------------------|

| HET233 | Suspension & Steering | **Credit Hours:** 4.00 |
|--------|-----------------------|------------------------|

## Certificate - Diesel & Heavy Equipment Service Technician (High School Career and College Promise)

**After High School**

Hours Needed to Complete Diploma: 23
Hours Needed to Complete Associate Degree: 56

**What it's about**

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

**What you can get**

Upon successful completion of all courses in this CCP pathway, the student will be awarded a Diesel & Heavy Equipment Service Technician Certificate from DCCC.

**Minimum Placement Test Scores**

English/Reading Composite - 117
Math Score - 7
Math Modules - 010-030

### High School Junior Year (Fall)

| TRN110 | Intro to Transport Tech | **Credit Hours:** 2.00 |
|--------|-------------------------|------------------------|

| TRN120 | Basic Transp Electricity | **Credit Hours:** 5.00 |
|--------|--------------------------|------------------------|

| TRN120A | Basic Transp Electrical Lab | **Credit Hours:** 1.00 |
|---------|-----------------------------|------------------------|

| HET233 | Suspension & Steering | **Credit Hours:** 4.00 |
|--------|-----------------------|------------------------|

### High School Junior Year (Spring)

| HET230 | Air Brakes | **Credit Hours:** 2.00 |
|--------|------------|------------------------|

| HET231 | Medium/Heavy Duty Brake Systems | **Credit Hours:** 2.00 |
|--------|---------------------------------|------------------------|

# Electronics Engineering Technology

The Electronics Engineering Technology curriculum prepares the students to apply basic engineering principles and technical skills to become technicians who design, build, install, test, troubleshoot, repair, and modify developmental and production electronic components,

equipment, and systems such as industrial/computer controls, manufacturing systems, communication systems, and power electronic systems.

This curriculum prepares students through the study and application of principles from mathematics, natural sciences, and technology and applied processes based on these subjects.

Includes instruction in mathematics, natural sciences, engineering sciences and technology, basic electricity, solid-state fundamentals, digital concepts, and microprocessors or programmable logic controllers.

Graduates should qualify for employment as electronics engineering technician, field service technician, instrumentation technician, maintenance technician, electronic tester, electronic systems integrator, bench technician, and production control technician.

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

1. Use basic electronic lab instrumentation including: power supplies, multi-meters, function generators and oscilloscopes to troubleshoot electronic systems.
2. Configure and program a Programmable Logic Controller (PLC) to operate automated equipment incorporating an HMI (Human Machine Interface)
3. Access and utilize technical information including: operating manuals, manufacturers data sheets, the internet and other people.
4. Capture, organize and effectively document laboratory experiences in oral, written and graphical form.

**<u>Electronics Engineering Technology: Associate in Applied Science Degree Program</u>**

**1st Fall**

| | | **Credit Hours:** 3.00 |
|---|---|---|
| ACA090 | Student Success Strategies | |

| | | **Credit Hours:** 4.00 |
|---|---|---|
| ELC138 | DC Circuit Analysis | |

| | | **Credit Hours:** 4.00 |
|---|---|---|
| ELC139 | AC Circuit Analysis | |

| | | **Credit Hours:** 4.00 |
|---|---|---|
| ELN133 | Digital Electronics | |

| | | **Credit Hours:** 3.00 |
|---|---|---|
| MAT121 | Algebra/Trigonometry I | |

**1st Spring**

| | | **Credit Hours:** 3.00 |
|---|---|---|
| HYD110 | Hydraulics/Pneumatics I | |

| | | **Credit Hours:** 3.00 |
|---|---|---|
| ELC128 | Introduction to PLC | |

| | | **Credit Hours:** 4.00 |
|---|---|---|
| ELN131 | Analog Electronics I | |

| ENG111 | Writing and Inquiry (CAA) | **Credit Hours:** 3.00 |

| PSY150 | General Psychology (CAA) | **Credit Hours:** 3.00 |

## Summer

| ENG114 | Professional Research & Reporting (CAA) | **Credit Hours:** 3.00 |

| HUM115 | Critical Thinking (CAA) | **Credit Hours:** 3.00 |

## 2nd Fall

| ELC228 | PLC Applications | **Credit Hours:** 4.00 |

| CSC133 | C Programming | **Credit Hours:** 3.00 |

| ATR112 | Introduction to Automation | **Credit Hours:** 3.00 |

| MEC130 | Mechanisms | **Credit Hours:** 3.00 |

## 2nd Spring

| ATR211 | Robot Programming | **Credit Hours:** 3.00 |

| ELC135 | Electrical Machines I | **Credit Hours:** 3.00 |

| PCI264 | Process Control with PLCs | **Credit Hours:** 4.00 |

| EGR285 | Design Project | **Credit Hours:** 2.00 |

| ELN232 | Introduction to Microprocessors | **Credit Hours:** 4.00 |

## Electronics Engineering Technology: Diploma Program

### 1st Fall

| ELC138 | DC Circuit Analysis | **Credit Hours:** 4.00 |

| ELC139 | AC Circuit Analysis | **Credit Hours:** 4.00 |

| ELN133 | Digital Electronics | **Credit Hours:** 4.00 |

| MAT121 | Algebra/Trigonometry I | **Credit Hours:** 3.00 |
|--------|------------------------|------------------------|

## 1st Spring

| HYD110 | Hydraulics/Pneumatics I | **Credit Hours:** 3.00 |
|--------|-------------------------|------------------------|

| ELC128 | Introduction to PLC | **Credit Hours:** 3.00 |
|--------|---------------------|------------------------|

| ELN131 | Analog Electronics I | **Credit Hours:** 4.00 |
|--------|----------------------|------------------------|

## Choose one ENG course from below for 1st Spring

| ENG102 | Applied Communications II | **Credit Hours:** 3.00 |
|--------|---------------------------|------------------------|

| ENG111 | Writing and Inquiry (CAA) | **Credit Hours:** 3.00 |
|--------|---------------------------|------------------------|

## 2nd Fall

| CSC133 | C Programming | **Credit Hours:** 3.00 |
|--------|---------------|------------------------|

| MEC130 | Mechanisms | **Credit Hours:** 3.00 |
|--------|------------|------------------------|

| ATR112 | Introduction to Automation | **Credit Hours:** 3.00 |
|--------|----------------------------|------------------------|

## Electronics Engineering Technology: Certificate Program - Emphasis in Mechatronics

## Fall

| ELC138 | DC Circuit Analysis | **Credit Hours:** 4.00 |
|--------|---------------------|------------------------|

| ELC139 | AC Circuit Analysis | **Credit Hours:** 4.00 |
|--------|---------------------|------------------------|

| ELN133 | Digital Electronics | **Credit Hours:** 4.00 |
|--------|---------------------|------------------------|

## Spring

| HYD110 | Hydraulics/Pneumatics I | **Credit Hours:** 3.00 |
|--------|-------------------------|------------------------|

| ELC128 | Introduction to PLC | **Credit Hours:** 3.00 |
|--------|---------------------|------------------------|

## Certificate - Electronics Engineering Technology (High School Career and College Promise)

## After High School

Hours Needed to Complete Diploma: 19
Hours Needed to Complete Associate Degree: 48

## What it's about

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

## What you can get

Upon successful completion of all courses in this CCP pathway, the student will be awarded a Certificate in Mechatronics from DCCC.

## Minimum Placement Test Scores

English/Reading Composite - 117
Math Score - 7
Math Modules - 010-060

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### High School Junior Year (Fall)

| | | **Credit Hours:** 4.00 |
|---|---|---|
| ELN133 | Digital Electronics | |

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### High School Junior Year (Spring)

| | | **Credit Hours:** 3.00 |
|---|---|---|
| HYD110 | Hydraulics/Pneumatics I | |

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### High School Senior Year (Fall)

| | | **Credit Hours:** 4.00 |
|---|---|---|
| ELC138 | DC Circuit Analysis | |
| | | **Credit Hours:** 4.00 |
| ELC139 | AC Circuit Analysis | |

---

### High School Senior Year (Spring)

| | | **Credit Hours:** 3.00 |
|---|---|---|
| ELC128 | Introduction to PLC | |

# Global Logistics and Distribution Management Technology

The Global Logistics Technology curriculum prepares individuals for a multitude of career opportunities in distribution, transportation, and manufacturing organizations. Classroom instruction, field of study experiences, and practical laboratory applications of logistics management and global technology capabilities are included in the program of study.

Course work includes computer applications, accounting, business law, economics, management, industrial sciences, and international studies. Students will solve different levels of logistics-related problems through case study evaluations and supply chain projects utilizing logistical hardware and intelligent software tools.

Graduates should qualify for positions in a wide range of government agencies, manufacturing, and service organizations. Employment opportunities include entry-level purchasing, material management, warehousing, inventory, transportation coordinators, and logistics analysts. Upon completion, graduates may be eligible for certification credentials through APICS and AST&L.

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

1. Demonstrate the ability to evaluate the economic, environmental, and sociological impact in the transportation of supplies and materials domestically and globally.
2. Apply contemporary warehousing and distribution practices to monitor and evaluate the flow of products and information through an organization's supply chain.
3. Identify and procure proper supplies or materials in the proper time frame using a globally diverse base of suppliers and customers.
4. Understand the use of technology to operate and manage global logistics operations.

**Global Logistics and Distribution Management Technology: Associate in Applied Science Degree Program**

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### 1st Fall

| | | Credit Hours: 3.00 |
|---|---|---|
| ACA090 | Student Success Strategies | |

| | | Credit Hours: 3.00 |
|---|---|---|
| LOG110 | Introduction to Logistics | |

| | | Credit Hours: 3.00 |
|---|---|---|
| MAT143 | Quantitative Literacy (CAA) | |

| | | Credit Hours: 3.00 |
|---|---|---|
| LOG125 | Transportation Logistics | |

| | | Credit Hours: 3.00 |
|---|---|---|
| CIS110 | Introduction to Computers (CAA) | |

---

### 1st Spring

| | | Credit Hours: 3.00 |
|---|---|---|
| INT110 | International Business | |

| | | Credit Hours: 3.00 |
|---|---|---|
| ENG111 | Writing and Inquiry (CAA) | |

| | | Credit Hours: 3.00 |
|---|---|---|
| BUS137 | Principles of Management (CAA) | |

| | | Credit Hours: 3.00 |
|---|---|---|
| LOG211 | Distribution Management | |

| | | Credit Hours: 3.00 |
|---|---|---|
| LOG210 | Fleet Management | |

---

### Pick 1 course from below for 1st Spring

| | | Credit Hours: 3.00 |
|---|---|---|
| ECO251 | Principles of Microeconomics (CAA) | |

| ECO252 | Principles of Macroeconomics (CAA) | **Credit Hours:** 3.00 |
|---|---|---|

## 1st Summer

| HUM115 | Critical Thinking (CAA) | **Credit Hours:** 3.00 |
|---|---|---|
| GEO111 | World Regional Geography | **Credit Hours:** 3.00 |

## 2nd Fall

| ACC120 | Principles of Financial Accounting (CAA) | **Credit Hours:** 4.00 |
|---|---|---|
| BUS115 | Business Law I (CAA) | **Credit Hours:** 3.00 |
| LOG240 | Purchasing Logistics | **Credit Hours:** 3.00 |
| LOG235 | Import/Export Management | **Credit Hours:** 3.00 |
| DBA110 | Database Concepts | **Credit Hours:** 3.00 |

## 2nd Spring

| ENG114 | Professional Research & Reporting (CAA) | **Credit Hours:** 3.00 |
|---|---|---|
| ACC121 | Principles of Managerial Accounting (CAA) | **Credit Hours:** 4.00 |
| LOG250 | Advanced Global Logistics | **Credit Hours:** 4.00 |
| LOG215 | Supply Chain Management | **Credit Hours:** 3.00 |
| MKT120 | Principles of Marketing | **Credit Hours:** 3.00 |

## Global Logistics and Distribution Management Technology: Diploma Program

### 1st Fall

| LOG110 | Introduction to Logistics | **Credit Hours:** 3.00 |
|---|---|---|
| ACC120 | Principles of Financial Accounting (CAA) | **Credit Hours:** 4.00 |
| MAT143 | Quantitative Literacy (CAA) | **Credit Hours:** 3.00 |

| CIS110 | Introduction to Computers (CAA) | **Credit Hours:** 3.00 |

| LOG125 | Transportation Logistics | **Credit Hours:** 3.00 |

## 1st Spring

| LOG210 | Fleet Management | **Credit Hours:** 3.00 |

| LOG215 | Supply Chain Management | **Credit Hours:** 3.00 |

| INT110 | International Business | **Credit Hours:** 3.00 |

| LOG211 | Distribution Management | **Credit Hours:** 3.00 |

| BUS137 | Principles of Management (CAA) | **Credit Hours:** 3.00 |

## Pick one of the following courses for 1st Spring

| ECO251 | Principles of Microeconomics (CAA) | **Credit Hours:** 3.00 |

| ECO252 | Principles of Macroeconomics (CAA) | **Credit Hours:** 3.00 |

## Summer

| ENG111 | Writing and Inquiry (CAA) | **Credit Hours:** 3.00 |

## Global Logistics and Distribution Management Technology: Certificate Program

| CIS110 | Introduction to Computers (CAA) | **Credit Hours:** 3.00 |

| LOG110 | Introduction to Logistics | **Credit Hours:** 3.00 |

| LOG125 | Transportation Logistics | **Credit Hours:** 3.00 |

| LOG210 | Fleet Management | **Credit Hours:** 3.00 |

| LOG211 | Distribution Management | **Credit Hours:** 3.00 |

| INT110 | International Business | **Credit Hours:** 3.00 |

## Certificate - Global Logistics and Distribution Management Technology (High School Career and College Promise)

**After High School**

Hours Needed to Complete Diploma: 22
Hours Needed to Complete Associate Degree: 52

**What it's about**

The Global Logistics Technology curriculum prepares individuals for a multitude of career opportunities in distribution, transportation, and manufacturing organizations. Classroom instruction, field of study experiences, and practical laboratory applications of logistics management and global technology capabilities are included in the program of study.

**What you can get**

Upon successful completion of all courses in this CCP pathway, the student will be awarded a Certificate in Global Logistics from DCCC.

**Minimum Placement Test Scores**

English/Reading Composite - 136
Math Score - N/A
Math Modules - N/A

---

### High School Junior Year (Fall)

| | | **Credit Hours:** 3.00 |
|---|---|---|
| LOG110 | Introduction to Logistics | |

| | | **Credit Hours:** 3.00 |
|---|---|---|
| CIS110 | Introduction to Computers (CAA) | |

---

### High School Junior Year (Spring)

| | | **Credit Hours:** 3.00 |
|---|---|---|
| LOG211 | Distribution Management | |

| | | **Credit Hours:** 3.00 |
|---|---|---|
| LOG210 | Fleet Management | |

---

### High School Senior Year (Fall)

| | | **Credit Hours:** 3.00 |
|---|---|---|
| LOG125 | Transportation Logistics | |

---

### High School Senior Year (Spring)

| | | **Credit Hours:** 3.00 |
|---|---|---|
| INT110 | International Business | |

# Truck Driver Training

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

The course work includes motor vehicle laws and regulations, map reading, vehicle

maintenance, safety procedures, daily logs, defensive driving, freight handling, security and fire protection. Highway driving, training range exercises and classroom lectures are used to develop the student's knowledge and skills.

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

Upon successful completion of this course:

1. Students will be able to employ safe driving a tractor-trailer under different environmental conditions.

2. Students will be able to interpret DOT guidelines in order to successfully complete the NC CDL test.

3. Students will be able to create appropriate documents based on knowledge of trucking guidelines.

**Truck Driver Training: Certificate Program - Eight-Week Program**

---

**8 Week Course**

|  | | **Credit Hours:** 12.00 |
|---|---|---|
| TRP100 | Truck Driver Training(Eight-Week Course) | |

# Welding Technology

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

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

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

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

1. Demonstrate shop and equipment safety.
2. Demonstrate correct welding processes.
3. Recognize SMAW, GMAW, and GTAW electrodes in compliance with AWS codes.
4. Apply blueprint to fabrication.

**Welding Technology: Associate in Applied Science Program**

## 1st Fall

| | | |
|---|---|---|
| ACA090 | Student Success Strategies | **Credit Hours:** 3.00 |
| WLD110 | Cutting Processes | **Credit Hours:** 2.00 |
| WLD121 | GMAW (MIG) FCAW/Plate | **Credit Hours:** 4.00 |
| WLD122 | GMAW (MIG) Plate/Pipe | **Credit Hours:** 3.00 |
| WLD141 | Symbols & Specifications | **Credit Hours:** 3.00 |
| MAT121 | Algebra/Trigonometry I | **Credit Hours:** 3.00 |

## 1st Spring

| | | |
|---|---|---|
| WLD115 | SMAW (Stick) Plate | **Credit Hours:** 5.00 |
| WLD116 | SMAW (Stick) Plate/Pipe | **Credit Hours:** 4.00 |
| WLD215 | SMAW (Stick) Pipe | **Credit Hours:** 4.00 |
| ENG111 | Writing and Inquiry (CAA) | **Credit Hours:** 3.00 |

## 1st Summer

| | | |
|---|---|---|
| WLD151 | Fabrication I | **Credit Hours:** 4.00 |

## 2nd Fall

| | | |
|---|---|---|
| WLD131 | GTAW (TIG) Plate | **Credit Hours:** 4.00 |
| WLD132 | GTAW (TIG) Plate/Pipe | **Credit Hours:** 3.00 |
| DFT151 | CAD I | **Credit Hours:** 3.00 |
| MAC141 | Machining Applications I | **Credit Hours:** 4.00 |

## 2nd Spring

| | | |
|---|---|---|
| WLD231 | GTAW (Tig) Pipe | **Credit Hours:** 3.00 |
| WLD270 | Orbital Welding TIG/Pipe | **Credit Hours:** 4.00 |

| ENG114 | Professional Research & Reporting (CAA) | **Credit Hours:** 3.00 |
|---|---|---|
| PSY150 | General Psychology (CAA) | **Credit Hours:** 3.00 |
| HUM115 | Critical Thinking (CAA) | **Credit Hours:** 3.00 |

## 2nd Summer

| WLD261 | Certification Practices | **Credit Hours:** 2.00 |
|---|---|---|

### Welding Technology: Diploma Program

## 1st Fall

| WLD110 | Cutting Processes | **Credit Hours:** 2.00 |
|---|---|---|
| WLD121 | GMAW (MIG) FCAW/Plate | **Credit Hours:** 4.00 |
| WLD122 | GMAW (MIG) Plate/Pipe | **Credit Hours:** 3.00 |
| WLD141 | Symbols & Specifications | **Credit Hours:** 3.00 |
| MAT110 | Math Measurement & Literacy | **Credit Hours:** 3.00 |

## 1st Spring

| WLD115 | SMAW (Stick) Plate | **Credit Hours:** 5.00 |
|---|---|---|
| WLD116 | SMAW (Stick) Plate/Pipe | **Credit Hours:** 4.00 |
| ENG102 | Applied Communications II | **Credit Hours:** 3.00 |

## Summer

| WLD151 | Fabrication I | **Credit Hours:** 4.00 |
|---|---|---|

## 2nd Fall

| WLD131 | GTAW (TIG) Plate | **Credit Hours:** 4.00 |
|---|---|---|
| WLD132 | GTAW (TIG) Plate/Pipe | **Credit Hours:** 3.00 |

| DFT151 | CAD I | **Credit Hours:** 3.00 |
|--------|-------|------------------------|

| MAC141 | Machining Applications I | **Credit Hours:** 4.00 |
|--------|--------------------------|------------------------|

## Welding Technology: Certificate Program - Emphasis in Basic Techniques

| WLD110 | Cutting Processes | **Credit Hours:** 2.00 |
|--------|-------------------|------------------------|
| WLD115 | SMAW (Stick) Plate | **Credit Hours:** 5.00 |
| WLD131 | GTAW (TIG) Plate | **Credit Hours:** 4.00 |
| WLD141 | Symbols & Specifications | **Credit Hours:** 3.00 |

## Welding Technology: Certificate Program - Emphasis in Intermediate Techniques

The student must fully complete the Welding Technology Emphasis in Basic Techniques certificate before beginning this program of study.

| WLD115 | SMAW (Stick) Plate | **Credit Hours:** 5.00 |
|--------|--------------------|------------------------|
| WLD116 | SMAW (Stick) Plate/Pipe | **Credit Hours:** 4.00 |
| WLD121 | GMAW (MIG) FCAW/Plate | **Credit Hours:** 4.00 |
| WLD132 | GTAW (TIG) Plate/Pipe | **Credit Hours:** 3.00 |

## Welding Technology: Certificate Program - Emphasis in Advanced Techniques

The student must fully complete the Welding Technology Emphasis in Intermediate Techniques certificate before beginning this program of study.

| WLD122 | GMAW (MIG) Plate/Pipe | **Credit Hours:** 3.00 |
|--------|-----------------------|------------------------|
| WLD151 | Fabrication I | **Credit Hours:** 4.00 |
| WLD261 | Certification Practices | **Credit Hours:** 2.00 |
| WLD215 | SMAW (Stick) Pipe | **Credit Hours:** 4.00 |
| WLD231 | GTAW (Tig) Pipe | **Credit Hours:** 3.00 |

## Welding Technology: Certificate Program - Emphasis in Stick Welding

## Major Courses

| | | Credit Hours: |
|---|---|---|
| WLD110 | Cutting Processes | Credit Hours: 2.00 |
| WLD115 | SMAW (Stick) Plate | Credit Hours: 5.00 |
| WLD116 | SMAW (Stick) Plate/Pipe | Credit Hours: 4.00 |
| WLD141 | Symbols & Specifications | Credit Hours: 3.00 |
| WLD215 | SMAW (Stick) Pipe | Credit Hours: 4.00 |

## Welding Technology: Certificate Program - Emphasis in TIG Welding

### Major Courses

| | | Credit Hours: |
|---|---|---|
| WLD110 | Cutting Processes | Credit Hours: 2.00 |
| WLD131 | GTAW (TIG) Plate | Credit Hours: 4.00 |
| WLD132 | GTAW (TIG) Plate/Pipe | Credit Hours: 3.00 |
| WLD141 | Symbols & Specifications | Credit Hours: 3.00 |
| WLD231 | GTAW (Tig) Pipe | Credit Hours: 3.00 |

## Welding Technology: Certificate Program - Emphasis in MIG Welding

### Major Courses

| | | Credit Hours: |
|---|---|---|
| WLD110 | Cutting Processes | Credit Hours: 2.00 |
| WLD121 | GMAW (MIG) FCAW/Plate | Credit Hours: 4.00 |
| WLD122 | GMAW (MIG) Plate/Pipe | Credit Hours: 3.00 |
| WLD141 | Symbols & Specifications | Credit Hours: 3.00 |

## Certificate - Welding Technology (High School Career and College Promise)

### After High School

Hours Needed to Complete Diploma: 24
Hours Needed to Complete Associate Degree: 50

## What it's about

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

## What you can get

Upon successful completion of all courses in this CCP pathway, the student will be awarded a Certificate in Welding - Basic Techniques from DCCC

## Minimum Placement Test Scores

Reading & Sentence Skills - 117
Math Score - N/A
Math Modules - N/A

## High School Junior Year (Fall)

| | | |
|---|---|---|
| WLD141 | Symbols & Specifications | **Credit Hours:** 3.00 |
| WLD110 | Cutting Processes | **Credit Hours:** 2.00 |

## High School Junior Year (Spring)

| | | |
|---|---|---|
| WLD115 | SMAW (Stick) Plate | **Credit Hours:** 5.00 |

## High School Senior Year (Fall)

| | | |
|---|---|---|
| WLD121 | GMAW (MIG) FCAW/Plate | **Credit Hours:** 4.00 |
| WLD131 | GTAW (TIG) Plate | **Credit Hours:** 4.00 |

**DCCC**

THE COLLEGE OF
DAVIDSON AND DAVIE COUNTIES

# School of Health, Wellness & Public Safety

**Last Updated:** Apr 1 2016

# Associate Degree Nursing

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

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

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

The Associate Degree Nursing program consists of three options: Traditional ADN, LPN to ADN and the RIBN option. Upon successful completion of this program, the graduate should possess the knowledge, fundamental skill, and attitudes to:

1. Plan holistic nursing care for individuals across the lifespan experiencing complex alterations in health.
2. Provide safe, culturally competent, therapeutic nursing care to individuals.
3. Safely and ethically manage nursing care within the healthcare system for individuals.

**Accreditation:**

The Associate Degree Nursing program is accredited by the Accreditation Commission for Education in Nursing, Inc., 3343 Peachtree Rd., NE, Suite 850, Atlanta, GA 30326, 404.975.5000 and approved by the North Carolina Board of Nursing.

**Technical Standards:**

In addition to DCCC requirements and course objectives, there are professional standards that encompass communication, motor skills, sensory and cognitive ability and professional conduct that are essential for the competent study and practice of nursing. These technical standards are published in the application packet for admission to health programs and the

Student Handbook.

**Admission Requirements:**

**Traditional Option**

To be eligible for admission to the Traditional ADN option applicants must:

1. Complete the application process as described in the Admission Packet.

2. Demonstrate physical and emotional health status compatible with the ability to provide safe nursing care.

3. Complete an approved <u>Nurse Aide I</u> training course consisting of 70 hours of training, which includes 40 hours of clinical instruction and be listed as a NAI with no substantiated findings prior to first day of the Fall semester.

4. Be currently certified in Healthcare provider CPR prior to the first day of the Fall semester.

**LPN to ADN Option**

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

The following are Admissions criteria for applicants to the hybrid LPN to ADN option.

1. Have completed all required ADN support courses with a "C" or better.
2. Have completed the application process as described in the admission packet.
3. Have graduated from an approved Practical Nurse Education program.
4. Hold an unrestricted North Carolina or <u>compact state</u> license as an LPN.
5. Have 12 months full-time experience or part-time equivalent to 12 months as an LPN.
6. Have achieved an acceptable score on a <u>nursing entrance test. -- NACE Test Information</u>
7. Have physical and emotional health status compatible with the ability to provide safe nursing care.
8. Have signed and submitted Statement for Provision of Clinical Site and Preceptor.
9. Be currently certified in Healthcare Provider CPR prior to the first day of the Fall semester.

**RIBN Option**

RIBN is four years in nursing studies. Students graduate with two degrees in those four years: both an associate degree and bachelor's degree in nursing.

Davidson County Community College (DCCC) is the home school for three years of the program.

Students will be enrolled in both NC A&T State University and DCCC for the first three years of the program, taking the majority of coursework at DCCC.

<u>NCP RIBN</u>

## Probation and Suspension

A nursing student is placed on suspension status from the program for the following reasons:

1. demonstrates behavior which conflicts with safety essential to nursing practice as judged by the nursing faculty;
2. presents physical or emotional problems which conflict with safety essential to nursing practice and does not respond to appropriate treatment and/or counseling within a reasonable period of time; and/or
3. receives a final grade of "D" or "F" in any required course in the ADN curriculum or receives a final clinical evaluation of "Unsatisfactory" in any nursing course.

Nursing students are subject to the same probation and suspension policies as all other students enrolled in the College. Additional criteria apply to nursing students.

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

## Criminal Background Check

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

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

Applicants for initial nursing licensure in North Carolina must must complete a criminal background check as well.

**Associate Degree Nursing: Associate in Applied Science Degree Program**

### 1st Fall

| | | Credit Hours: 4.00 |
| BIO165 | Anatomy & Physiology I (CAA) | |

| | | Credit Hours: 3.00 |
| PSY150 | General Psychology (CAA) | |

| | | Credit Hours: 8.00 |
| NUR111 | Introduction to Health Concepts | |

### 1st Spring

| BIO166 | Anatomy & Physiology II (CAA) | **Credit Hours:** 4.00 |
|---|---|---|
| PSY241 | Developmental Psychology (CAA) | **Credit Hours:** 3.00 |
| NUR112 | Health-Illness Concepts | **Credit Hours:** 5.00 |
| NUR211 | Health Care Concepts | **Credit Hours:** 5.00 |

## Summer

| NUR212 | Health System Concepts | **Credit Hours:** 5.00 |
|---|---|---|

## 2nd Fall

| NUR113 | Family Health Concepts | **Credit Hours:** 5.00 |
|---|---|---|
| NUR114 | Holistic Health Concepts | **Credit Hours:** 5.00 |
| ENG111 | Writing and Inquiry (CAA) | **Credit Hours:** 3.00 |
| HUM115 | Critical Thinking (CAA) | **Credit Hours:** 3.00 |

## 2nd Spring

| ENG112 | Writing and Research in the Disciplines (CAA) | **Credit Hours:** 3.00 |
|---|---|---|
| COM231 | Public Speaking (CAA) | **Credit Hours:** 3.00 |
| NUR213 | Complex Health Concepts | **Credit Hours:** 10.00 |

## Associate Degree Nursing - LPN to ADN: Associate in Applied Science Degree Option

All of the following courses must be completed with a grade of "C" or better prior to acceptance into this option.

BIO 165   Anatomy & Physiology I (DRE 098)

BIO 166   Anatomy & Physiology II (BIO 165)

ENG 111   Writing and Inquiry (CTS 080, DRE 098)

ENG 112   Writing/Research in the Disciplines

PSY 150   General Psychology (DRE 098)

PSY 241   Developmental Psychology (PSY 150)

HUM 115   Critical Thinking (DRE 098, CTS 080)

* Upon successful completion of NUR 221 and 223, credit is awarded for NUR

111, 112, 113, 114, and 211.

## Fall

| | |
|---|---|
| NUR221 | LPN to ADN Concepts I |

**Credit Hours:** 9.00

## Spring

| | |
|---|---|
| NUR223 | LPN to ADN Concepts II |

**Credit Hours:** 9.00

## Associate Degree Nursing - RIBN (Regionally Increasing Baccalaureate Nurses)

### North Carolina Piedmont RIBN Curriculum Plan

(Total Curriculum Hours = 130)

#### Year 1 (2016-2017)

| Fall | Spring | Summer |
|---|---|---|
| **DCCC** | **DCCC** | **DCCC** |
| ENG 111 (3) | ENG 112 (3) | NA I cert. |
| BIO 165 (4) | BIO 166 (4) | MAT 171/A (4) |
| PSY 150 (3) | PSY 241 (3) | |
| ACA 090 (3) *(required if first time college student)* | | |
| **NC A & T** | **NC A & T** | **NC A & T** |
| NURS 100 (1) | LIBS 202 African American Studies (3) | Mentoring (1) |
| **Total Hours = 14** | **Total Hours = 13** | **Total Hours = 5** |

#### Year 2 (2017-2018)

| Fall | Spring | Summer |
|---|---|---|
| **DCCC** | **DCCC** | **DCCC** |
| NUR 111 (8) | NUR 112 (5) | NUR 212 (5) |
| HUM 115 (3) | NUR 211 (5) | BIO 275/A (4) |
| | COM 231 (3) | |
| **NC A & T** | **NC A & T** | **NC A & T** |
| NURS 204 (3) | ENG 200 (3) | PHIL 265 (3) |
| **Total Hours = 14** | **Total Hours = 16** | **Total Hours = 12** |

**Year 3** (2018-2019)

| Fall | Spring | Summer |
|------|--------|--------|
| **DCCC** | **DCCC** | **NCLEX** |
| NUR 113 (5) | NUR 213 (10) | |
| HUM 114 (5) | | |
| CHM 131/A (4) or CHM 151 | | |
| | | |
| **NC A & T** | **NC A & T** | **NC A & T** |
| NURS 467 (3) | NUR 415 (3) | Mentoring (1) |
| | | |
| **Total Hours = 17** | **Total Hours = 13** | **Total Hours = 1** |

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**Year 4** (2019-2020)

| Fall | Spring | Summer |
|------|--------|--------|
| **NC A & T** | **NC A & T** | **NC A & T** |
| NURS 360 (3) | NURS 361 (3) | NURS 365 (3) |
| NURS 362 (1) | | NURS 464 (4) |
| NURS 363 (3) | NURS 460 (4) | NURS 465 (1) |
| NURS 364 (3) | | |
| | | |
| **Total Hours = 10** | **Total Hours = 7** | **Total Hours = 8** |

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# Basic Law Enforcement Training

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

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

Students must successfully complete and pass all units of study mandated by the North Carolina Criminal Justice Education and Training Standards Commission and the North Carolina Sheriffs' Education and Training Standards Comission to receive a certificate.

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

1. Demonstrate an understanding of criminal, juvenile, civil, traffic, and alcoholic beverage control laws.
2. Demonstrate proficiency in defensive tactics, first responder, law enforcement driving, physical fitness, and firearms techniques.

3. Demonstrate proper criminal investigation and traffic accident investigation procedures.
4. Demonstrate an understanding of effective officer interaction with victims, citizens, and special populations.
5. Demonstrate proper law enforcement patrol techniques.
6. Demonstrate an understanding of accepted custody procedures.
7. Demonstrate an understanding of proper court procedures.

**Technical Standards:**

In addition to DCCC requirements and course objectives, there are technical standards that encompass communication, motor skills, sensory and cognitive ability, and professional conduct that are essential for the competent study and practice of Basic Law Enforcement. These technical standards are available from the academic advisor or the director for BLET.

**Admission Requirements:**

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

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

8. Have signed and submitted the Statement of Understanding Concerning Acceptance for Basic Law Enforcement Training.
9. Possess a valid North Carolina driver's license.

## Basic Law Enforcement Training: Certificate Program

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

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

Students who successfully complete Basic Law Enforcement Training and the certification examination will receive 19 semester hours of credit toward the Associate in Applied Science degree in Criminal Justice.

### Major Course

**Credit Hours:** 19.00

| CJC100 | Basic Law Enforcement Training |
|--------|-------------------------------|

# Cancer Information Management

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

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

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

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

1. Display professionalism by projecting a positive attitude, working as a team member, showing initiative and responsibility, and displaying sensitivity to cultural diversity.
2. Compile, maintain, monitor, and report cancer data for research, quality management, facility planning, and marketing.
3. Integrate legal and ethical principles into job responsibilities.
4. Demonstrate the academic knowledge and technical skills for the entry-level cancer registrar.
5. Perform statistical analysis related to descriptive and analytic epidemiology and cancer surveillance. Use current technologies to access and process information.
6. Demonstrate effective written and oral communication skills with consumers and coworkers.

## Accreditation:

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

## Technical Standards:

In addition to DCCC requirements and course objectives, there are professional standards

that encompass communication, motor skills, sensory and cognitive ability and professional conduct that are essential for the competent study and practice of cancer information management. These technical standards are published in the application for admission to health programs and the student handbook.

## Admission Requirements:

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

Applicants for admission to the Cancer Information Management program must complete the requirements for admission as described in the Cancer Information Management Packet.

## Progression Requirements

A student must earn a grade of C or better in all HIT, CIM, BIO & ENG prefix courses in order to progress in the program.

## Criminal Background Check

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

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

### Cancer Information Management: Associate in Applied Science Degree Program

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

### 1st Fall

| | | Credit Hours: 4.00 |
|---|---|---|
| BIO165 | Anatomy & Physiology I (CAA) | |

| | | Credit Hours: 3.00 |
|---|---|---|
| MED121 | Medical Terminology I | |

| | | Credit Hours: 3.00 |
|---|---|---|
| MAT143 | Quantitative Literacy (CAA) | |

| | | Credit Hours: 3.00 |
|---|---|---|
| ENG111 | Writing and Inquiry (CAA) | |

| | | Credit Hours: 3.00 |
|---|---|---|
| PSY150 | General Psychology (CAA) | |

### 1st Spring

| | | Credit Hours: 4.00 |
|---|---|---|
| BIO166 | Anatomy & Physiology II (CAA) | |

| | | |
|---|---|---|
| | **Credit Hours:** 3.00 | |
| MED122 | Medical Terminology II | |

| | | |
|---|---|---|
| | **Credit Hours:** 3.00 | |
| COM120 | Interpersonal Communication (CAA) | |

| | | |
|---|---|---|
| | **Credit Hours:** 2.00 | |
| CIS111 | Basic PC Literacy | |

| | | |
|---|---|---|
| | **Credit Hours:** 3.00 | |
| HUM115 | Critical Thinking (CAA) | |

## 1st Summer

| | | |
|---|---|---|
| | **Credit Hours:** 3.00 | |
| HIT110 | Fundamentals of HIM | |

| | | |
|---|---|---|
| | **Credit Hours:** 3.00 | |
| BIO271 | Pathophysiology (CAA) | |

## 2nd Fall

| | | |
|---|---|---|
| | **Credit Hours:** 3.00 | |
| CIM110 | Registry Organization & Management | |

| | | |
|---|---|---|
| | **Credit Hours:** 4.00 | |
| CIM125 | Cancer Disease Management | |

| | | |
|---|---|---|
| | **Credit Hours:** 3.00 | |
| CIM250 | Cancer Statistics & Epidemiology | |

| | | |
|---|---|---|
| | **Credit Hours:** 3.00 | |
| CIM211 | Abstracting Principles & Practice I | |

| | | |
|---|---|---|
| | **Credit Hours:** 3.00 | |
| HIT226 | Principles of Disease | |

## 2nd Spring

| | | |
|---|---|---|
| | **Credit Hours:** 3.00 | |
| CIM212 | Abstracting Principles & Practice II | |

| | | |
|---|---|---|
| | **Credit Hours:** 2.00 | |
| CIM225 | Cancer Patient Follow-Up | |

| | | |
|---|---|---|
| | **Credit Hours:** 4.00 | |
| CIM150 | Oncology Coding & Staging Systems | |

| | | |
|---|---|---|
| | **Credit Hours:** 4.00 | |
| CIM275 | Professional Directed Practice | |

| | | |
|---|---|---|
| | **Credit Hours:** 3.00 | |
| HIT218 | Management Principles in HIT | |

# Central Sterile Processing

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.

**Competencies:**

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

1. Demonstrate effective written and oral communication skills with coworkers in the role of a sterile processing technician.
2. Use critical thinking to recognize, analyze, and solve problems related to sterile processing.
3. Demonstrate competency in the knowledge and skills required for entry-level sterile processing technician.
4. Display professionalism by projecting a positive attitude, working as a team member, showing initiative and responsibility, and displaying sensitivity to cultural diversity.

**Technical Standards:**

In addition to DCCC requirements and course objectives, there are professional standards that encompass communication, motor skills, sensory and cognitive ability and professional conduct that are essential for the competent study and practice of a sterile processing technician. These technical standards are published in the application for admission to health programs and the Student Handbook.

**Admission Requirements:**

Applicants for admission to the Central Sterile Processing program must:

1. Complete a DCCC Application for Admission for those not currently enrolled at DCCC.
2. Complete and submit a Central Sterile Processing Enrollment Packet.
3. Submit a High school transcript OR GED score report (High school seniors should submit a current transcript by the deadline).
4. Submit an OFFICIAL college transcripts from colleges attended. All transcripts are not required, only those in which you plan to transfer credit must be submitted. College transcripts must arrive in original sealed envelopes. Faxed, copied, and on -line transcripts are not

acceptable

5. Placement scores meeting Central Sterile Processing placement requirements (or approved equivalent) in the areas of computer skills, sentence skills, reading comprehension, arithmetic and algebra

6. Central Sterile Processing Intent Form submitted to admissions.

7. Eligibility Review – After completing the requirements above, you are responsible for scheduling an Eligibility Review appointment with your Enrollment Advisor.

**NOTE: Meeting all admission requirements does not guarantee placement into an allied health program.**

**Transfer Credit for Central Sterile Processing Courses**

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

**Progression Requirements**

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

**Criminal Background Check**

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

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

**Certificate - Central Sterile Processing (High School Career and College Promise)**

**What it's about**

The Central Sterile Processing curriculum is designed to prepare individuals for the field of Sterile Processing and Central Service Supply.

**Courses you'll take**

Students will develop skills necessary to properly disinfect, prepare process, store, and issue both sterile and nonsterile supplies and equipment for patient care. Also, students will learn to operate sterilizing units and monitor effectiveness of the sterilization process.

**What you'll gain**

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.

**Minimum Placement Test Scores**

English/Reading Composite - 151
Math Score - N/A
Math Modules - N/A

---

### First Semester

| | | **Credit Hours:** 8.00 |
|---|---|---|
| STP101 | Intro Sterile Processing | |

| | | **Credit Hours:** 5.00 |
|---|---|---|
| BIO163 | Basic Anatomy & Physiology (CAA) | |

---

### Second Semester

| | | **Credit Hours:** 3.00 |
|---|---|---|
| STP102 | STP Clinical Practice | |

| | | **Credit Hours:** 1.00 |
|---|---|---|
| STP103 | Prof Success Prep | |

---

### After High School

| | | **Credit Hours:** 3.00 |
|---|---|---|
| ENG111 | Writing and Inquiry (CAA) | |

# Cosmetology

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

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

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

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

1. Demonstrate proficiency in skill sets in cosmetology.
2. Utilize math concepts when identifying and applying color.
3. Demonstrate proficiency in hair color techniques.
4. Apply critical thinking skills and basic cosmetology principles to recognize, analyze and solve problems.
5. Demonstrate dependability and responsibility while managing self effectively.

**Technical Standards:**

In addition to DCCC requirements and course objectives, there are professional standards that encompass communication, motor skills, sensory and cognitive ability, and professional conduct that are essential for the competent study and practice of Cosmetic Arts. These technical standards are published in the Student Handbook.

**Admission Requirements:**

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

Applicants for admission to the Cosmetology program must have completed the College's assessment process and achieved acceptable scores.

In accordance with the North Carolina State Board of Cosmetic Arts, please submit an original social security card, tax ID card, or student visa information In addition, please submit a government issued ID and proof of date of birth to Cosmetic Arts Faculty or Staff at the mandatory program orientation. You will not be able to start Cosmetology class until you complete this requirement.

**Projected Costs for Cosmetology**

- Student costs include tuition, fees, and textbooks, plus an implement kit and required uniform.

- These costs may be covered for students who qualify for financial assistance, and college financial aid staff will assist the student in applying for financial aid.  Financial aid may pay for summer semester tuition.  *Financial aid for cosmetology is unique based on the credit hour classification.  The semester a student begins and the specific courses taken will determine when students are eligible for financial aid refunds.

- It is important to apply for admission to the College and financial aid as early as possible.

- All projected costs are estimates, may vary from term to term, and are subject to change without prior notice.

**Examples of Costs**

| | |
|---|---|
| In-State Tuition (per semester): | $1,152 - $2,000 plus fees |
| Textbooks: | $325 (1st semester) |
| Implement Kit: | $700 (1st semester) |
| Advanced textbooks/kits: | $255 (not needed during first term) |
| Required uniform: | $35 - $45 |
| Required nametag: | 1st free ($10 to replace) |

Reminder: All costs are estimates and subject to change without prior notice

**Application/Licensure/Individuals Who Have Been Convicted of Felony**

Any applicant convicted of a felony or charged with a felony that is still pending may apply

for Board approval upon enrollment in a cosmetic art school. All documentation submitted shall have no effect on an individual's ability to attend a cosmetic art school, take an examination administered by the Board, or apply for a license; is not binding on the Board with respect to any future application from the individual reviewed; and is not a final agency decision.

## Cosmetology: Diploma (Fall Start)

### 1st Fall

| | | |
|---|---|---|
| COS111 | Cosmetology Concepts I | **Credit Hours:** 4.00 |
| COS112 | Salon I | **Credit Hours:** 8.00 |
| ENG102 | Applied Communications II | **Credit Hours:** 3.00 |

### 1st Spring

| | | |
|---|---|---|
| COS113 | Cosmetology Concepts II | **Credit Hours:** 4.00 |
| COS114 | Salon II | **Credit Hours:** 8.00 |
| PSY118 | Interpersonal Psychology | **Credit Hours:** 3.00 |

### Summer

| | | |
|---|---|---|
| COS115 | Cosmetology Concepts III | **Credit Hours:** 4.00 |
| COS116 | Salon III | **Credit Hours:** 4.00 |

### 2nd Fall

| | | |
|---|---|---|
| COS117 | Cosmetology Concepts IV | **Credit Hours:** 2.00 |
| COS118 | Salon IV | **Credit Hours:** 7.00 |
| COS223 | Contemporary Hair Coloring | **Credit Hours:** 2.00 |
| COS250 | Computerized Salon Operations | **Credit Hours:** 1.00 |

## Cosmetology: Diploma (Spring Start)

### 1st Spring

| COS111 | Cosmetology Concepts I | **Credit Hours:** 4.00 |
|--------|------------------------|------------------------|
| COS112 | Salon I | **Credit Hours:** 8.00 |
| ENG102 | Applied Communications II | **Credit Hours:** 3.00 |

## Summer

| COS115 | Cosmetology Concepts III | **Credit Hours:** 4.00 |
|--------|--------------------------|------------------------|
| COS116 | Salon III | **Credit Hours:** 4.00 |

## 1st Fall

| COS113 | Cosmetology Concepts II | **Credit Hours:** 4.00 |
|--------|-------------------------|------------------------|
| COS114 | Salon II | **Credit Hours:** 8.00 |
| PSY118 | Interpersonal Psychology | **Credit Hours:** 3.00 |

## 2nd Spring

| COS117 | Cosmetology Concepts IV | **Credit Hours:** 2.00 |
|--------|-------------------------|------------------------|
| COS118 | Salon IV | **Credit Hours:** 7.00 |
| COS223 | Contemporary Hair Coloring | **Credit Hours:** 2.00 |
| COS250 | Computerized Salon Operations | **Credit Hours:** 1.00 |

## Certificate - Cosmetology (High School Career and College Promise)

### What it's about

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.

### What you can get

Upon successful completion of all courses in this CCP pathway, the student will be awarded a Career and College Promise Certificate from DCCC. Once students complete the certificate, they can continue their coursework towards a diploma. Graduates with a diploma qualify to sit for the State Board of Cosmetic Arts examination. Upon successfully passing the State Board exam, graduates will be issued a license. Employment is available in beauty salons and as skin/nail specialists, platform artists, and related businesses.

**Program Specific Details**

In-State Tuition and Fees: Free
1st semester textbooks: $325

Implement Kit:$700
Required uniform: $35 - $45
Required nametag: 1st free ($10 to replace)
ESTIMATED TOTAL COST (Student Responsible) $1,060

*Costs subject to change.

**Application/Licensure/Individuals Who Have Been Convicted of Felony**

Any applicant convicted of a felony or charged with a felony that is still pending may apply for Board approval upon enrollment in a cosmetic art school. All documentation submitted shall have no effect on an individual's ability to attend a cosmetic art school, take an examination administered by the Board, or apply for a license; is not binding on the Board with respect to any future application from the individual reviewed; and is not a final agency decision.

**Minimum Placement Test Scores**

English/Reading Composite - 136
Math Score - 7
Math Modules - 010-030

**After High School**

Hours Needed to Complete Diploma: 38

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### High School Senior Year (Fall)

| | | |
|---|---|---|
| | | **Credit Hours:** 4.00 |
| COS111ab | Cosmetology Concepts I (Fall) | |
| | | **Credit Hours:** 8.00 |
| COS112ab | Salon I (Fall) | |

---

### High School Senior Year (Spring)

| | | |
|---|---|---|
| | | **Credit Hours:** 4.00 |
| COS111bb | Cosmetology Concepts I (Spring) | |
| | | **Credit Hours:** 8.00 |
| COS112bb | Salon 1 (Spring) | |
| | | **Credit Hours:** 8.00 |
| COS114 | Salon II | |
| | | **Credit Hours:** 4.00 |
| COS115 | Cosmetology Concepts III | |

# Cosmetology - Esthetics Technology

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.

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

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

An essential element in the success of the College's Esthetics program is the opportunity

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

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

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

1. Demonstrate proficiency in Esthetic treatment skill sets.
2. Access and use a variety of resources to remain current in the field of Esthetics.
3. Integrate objective and subjective data to create individual treatment plans for clients in a spa setting.

**Technical Standards:**

In addition to DCCC requirements and course objectives, there are professional standards that encompass communication, motor skills, sensory and cognitive ability, and professional conduct that are essential for the competent study and practice of Esthetics Technology. These technical standards are published in the Student Handbook, and/or are available from program faculty.

**Admission Requirements:**

In accordance with the North Carolina State Board of Cosmetic Arts, please submit an original social security card, tax ID card, or student visa information; in addition, please submit a government issued ID and proof of date of birth to Cosmetic Arts faculty and staff at the mandatory program orientation. You will not be able to start Esthetics class until you complete this requirement.

**Projected Costs**

| | |
|---|---|
| Tuition & fees, approximate | $650/per semester |
| Book bundle | $300 1st semester |
| Implement kit | $425 1st semester |
| Required uniform: | $35 - $45 1st semester |
| Required nametag: | 1st free ($10 to replace) |
| Reminder: All costs are estimates and subject to change without prior notice | |

**Cosmetology - Esthetics Technology: Certificate Program**

**1st Fall**

**Credit Hours:** 2.00

COS119          Esthetics Concepts I

| COS120 | Esthetics Salon I | **Credit Hours:** 6.00 |
|--------|-------------------|------------------------|

## 1st Spring

| COS125 | Esthetics Concepts II | **Credit Hours:** 2.00 |
|--------|-----------------------|------------------------|

| COS126 | Esthetics Salon II | **Credit Hours:** 6.00 |
|--------|--------------------|------------------------|

## Certificate - Esthetics (High School Career and College Promise)

### What it's about

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.

### What you can get

Upon successful completion of all courses in this CCP pathway, the student will be awarded a Certificate in Esthetics from DCCC. After completing the program, the student will be eligible to take the NC State Board of Cosmetology Licensing Exams for licensure as an Esthetician.

### Program Specific Details

Tuition and Fees FREE
Textbooks $300.00*
Implement Kit $425.00*
Uniforms $35-$45 (each semester)
ESTIMATED TOTAL COST (Student Responsible) $760-$770
*Costs subject to change.

### Minimum Placement Test Scores

Reading & Sentence Skills - 136
Math Score - 7
Math Modules - 010-030

### After High School

Ready to take State Licensure Exam.

## High School Senior Year (Fall)

| COS119 | Esthetics Concepts I | **Credit Hours:** 2.00 |
|--------|----------------------|------------------------|

| COS120 | Esthetics Salon I | **Credit Hours:** 6.00 |
|--------|-------------------|------------------------|

## High School Senior Year (Spring)

| COS125 | Esthetics Concepts II | **Credit Hours:** 2.00 |
|--------|-----------------------|------------------------|

| COS126 | Esthetics Salon II | **Credit Hours:** 6.00 |
|--------|--------------------|------------------------|

# Criminal Justice Technology

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 constituational law, investigative principles, ethics, and community relations. Additional study may include issues and concepts of government,, communications, computer, 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 Dentention Officer, State Trooper, Intensive Probation/Parole Surveillance Officer, Loss Prevention Specialist, Wildlife Officer, and Alcohol Enforcement Officer.

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

1. Use critical thinking to identify the fundamental building blocks and rles of investigation. Identify the elements of crimes, apply constitutional principles, and avoid civil liability.
2. Communicate effectively through listening, speaking, and writing in courtroom testimony, documentation, and interaction with team members and the public.
3. Identify terms, positions, roles, equipment, and techniques to work effectively and efficiently in teams.

### Criminal Justice Technology: Associate in Applied Science Degree Program

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

Upon successful completion of CJC 100 and state certification, credit is awarded for CJC 121, CJC 131, CJC 132, CJC 221, CJC 231, CJC 232

### 1st Fall

| | | |
|---|---|---|
| | | **Credit Hours:** 3.00 |
| CJC111 | Introduction to Criminal Justice (CAA) | |
| | | **Credit Hours:** 3.00 |
| CJC121 | Law Enforcement Operations (CAA) | |
| | | **Credit Hours:** 3.00 |
| CJC131 | Criminal Law | |
| | | **Credit Hours:** 2.00 |
| CIS111 | Basic PC Literacy | |
| | | **Credit Hours:** 3.00 |
| ENG111 | Writing and Inquiry (CAA) | |
| | | **Credit Hours:** 3.00 |
| CJC113 | Juvenile Justice | |

### 1st Spring

| | | |
|---|---|---|
| | | **Credit Hours:** 3.00 |
| CJC112 | Criminology | |

| CJC132 | Court Procedure & Evidence | **Credit Hours:** 3.00 |
|--------|---------------------------|

| CJC141 | Corrections (CAA) | **Credit Hours:** 3.00 |
|--------|-------------------|

| CJC160 | Terrorism: Underlying Issues | **Credit Hours:** 3.00 |
|--------|------------------------------|

| CJC212 | Ethics & Community Relations | **Credit Hours:** 3.00 |
|--------|------------------------------|

## 1st Summer

| COM120 | Interpersonal Communication (CAA) | **Credit Hours:** 3.00 |
|--------|-----------------------------------|

| ENG114 | Professional Research & Reporting (CAA) | **Credit Hours:** 3.00 |
|--------|-----------------------------------------|

## 2nd Fall

| CJC221 | Investigative Principles | **Credit Hours:** 4.00 |
|--------|--------------------------|

| CJC231 | Constitutional Law | **Credit Hours:** 3.00 |
|--------|--------------------|

| HUM115 | Critical Thinking (CAA) | **Credit Hours:** 3.00 |
|--------|-------------------------|

| MAT143 | Quantitative Literacy (CAA) | **Credit Hours:** 3.00 |
|--------|-----------------------------|

| PSY150 | General Psychology (CAA) | **Credit Hours:** 3.00 |
|--------|--------------------------|

## 2nd Spring

| CJC232 | Civil Liability | **Credit Hours:** 3.00 |
|--------|-----------------|

| CJC214 | Victimology | **Credit Hours:** 3.00 |
|--------|-------------|

| CJC222 | Criminalistics | **Credit Hours:** 3.00 |
|--------|----------------|

## Choose one course from below for 2nd Spring

| CJC215 | Organization & Administration | **Credit Hours:** 3.00 |
|--------|-------------------------------|

| CJC223 | Organized Crime | **Credit Hours:** 3.00 |
|--------|-----------------|

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

**Fall**

| | | |
|---|---|---|
| CJC111 | Introduction to Criminal Justice (CAA) | **Credit Hours:** 3.00 |
| CJC131 | Criminal Law | **Credit Hours:** 3.00 |

**Spring**

| | | |
|---|---|---|
| CJC132 | Court Procedure & Evidence | **Credit Hours:** 3.00 |
| CJC141 | Corrections (CAA) | **Credit Hours:** 3.00 |

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

**Fall**

| | | |
|---|---|---|
| CJC121 | Law Enforcement Operations (CAA) | **Credit Hours:** 3.00 |
| CJC131 | Criminal Law | **Credit Hours:** 3.00 |
| CJC221 | Investigative Principles | **Credit Hours:** 4.00 |

**Spring**

| | | |
|---|---|---|
| CJC132 | Court Procedure & Evidence | **Credit Hours:** 3.00 |
| CJC222 | Criminalistics | **Credit Hours:** 3.00 |

# Dental Assisting (Pending NCCCS Board Approval) New – Spring 2017

The Dental Assisting curriculum prepares individuals to assist the dentist in the delivery of dental treatment and to function as integral members of the dental team while performing chairside and related office and laboratory procedures.

Course work includes instruction in general studies, biomedical sciences, dental sciences, clinical sciences, and clinical practice. A combination of lecture, laboratory, and clinical experiences provide students with knowledge in infection/hazard control, radiography, dental materials, preventive dentistry, and clinical procedures.

Graduates may be eligible to take the Dental Assisting National Board Examination to become Certified Dental Assistants. As a Dental Assistant II, defined by the Dental Laws of North Carolina, graduates work in dental offices and other related areas. The mission of the program is to provide a quality education for the Dental Assisting students to be successful

in the program. The faculty and staff will encourage professional and ethical behavior. The program will provide an environment to promote the team concept, lifelong learning, and the development of the skills and attitudes necessary to achieve the student's goal of becoming a Certified Dental Assistant.

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

   1. Demonstrate effective written and oral communication skills with clients and coworkers in the role of a dental assistant.

   2. Use critical thinking to recognize, analyze, and solve problems related to dental assisting.

   3. Develop and refine skills in chairside, clinical, radiographic, laboratory and infection control procedures.

   4. Master basic dental theory and demonstrate dental assisting competencies.

   5.  Display professionalism by projecting a positive attitude, working as a team member, showing initiative and responsibility, and displaying sensitivity to cultural diversity.

**Technical Standards:**

In addition to DCCC requirements and course objectives, there are professional standards that encompass communication, motor skills, sensory and cognitive ability and professional  conduct that are essential for the competent study and practice of dental assisting.

These technical standards are published in the application for admission to Dental Assisting program and the program student handbook.

**Admission Requirements:**

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

Applicants for admission to the Dental Assisting program must complete the requirements for admission as described in the Dental Assisting Selective Admission Packet.

**Progression Requirements:**

A student must earn a grade of C or better in all DEN, and ENG prefix courses in order to progress in the program.

**Criminal Background Check:**

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

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

**Dental Assisting: Diploma Program**

## General Education Courses

| | | **Credit Hours:** 3.00 |
|---|---|---|
| ENG102 | Applied Communications II | |

| | | **Credit Hours:** 3.00 |
|---|---|---|
| PSY118 | Interpersonal Psychology | |

| | | **Credit Hours:** 2.00 |
|---|---|---|
| CIS111 | Basic PC Literacy | |

## Fall Semester

| | | **Credit Hours:** 3.00 |
|---|---|---|
| DEN110 | Orofacial Anatomy | |

| | | **Credit Hours:** 7.00 |
|---|---|---|
| DEN101 | Preclinical Procedures | |

| | | **Credit Hours:** 4.00 |
|---|---|---|
| DEN102 | Dental Materials | |

| | | **Credit Hours:** 2.00 |
|---|---|---|
| DEN111 | Infection/Hazard Control | |

## Spring Semester

| | | **Credit Hours:** 2.00 |
|---|---|---|
| DEN103 | Dental Sciences | |

| | | **Credit Hours:** 3.00 |
|---|---|---|
| DEN104 | Dental Health Education | |

| | | **Credit Hours:** 2.00 |
|---|---|---|
| DEN105 | Practice Management | |

| | | **Credit Hours:** 6.00 |
|---|---|---|
| DEN106 | Clinical Practice I | |

| | | **Credit Hours:** 3.00 |
|---|---|---|
| DEN112 | Dental Radiography | |

## Summer Semester

| | | **Credit Hours:** 5.00 |
|---|---|---|
| DEN107 | Clinical Practice II | |

# Emergency Medical Science

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

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

agencies.

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

The Emergency Medical Science student should:

1. Perform rapid systematic patient assessment to patients of any age and diverse cultural backgrounds to determine and implement safe, ethical, legal, and appropriate care, utilizing basic and sophisticated medical devices, and the therapeutic pharmacology at entry-level competence.
2. During lab simulations, clinical and field internship experiences safely utilize situational appropriate personal protective equipment (PPE) in accordance with current infection control policies at entry-level competence.
3. Demonstrate professional and effective use of verbal, non-verbal and written communications techniques at entry-level competence.
4. Through lab simulations and actual driving evolutions build a foundation for the safe operation of emergency vehicles in routine and emergency situations.
5. Perform as a competent entry-level Emergency Medical Technician-Paramedic in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains.

**Technical Standards:**

In addition to DCCC requirements and course objectives, there are professional standards that encompass communication, motor skills, sensory and cognitive ability, and professional conduct that are essential for the competent study and practice of Emergency Medical Science. These technical standards are published in the Student Handbook.

**Accreditation:**

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

To contact CoAEMSP:
8301 Lakeview Parkway Suite 111-312
Rowlett, TX 75088
214-703-8445
FAX 214-703-8992
www.coaemsp.org

**Admission Requirements:**

**Policies Regarding EMS Admission with Advanced Standing**

The general admission requirements of the College and of the EMS program apply to

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

EMS 110, EMS 121, EMS 122, EMS 130, EMS 131, EMS 160, EMS 220, EMS 221, EMS 231, EMS 240, EMS 241, EMS 250, EMS 260, EMS 270, EMS 285.

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

## Transfer Credit for EMS Courses

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

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

## Challenge Examinations for EMS Courses

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

## Progression Requirements

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

## Probation and Suspension

EMS students are subject to the same probation and suspension policies as all other students enrolled in the College. Additional criteria for EMS apply.

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

## Criminal Background Check

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

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

## Emergency Medical Science: Associate in Applied Science Degree Program

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

### 1st Fall

| | | |
|---|---|---|
| PSY150 | General Psychology (CAA) | **Credit Hours:** 3.00 |
| EMS110 | EMT | **Credit Hours:** 8.00 |
| ACA090 | Student Success Strategies | **Credit Hours:** 3.00 |
| MED120 | Survey of Medical Terminology | **Credit Hours:** 2.00 |

### 1st Spring

| | | |
|---|---|---|
| EMS131 | Advanced Airway Management | **Credit Hours:** 2.00 |
| EMS122 | EMS Clinical Practicum I | **Credit Hours:** 1.00 |
| EMS130 | Pharmacology | **Credit Hours:** 4.00 |
| ENG111 | Writing and Inquiry (CAA) | **Credit Hours:** 3.00 |
| EMS160 | Cardiology I | **Credit Hours:** 2.00 |
| BIO165 | Anatomy & Physiology I (CAA) | **Credit Hours:** 4.00 |

### Summer

| | | |
|---|---|---|
| EMS220 | Cardiology II | **Credit Hours:** 3.00 |
| EMS221 | EMS Clinical Practicum II | **Credit Hours:** 2.00 |
| EMS240 | Patients W/ Special Challenges | **Credit Hours:** 2.00 |

### 2nd Fall

| | | |
|---|---|---|
| EMS260 | Trauma Emergencies | **Credit Hours:** 2.00 |
| EMS231 | EMS Clinical Practicum III | **Credit Hours:** 3.00 |
| EMS250 | Medical Emergencies | **Credit Hours:** 4.00 |

| EMS270 | Life Span Emergencies | **Credit Hours:** 3.00 |
|---|---|---|
| BIO166 | Anatomy & Physiology II (CAA) | **Credit Hours:** 4.00 |

## 2nd Spring

| EMS241 | EMS Clinical Practicum IV | **Credit Hours:** 4.00 |
|---|---|---|
| EMS140 | Rescue Scene Management | **Credit Hours:** 2.00 |
| EMS285 | EMS Capstone | **Credit Hours:** 2.00 |
| HUM115 | Critical Thinking (CAA) | **Credit Hours:** 3.00 |
| ENG114 | Professional Research & Reporting (CAA) | **Credit Hours:** 3.00 |

## Emergency Medical Science: Associate in Applied Science Degree Program (Bridging Option)

**Bridging Option for Currently Credentialed Paramedics**

Degree requires 66 semester hours. Through the bridging program, currently credentialed Paramedics receive 40 semester hours of advanced placement. The remaining course work to complete the A.A.S. in Emergency Medical Science requires 26 additional semester hours of work outlined below. Students must take 17 hours from the required courses to meet the residency requirements of DCCC, or challenge exams in EMS prefix courses for residency hour requirements.

| EMS140 | Rescue Scene Management | **Credit Hours:** 2.00 |
|---|---|---|
| EMS235 | EMS Management | **Credit Hours:** 2.00 |
| ENG111 | Writing and Inquiry (CAA) | **Credit Hours:** 3.00 |
| ENG114 | Professional Research & Reporting (CAA) | **Credit Hours:** 3.00 |
| PSY150 | General Psychology (CAA) | **Credit Hours:** 3.00 |
| HUM115 | Critical Thinking (CAA) | **Credit Hours:** 3.00 |
| MED120 | Survey of Medical Terminology | **Credit Hours:** 2.00 |
| BIO165 | Anatomy & Physiology I (CAA) | **Credit Hours:** 4.00 |
| BIO166 | Anatomy & Physiology II (CAA) | **Credit Hours:** 4.00 |

## Emergency Medical Science: Certificate Program - EMT

### Major Courses

| | | **Credit Hours:** 8.00 |
|---|---|---|
| EMS110 | EMT | |

| | | **Credit Hours:** 3.00 |
|---|---|---|
| PSY150 | General Psychology (CAA) | |

| | | **Credit Hours:** 2.00 |
|---|---|---|
| MED120 | Survey of Medical Terminology | |

## Certificate – Emergency Medical Science (High School Career and College Promise)

### What it's about

The Emergency Medical Science curriculum is designed to prepare graduates to enter the workforce as EMTs or paramedics.

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

### What you can get

Upon successful completion of all courses in this CCP pathway, the student will be awarded a Certificate in Emergency Medical Science from DCCC and is eligible to take the Emergency Medical Technician certification exam.

Once students complete the certificate they can continue their coursework towards an associate degree. Once students complete the degree, they are eligible to take the paramedic certification exam.

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

**Program Specific Details**

Tuition and Fees - FREE
Textbooks and Supplies - $300
ESTIMATED TOTAL COST (Student Responsible) - $300
*Costs subject to change.

### Minimum Placement Test Scores

English/Reading Composite - 151
Math Score - 7
Math Modules - 010-040

### After High School

Hours Needed to Complete Associate Degree: 51

### High School Senior Year (Fall)

| | | **Credit Hours:** 8.00 |
|---|---|---|
| EMS110 | EMT | |

| | | **Credit Hours:** 3.00 |
|---|---|---|
| MED121 | Medical Terminology I | |

### High School Senior Year (Spring)

| MED122 | Medical Terminology II | **Credit Hours:** 3.00 |

| PSY150 | General Psychology (CAA) | **Credit Hours:** 3.00 |

# **Fire Protection Technology**

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

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

suppression management, law, and codes.

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

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

1. Demonstrate effective and professional communication skills in a variety of emergency situations.
2. Apply critical thinking to risk assessments and leadership methodologies.
3. Apply local government finance and laws to emergency services management.

**Technical Standards:**

In addition to DCCC requirements and course objectives, there are professional standards that encompass communication, motor skills, sensory and cognitive ability and professional conduct that are essential for the competent study and practice of fire protection. These technical standards are published in the Student Handbook and/or are available from program faculty.

**Fire Protection Technology: Associate in Applied Science Degree Program (Emphasis in Fire Protection Administration)**

## **Core Hours**

| FIP120 | Introduction to Fire Protection | **Credit Hours:** 3.00 |
| FIP124 | Fire Protection & Public Education | **Credit Hours:** 3.00 |
| FIP132 | Building Construction | **Credit Hours:** 3.00 |

| FIP152 | Fire Protection Law | **Credit Hours:** 3.00 |

| FIP220 | Fire Fighting Strategies | **Credit Hours:** 3.00 |

| FIP228 | Local Govt Finance | **Credit Hours:** 3.00 |

## Major Hours

| FIP128 | Detection & Investigation | **Credit Hours:** 3.00 |

| FIP136 | Inspections & Codes | **Credit Hours:** 3.00 |

| FIP146 | Fire Protection Systems | **Credit Hours:** 4.00 |

| FIP164 | OSHA Standards | **Credit Hours:** 3.00 |

| FIP221 | Advanced Fire Fighting Strategies | **Credit Hours:** 3.00 |

| FIP232 | Hydraulics & Water Distribution | **Credit Hours:** 3.00 |

| FIP240 | Fire Service Supervision | **Credit Hours:** 3.00 |

| FIP276 | Managing Fire Services | **Credit Hours:** 3.00 |

| FIP230 | Chemistry of Hazardous Materials I | **Credit Hours:** 5.00 |

## General Education

| CIS110 | Introduction to Computers (CAA) | **Credit Hours:** 3.00 |

| COM120 | Interpersonal Communication (CAA) | **Credit Hours:** 3.00 |

| ENG111 | Writing and Inquiry (CAA) | **Credit Hours:** 3.00 |

| MAT110 | Math Measurement & Literacy | **Credit Hours:** 3.00 |

| PSY150 | General Psychology (CAA) | **Credit Hours:** 3.00 |

## Choose 1 HUM course from below

| HUM220 | Human Values and Meaning | **Credit Hours:** 3.00 |

|          |                      | **Credit Hours:** 3.00 |
| HUM115   | Critical Thinking (CAA) |                        |

## Fire Protection Technology: Associate in Applied Science Degree Program (Emphasis in Public Safety Telecommunicator)

### Core Hours

|          |                                 | **Credit Hours:** 3.00 |
| FIP120   | Introduction to Fire Protection |                        |

|          |                                 | **Credit Hours:** 3.00 |
| FIP124   | Fire Protection & Public Education |                     |

|          |                      | **Credit Hours:** 3.00 |
| FIP132   | Building Construction |                        |

|          |                    | **Credit Hours:** 3.00 |
| FIP152   | Fire Protection Law |                        |

|          |                         | **Credit Hours:** 3.00 |
| FIP220   | Fire Fighting Strategies |                       |

|          |                    | **Credit Hours:** 3.00 |
| FIP228   | Local Govt Finance |                        |

### Major Courses

|          |                                        | **Credit Hours:** 3.00 |
| CJC111   | Introduction to Criminal Justice (CAA) |                        |

|          |                | **Credit Hours:** 3.00 |
| FIP164   | OSHA Standards |                        |

|          |                                  | **Credit Hours:** 3.00 |
| CJC121   | Law Enforcement Operations (CAA) |                        |

|          |                             | **Credit Hours:** 3.00 |
| CJC212   | Ethics & Community Relations |                       |

|          |                        | **Credit Hours:** 3.00 |
| FIP276   | Managing Fire Services |                        |

|          |                | **Credit Hours:** 2.00 |
| EMS235   | EMS Management |                        |

|          |                      | **Credit Hours:** 3.00 |
| EPT120   | Sociology of Disaster |                       |

|          |                      | **Credit Hours:** 3.00 |
| EPT140   | Emergency Management |                        |

|          |                   | **Credit Hours:** 4.00 |
| FIP176   | HazMat: Operations |                       |

|          |                     | **Credit Hours:** 3.00 |
| FIP256   | Munic Public Relations |                     |

### General Education

| CIS110 | Introduction to Computers (CAA) | **Credit Hours:** 3.00 |
|---|---|---|
| COM120 | Interpersonal Communication (CAA) | **Credit Hours:** 3.00 |
| ENG111 | Writing and Inquiry (CAA) | **Credit Hours:** 3.00 |
| MAT110 | Math Measurement & Literacy | **Credit Hours:** 3.00 |
| PSY150 | General Psychology (CAA) | **Credit Hours:** 3.00 |

## Choose 1 HUM course from below

| HUM115 | Critical Thinking (CAA) | **Credit Hours:** 3.00 |
|---|---|---|
| HUM220 | Human Values and Meaning | **Credit Hours:** 3.00 |

## Fire Protection Technology: Certificate Program - Emphasis in Management

| FIP120 | Introduction to Fire Protection | **Credit Hours:** 3.00 |
|---|---|---|
| FIP136 | Inspections & Codes | **Credit Hours:** 3.00 |
| FIP220 | Fire Fighting Strategies | **Credit Hours:** 3.00 |
| FIP128 | Detection & Investigation | **Credit Hours:** 3.00 |
| FIP276 | Managing Fire Services | **Credit Hours:** 3.00 |
| FIP228 | Local Govt Finance | **Credit Hours:** 3.00 |

## Fire Protection Technology: Certificate Program - Emphasis in Operations

| FIP120 | Introduction to Fire Protection | **Credit Hours:** 3.00 |
|---|---|---|
| FIP230 | Chemistry of Hazardous Materials I | **Credit Hours:** 5.00 |
| FIP232 | Hydraulics & Water Distribution | **Credit Hours:** 3.00 |
| FIP132 | Building Construction | **Credit Hours:** 3.00 |
| FIP146 | Fire Protection Systems | **Credit Hours:** 4.00 |

## Fire Protection Technology: Certificate Program - Emphasis in Supervision

| | | |
|---|---|---|
| FIP124 | Fire Protection & Public Education | **Credit Hours:** 3.00 |
| FIP240 | Fire Service Supervision | **Credit Hours:** 3.00 |
| FIP152 | Fire Protection Law | **Credit Hours:** 3.00 |
| FIP164 | OSHA Standards | **Credit Hours:** 3.00 |
| FIP128 | Detection & Investigation | **Credit Hours:** 3.00 |
| FIP120 | Introduction to Fire Protection | **Credit Hours:** 3.00 |

## Fire Protection Technology: Certificate Program - Emphasis in Command

| | | |
|---|---|---|
| FIP120 | Introduction to Fire Protection | **Credit Hours:** 3.00 |
| FIP132 | Building Construction | **Credit Hours:** 3.00 |
| FIP152 | Fire Protection Law | **Credit Hours:** 3.00 |
| FIP220 | Fire Fighting Strategies | **Credit Hours:** 3.00 |
| FIP221 | Advanced Fire Fighting Strategies | **Credit Hours:** 3.00 |
| FIP228 | Local Govt Finance | **Credit Hours:** 3.00 |

## Fire Protection Technology: Certificate Program - Emphasis in Core

| | | |
|---|---|---|
| FIP120 | Introduction to Fire Protection | **Credit Hours:** 3.00 |
| FIP124 | Fire Protection & Public Education | **Credit Hours:** 3.00 |
| FIP132 | Building Construction | **Credit Hours:** 3.00 |
| FIP152 | Fire Protection Law | **Credit Hours:** 3.00 |
| FIP220 | Fire Fighting Strategies | **Credit Hours:** 3.00 |

[FIP228](#)      Local Govt Finance

## Fire Protection Technology - Public Safety Telecommunicator: Certificate Program - Emphasis in Community Relations

**Credit Hours:** 3.00

[FIP256](#)      Munic Public Relations

**Credit Hours:** 3.00

[CJC111](#)      Introduction to Criminal Justice (CAA)

**Credit Hours:** 4.00

[FIP176](#)      HazMat: Operations

**Credit Hours:** 3.00

[CJC121](#)      Law Enforcement Operations (CAA)

**Credit Hours:** 2.00

[EMS235](#)      EMS Management

**Credit Hours:** 3.00

[CJC212](#)      Ethics & Community Relations

## Fire Protection Technology - Public Safety Telecommunicator: Certificate Program - Emphasis in Emergency Operations

**Credit Hours:** 3.00

[FIP164](#)      OSHA Standards

**Credit Hours:** 3.00

[EPT140](#)      Emergency Management

**Credit Hours:** 3.00

[FIP276](#)      Managing Fire Services

**Credit Hours:** 2.00

[EMS235](#)      EMS Management

**Credit Hours:** 3.00

[EPT120](#)      Sociology of Disaster

**Credit Hours:** 4.00

[FIP176](#)      HazMat: Operations

## Fire Protection Technology (High School Career and College Promise)

### After High School

Hours Needed to Complete Diploma: n/a
Hours Needed to Complete Associate Degree: 50

### What it's about

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

### What you can get

Upon successful completion of all courses in this pathway, the student will be awarded a Fire Core Certificate from DCCC. Students can complete additional certificates to earn an Associate's Degree in Fire Protection Technology after graduating from High School.

**Minimum Placement Test Scores**

English/Reading Composite - N/A
Math Score - N/A
Math Modules - N/A

---

### High School Junior Year (Fall)

| | | **Credit Hours:** 3.00 |
|---|---|---|
| FIP120 | Introduction to Fire Protection | |

### High School Junior Year (Spring)

| | | **Credit Hours:** 3.00 |
|---|---|---|
| FIP124 | Fire Protection & Public Education | |

### High School Senior Year (Fall)

| | | **Credit Hours:** 3.00 |
|---|---|---|
| FIP132 | Building Construction | |

### High School Senior Year (Spring)

| | | **Credit Hours:** 3.00 |
|---|---|---|
| FIP152 | Fire Protection Law | |

### After High School (Complete Fire Core Certificate)

| | | **Credit Hours:** 3.00 |
|---|---|---|
| FIP220 | Fire Fighting Strategies | |
| | | **Credit Hours:** 3.00 |
| FIP228 | Local Govt Finance | |

# Health Information Technology

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

information.

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

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

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

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

**Accreditation:**

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

**Technical Standards:**

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

**Admission Requirements:**

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

Applicants for admission to the Health Information Technology program must complete the requirements for admission as described in the Allied Health Packet.

**Transfer Credit for Health Information Technology Courses**

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

**Progression Requirements**

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

**Criminal Background Check**

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

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

**Health Information Technology: Associate in Applied Science Degree Program**

NOTE: Special legal requirements exist which may limit the ability of an individual to obtain clinical experience,

employment, or certification in the Health Information field. Prospective students should obtain additional information from a College counselor or program faculty member prior to seeking admission.

## 1st Fall

| | | |
|---|---|---|
| BIO165 | Anatomy & Physiology I (CAA) | **Credit Hours:** 4.00 |
| MED121 | Medical Terminology I | **Credit Hours:** 3.00 |
| HIT110 | Fundamentals of HIM | **Credit Hours:** 3.00 |
| CIS111 | Basic PC Literacy | **Credit Hours:** 2.00 |
| ENG111 | Writing and Inquiry (CAA) | **Credit Hours:** 3.00 |
| HIT114 | Health Data Systems/Standards | **Credit Hours:** 3.00 |

## 1st Spring

| | | |
|---|---|---|
| BIO166 | Anatomy & Physiology II (CAA) | **Credit Hours:** 4.00 |
| MED122 | Medical Terminology II | **Credit Hours:** 3.00 |
| HIT112 | Health Law & Ethics | **Credit Hours:** 3.00 |
| HUM115 | Critical Thinking (CAA) | **Credit Hours:** 3.00 |
| MAT143 | Quantitative Literacy (CAA) | **Credit Hours:** 3.00 |

## Summer

| | | |
|---|---|---|
| COM120 | Interpersonal Communication (CAA) | **Credit Hours:** 3.00 |
| PSY150 | General Psychology (CAA) | **Credit Hours:** 3.00 |

## 2nd Fall

| | | |
|---|---|---|
| HIT226 | Principles of Disease | **Credit Hours:** 3.00 |
| HIT210 | Health Care Statistics | **Credit Hours:** 3.00 |
| HIT211 | ICD Coding | **Credit Hours:** 4.00 |

| HIT122 | Prof Practice Exp I | **Credit Hours:** 1.00 |
|--------|--------------------|------------------------|

| HIT220 | Computers in Health Care | **Credit Hours:** 2.00 |
|--------|--------------------------|------------------------|

## 2nd Spring

| HIT214 | CPT/Other Coding Systems | **Credit Hours:** 2.00 |
|--------|--------------------------|------------------------|

| HIT215 | Reimbursement Methodology | **Credit Hours:** 2.00 |
|--------|---------------------------|------------------------|

| HIT280 | Professional Issues | **Credit Hours:** 2.00 |
|--------|---------------------|------------------------|

| HIT216 | Quality Management | **Credit Hours:** 2.00 |
|--------|--------------------|------------------------|

| HIT222 | Professional Practice Exp III | **Credit Hours:** 2.00 |
|--------|-------------------------------|------------------------|

| HIT124 | Professional Practice Exp. II | **Credit Hours:** 1.00 |
|--------|-------------------------------|------------------------|

| HIT218 | Management Principles in HIT | **Credit Hours:** 3.00 |
|--------|------------------------------|------------------------|

## Certificate - Health Information Technology (High School Career and College Promise)

### What it's about

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

### What you can get

Upon successful completion of all courses in this CCP pathway, the student will be awarded a Certificate in Health Information Technology from DCCC.

Once students complete the certificate they can continue their coursework towards an associate degree. CCP Health Information Technology students will receive 1 point in the admission process for the selective diploma admission program.

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

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

**Program Specific Details**

Tuition and Fees - FREE
Textbooks - $300
ESTIMATED TOTAL COST (Student Responsible) - $300
*Costs subject to change.

### Minimum Placement Test Scores

English/Reading Composite - 151
Math Score - N/A
Math Modules - N/A

### After High School

### High School Senior Year (Fall)

| | | **Credit Hours:** 3.00 |
|---|---|---|
| MED121 | Medical Terminology I | |

| | | **Credit Hours:** 3.00 |
|---|---|---|
| HIT110 | Fundamentals of HIM | |

| | | **Credit Hours:** 2.00 |
|---|---|---|
| CIS111 | Basic PC Literacy | |

### High School Senior Year (Spring)

| | | **Credit Hours:** 3.00 |
|---|---|---|
| MED122 | Medical Terminology II | |

| | | **Credit Hours:** 3.00 |
|---|---|---|
| HIT112 | Health Law & Ethics | |

# Human Services Technology

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

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

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

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

1. Demonstrate a fundamental understanding of human nature and development from a biological, psychological, and sociological perspective as related to Human Services profession.
2. Demonstrate a broad-based understanding of human behavior and social relationships.
3. Apply knowledge of culture and society to social institutions and problem solving, while paying attention to cross-cultural differences.
4. Demonstrate critical reasoning and problem solving, communication skills, and ethical decision making as tools for working and living.

**Technical Standards:**

In addition to DCCC requirements and course objectives, there are professional standards that encompass communication, motor skills, sensory and cognitive ability and professional conduct that are essential for the competent study and practice of human services. These

technical standards are published in the Student Handbook and/or are available from program faculty.

4.1.16

## Admission Requirements:

Students must be admitted to the Human Services program prior to taking Human Service core courses.

Applicants for admission to the Human Services program will need to complete the requirements for admission as described in the Human Services Packet.

## Transfer Credit for Human Services Courses

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

Students wishing to transfer 15 credit hours or more in Human Services (HSE or SAB) to DCCC must obtain a recommendation letter from the parent institution. See your academic advisor for the appropriate form.

## Progression Requirements

A student must meet all prerequisite and corequisite HSE, PSY, ENG, CIS, and SAB course requirements with a grade of "C" or better in order to progress in the program.

### Human Services Technology: Associate in Applied Science Degree Program

**1st Fall**

| | | |
|---|---|---|
| ACA090 | Student Success Strategies | **Credit Hours:** 3.00 |
| HSE110 | Introduction to Human Services | **Credit Hours:** 3.00 |
| HSE112 | Group Process I | **Credit Hours:** 2.00 |
| PSY150 | General Psychology (CAA) | **Credit Hours:** 3.00 |
| CIS110 | Introduction to Computers (CAA) | **Credit Hours:** 3.00 |
| ENG111 | Writing and Inquiry (CAA) | **Credit Hours:** 3.00 |

**1st Spring**

| | | |
|---|---|---|
| HSE123 | Interviewing Techniques | **Credit Hours:** 3.00 |
| SAB110 | Substance Abuse Overview | **Credit Hours:** 3.00 |

| HSE220 | Case Management | **Credit Hours:** 3.00 |
|---|---|---|
| MAT143 | Quantitative Literacy (CAA) | **Credit Hours:** 3.00 |
| SOC213 | Sociology of the Family (CAA) | **Credit Hours:** 3.00 |

### Summer

| PSY241 | Developmental Psychology (CAA) | **Credit Hours:** 3.00 |
|---|---|---|
| SAB135 | Addictive Process | **Credit Hours:** 3.00 |
| HSE127 | Conflict Resolution | **Credit Hours:** 3.00 |

### 2nd Fall

| HSE210 | Human Services Issues | **Credit Hours:** 2.00 |
|---|---|---|
| SOC210 | Introduction to Sociology (CAA) | **Credit Hours:** 3.00 |
| HSE125 | Counseling | **Credit Hours:** 3.00 |
| HSE225 | Crisis Intervention | **Credit Hours:** 3.00 |
| ENG112 | Writing and Research in the Disciplines (CAA) | **Credit Hours:** 3.00 |

### 2nd Spring

| HSE160 | HSE Clinical Supervis I | **Credit Hours:** 1.00 |
|---|---|---|
| HUM115 | Critical Thinking (CAA) | **Credit Hours:** 3.00 |
| HSE163 | HSE Clinical Exp I | **Credit Hours:** 3.00 |
| SOC232 | Social Context of Aging (CAA) | **Credit Hours:** 3.00 |
| PSY265 | Behavioral Modification | **Credit Hours:** 3.00 |

# Medical Assisting

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 and health departments.

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

1. Demonstrate effective written and oral communication skills with consumers and coworkers in the role of medical assistant.
2. Solve problems related to administrative, clinical, and laboratory procedures.
3. Utilize policies and manuals related to administrative, clinical, and laboratory procedures.
4. Perform mathematic calculations related to generating laboratory results and preparing and administering medications.
5. Use current technologies in the implementation of administrative, clinical, and laboratory procedures.
6. Demonstrate the academic knowledge and technical skills necessary for entry-level medical assisting practice.
7. Display professionalism by projecting a positive attitude, working as a team member, showing initiative and responsibility, and displaying sensitivity to cultural diversity.
8. Practice in a legal and ethical manner.

**Accreditation:**

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

Certification Pass Rate: 94% pass rate for AAMA first time attempts in 2014.

**Technical Standards:**

In addition to DCCC requirements and course objectives, there are professional standards that encompass communication, motor skills, sensory and cognitive ability and professional conduct that are essential for the competent study and practice of a medical assistant. These technical standards are published in the application for admission to health programs and the Student Handbook.

**Admission Requirements:**

Applicants for admission to the Medical Assisting program must Complete the requirements for admission as described in the Allied Health Packet.

**Transfer Credit for Medical Assisting Courses**

The decision regarding transfer credit for medical assisting courses is made by the Director

of the program in consultation with members of the faculty and the Associate Dean. Syllabi for courses for which credit is requested will be required.

## Progression Requirements

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

## Criminal Background Check

A criminal background check and drug screen testing are required by the clinical site prior to participation in the clinical component. If any clinical facility refuses to allow the student to participate in clinical experiences in the clinical agency, the student will not be able to progress in the program.

## Medical Assisting: Associate in Applied Science Degree Program

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

### 1st Fall

| | | Credit Hours: |
|---|---|---|
| BIO163 | Basic Anatomy & Physiology (CAA) | 5.00 |
| ENG111 | Writing and Inquiry (CAA) | 3.00 |
| MED110 | Orientation to Medical Assisting | 1.00 |
| MED118 | Medical Law & Ethics | 2.00 |
| MED121 | Medical Terminology I | 3.00 |
| MED130 | Administrative Office Procedures I | 2.00 |

### 1st Spring

| | | Credit Hours: |
|---|---|---|
| MED122 | Medical Terminology II | 3.00 |
| MED131 | Administrative Office Procedures II | 2.00 |
| MED140 | Examining Room Procedures I | 5.00 |
| MED150 | Laboratory Procedures I | 5.00 |
| MED272 | Drug Therapy | 3.00 |

### Summer

| | | |
|---|---|---|
| MED260 | MED Clinical Practicum | **Credit Hours:** 5.00 |
| MED262 | Clinical Perspectives | **Credit Hours:** 1.00 |
| COM120 | Interpersonal Communication (CAA) | **Credit Hours:** 3.00 |

## 2nd Fall

| | | |
|---|---|---|
| MAT143 | Quantitative Literacy (CAA) | **Credit Hours:** 3.00 |
| MED240 | Examining Room Procedures II | **Credit Hours:** 5.00 |
| MED232 | Medical Insurance Coding | **Credit Hours:** 2.00 |
| MED270 | Symptomatology | **Credit Hours:** 3.00 |

## 2nd Spring

| | | |
|---|---|---|
| PSY150 | General Psychology (CAA) | **Credit Hours:** 3.00 |
| CIS110 | Introduction to Computers (CAA) | **Credit Hours:** 3.00 |
| HUM115 | Critical Thinking (CAA) | **Credit Hours:** 3.00 |

## Medical Assisting: Diploma Program

## Fall

| | | |
|---|---|---|
| BIO163 | Basic Anatomy & Physiology (CAA) | **Credit Hours:** 5.00 |
| ENG111 | Writing and Inquiry (CAA) | **Credit Hours:** 3.00 |
| MED110 | Orientation to Medical Assisting | **Credit Hours:** 1.00 |
| MED118 | Medical Law & Ethics | **Credit Hours:** 2.00 |
| MED121 | Medical Terminology I | **Credit Hours:** 3.00 |
| MED130 | Administrative Office Procedures I | **Credit Hours:** 2.00 |

## Spring

| MED122 | Medical Terminology II | **Credit Hours:** 3.00 |
|--------|------------------------|------------------------|

| MED131 | Administrative Office Procedures II | **Credit Hours:** 2.00 |
|--------|-------------------------------------|------------------------|

| MED140 | Examining Room Procedures I | **Credit Hours:** 5.00 |
|--------|-----------------------------|------------------------|

| MED150 | Laboratory Procedures I | **Credit Hours:** 5.00 |
|--------|--------------------------|------------------------|

| MED272 | Drug Therapy | **Credit Hours:** 3.00 |
|--------|--------------|------------------------|

## Summer

| MED260 | MED Clinical Practicum | **Credit Hours:** 5.00 |
|--------|-------------------------|------------------------|

| MED262 | Clinical Perspectives | **Credit Hours:** 1.00 |
|--------|------------------------|------------------------|

| COM120 | Interpersonal Communication (CAA) | **Credit Hours:** 3.00 |
|--------|------------------------------------|------------------------|

## Medical Assisting: Certificate Program

### 1st Fall

| BIO163 | Basic Anatomy & Physiology (CAA) | **Credit Hours:** 5.00 |
|--------|-----------------------------------|------------------------|

| MED121 | Medical Terminology I | **Credit Hours:** 3.00 |
|--------|------------------------|------------------------|

| MED130 | Administrative Office Procedures I | **Credit Hours:** 2.00 |
|--------|-------------------------------------|------------------------|

### 1st Spring

| MED122 | Medical Terminology II | **Credit Hours:** 3.00 |
|--------|-------------------------|------------------------|

| MED131 | Administrative Office Procedures II | **Credit Hours:** 2.00 |
|--------|-------------------------------------|------------------------|

| MED232 | Medical Insurance Coding | **Credit Hours:** 2.00 |
|--------|---------------------------|------------------------|

## Certificate - Medical Office Administration (High School Career and College Promise)

### What it's about

The Medical Office Administration curriculum prepares multi-skilled health care professionals qualified to perform administrative procedures.

### What you can get

Upon successful completion of all courses in this CCP pathway, the student will be awarded a Certificate in Medical Assisting - Medical Office from DCCC.

Once students complete the certificate they can continue their coursework towards a diploma or associate degree.

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

## Program Specific Details

Tuition and Fees - FREE
Textbooks - $300
ESTIMATED TOTAL COST (Student Responsible) - $300
*Costs subject to change.

**Minimum Placement Test Scores**

Reading & Sentence Skills – 151
Math Score - N/A
Math Modules - N/A

**After High School**

Hours Needed to Complete Associate Degree: 47

### High School Junior Year (Fall)

| MED121 | Medical Terminology I | **Credit Hours:** 3.00 |
| --- | --- | --- |

### High School Junior Year (Spring)

| MED122 | Medical Terminology II | **Credit Hours:** 3.00 |
| --- | --- | --- |
| BIO163 | Basic Anatomy & Physiology (CAA) | **Credit Hours:** 5.00 |

### High School Senior Year (Fall)

| MED130 | Administrative Office Procedures I | **Credit Hours:** 2.00 |
| --- | --- | --- |

### High School Senior Year (Spring)

| MED131 | Administrative Office Procedures II | **Credit Hours:** 2.00 |
| --- | --- | --- |
| MED232 | Medical Insurance Coding | **Credit Hours:** 2.00 |

# Medical Laboratory Technology

The Medical Laboratory Technology curriculum prepares individuals to perform clinical laboratory procedures in chemistry, hematology, microbiology, and immunohematology that may be used in the maintenance of health and diagnosis/treatment of disease. It is the mission of the Medical Laboratory Technology Program to provide quality learning opportunities to prepare individuals for successful employment as Medical Laboratory Technician.

Course work emphasizes mathematical and scientific concepts related to specimen

collection, laboratory testing and procedures, quality assurance, and reporting/recording and interpreting findings involving tissues, blood, and body fluids.

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

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

1. Demonstrate effective written and oral communication skills with consumers and coworkers.
2. Apply critical thinking to solve problems related to clinical lab procedures.
3. Utilize current technologies to access and process information.
4. Demonstrate the academic knowledge and technical skills necessary for entry-level medical laboratory practice.
5. Display professionalism and interdependence by projecting a positive attitude, working as a team member, showing initiative and responsibility, and displaying sensitivity to diversity.

**Program Outcome Goals:**

1. Graduation Rate: At least 70% of those entering the second half of the program (first clinical rotation) will graduate from the program.
2. Passing Rate for Certification Exams: At least 75% of those graduating in a given year will pass the Board of Certification examination within the first year of graduation.
3. Employment of Graduates: At least 70% of graduates who seek employment will be successful in obtaining employment in MLT or continue their education within one year of graduation.
4. Graduate Satisfaction: At least 90% of graduates will evaluate the quality of instruction, their ability to perform as an entry-level MLT, and the impact of the program on the quality of life in positive terms.

See MLT Student Handbook for Program Outcome results

**Accreditation:**

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

**Technical Standards:**

In addition to DCCC requirements and course objectives, there are professional standards that encompass communication, motor skills, sensory and cognitive ability and professional conduct that are essential for the competent study and practice of medical laboratory technology. These technical standards are published in the application for admission to health programs and the Student Handbook.

**Admission Requirements:**

Applicants for admission to the Medical Laboratory Technology program must complete the requirements for admission as described in the Allied Health Packet.

**Advanced Placement/Transfer Credit for Medical Laboratory Technology Courses**

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

## Progression Requirements

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

## Criminal Background Check

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

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

## Medical Laboratory Technology: Associate in Applied Science Degree Program

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

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### 1st Fall

| | | |
|---|---|---|
| MAT143 | Quantitative Literacy (CAA) | **Credit Hours:** 3.00 |
| MLT110 | Introduction to MLT | **Credit Hours:** 3.00 |
| MLT140 | Introduction to Microbiology | **Credit Hours:** 3.00 |
| MLT240 | Special Clinical Microbiology | **Credit Hours:** 3.00 |

---

### For 1st Fall either take

| | | |
|---|---|---|
| BIO163 | Basic Anatomy & Physiology (CAA) | **Credit Hours:** 5.00 |

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### OR BOTH

| | | |
|---|---|---|
| BIO165 | Anatomy & Physiology I (CAA) | **Credit Hours:** 4.00 |
| BIO166 | Anatomy & Physiology II (CAA) | **Credit Hours:** 4.00 |

---

### 1st Spring

| | | |
|---|---|---|
| CHM130 | General, Organic & Biochemistry (CAA) | **Credit Hours:** 3.00 |
| CHM130A | General Organic & Biochemistry Lab (CAA) | **Credit Hours:** 1.00 |

| MLT111 | Urinalysis & Body Fluids | **Credit Hours:** 2.00 |
|--------|--------------------------|------------------------|
| MLT120 | Hematology/Hemostasis I | **Credit Hours:** 4.00 |
| MLT125 | Immunohematology I | **Credit Hours:** 5.00 |
| MLT220 | Hematology/Hemostasis II | **Credit Hours:** 3.00 |

## Summer

| MLT130 | Clinical Chemistry I | **Credit Hours:** 4.00 |
|--------|----------------------|------------------------|
| MLT217 | Professional Issues | **Credit Hours:** 1.00 |
| HUM115 | Critical Thinking (CAA) | **Credit Hours:** 3.00 |

## 2nd Fall

| MLT216 | Professional Issues | **Credit Hours:** 1.00 |
|--------|---------------------|------------------------|
| MLT257 | MLT Practicum I | **Credit Hours:** 8.00 |
| ENG111 | Writing and Inquiry (CAA) | **Credit Hours:** 3.00 |

## 2nd Spring

| COM120 | Interpersonal Communication (CAA) | **Credit Hours:** 3.00 |
|--------|-----------------------------------|------------------------|
| PSY150 | General Psychology (CAA) | **Credit Hours:** 3.00 |
| MLT266 | MLT Practicum II | **Credit Hours:** 6.00 |

# Nurse Aide

The Nurse Aide curriculum prepares individuals to work under the supervision of licensed health care professionals in performing nursing care and services for persons of all ages.

Course work emphasizes growth and development throughout the life span, 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.

Graduates of this curriculum may be eligible to be listed on the registry as a Nursing Assistant I and Geriatric Aide. They may be employed in home health agencies, hospitals,

clinics, nursing homes, extended care facilities, and doctors' offices.

Upon successful completion of the Nurse Aide program, the graduate should be able to:

1. Function within the role and scope of practice of a Nurse Aide as a member of the healthcare team.
2. Identify psychological and social needs of clients in a variety of healthcare settings.
3. Demonstrate skills necessary to qualify as Nurse Aide I with the North Carolina Nurse Aide I Registry.
4. Demonstrate skills necessary to qualify as a Geriatric Aide with the North Carolina Nurse Aide Registry.

## Technical Standards:

In addition to DCCC requirements and course objectives, there are professional standards that encompass communication, motor skills, sensory and cognitive ability and professional conduct that are essential for the competent study and practice of a nurse aide. These technical standards are published in the application packet for admission to health programs and the Student Handbook.

## Admission Requirements:

Students must be admitted to the Nurse Aide program prior to taking NAS 101.

Applicants for admission to the Nurse Aide program must:

1. Complete the College's assessment process and achieved acceptable scores or been exempted from placement.
2. Demonstrate physical and emotional health status compatible with the ability to provide safe care to clients and to obtain acceptance for clinical training.\
3. Attend a required NAS Orientation.

## Progression Requirements

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

## Criminal Background Check

A criminal background check and drug screen testing are required by the clinical site prior to participation in the clinical component.
If any clinical facility refuses to allow the student to participate in clinical experiences in that clinical agency, the student will not be able to progress in the program.

### Nurse Aide: Certificate Program

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### 1st Semester

**Credit Hours:** 6.00

NAS101               Nurse Aide I

**Credit Hours:** 6.00

NAS106               Geriatric Aide

### Certificate - Nurse Aide (High School Career and College Promise)

### What it's about

The Nurse Aide curriculum prepares individuals to work under the supervision of licensed healthcare professionals in performing nursing care and services for persons of all ages. They may be employed in home health agencies, hospitals, clinics, nursing homes, extended care facilities, and doctors' offices.

### What you can get

Upon successful completion of all courses in this CCP pathway, the student will be awarded a Certificate in Nurse Aide from DCCC. After completing NAS 101, the student will be eligible to take the Nurse Aide I state test for listing as an NAI on the Nurse Aide Registry (additional cost). After successful completion of NAS 106 and current listing as a Nurse Aide I, students will be eligible for listing as a Geriatric Aide on the NC Nurse Aide Registry.

### Program specific details

Tuition and Fees - FREE
Textbooks - $175.00
Student Course Packet - FREE
Student Kit - $5.00
BLS for Healthcare Providers, Manual Blood Pressure Cuff and Stethoscope - $80.00 (May be provided by High School)
Immunizations, Criminal Background/Drug Screen (costs vary based on the individual) - $105.00
ESTIMATED TOTAL COST (Student Responsible) $365.00
*Costs subject to change.

### Minimum Placement Test Scores

English/Reading Composite - 136
Math Score - N/A
Math Modules - N/A

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### High School Senior Year

| | | **Credit Hours:** 6.00 |
|---|---|---|
| NAS101 | Nurse Aide I | |

| | | **Credit Hours:** 6.00 |
|---|---|---|
| NAS106 | Geriatric Aide | |

# Paralegal Technology

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.

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

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

## Paralegal Technology: Associate in Applied Science Degree Program

### 1st Fall

| | | |
|---|---|---|
| | | **Credit Hours:** 2.00 |
| LEX110 | Introduction to Paralegal Study | |
| | | **Credit Hours:** 3.00 |
| LEX120 | Legal Research/Writing I | |
| | | **Credit Hours:** 3.00 |
| LEX140 | Civil Litigation I | |
| | | **Credit Hours:** 3.00 |
| CIS110 | Introduction to Computers (CAA) | |
| | | **Credit Hours:** 3.00 |
| ENG111 | Writing and Inquiry (CAA) | |
| | | **Credit Hours:** 3.00 |
| BUS115 | Business Law I (CAA) | |

### 1st Spring

| | | |
|---|---|---|
| | | **Credit Hours:** 3.00 |
| LEX121 | Legal Research/Writing II | |
| | | **Credit Hours:** 3.00 |
| LEX141 | Civil Litigation II | |
| | | **Credit Hours:** 2.00 |
| LEX286 | Medical Evidence Analysis | |

| LEX130 | Civil Injuries | **Credit Hours:** 3.00 |
|--------|----------------|------------------------|
| PSY150 | General Psychology (CAA) | **Credit Hours:** 3.00 |
| ENG114 | Professional Research & Reporting (CAA) | **Credit Hours:** 3.00 |

## 2nd Fall

| LEX210 | Real Property I | **Credit Hours:** 3.00 |
|--------|-----------------|------------------------|
| LEX250 | Wills, Estates & Trusts | **Credit Hours:** 3.00 |
| LEX150 | Commercial Law I | **Credit Hours:** 3.00 |
| LEX288 | Elder Law | **Credit Hours:** 3.00 |
| MAT143 | Quantitative Literacy (CAA) | **Credit Hours:** 3.00 |
| CJC131 | Criminal Law | **Credit Hours:** 3.00 |

## 2nd Spring

| LEX211 | Real Property II | **Credit Hours:** 3.00 |
|--------|------------------|------------------------|
| LEX280 | Ethics & Professionalism | **Credit Hours:** 2.00 |
| LEX240 | Family Law | **Credit Hours:** 3.00 |
| HUM115 | Critical Thinking (CAA) | **Credit Hours:** 3.00 |

## Choose one of the following courses for 2nd Spring

| WBL111 | Work Based Learning I | **Credit Hours:** 1.00 |
|--------|-----------------------|------------------------|
| LEX270 | Law Office Mgt/Technology | **Credit Hours:** 2.00 |
| CTS130 | Spreadsheet | **Credit Hours:** 3.00 |

## Paralegal Technology: Civil Litigation Certificate

## Fall

| LEX120 | Legal Research/Writing I | **Credit Hours:** 3.00 |
|---|---|---|

| LEX140 | Civil Litigation I | **Credit Hours:** 3.00 |
|---|---|---|

**CHOOSE 1 COURSE FROM BELOW FOR FALL**

| WBL111 | Work Based Learning I | **Credit Hours:** 1.00 |
|---|---|---|

| CTS130 | Spreadsheet | **Credit Hours:** 3.00 |
|---|---|---|

| LEX270 | Law Office Mgt/Technology | **Credit Hours:** 2.00 |
|---|---|---|

## Spring

| LEX121 | Legal Research/Writing II | **Credit Hours:** 3.00 |
|---|---|---|

| LEX141 | Civil Litigation II | **Credit Hours:** 3.00 |
|---|---|---|

| LEX130 | Civil Injuries | **Credit Hours:** 3.00 |
|---|---|---|

| LEX280 | Ethics & Professionalism | **Credit Hours:** 2.00 |
|---|---|---|

## Paralegal Technology: Real Estate Certificate

### Fall

| LEX150 | Commercial Law I | **Credit Hours:** 3.00 |
|---|---|---|

| LEX210 | Real Property I | **Credit Hours:** 3.00 |
|---|---|---|

| LEX250 | Wills, Estates & Trusts | **Credit Hours:** 3.00 |
|---|---|---|

### Spring

| LEX211 | Real Property II | **Credit Hours:** 3.00 |
|---|---|---|

| LEX280 | Ethics & Professionalism | **Credit Hours:** 2.00 |
|---|---|---|

**CHOOSE 1 COURSE FROM BELOW**

| WBL111 | Work Based Learning I | **Credit Hours:** 1.00 |
|---|---|---|

**Credit Hours:** 3.00

[CTS130](#)                    Spreadsheet

**Credit Hours:** 2.00

[LEX270](#)                    Law Office Mgt/Technology

## CHOOSE 1 COURSE FROM BELOW

**Credit Hours:** 3.00

[LEX240](#)                    Family Law

**Credit Hours:** 3.00

[LEX288](#)                    Elder Law

# Pharmacy Technology

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

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

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

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

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

**Accreditation:**

The Davidson County Community College Pharmacy Technology program is accredited by ACPE (Accreditation Council for Pharmacy Education) and by the American Society of Health-System Pharmacists (ASHP), 7272 Wisconsin Avenue, Bethesda, MD 20814, 866.279.0681

**Technical Standards:**

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

**Admission Requirements:**

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

- Applicants for admission to the Pharmacy Technology Diploma program will need to complete the requirements for admission as described in the Allied Health Packet.

**Readmission Policy**

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

**Policies Regarding PHM Admission with Advanced Standing**

The general admission requirements of the College and of the PHM program apply to persons seeking admission into the PHM program with advanced standing. Those applying for advanced standing must have current or recent work in a pharmacy setting as well as hold a current national pharmarcy technician credential as a CPhT. Credit may be granted for the following courses, dependent on the work history and/or combination of credentials:

PHM 132, PHM 134, PHM 140, PHM 165.

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

**Transfer Credit for PHM Courses**

The decision regarding transfer credit for PHM courses is made by the Program Director and Associate Dean, Health, Wellness, and Public Safety, in consultation with members of the Pharmacy Technology faculty. Syllabi for courses for which credit is requested will be required.

PHM students satisfying the requirements for Advanced Standing will be admitted to the Pharmacy diploma program. Students admitted to the challenge option must complete at least 9 credit hours of the required courses in the PHM diploma program at Davidson County Community College.

## Challenge Examinations for PHM Courses

Students with current or recent work in a pharmacy setting and holding a current national pharmacy technician credential as a CPhT, may receive course credit for specific PHM courses. Students with work experience may be eligible to take a challenge exam for PHM courses and should contact their advisor.

## Progression Requirements

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

## Probation and Suspension

Pharmacy Technology students are subject to the same probation and suspension policies as all other students enrolled in the College. In addition, a student is suspended from the program if the student receives a final grade of "D" or "F" in any required course in the Pharmacy Technology curriculum or receives a final clinical evaluation of "unsatisfactory" in any PHM course.

## Criminal Background Check

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

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

## Registration and National Certification

The NC State Board of Pharmacy requires registration in order to work as a pharmacy technician in North Carolina: www.ncbop.org

National certification of pharmacy technicians is offered through the Pharmacy Technician Certification Board (PTCB) and is currently voluntary in North Carolina: www.ptcb.org   To be eligible for certification and take the Pharmacy Technician Certification Exam, the applicant will have received a high school diploma, a High School Equivalency or the foreign equivalent by the application deadline and have never been convicted of a felony.

## Pharmacy Technology: Associate in Applied Science Degree Program

### 1st Fall

| | | |
|---|---|---|
| | | **Credit Hours:** 3.00 |
| COM120 | Interpersonal Communication (CAA) | |
| | | **Credit Hours:** 3.00 |
| ENG111 | Writing and Inquiry (CAA) | |
| | | **Credit Hours:** 3.00 |
| PHM110 | Introduction to Pharmacy | |
| | | **Credit Hours:** 4.00 |
| PHM111 | Pharmacy Practice I | |

| PHM115 | Pharmacy Calculations | **Credit Hours:** 3.00 |
|--------|----------------------|-----------------------|

| PHM120 | Pharmacology I | **Credit Hours:** 3.00 |
|--------|----------------|-----------------------|

## 1st Spring

| PHM118 | Sterile Products | **Credit Hours:** 4.00 |
|--------|------------------|-----------------------|
| PHM125 | Pharmacology II | **Credit Hours:** 3.00 |
| PHM140 | Trends in Pharmacy | **Credit Hours:** 2.00 |
| PHM132 | Pharmacy Clinical | **Credit Hours:** 2.00 |
| PHM134 | Pharmacy Clinical | **Credit Hours:** 4.00 |
| PHM165 | Pharmacy Professional Practice | **Credit Hours:** 2.00 |

## Summer

| HUM115 | Critical Thinking (CAA) | **Credit Hours:** 3.00 |
|--------|------------------------|-----------------------|

## 2nd Fall

| BIO163 | Basic Anatomy & Physiology (CAA) | **Credit Hours:** 5.00 |
|--------|----------------------------------|-----------------------|
| MAT171 | Precalculus Algebra (CAA) | **Credit Hours:** 4.00 |
| PHM160 | Pharm Dosage Forms | **Credit Hours:** 3.00 |
| PHM150 | Hospital Pharmacy | **Credit Hours:** 4.00 |
| PHM155 | Community Pharmacy | **Credit Hours:** 3.00 |

## 2nd Spring

| PHM265 | Professional Issues | **Credit Hours:** 3.00 |
|--------|---------------------|-----------------------|
| PHM138 | Pharmacy Clinical | **Credit Hours:** 8.00 |
| PSY150 | General Psychology (CAA) | **Credit Hours:** 3.00 |

## Pharmacy Technology: Diploma Program

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

### Fall

| | | |
|---|---|---|
| COM120 | Interpersonal Communication (CAA) | **Credit Hours:** 3.00 |
| ENG111 | Writing and Inquiry (CAA) | **Credit Hours:** 3.00 |
| PHM110 | Introduction to Pharmacy | **Credit Hours:** 3.00 |
| PHM111 | Pharmacy Practice I | **Credit Hours:** 4.00 |
| PHM115 | Pharmacy Calculations | **Credit Hours:** 3.00 |
| PHM120 | Pharmacology I | **Credit Hours:** 3.00 |

### Spring

| | | |
|---|---|---|
| PHM118 | Sterile Products | **Credit Hours:** 4.00 |
| PHM125 | Pharmacology II | **Credit Hours:** 3.00 |
| PHM140 | Trends in Pharmacy | **Credit Hours:** 2.00 |
| PHM132 | Pharmacy Clinical | **Credit Hours:** 2.00 |
| PHM134 | Pharmacy Clinical | **Credit Hours:** 4.00 |
| PHM165 | Pharmacy Professional Practice | **Credit Hours:** 2.00 |

## Certificate - Pharmacy Technology (High School Career and College Promise)

### What it's about

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.

### What you can get

Upon successful completion of all courses in this CCP pathway, the student will be awarded a Certificate in Pharmacy Technology from DCCC.
Once students complete the certificate they can continue their coursework towards a diploma or associate degree.
CCP Pharmacy Tech students will receive 1 point in the admission process for the selective diploma admission program.
Once students complete the diploma, they are eligible to take the national Pharmacy Tech certification exam.

**Program Specific Details**

Tuition and Fees - FREE
Textbooks - $175.00
 ESTIMATED TOTAL COST (Student Responsible) - $175.00
*Costs subject to change.

**Minimum Placement Test Scores**

English/Reading Composite - 151
Math Score - 7
Math Modules - 010-040

**After High School**

Hours Needed to Complete Associate Degree: 59
Hours Needed to Complete Diploma: 24

---

**High School Senior Year (Fall)**

| | | **Credit Hours:** 3.00 |
| PHM110 | Introduction to Pharmacy | |

| | | **Credit Hours:** 3.00 |
| PHM115 | Pharmacy Calculations | |

| | | **Credit Hours:** 3.00 |
| PHM120 | Pharmacology I | |

---

**High School Senior Year (Spring)**

| | | **Credit Hours:** 3.00 |
| PHM125 | Pharmacology II | |

# <u>Phlebotomy</u>

The Phlebotomy curriculum prepares individuals to obtain blood and other specimens for the purpose of laboratory analysis.

Course work includes proper specimen collection and handling, communication skills, and maintaining patient data.

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

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

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

### Technical Standards:

In addition to DCCC requirements and course objectives, there are professional standards that encompass communication, motor skills, sensory and cognitive ability and professional conduct that are essential for the competent study and practice of Phlebotomy. These technical standards are published in the application packet for admission to health programs and the Student Handbook.

### Admission Requirements:

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

Applicants for admission to the Phlebotomy program must complete the requirements for admission as described in the Phlebotomy Packet.

### Progression Requirements

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

### Criminal Background Check

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

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

#### Phlebotomy: Certificate Program

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

|  |  | **Credit Hours:** 6.00 |
|---|---|---|
| PBT100 | Phlebotomy Technology | |

|  |  | **Credit Hours:** 3.00 |
|---|---|---|
| PBT101 | Phlebotomy Practicum | |

### Choose one course from below

|  |  | **Credit Hours:** 3.00 |
|---|---|---|
| PSY118 | Interpersonal Psychology | |

|  |  | **Credit Hours:** 3.00 |
|---|---|---|
| PSY150 | General Psychology (CAA) | |

# Practical Nurse Education

The Practical Nurse Education curriculum prepares individuals with knowledge and skills to provide nursing care to children and adults. Individuals are also prepared to continue their education to become registered nurses.

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

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

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

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

**Technical Standards:**

In addition to DCCC requirements and course objectives, there are professional standards that encompass communication, motor skills, sensory and cognitive ability and professional conduct that are essential for the competent study and practice of nursing. These technical standards are published in the application packet for admission to the Practical Nurse Education program and the Student Handbook.

**Admission Requirements:**

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

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

1. Completed and submitted an Application for Admission.
2. Graduated from high school or have an Adult High School Diploma or have passed the GED with an equivalency certification which meets minimum requirements set by the State of North Carolina. Official high school transcript and copy of AHS diploma/GED certificate and official college transcripts, where applicable, must be on file in the Admissions Office.
3. Completed the College's assessment process and achieved acceptable scores or be exempted from placement, or satisfactorily completed all needed preparatory courses by the end of fall semester prior to acceptance.
4. Completed the application process as described in the PNE admission packet.
5. Physical and emotional health status compatible with the ability to provide safe nursing care.
6. Completed a state-approved <u>Nursing Assistant I training course</u> consisting of 70 hours of training, which includes 40 hours of clinical instruction and be listed as a NAI with no substantiated findings by the time of entry to the program.
7. Be currently certified in Healthcare Provider CPR at the time of entry into the program.

**Probation and Suspension**

A nursing student is placed on suspension status from the program for the following reasons:

1. demonstrates behavior which conflicts with safety essential to nursing practice as judged by the nursing faculty;
2. presents physical or emotional problems which conflict with safety essential to nursing practice and does not respond to appropriate treatment and/or counseling within a reasonable period of time; and/or
3. receives a final grade of "D" or "F" in any required course in the ADN or PNE curriculum or receives a final clinical evaluation of "Unsatisfactory" in any nursing course.

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

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

**Criminal Background Check**

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

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

<u>**Practical Nurse Education: Diploma Program**</u>

**Fall**

| | | |
|---|---|---|
| | | **Credit Hours:** 5.00 |
| BIO163 | Basic Anatomy & Physiology (CAA) | |
| | | **Credit Hours:** 3.00 |
| PSY150 | General Psychology (CAA) | |
| | | **Credit Hours:** 11.00 |
| NUR101 | Practical Nursing I | |

**Spring**

| | | |
|---|---|---|
| | | **Credit Hours:** 3.00 |
| PSY241 | Developmental Psychology (CAA) | |

| NUR102 | Practical Nursing II | **Credit Hours:** 10.00 |
|--------|---------------------|-------------------------|

**Summer**

| ENG111 | Writing and Inquiry (CAA) | **Credit Hours:** 3.00 |
|--------|---------------------------|------------------------|

| NUR103 | Practical Nursing III | **Credit Hours:** 9.00 |
|--------|----------------------|------------------------|

# Recreation and Leisure Studies

The Recreation and Leisure Studies curriculum prepares individuals to plan, direct, and implement recreation activities in diverse environments for all age groups. The program is designed to meet the needs of students interested in the private, public, commercial, or therapeutic environment.

Course work includes introductory courses concerning history, terminology, programming, and general information concerning the recreation profession. Students learn recreation programs and activities in the following areas: cultural arts, team sports, outdoor education, wellness, individual activities, and adapted activities.

Graduates should qualify for a variety of assistant-level positions at recreation centers, schools, hospitals, nursing facilities, parks, and commercial recreation establishments. They will be an asset in designing and implementing recreation programs and activities.

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

   1. Demonstrate effective written and oral communication skills with coworkers in the role of a recreation professional.

   2. Use critical thinking to recognize, analyze, and solve problems related to field of recreation and leisure studies.

   3. Display professionalism by projecting a positive attitude, working as a team member, showing initiative and responsibility, and displaying sensitivity to cultural diversity.

**Technical Standards:**
In addition to DCCC requirements and course objectives, there are professional standards that encompass communication, motor skills, sensory and cognitive ability and professional conduct that are essential for the competent study and practice in the recreation and leisure studies field. These technical standards are published in the Student Handbook and/or are available from program faculty.

**Admission Requirements:**
Applicants for admission to the Recreation and Leisure Studies program must:
1. Complete the College's assessment process and achieved acceptable scores or been exempted from placement.

2. Be currently certified in CPR and First Aid.

**Progression Requirements:**

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

## Recreation and Leisure Studies: Associate in Applied Science Degree

### Core Courses

| | | |
|---|---|---|
| ACA090 | Student Success Strategies | **Credit Hours:** 3.00 |
| REC110 | Intro to Leisure Services | **Credit Hours:** 3.00 |
| REC120 | Intro Special Populations | **Credit Hours:** 3.00 |
| REC122 | Program Administration | **Credit Hours:** 3.00 |
| REC124 | Social Rec Activities | **Credit Hours:** 2.00 |
| REC126 | Outdoor Recreation | **Credit Hours:** 2.00 |
| REC127 | Team Sports & Games | **Credit Hours:** 2.00 |
| REC128 | Individual Sports & Games | **Credit Hours:** 2.00 |
| REC214 | Camp Administration | **Credit Hours:** 4.00 |
| REC216 | Rec Arts & Crafts | **Credit Hours:** 2.00 |
| REC217 | Maintenance/Facility Management | **Credit Hours:** 3.00 |
| REC218 | Cultural Programs | **Credit Hours:** 2.00 |
| REC226 | Pathways to Wellness | **Credit Hours:** 3.00 |
| WBL111 | Work Based Learning I | **Credit Hours:** 1.00 |
| TRE215 | Sports in Recreation | **Credit Hours:** 2.00 |
| PED250 | Officiating/Basketball/Volleyball | **Credit Hours:** 2.00 |
| PED251 | Officiating/Football/Soccer | **Credit Hours:** 2.00 |
| PED252 | Officiating/Baseball/Softball | **Credit Hours:** 2.00 |

---

**CHOOSE ONE COURSE FROM BELOW**

| | | |
|---|---|---|
| PSF212 | Exercise Programming | **Credit Hours:** 3.00 |
| REC213 | Aquatic Management | **Credit Hours:** 3.00 |

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**CHOOSE FROM ONE COURSE BELOW**

| | | |
|---|---|---|
| TRE122 | Activity Coordinator | **Credit Hours:** 4.00 |
| PSF118 | Fitness Facility Management | **Credit Hours:** 4.00 |
| PSF110 | Exercise Science | **Credit Hours:** 4.00 |

---

## General Education

| | | |
|---|---|---|
| COM120 | Interpersonal Communication (CAA) | **Credit Hours:** 3.00 |
| ENG111 | Writing and Inquiry (CAA) | **Credit Hours:** 3.00 |
| MAT143 | Quantitative Literacy (CAA) | **Credit Hours:** 3.00 |
| HUM115 | Critical Thinking (CAA) | **Credit Hours:** 3.00 |

## Recreation and Leisure Studies: Associate in Applied Science Degree - Emphasis in Afterschool and Day Camp Programming

| | | |
|---|---|---|
| REC110 | Intro to Leisure Services | **Credit Hours:** 3.00 |
| REC122 | Program Administration | **Credit Hours:** 3.00 |
| REC124 | Social Rec Activities | **Credit Hours:** 2.00 |
| REC128 | Individual Sports & Games | **Credit Hours:** 2.00 |
| REC216 | Rec Arts & Crafts | **Credit Hours:** 2.00 |
| TRE120 | Adapted Activities | **Credit Hours:** 2.00 |
| WBL111 | Work Based Learning I | **Credit Hours:** 1.00 |

## Recreation and Leisure Studies: Certificate Program - Emphasis in Recreation Facility

## Maintenance

| | | |
|---|---|---|
| REC110 | Intro to Leisure Services | **Credit Hours:** 3.00 |
| REC122 | Program Administration | **Credit Hours:** 3.00 |
| REC124 | Social Rec Activities | **Credit Hours:** 2.00 |
| REC128 | Individual Sports & Games | **Credit Hours:** 2.00 |
| REC216 | Rec Arts & Crafts | **Credit Hours:** 2.00 |
| TRE120 | Adapted Activities | **Credit Hours:** 2.00 |
| WBL111 | Work Based Learning I | **Credit Hours:** 1.00 |

## Recreation and Leisure Studies: Day Camp/After School Certificate

| | | |
|---|---|---|
| REC110 | Intro to Leisure Services | **Credit Hours:** 3.00 |
| REC124 | Social Rec Activities | **Credit Hours:** 2.00 |
| REC128 | Individual Sports & Games | **Credit Hours:** 2.00 |
| REC216 | Rec Arts & Crafts | **Credit Hours:** 2.00 |
| REC122 | Program Administration | **Credit Hours:** 3.00 |
| WBL111 | Work Based Learning I | **Credit Hours:** 1.00 |
| TRE120 | Adapted Activities | **Credit Hours:** 2.00 |

## Recreation and Leisure Studies: Recreation Facilities Management Certificate

| | | |
|---|---|---|
| REC110 | Intro to Leisure Services | **Credit Hours:** 3.00 |
| REC213 | Aquatic Management | **Credit Hours:** 3.00 |
| REC217 | Maintenance/Facility Management | **Credit Hours:** 3.00 |
| PSF118 | Fitness Facility Management | **Credit Hours:** 4.00 |

| | | **Credit Hours:** 1.00 |
|---|---|---|
| WBL111 | Work Based Learning I | |

| | | **Credit Hours:** 3.00 |
|---|---|---|
| REC122 | Program Administration | |

## Recreation and Leisure Studies: Certificate Program - Recreation Facility Maintenance (High School Career and College Promise)

### After High School

Hours Needed to Complete Diploma: n/a
Hours Needed to Complete Associate Degree: 49

### What it's about

The Recreation and Leisure Studies curriculum prepares individuals to plan, direct, and implement recreation activities in diverse environments for all age groups. The program is designed to meet the needs of students interested in the private, public, commercial, or therapeutic environment.

Course work includes introductory courses concerning history, terminology, programming, and general information concerning the recreation profession. Students learn recreation programs and activities in the following areas: cultural arts, team sports, outdoor education, wellness, individual activities, and adapted activities.

### What you can get

Upon successful completion of all courses in this pathway, the student will be awarded a Recreation and Leisure Studies: Certificate with an Emphasis in Recreation Facility Maintenance. Students can complete additional certificates and earn an Associate's Degree in Recreation and Leisure Studies after graduating from High School.

**Technical Standards:**
In addition to DCCC requirements and course objectives, there are professional standards that encompass communication, motor skills, sensory and cognitive ability and professional conduct that are essential for the competent study and practice in the recreation and leisure studies field. These technical standards are published in the Student Handbook and/or are available from program faculty.

**Admission Requirements:**
Applicants for admission to the Recreation and Leisure Studies program must:
1. Complete the College's assessment process and achieved acceptable scores or been exempted from placement.
2. Be currently certified in CPR and First Aid.

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

**Projected Costs**
Tuition & fees:  $0 Tuition & fees waived for CCP
Textbook:   $150
Certification Fee (additional cost)
Reminder: All costs are estimates and subject to change without prior notice

### Minimum Placement Test Scores

English/Reading Composite - 136
Math Score - N/A
Math Modules - N/A

### High School Senior Year (Fall)

| | | **Credit Hours:** 3.00 |
|---|---|---|
| REC110 | Intro to Leisure Services | |

| | | **Credit Hours:** 3.00 |
|---|---|---|
| REC122 | Program Administration | |

| | | **Credit Hours:** 3.00 |
|---|---|---|
| REC213 | Aquatic Management | |

# High School Senior Year (Spring)

| | | |
|---|---|---|
| PSF118 | Fitness Facility Management | **Credit Hours:** 4.00 |
| REC217 | Maintenance/Facility Management | **Credit Hours:** 3.00 |
| WBL111 | Work Based Learning I | **Credit Hours:** 1.00 |

## Recreation and Leisure Studies: Certificate Program - Afterschool and Day Camp Programming (High School Career and College Promise)

### After High School

Hours Needed to Complete Diploma: n/a
Hours Needed to Complete Associate Degree: 51

### What it's about

The Recreation and Leisure Studies curriculum prepares individuals to plan, direct, and implement recreation activities in diverse environments for all age groups. The program is designed to meet the needs of students interested in the private, public, commercial, or therapeutic environment.

Course work includes introductory courses concerning history, terminology, programming, and general information concerning the recreation profession. Students learn recreation programs and activities in the following areas: cultural arts, team sports, outdoor education, wellness, individual activities, and adapted activities.

### What you can get

Upon successful completion of all courses in this pathway, the student will be awarded a Recreation and Leisure Studies: Certificate in Afterschool and Day Camp Programming. Students can complete additional certificates and earn an Associate's Degree in Recreation and Leisure Studies after graduating from High School.

### Technical Standards

In addition to DCCC requirements and course objectives, there are professional standards that encompass communication, motor skills, sensory and cognitive ability and professional conduct that are essential for the competent study and practice in the recreation and leisure studies field. These technical standards are published in the Student Handbook and/or are available from program faculty.

**Admission Requirements:**

Applicants for admission to the Recreation and Leisure Studies program must:

1. Complete the College's assessment process and achieved acceptable scores or been exempted from placement.
2. Be currently certified in CPR and First Aid.

**Progression Requirements:**

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

### Projected Costs

Tuition & fees: $0 Tuition & fees waived for CCP
Textbook: $150
Certification Fee (additional cost)
Reminder: All costs are estimates and subject to change without prior notice

### Minimum Placement Test Scores

English/Reading Composite - 136
Math Score - N/A
Math Modules - N/A

## High School Senior Year (Fall)

| | | **Credit Hours:** 3.00 |
|---|---|---|
| REC110 | Intro to Leisure Services | |

| | | **Credit Hours:** 3.00 |
|---|---|---|
| REC122 | Program Administration | |

| | | **Credit Hours:** 2.00 |
|---|---|---|
| REC128 | Individual Sports & Games | |

## High School Senior Year (Spring)

| | | **Credit Hours:** 2.00 |
|---|---|---|
| REC124 | Social Rec Activities | |

| | | **Credit Hours:** 2.00 |
|---|---|---|
| REC216 | Rec Arts & Crafts | |

| | | **Credit Hours:** 2.00 |
|---|---|---|
| TRE120 | Adapted Activities | |

| | | **Credit Hours:** 1.00 |
|---|---|---|
| WBL111 | Work Based Learning I | |

# Surgical Technology

The Surgical Technology curriculum 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.

Employment opportunities include labor/delivery/emergency departments, inpatient/outpatient surgery centers, dialysis units/facilities, physicians' offices, and central supply processing units.

**Competencies:**

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

1. Demonstrate effective written and oral communication skills with consumers and coworkers in the role of surgical technologist.
2. Use critical thinking to recognize, analyze, and solve problems related to surgical procedures.
3. Understand and use policies and manuals related to surgical procedures.
4. Use current technologies in the implementation of administrative, clinical, and laboratory procedures.
5. Demonstrate competency in the knowledge and skills required for entry-level surgical technologist.
6. Display professionalism by projecting a positive attitude, working as a team member, showing initiative and responsibility, and displaying sensitivity to cultural diversity.
7. Practice in a legal and ethical manner.

## Technical Standards

In addition to DCCC requirements and course objectives, there are professional standards that encompass communication, motor skills, sensory and cognitive ability and professional conduct that are essential for the competent study and practice of a surgical technology. These technical standards are published in the application for admission to health programs and the Student Handbook.

## Admission Requirements:

Applicants for admission to the Surgical Technology program must:

1. Complete a DCCC Application for Admission for those not currently enrolled at DCCC.
2. Complete and submit a Surgical Technology Enrollment Packet.
3. Submit a High school transcript OR GED score report (High school seniors should submit a current transcript by the deadline).
4. Submit an OFFICIAL college transcripts from colleges attended. All transcripts are not required, only those in which you plan to transfer credit must be submitted. College transcripts must arrive in original sealed envelopes. Faxed, copied, and on -line transcripts are not acceptable
5. Placement scores meeting Allied Health placement requirements (or approved equivalent) in the areas of computer skills, sentence skills, reading comprehension, arithmetic and algebra
6. Allied Health Intent Form submitted to admissions.
7. Eligibility Review – After completing the requirements above, you are responsible for scheduling an Eligibility Review appointment with your Enrollment Advisor.

**NOTE: Meeting all admission requirements does not guarantee placement into the Surgical Technology program.**

## Transfer Credit for Surgical Technology Courses

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

## Progression Requirements

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

## Criminal Background Check

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

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

### Surgical Technology: Associate in Applied Science Degree Program

**1st Fall**

| | | |
|---|---|---|
| BIO163 | Basic Anatomy & Physiology (CAA) | **Credit Hours:** 5.00 |
| ACA090 | Student Success Strategies | **Credit Hours:** 3.00 |
| SUR110 | Intro to Surg Tech | **Credit Hours:** 3.00 |
| SUR111 | Periop Patient Care | **Credit Hours:** 7.00 |

## 1st Spring

| | | |
|---|---|---|
| SUR122 | Surgical Procedures I | **Credit Hours:** 6.00 |
| ENG111 | Writing and Inquiry (CAA) | **Credit Hours:** 3.00 |
| SUR123 | Sur Clinical Practice I | **Credit Hours:** 7.00 |
| MED120 | Survey of Medical Terminology | **Credit Hours:** 2.00 |

## Summer

| | | |
|---|---|---|
| SUR134 | Surgical Procedures II | **Credit Hours:** 5.00 |
| SUR135 | SUR Clinical Practice II | **Credit Hours:** 4.00 |

## 2nd Fall

| | | |
|---|---|---|
| SUR211 | Adv Theoretical Concepts | **Credit Hours:** 2.00 |
| PSY150 | General Psychology (CAA) | **Credit Hours:** 3.00 |
| SUR210 | Adv SUR Clinical Practice | **Credit Hours:** 2.00 |
| MAT143 | Quantitative Literacy (CAA) | **Credit Hours:** 3.00 |

## 2nd Spring

| | | |
|---|---|---|
| CIS110 | Introduction to Computers (CAA) | **Credit Hours:** 3.00 |
| HUM115 | Critical Thinking (CAA) | **Credit Hours:** 3.00 |
| COM120 | Interpersonal Communication (CAA) | **Credit Hours:** 3.00 |

| **Credit Hours:** 1.00 | | |
|---|---|---|

SUR137          Professional Success Prep

| **Credit Hours:** 4.00 | | |
|---|---|---|

SUR212          Clinical Supplement

# Therapeutic Massage

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

Employment opportunities include hospitals/rehabilitation centers, health departments, home health, medical offices, nursing homes, spas/health/sports clubs, and private practice. Graduates may be eligible to take the Massage & Bodywork Licensing Exam.

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

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

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

**Technical Standards:**

In addition to DCCC requirements and course objectives, there are professional standards that encompass communication, motor skills, sensory and cognitive ability and professional conduct that are essential for the competent study and practice of therapeutic massage. These technical standards are published in the application packet for admission to health programs and the Student Handbook.

**Admission Requirements:**

Applicants for admission to the Therapeutic Massage program must have:

1. Completed and submitted an Application for Admission.
2. Graduated from high school or have an Adult High School Diploma or have passed

the High School Equivalency with an equivalency certification which meets minimum requirements set by the State of North Carolina. Official high school transcript and
copy of AHS Diploma/High School EquivalencyCertificate and official college transcripts, where applicable, must be on file in the Admissions Office.

3. Completed the College's assessment process and achieved acceptable scores, or have been exempted from placement or satisfactorily completed all needed preparatory courses by the end of spring semester prior to acceptance.

## Transfer Credit for Therapeutic Massage Courses

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

## Progression Requirements

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

## Criminal Background Check

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

### Therapeutic Massage: Associate in Applied Science Degree Program

**1st Fall**

| | | |
|---|---|---|
| BIO163 | Basic Anatomy & Physiology (CAA) | **Credit Hours:** 5.00 |
| MTH110 | Fundamentals of Massage | **Credit Hours:** 10.00 |
| MED120 | Survey of Medical Terminology | **Credit Hours:** 2.00 |

**1st Spring**

| | | |
|---|---|---|
| MTH125 | Ethics of Massage | **Credit Hours:** 2.00 |
| MTH120 | Therapeutic Massage Applications | **Credit Hours:** 10.00 |
| MTH130 | Therapeutic Massage Mgmt | **Credit Hours:** 2.00 |
| ENG111 | Writing and Inquiry (CAA) | **Credit Hours:** 3.00 |

**Summer**

| | | |
|---|---|---|
| PSY150 | General Psychology (CAA) | **Credit Hours:** 3.00 |

BIO271     Pathophysiology (CAA)     **Credit Hours:** 3.00

## 2nd Fall

MTH210     Advanced Skills of Massage     **Credit Hours:** 8.00

BIO155     Nutrition (CAA)     **Credit Hours:** 3.00

COM120     Interpersonal Communication (CAA)     **Credit Hours:** 3.00

## 2nd Spring

MTH220     Outcome-Based Massage     **Credit Hours:** 7.00

HUM115     Critical Thinking (CAA)     **Credit Hours:** 3.00

SOC210     Introduction to Sociology (CAA)     **Credit Hours:** 3.00

## Therapeutic Massage: Diploma

### Fall

BIO163     Basic Anatomy & Physiology (CAA)     **Credit Hours:** 5.00

MTH110     Fundamentals of Massage     **Credit Hours:** 10.00

MED120     Survey of Medical Terminology     **Credit Hours:** 2.00

### Spring

MTH125     Ethics of Massage     **Credit Hours:** 2.00

MTH120     Therapeutic Massage Applications     **Credit Hours:** 10.00

MTH130     Therapeutic Massage Mgmt     **Credit Hours:** 2.00

ENG111     Writing and Inquiry (CAA)     **Credit Hours:** 3.00

### Summer

PSY150     General Psychology (CAA)     **Credit Hours:** 3.00

**DCCC**

THE COLLEGE OF
DAVIDSON AND DAVIE COUNTIES

# Program List

Apr 1 2016

## Last Updated:

## All Curriculum Programs Offered

A I B I C I D I E I F I G I H I I I I M I N I P I S I T I W I Z

## A

Accounting
Air Conditioning, Heating & Refrigeration
Applied Engineering Technology
Associate Degree Nursing (AS)
Associate in Arts (AA)
Associate in General Education (AGE)
Associate in Science (AS)
Automotive Systems Technology
Aquarium Science Technology

## B

Basic Law Enforcement Training
Business Administration

## C

Cancer Information Management (DCO)
Central Sterile Processing
Computer Integrated Machining
Computer Technology Integration
Cosmetology
Criminal Justice Technology

## D

Diesel & Heavy Equipment Technology

# E

Early Childhood Education
Electronics Engineering Technology
Emergency Medical Science
Esthetics Technology

# F

Fire Protection Technology

# G

Global Logistics and Distribution Management Technology

# H

Healthcare Interpreting
Health Information Technology
Histotechnology (DCO)
Human Services Technology

# I

Infant/Toddler Care

# M

Medical Assisting
Medical Laboratory Technology

# N

Nurse Aide
Nursing - Associate Degree Nursing (AS)
Nursing - Practical Nursing Education (DCO)

# P

Paralegal Technology
Pharmacy Technology
Phlebotomy
Practical Nurse Education (DCO)

# S

Surgical Technology

# T

Therapeutic Massage
Truck Driver Training

# W

Welding Technology

# Z

Zoo Science Technology

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DCO - Davie Campus Only

AA, AS or AGE degrees provide courses toward a bachelor's degree at a four-year college or university

* Program to be offered when there is sufficient demand
*** Offered in cooperation with Rowan-Cabarrus Community College.

**Source URL:** https://www.davidsonccc.edu/catalog/program-list