

General Information

LAST UPDATED:

Jan 1 2014

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. 1.1.14

Sincerely,



Mary E. Rittling, Ed. D.
DCCC President

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Academic Calendar 2013-2014

LAST UPDATED:

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

2013 Fall Semester

Last registration for Fall 2013 full semester & first session courses:
August 12.....Monday

Fall 2013 Saturday classes begin
August 17.....Saturday

Fall semester classes (full session & first session) begin
August 19.....Monday

Last day for 75% refund for first session courses
August 22.....Thursday

Last day for 75% refund for full semester courses
August 29.....Thursday

Labor Day holiday; College closed
September 2.....Monday

Last day to drop a first session course with a grade of "W"
September 30 Monday

Last day for first session classes
October 11.....Friday

Last day to register for second session courses
October 14.....Monday

Fall break; no day or evening curriculum classes
October 14-20.....Monday-Sunday

Last day to apply for December graduation
October 15.....Tuesday

Second session day and evening classes begin
October 21.....Monday

Last day for 75% refund for second session courses
October 24.....Thursday

Last day to drop a full semester course with a grade of "W"
November 18.....Monday

Last day and evening of curriculum classes before Thanksgiving:
November 27

Thanksgiving break; College closed
November 28-December 1.....Thursday-Sunday

Last day to drop a second session course with a grade of "W"
December 3.....Tuesday

Last day for Saturday courses
December 14.....Saturday

Final exams for day classes having final examinations
December 16-19.....Monday-Thursday

Holiday break; no day or evening classes
Saturday, December 21.....Monday, January 6

Christmas holidays; College closed
Tuesday, December 24.....Friday, December 27

2014 Spring Semester

New Year's holiday; College closed
January 1.....Wednesday

Last registration for full semester courses & first session courses for all students
January 6.....Monday

Saturday classes begin
January 11.....Saturday

Full semester and first session classes begin
January 13.....Monday

Last day for 75% refund for first session courses
January 16.....Thursday

Martin Luther King, Jr. holiday; College closed
January 20.....Monday

Last day for 75% refund for full semester courses
January 23.....Thursday

Emergency Services College
February 21-23.....Friday-Sunday

Last day to drop a first session course with a grade of "W"
February 24.....Friday

Last day to apply for May graduation
March 1.....Saturday

Last day for first session courses
March 7.....Friday

Last day to register for second session courses
March 10.....Monday

Spring break; no day or evening curriculum classes
March 10-16.....Monday-Sunday

Second session day and evening classes begin
March 17.....Monday

Last day for 75% refund for second session courses
March 20.....Thursday

Last day to drop a full semester course with a grade of "W"
April 14.....Monday

Easter holiday; College closed
April 18-20.....Friday-Sunday

Last day to drop a second session course with a grade of "W"
April 28.....Wednesday

Final exams for day curriculum courses
May 12-15.....Monday-Thursday

Commencement
May 17.....Saturday

2014 Summer Session

1.1.14

Basic Skills Commencement
May 21.....Wednesday

Last registration for Summer 2014 & advisement for Fall 2014
May 27.....Tuesday

Memorial Day holiday; College closed
May 26.....Monday

Last day to apply for July graduation
June 1.....Sunday

Summer curriculum classes begin
June 2.....Monday

Last day for 75% refund for Summer 2014 courses
June 5.....Thursday

Independence Day holiday; College closed
July 4.....Friday

Last day to drop a course with a grade of "W"
July 14.....Monday

Last day of classes
July 25.....Friday

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Academic Calendar 2014-2015

LAST UPDATED:

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2014 Fall Semester	
August 1	Ten-Month curriculum faculty report
August 4,5,6,7	Faculty professional days (ten-month faculty): advising, registration, planning, professional development, preparation, meetings, orientation, etc.
August 8	Ten-month faculty report day
August 11	Nine-Month curriculum faculty report
August 11, 12, 13	Faculty professional days (nine/ten-month faculty): advising, registration, planning, professional development, preparation, meetings, orientation, etc.
August 12	Last registration for full semester and first 8-week session
August 14 & 15	Faculty Report Days
August 16	Fall 2013 Saturday classes begin
August 18	Fall semester classes (full session and first 8-week sessions) begin
August 21	Last day for 75% refund for first 8-week session courses or declare an audit
August 28	Last day for 75% refund for full semester courses or declare an audit
August 29	Last day of classes before Labor Day
August 30 – September 1	Labor Day Break; no classes
September 1	Labor Day holiday; College closed
September 29	Last day to drop a first 8-week session course with a grade of W
October 1	Last day to apply for December graduation
October 10	Last day for first 8-week session classes
October 14	Last day to register for second 8-week session courses
October 14-19	Fall break; no curriculum classes
October 14	Faculty Professional Day
October 15-17	Faculty Annual Leave
October 20	Second 8-week session day and evening classes begin
October 23	Last day for 75% refund for second 8-week session courses or declare an audit
November 17	Last day to drop a full semester course with a grade of W
November 26	Last day and evening of curriculum classes before Thanksgiving
November 27-30	Thanksgiving break; no day or evening classes
November 27 & 28	Thanksgiving holidays; College closed

December 2	Last day to drop a second 8-week session course with a grade of W	1.1.14
December 12	Last day of classes for day courses having final examinations	
December 13	Last day for Saturday courses	
December 15-18	Final exams for day classes having final examinations	
December 19	Faculty professional days	
December 22, 23,29,30,31	Faculty Annual Leave	
December 20 - January 4	Holiday break; no day or evening classes; faculty do not report	
December 24 - December 26	Christmas holidays; College closed	
December 29-31	Staff annual leave days (optional)	
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2015 Spring Semester

January 1-2	New Year's holiday; College closed
January 5	Curriculum faculty report
January 5-9	Faculty professional days: advising, registration, planning, professional development, preparation meetings, orientation, etc.
January 6	Last registration for full semester courses and first and second 8-week session courses
January 10	Saturday classes begin
January 12	Full semester and first 8-week session classes begin
January 15	Last day for 75% refund for first 8-week session courses or declare audit
January 19	Martin Luther King, Jr. holiday; College closed
January 22	Last day for 75% refund for full semester courses or declare audit
February 20-22	Emergency Services College
February 23	Last day to drop a first 8-week session course with a grade of W
March 1	Last day to apply for May graduation
March 6	Last day for first 8-week session courses
March 9-15	Spring break; no day or evening curriculum classes
March 9-10	Faculty Report Days
March 10	Last day to register for second 8-week session courses
March 11-13	Faculty Annual Leave
March 16	Second 8-week session day and evening classes begin
March 19	Last day for 75% refund for second 8-week session courses or declare an audit
April 2	Last day and evening of classes before Easter holiday
April 3-5	Easter holiday; College closed
April 13	Last day to drop a full semester course with a grade of W
April 27	Last day to drop a second 8-week session course with a grade of W
May 8	Last day of classes for day courses having final exams

May 11-14	Final exams for day curriculum classes	1.1.14
May 15	Faculty professional day	
May 16	Commencement	
May 18-21	Ten-month faculty professional days	
May 22	Ten-month faculty report day	
May 25	Memorial Day holiday; College closed	
May 26-29	Ten-month Faculty Report	
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2015 Summer Session

May 25	Memorial Day holiday; College closed
May 26	Last registration for Summer 2014 and advisement for Fall 2015
June 1	Summer curriculum classes begin
June 1	Last day to apply for Summer graduation
June 4	Last day for 75% refund for Summer 2014 classes or declare an audit
July 3	Independence Day holiday; College closed
July 13	Last day to drop a course with a grade of W
July 24	Last day of classes

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Mission, Values, and Vision of the College

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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

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History of the College

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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.

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Admissions, Enrollment & Financial Aid

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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.

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Admissions

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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 sealed 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, or Compass assessments. Scores may not be more than three 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 ^{1.1.14} schedule an assessment appointment or given next steps. The placement assessment is typically available several times per day throughout the week.

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.

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:

- **Articulate:** 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.

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Admission Requirements for Selected Programs

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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
- Basic Law Enforcement Training
- Cancer Information Management
- Health Information Technology
- Healthcare Interpreting
- Histotechnology
- Human Services Technology
- Medical Assisting
- Medical Laboratory Technology
- Nursing Assistant
- Pharmacy Technology
- Phlebotomy
- Practical Nurse Education
- Truck Driver Training
- Zoo & Aquarium 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 credit-curricular 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. A student who has not completed the academic and computer skills assessment and is seeking enrollment in a course must demonstrate competence, which prepares him/her for success in the course. Options for demonstration of competence include ASSET, Accuplacer, Compass, SAT, ACT, and Computer Skills Assessment scores no more than three years old or prior degree/course work. The student who cannot demonstrate competence through skills assessments or prior degree/course work may be enrolled on a conditional basis, if, in the judgment of the Associate Dean responsible for the course, the student is prepared to be successful in the course. A student may not receive a degree, diploma, or certificate until competence in reading, writing, mathematics, and computer literacy is demonstrated through placement assessment or prior degree/course work. Special credit student enrollment status does not qualify for federal financial assistance.

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 Core 44 College Transfer 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).

Core 44 College Transfer Pathway

1. The Career and College Promise Core 44 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 [Davidson Early College High School](#), [Davie Early College High School](#) or the [Valley Academy](#).

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. 1.1.14

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
- Emergency Medical Science
- Fire Protection Technology
- Health Information Technology
- Healthcare Interpreting
- Histotechnology
- Human Services Technology
- Medical Assisting
- Medical Laboratory Technology
- Nursing Assistant
- Pharmacy Technology
- Phlebotomy
- Practical Nurse Education
- Therapeutic Massage

Change of Major/Program of Study

If a student decides to change his/her program of study, he/she should first obtain the Change of Major form from the Office of Academic Advisement in the Student Success Center or on the College's website. To complete the process, the student should discuss the program change with his/her academic advisor. The intent is to ensure well-informed decision-making and an awareness of how program changes may affect the student's enrollment. The student's readiness to enroll in the new program will be determined by the academic advisor, and the change finalized by the Records Office.

When a student changes programs, the program grade point average (GPA) will be recomputed at the time of graduation to reflect only those specific courses applicable to the new program.

Multiple Measures for Placement Policy

LAST UPDATED:

Jan 1 2014

Multiple Measures for Placement Policy from System Office (Approved February 15, 2013)

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 And FRC Code 1, 2, 3, or 4*	Student is college ready for any gateway math course and any course that has a DMA prerequisite. Colleges may require students with a GPA <3.0 enrolling in MAT 151, 155, 161, or 171 to take a supplemental math lab as a co-requisite.
Unweighted GPA = or > 2.6 And FRC Code 1, 2, 3, or 4*	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 with a GPA < 3.0 enrolling in ENG 110 and ENG 111 to take a supplemental English composition lab as a co-requisite.
Unweighted GPA < 2.6	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): English: CT Reading 20 OR ACT English 18 SAT Writing 500 OR SAT Critical Reading 500 Math: ACT Math 22 SAT Math 500
Unweighted GPA < 2.6 and subject-area score(s) below college ready	Student will take the subject-area diagnostic assessment(s) to determine placement. (Colleges will continue to use Accuplacer, Asset or COMPASS until NC's custom diagnostic assessment is fully implemented.)
Students without a recent transcript GPA or without ACT or SAT scores	Student will take the subject-area diagnostic assessment(s) to determine placement. (Colleges will continue to use Accuplacer, Asset or COMPASS until NC's custom diagnostic assessment is fully implemented.)



Academic Skills Assessment Policy

LAST UPDATED:

Jan 1 2014

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 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. Acceptable scores less than three 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 old.

It is important for applicants to prepare for the academic skills assessment. Preparation information for the academic skills assessment is available in the Enrollment Services Office on the first floor of the B.E. Mendenhall, Jr., Building and on the Davie Campus or can be accessed at www.davidsonccc.edu. In addition, free refresher classes, called ACE (Achieving College Entry), are available through College and Career Readiness to brush up on reading, writing, and math skills. Contact the ACE program staff for information and schedules at 336.249.8186, extension 4571.

Research shows that students who take advantage of the ACE program refresher classes are more likely to improve assessment scores and place into curriculum courses.

Repeating the Skills Assessment

Persons completing the academic skills assessment may request one additional assessment during the three-year period following the first assessment. To reassess, students must complete a skills review either through the ACE program or online. Reassessment in computer literacy is not permitted. Permission for exception to the assessment policy must be obtained in advance from the Director of Advising or his/her designee. Assessment results that do not comply with this policy will not be considered.

Students currently enrolled in pre-curriculum English, reading, mathematics, algebra, or computer courses are not eligible to retake the placement assessment in that subject.

Assessment Policy – High School Students

(For Career and College Promise, Home School, and Davidson and Davie Early College)

High school students applying for admission to the College through these programs may assess two times at the time of application. The second assessment can occur no sooner than 30 days following the initial assessment. Students will be permitted to reassess once per year after the successful completion of an English or math course. Students may also meet placement requirements by meeting benchmark scores on: PLAN, PSAT, SAT, or ACT.

Source URL: <http://www.davidsonccc.edu/catalog/admissions-enrollment/academic-skills-assessment-policy>

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Financial Aid

LAST UPDATED:

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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.

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 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

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.

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 as 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 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 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.

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- Successful appeals will result in the students returning to the status of Probation (on Appeal).
 - **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.
 - 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.
 - 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.
 - 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.
 - 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.
 - 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.
 - 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. 1.1.14

- 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

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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://davidsonccc.edu/catalog/financial-aid>

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Career Development

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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://davidsonccc.edu/catalog/admissions-enrollment-financial-aid/career-development>

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Academic Advising

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Academic advisors, in partnership with students, are responsible for helping students develop an educational plan and monitor student progress toward goal completion. All new students will participate in academic advising prior to registering for courses. Hours of operation are posted on the College's website.

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. Advisors guide and support students by collaborating with academic departments and support services to promote diverse educational experiences, and to foster success and responsible citizenship. The purpose of the office is to create a seamless academic advising process and to help students achieve their goals. Academic Advisors are knowledgeable of four-year institutions and can assist students with information related to application deadlines, programs of study, open houses, financial assistance, and other frequently asked questions. Students are encouraged to make an appointment to discuss options with his/her Academic Advisor.

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New Student Orientation

LAST UPDATED:

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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.

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Tuition, Fees & Refunds

LAST UPDATED:

Jan 1 2014

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	\$71.50	\$263.50
2	\$143.00	\$527.00
3	\$214.50	\$790.50
4	\$286.00	\$1,054.00
5	\$357.50	\$1,317.50
6	\$429.00	\$1,581.00
7	\$500.50	\$1,844.50
8	\$572.00	\$2,108.00
9	\$643.50	\$2,371.50
10	\$715.00	\$2,635.00
11	\$786.50	\$2,898.50

12	\$858.00	\$3,162.00
13	\$929.50	\$3,425.50
14	\$1,001.00	\$3,689.00
15	\$1,072.50	\$3,952.50
16 or more	\$1,144.00	\$4,216.00

Fees

Student Activity Fee	\$32.50 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.

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.

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 public 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, and the most recent educational institution attended by the student. Currently enrolled students may prevent disclosure of any of the above categories of public information under the Family Educational Rights and Privacy Act. To prevent disclosure of the information designated as public information, the student must submit a written request to the Student Records Office.

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Student Support Services & Student Life

LAST UPDATED:

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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

1.1.14

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 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. 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 7:30 a.m. to 5:30 p.m., Monday through Friday.

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,^{1.14} 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, 1.1.14 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, students are encouraged to make use of study rooms in the Learning Resources Center or the Learning Commons.

Publications

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

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Campus Security and Safety

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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.

The College's safety program includes the following:

Security and Personnel: 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.

Additionally, the College employs security officers to assist with administering campus safety plans. The Family Services and Disability Services Counselors assist students with personal and campus situations, which may interfere with academic achievement or personal safety. The DCCC Care Team is comprised of faculty and staff with expertise in working with students and responding to emergency situations. The primary responsibility of the Care Team 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 Care Team 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 off-campus centers.

In the event of a serious campus emergency, the College's website will be pre-empted with an emergency message notification, and a voice message will be recorded on the main telephone line. The College has implemented a mass notification system that is used to send voice, email and text messages to the campus community in ongoing emergency situations. Additionally, all employees have access to the College's Emergency Response Handbook to assist with managing an emergency.

Policies: DCCC has developed a threat assessment policy to assist faculty and staff with determining responses to potentially threatening situations. Additionally, the Student Code of Conduct, General Complaint, Administrative Withdrawal, and Readmission policies serve as guides in resolving student complaints or matters regarding student behavior.

Planning and Response: DCCC is committed to emergency preparedness and has engaged in response planning and practice emergency response drills. The College's preparedness plan is based on the National Incident Management System model. More detailed information about DCCC campus safety may be viewed on the College's website: www.davidsonccc.edu.

Campus Threat Assessment Policy

I. Preamble

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 ensure the physical and emotional safety for all students, faculty, and staff. 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. 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. 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 or his or her designee reserves the right to waive the assessment process outlined in this document and act in the best interest of campus safety. While some threat assessment resolutions may result in disciplinary action against the student, it is the sincere hope that through the threat assessment process, resources and assistance can be provided to the student in such a way that the student can continue to receive a quality education and DCCC can continue to be a friendly, safe environment for students and staff.

II. Convening the Care Team

Faculty, staff, and students may contact any member of the Care Team at any time to report observations of unusual student behavior, regardless of whether or not a Code of Conduct violation has occurred. The first point of contact may be either the campus CRO (Davidson or Davie) or the Vice President, Student Affairs (Davidson Campus)/Director, Student Services (Davie Campus) if the situation presents imminent and serious danger. Upon receiving a report, the Vice President, Student Affairs, together with the Campus Resource Officer(s), will immediately conduct a preliminary investigation to determine if the report needs to be reviewed by the Care Team. A preliminary investigation will include, but is not limited to contacting faculty and staff who know the student, and, if deemed appropriate and necessary, meeting with the student. Should the student refuse to meet, and if it is determined by the Care Team as reasonably necessary to conduct and conclude its preliminary investigation and to address immediate safety concerns, the student may be immediately removed from campus. The President and/or Vice President, Student Affairs has the discretion to call for a Team review when facing an extraordinary discipline and/or safety issue.

In addition to results of the preliminary investigation, factors the Vice President should consider, including, but are not limited to, the following:

- Is this student possibly a threat to the health, safety, and welfare of himself/herself and/or others? Why?
- Could this student benefit from additional psychological, physical, and emotional services? How?
- Does this student have a past history of disciplinary problems?
- Does the allegation include an altercation with another student or a member of the faculty or staff?
- Has the student already taken some action to apologize or take responsibility for the conduct?
- Has the student sought or is the student currently seeking outside help (i.e. private counseling)?
- Given the situation, is there adequate time for review by the Team?

The Vice President, Student Affairs should consider convening the Team anytime a student is immediately removed from campus. Such action would be especially important when the student engages in serious criminal activity or demonstrates threatening behavior that constitutes a clear and present danger to the physical and/or emotional wellbeing of the student and/or other students, faculty, and staff. In such cases, the Vice President will immediately suspend the student and remove her/him from campus for no more than ten school days pending a hearing (refer to the Temporary Suspension Procedures section).

III. Composition of the Care Team

The Care Team membership will be as follows:

Position	Rationale
Vice President, Student Affairs	Responsible for campus safety and Student Code of Conduct
Campus Resource Officers, Davie & Davidson	Responsible for overall safety of the campus community
Director, Student Services, Davie Campus	Responsible for providing student development services at the Davie Campus
Early College Liaison, Davidson Campus	Responsible for Davidson Early College

Early College Liaison, Davie Campus	Responsible for Davie Early College
Faculty, EMS	Responsible for student instruction; expertise in responding to incidents.
Director, Student Activities & Evening/Weekend Programs	Holds evening hours and can respond to emergencies during that time
Executive Director, Marketing & Communications	Responsible for public relations
Mental Health Counselor	Responsible for providing mental health services to students

The Vice President, Student Affairs, at his/her discretion, may include additional staff or faculty with expertise in dealing with the perceived threat to the Team as needed. If a conflict of interest occurs or the appearance of a conflict of interest arises for any of the Team members, the Vice President shall appoint a substitute for that individual.

IV. Notification to the Care Team and Student

After the Vice President, Student Affairs and the Campus Resource Officer(s) review a situation and decide that it warrants a review by the Team, it shall be the Vice President's responsibility to assemble the Team in accordance with the provisions of Section II. If the situation involves a Code of Conduct violation, the Vice President will make a reasonable effort to provide timely written notification of the charges to the student that includes requirements for cooperation with the investigation, and the Team's investigation will serve as due process. Notification may be delivered by hand or through standard mail to the student. In the absence of a conduct violation, written notification to the student explaining that a Team has been assembled to evaluate the situation will be at the discretion of the Team. The Vice President shall provide the Team with:

- A full account (includes all relevant evidence) of the alleged concern or Code of Conduct violation.
- Factors for justifying a review by the Team.
- Any additional relevant information that would be useful to the Team to assist in their assessment.

V. Role of the Care Team

The role of the Team is to assist students in distress and help prevent situations of safety concern, either before or after a conduct violation has occurred, from becoming more serious. Specifically, the Team will:

- Review the alleged safety concern or Code of Conduct violation.
- Evaluate the student's behavior in light of the accumulated evidence.
- Provide appropriate recommendations to the President.
- Complete the assessment within five business days if the student has been removed from campus.

At its discretion, the Team will have full investigatory authority when reviewing the alleged concern or conduct violation and evaluating the student's behavior. If a conduct violation has occurred, the investigation serves as the student's due process. The Team has the right to:

- Interview the student.
- Interview all relevant witnesses.
- Interview any individual that the Team deems helpful in providing a proper assessment.
- If applicable, interview the accuser(s).
- Inspect any of the student's school records.

NOTE: The Team has a legitimate educational interest in the student's school records.

- Request the student to release medical records to the College.
- Request information from law enforcement regarding the student's criminal history.

- Request information from prior colleges the student has attended.
- If deemed necessary to the investigation, request the student to sign a waiver allowing elementary and secondary school records to be released to the College.

Nothing herein prevents the President and the Team from segregating multiple violations of the student Code of Conduct and/or reported concerns and proceeding with an investigation on violations/concerns that may be related to any alleged threatening behavior. For example, the Team may proceed with an investigation regarding alleged sexual harassment while analyzing other threatening behavior exhibited by the student.

VI. Student Cooperation with the Care Team's Investigation

The student shall fully cooperate with the Team and their investigation. A student's failure to cooperate with the Team in any way shall be considered by the Team and will be reflected in the Team's recommendation to the President. If the student's cooperation requested requirements for cooperation and consequences for failure to cooperate shall be stated in written communication to the student.

VII. Recommendations by the Care Team

Once the Team has concluded their investigation, the Team will report its findings and recommendations to the president. A written record should be kept of all proceedings. These recommendations may include:

- An opinion as to whether or not the student may constitute a threat to the health, safety, and welfare to himself/herself or others.
- A suggested Action Plan for the student, if any. An Action Plan may include, but is not limited to the following:
 - o Anger management counseling
 - o Psychological counseling
 - o Professional psychological assessment
 - o Waiver from the student allowing the release of the student's school records to local mental health authorities and/or law enforcement
 - o Waiver from the student allowing the release of the student's health records and prior educational records to the College
 - o Scheduled meetings with Student Affairs staff
 - o In the case of a conduct violation, appropriate discipline sanctions, if any
 - o Administrative withdrawal from the College
 - o Hold on the student's application for admission or course request form.

The President reserves the right to disagree with the recommendations of the Team and implement other action consistent with the Code of Conduct and/or in the best interest of campus safety, as appropriate. In such a case, a revised recommendation report will be prepared by the Team and approved by the President. A copy of this recommendation report shall be included in the student's school records.

VIII. Use of the Care Team's Recommendations

Once the Team has presented its report to the President and recommendations are finalized, the Vice President, Student Affairs or designee will have a meeting with the student and explain the Team's recommendations. At this meeting, for an alleged safety concern or Code of Conduct violation, the student will be given:

1. Written notification, of the investigation, findings, recommendations, and if applicable, discipline sanctions and the appeal process. Conditions under which the student may remain in good standing or return to campus and follow-up requirements will also be outlined.
2. If applicable and in accordance with the Team's recommendations, an agreement for signature by the student forgoing the right to a future hearing and all future appeals and bound by the Team's recommendations.

In the case of a safety concern absent a conduct violation, if the student does not voluntarily agree to the Team's recommendations, the Team may file the appropriate Code of Conduct charge and pursue the student discipline process.

IX. Review Period

The Team shall meet at least once per semester, or more frequently when required, for one school year to monitor the progress of

the student and create a written progress report after each meeting that will be included in the student's school records. If the student has been removed from campus, the student's record will be flagged and efforts will be made, to the best of the Team's 1.1.14 ability and according to the availability of information, to monitor the student's progress and/or readiness to return to school. At the end of the one-year review period, the Team will decide if additional monitoring is necessary and for how long. Once additional monitoring is deemed unnecessary, the Team will create a final written progress report and include that report in the student's school records.

If a student agrees to be bound by the recommendations of the Team, and the student violates any of those recommendations, the violation will be treated as a violation of the Student Code of Conduct, and normal disciplinary procedures will follow.

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College Policies

LAST UPDATED:

Jan 1 2014

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.^{1.14} 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.

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. Violation of the No-Harassment and Consensual Relationship Policy.
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, 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.

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 Care Team will be involved, and the process of the Team will serve as the student's disciplinary due process.

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. More severe sanctions may be imposed by the Conduct Officer or designee, except as noted under "Loss of Academic Credit or Change of Grade."

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

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: Dismissing a student from campus for an indefinite period. The student loses his/her student status. The student may be readmitted to the College only with the approval of the College's President. 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.

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General Complaint Policy

LAST UPDATED:

Jan 1 2014

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.

1.1.14

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://davidsonccc.edu/catalog/college-policies/general-complaint-policy>

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General Student Policies

LAST UPDATED:

Jan 1 2014

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. ^{1.1.14}
- “...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 should report before or by starting time of their next class after College opens.
- Staff report by the announced opening time.
- Faculty and staff contact supervisor if unable to make next class or opening time.
- Faculty and staff deciding not to report will take vacation leave.

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
- Meningitis
- Chicken pox
- Pertussis (Whooping Cough)
- Conjunctivitis
- SARS
- Hepatitis A
- Small pox
- H1N1
- Tuberculosis
- Influenza
- Measles
- Infectious Mononucleosis
- Other conditions that can be transmitted through casual contact

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. 1.1.14

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. 55

Political Candidates

The following schedule and designated locations have been established by the College for solicitation events by political candidates: ^{1.1.14}

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](mailto: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 to the External Affairs office ([extaffairs@davidsonccc.edu](mailto: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)

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 employee or 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 termination or suspension. Students, faculty, or staff members 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.

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.

No Harassment Policy

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, 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.

Reporting Procedures

The College cannot resolve matters that it does not know about. Every student and employee has a duty to immediately report harassment 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 or subject to a violation of the consensual relationship policy
- An individual has knowledge of someone else being harassed or being subjected to a violation of the consensual relationship policy.

This is true in cases of harassment whether the alleged harasser 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 or violations of the consensual relationship policy: Students must contact the Vice President, Student Affairs, at 336.249.8186, extension 6311; room 210, J. Bryan Brooks Student Center. Employees must contact Human Resources at 336.249.8186, extension 6200; room 118, B. E. Mendenhall, Jr., Building. 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
- 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.

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 costs of campus access, parking lot maintenance, information technology security, and campus security.

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.

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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.

Smoking

As of July 31, 2009, Davidson County Community College is a 100% tobacco-free campus. The College recognizes that the use of tobacco products 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. The College further recognizes that it has the legal authority to prohibit tobacco use pursuant to North Carolina G.S. 143-599.

For the purposes of this policy, tobacco is defined as any type of tobacco product including, but not limited to, cigarettes, cigars, cigarillos, pipes, bidis, hookahs, smokeless or spit tobacco, or snuff.

1. Use of tobacco 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, on campus is prohibited.
3. Davidson County Community College provides free, accessible tobacco cessation resources on campus, including counseling or assistance for those who request help in quitting use of tobacco.
4. Implementation and Compliance
 - Davidson County Community College ensures 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 General Catalog/Student Handbook.
 - 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.

Eating and drinking generally are not permitted in classrooms, laboratories, shops, the Bookstore, the B. E. Mendenhall, Jr., Building, the second floor of the J. Bryan Brooks Student Center, and other designated areas.

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:

1.1.14

- 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.

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Information Technology Services Policy

LAST UPDATED:

Jan 1 2014

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.

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Academics

LAST UPDATED:

Jan 1 2014

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. Communication Skills: Communicate effectively by listening, speaking, and writing.

- Examples of student skills – use context appropriate grammar; use appropriate vocabulary; listen for main ideas; follow directions; conduct interviews; demonstrate civility; deliver clear, well-organized presentations; write effective papers, reports, memos, letters, etc.

2. Critical Thinking: Think critically to analyze and solve problems.

- Examples of student skills – identify problems; identify patterns, inferences, or ambiguity in a line of reasoning; formulate potential outcomes; develop solutions; evaluate results; apply mathematical reasoning to the discipline of study; manage conflict; develop goals; choose ethical course of actions.

3. Information Literacy: Identify, locate, evaluate, and use information effectively.

- Examples of student skills – identify information needs; locate, retrieve, and evaluate information; use electronic and print resources; use information technology effectively and ethically to accomplish a specific purpose.

4. Cultural Literacy: Observe, analyze, and participate effectively in the diverse human experience.

- Examples of student skills – identify student’s own cultural heritage; research other cultures; practice civility toward people of different cultures; interact appropriately and effectively with people of other cultures; identify and avoid culturally discriminating language; demonstrate appropriate work place skills; identify self as a world citizen.

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.
2. **Part-time:** A student who is enrolled for less than 12 semester hours of course work.
3. **Freshman:** Any student who has earned fewer than 25 semester hours of credit.
4. **Sophomore:** A student who has earned 25 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.

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 must 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 (3 semester hours). These courses will be accepted as a block, 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 transcripts 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.

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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) of the College Entrance Examination Board, Defense Activity for Non-Traditional Educational Support (DANTES) courses and subject standardized tests, state or national certification and/or licensure examinations, and Armed Forces Services courses.

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.

College Level Examination Program (CLEP)

The College Level Examination Program is a national testing program of the College Entrance Examination Board 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 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. The student shall receive credit for the Subject Examinations at the levels recommended in the current edition of CLEP SCORES: Interpretation and Use, College Entrance Examination Board, Princeton, NJ, as modified by College policy. The current examinations and minimum acceptable scores can be found at https://clep.collegeboard.org/college-credit/davidson-county-community-college?destination=/search/colleges/us%3Fsearch_type%3D0

Exceptions:

- 1. Subject examination credit awarded in the student's major is contingent on satisfactory performance in an advanced course in that department.*
- 2. A minimum of 25 percent of the required semester hours must be completed at Davidson County Community College for a student to be eligible for a diploma, degree, or certificate.*
- 3. Duplicate credit will not be awarded.*

Advanced Placement Program (AP)

The College gives credit for courses in which College Entrance Examination Board 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 directly 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 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.

Defense Activity For Non-Traditional Educational Support (DANTES)

The DANTES program is a testing service conducted by the Educational Testing Service (ETS) to enable military personnel to obtain college credit for knowledge and skills acquired through nontraditional educational experiences in the Armed Forces. 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. Official records for persons who completed DANTES Subject Standardized Tests after July 1, 1974, can be obtained from DANTES Contractor Representative (CLEP), Educational Testing Service, Box 2819, Princeton, NJ 08541.

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 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. Transfer 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 (AARTS or SMART transcript) 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 (AARTS or SMART transcript) sent directly to the Admissions Office at DCCC. These transcripts may be requested via the Internet at www.acenet.edu. The College awards credit where applicable to the student's program of study by following the guidelines found in the current Handbook to the Guide to Council on Education. 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.

The College has been designated a Service members Opportunity College (SOC) for service members who study at any regionally accredited college. While in the military, a service member may transfer appropriate credits to DCCC to have courses in which a "C" grade or better was earned entered on his/her DCCC transcript. 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. The College also participates in the Concurrent Admissions Program (ConAP), a joint program of the Army Recruiting Command and the College, which admits new soldiers into DCCC at the time of enlistment in the Army or Army Reserves and defers enrollment for classes until completion of military service.^{1.1.14}

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Scheduling and Attendance

LAST UPDATED:

Jun 1 2013

Schedule Adjustment

Add Policy

A student may add a course until the second class meeting (the second day of the semester for hybrid or online courses) with the permission of the instructor.

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

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.

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Grades

LAST UPDATED:

Jan 1 2014

The Grading System

In order to keep students informed of academic progress, various grades are used. Courses for which no credit is granted (pre-curriculum courses designed to assist the student in obtaining needed academic background) are taken on a Satisfactory (SA, SB, SC), or Unsatisfactory (U) 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 = P

The student has met the objectives of a course designated in the College catalog as one in which students are graded pass or fail. This symbol represents hours attempted and hours earned but not computed in the grade point average.

Quality Points = 0 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. This symbol does not represent hours attempted or hours earned. Quality Points = 0 per semester hour

Grade = SA

Superior performance in a pre-curriculum course. Quality Points = 0 per semester hour

Grade = SB

More than adequate performance in a pre-curriculum course. Quality Points = 0 per semester hour

Grade = SC

Adequate performance in a pre-curriculum course.

Quality Points = 0 per semester hour

Grade = U

The student did not successfully complete a pre-curriculum course. This symbol does not represent hours attempted or hours earned.

Quality Points = 0 per semester hour

Grade = P

The student met the objectives established for the pre-curriculum course. 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

Audit. This symbol does not represent hours attempted or hours earned. Quality Points = 0 per semester hour

Grade = W

The student withdrew after the last day to drop a course without a grade due to medical or emergency reasons. This symbol does not represent hours attempted or hours earned. Quality Points = 0 per semester hour

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Grade = WF

The student stopped attending after the 75% point of the semester and has failed due to nonattendance. 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

Credit by Exam. The student received credit for a course through challenge examination. This symbol represents hours attempted and hours earned but is not computed in the grade point average. Quality Points = 0 per semester hour

Grade = T

Transfer Credit

Quality Points = 0 per semester hour

Grade = T*

Transfer Credit. Not applicable to student's college major. 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. discuss the option of auditing a course with the instructor, a counselor or advisor, and
2. officially 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.
3. declare an audit on a [Schedule Change Form](#).
4. obtain the approval of the instructor and the advisor, if changing from credit to audit.

The instructor reserves the right to change the audit grade to a "WF" if the student does not comply with the audit policy.

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 of the semester following the one in which it was given, the grade will automatically convert to a grade of "F." This procedure is followed regardless of whether or not 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 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.

• Cumulative GPA is calculated using grades from every course the student has completed at Davidson County Community College. A final Cumulative GPA of 2.0 is required for graduation with a degree, diploma, or certificate.

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 * Per The Grading System Section under Student Records				

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. However, students may not receive financial aid benefits for repeating a course in which a grade of “C” or above was earned.
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 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.

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.
- 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 and Registration Office. Students will be notified by mail of the decision, and in cases of approval, GPA recalculations will be made in the Student Records and Registration Office.

Course Prerequisites

Students must comply with the College requirements stipulating that courses may not be taken until all prerequisites have been met. There are occasions when exceptions may be deemed desirable and appropriate, but the instructor and Associate Dean must approve such exceptions. Instructors should state clearly the prerequisite 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://davidsonccc.edu/catalog/academics/grades>

Academic Standing

LAST UPDATED:

Jan 1 2014

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, Associate in Fine Arts, 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 Alert, Probation, and Suspension

Academic Progress Standards

Satisfactory academic progress is essential to student success. To be in good academic standing, a minimum grade point average (GPA) of 2.0 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 semester GPA of 2.0 will be notified of unsatisfactory academic progress as

indicated below. Minimum satisfactory academic progress for students enrolled in pre-curriculum courses is defined at the satisfactory, grade “C” (SC, P) level for final course grades. The Office of Academic Advising manages the academic alert, probation, and suspension process by notifying students of their academic status, meeting with students individually to develop academic improvement plans, monitoring students’ progress toward goals, and analyzing data to inform decisions.

Academic Alert – issued when a student’s semester GPA first falls below a 2.0 in curriculum courses or when final grades in preparatory courses fall below the SC level. Students will be notified of alert status. The student on academic alert must schedule an appointment with his/her Academic Advisor to develop an academic success plan. The students may not be approved to begin classes in future semesters until meeting with his/her Academic Advisor.

Academic Probation – issued when a student’s semester GPA remains below a 2.0 in curriculum courses or final grades in preparatory courses remain below the SC level for a second consecutive term. The student and the student’s academic advisor will be notified of probation status. A student on academic probation is required to meet with his/her Academic Advisor to develop a plan for academic improvement; course enrollment for the next semester may be limited. A student may not begin classes the next semester until meeting with the Academic Advisor. A student may be granted an extension of probationary status if the student is demonstrating academic progress but the semester GPA remains below 2.0.

Academic Suspension – issued when the student has not demonstrated academic progress in the next consecutive semester and the semester GPA remains below a 2.0 in curriculum courses after being on academic probation. Suspension will also be issued to students whose final grades in preparatory courses remain below the SC level in the next consecutive semester after being on academic probation. 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 for a minimum of one semester.

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 alert 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 SAP 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.
- **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.
- **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 course or any prerequisite or corequisite 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.
- **Nursing Assistant students** – In addition, a Nursing Assistant student will be suspended from the program if the student receives a final grade below “C” in any NAS 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, MED, BIO, or ENG course.
- **Histotechnology students** – In addition, a Histotechnology student will be suspended from the program if the student receives a final grade below “C” in any HTO course or any prerequisite or corequisite 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 CIM course or any BIO, ENG, HIT, or MED prerequisite or corequisite course.
- **Healthcare Interpreting students** – In addition, a Healthcare Interpreting student will be suspended from the program if the student receives a final grade below “C” in any HCI course or any prerequisite or corequisite 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 “F” in an EMS clinical course.
- **Cosmetology students** – In addition, a Cosmetology 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.
- **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 or SAB prefix 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.
- **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.
- **Special students** – The above scale applies, and all grades are computed in the grade point average.

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 or who changes from one major to another will graduate under the catalog in effect at the time of reenrollment or major change. Continuous enrollment excludes summer term.

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 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.

Degrees, diplomas, and certificates are ordered three times each year, in March, June, and October, and are received in May, August, and December. Prospective graduates who will complete degree requirements on or before May 31, must file an Application for Graduation Form with the Office of Academic Advising 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.

Source URL: <https://davidsonccc.edu/catalog/academics/academic-standing>

Curriculum Programs and Services

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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 and Guilford Technical 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 resource, providing professional academic assistance that promotes retention and success by challenging and empowering students to maximize their academic potential.

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 for enrolled students in various subjects. In addition to the tutoring services, the Learning Commons provides a variety of academic support workshops.

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 Academic Testing Center, GED Testing, study rooms, and a reading lounge. The Academic Testing Center provides placement testing and students wishing to take the College's placement test should visit the College's website to make an appointment online.

The Academic Testing Center also provides testing services for students who need to take their tests outside of the classroom. A student wishing to test in the center must make initial arrangements through his/her instructor(s). Students who need to take a course test in the center are required to make testing appointments at least 24 hours in advance in order to guarantee a seat in a designated testing space. 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 College's website.

The hours for tutoring, testing, and the Learning Commons are also available on the College's website.

Davie Campus Tutoring

Tutoring is also available on the Davie Campus in the Community Building, room 203. Free tutoring is provided in various subjects. The hours for tutoring are available on the College's website.

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Curriculum Programs

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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:

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

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, Internet Explorer 9 or higher version, Firefox 15 or higher, or Google Chrome 22 or higher, and Microsoft Word. Some online courses may have additional hardware and/or software requirements.

Some courses may require proctored testing or on-campus visits in order to complete portions of the course. Students 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

Video Conferencing Courses

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

Comprehensive Articulation Agreement (CAA)

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

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

Also, all courses listed in the curriculum for the A.A. and A.S. degrees do fulfill the CAA. Many of these courses are within the A.A.S. degree programs. The CAA does not prevent any UNC member institution or a private college from accepting additional courses not listed in the CAA. Students who plan to transfer should discuss requirements with their academic advisors at the beginning of their studies.

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://davidsonccc.edu/catalog/curriculum-programs-and-services/curriculum-programs>

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Continuing Education Programs

LAST UPDATED:

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General Information

Continuing Education programs and services provide adults opportunities to pursue lifelong learning 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 336.224.4554.

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 Business Office. 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.

Continuing Education Course Repetition Policy

A student enrolling in the same continuing education occupational course more than twice within a five-year period will pay the full student cost per scheduled hour or the current state fee, whichever is higher.

This provision is waived if course repetition is required by certification or licensing standards pertaining to the course in which the student is enrolled. For example, fire, law enforcement, and rescue personnel may repeat courses that are required by certification or licensing provisions and are directly job-related.

Awarding Credit for Continuing Education Units

Awarding credit for continuing education courses work involves at least three considerations:

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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. Students who wish to register for these courses must apply in the Admissions Office..

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

Criminal Justice In-Service Training

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

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Leadership Development

Lean Manufacturing

MS Office: Access/Excel/Word/PowerPoint

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

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Motorcycle Rider Safety

Painting: Oil, Acrylic, Watercolor

Pottery

Stained Glass

For additional information, please call 336.224.4554 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 336.224.4554.

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 336.249.8186, extension 6346, 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

Civil Process

Criminal Investigation

Defensive Driving

Field Training Officer

General Instructor Certification Training

In-Service Firearms Training and Qualification

Interview and Interrogation

Laws of Arrest, Search, and Seizure

Officer Survival

Radar Operator Training and Recertification

Supervision

Telecommunications Training

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)

**Students must apply through Enrollment Services. Courses have special admissions requirements; 336.249.8186, ext. 6731*

*** Students must apply through the School of Health, Wellness, and Public Safety; 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.

Some of the more popular fire and rescue courses include:

- Confined Space Rescue
- CPR and First Aid
- Fire Apparatus Practices
- Fire/Arson Detection and Investigation
- Firefighting Procedures and Tactics
- Handling Hazardous Materials
- Industrial Emergency Response Training
- Introduction to Fire Fighting
- Live Fire Structural Burning
- Low and High Angle Rescue
- Portable Fire Extinguishers
- Preparing for Natural Disasters
- Protective Breathing Equipment
- Rescue Technician
- Rescue Techniques
- Rope Practices
- Structural Collapse
- Trench Rescue
- Vehicle Extrication
- Weapons of Mass Destruction

Seminars and Workshops

The College sponsors or co-sponsors special seminar-type programs 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

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 336.224.4539 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 336.224.4539 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.

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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

CPR

Electrical Contractor

Emergency Medical Technician

EPA/CFC Refrigerant Certification

Firefighter I & II

First Aid

General Contractor

HVAC Contractor

Home Inspector

Notary Public Training

Nursing Assistant I & II

Paramedic

Plumbing Contractor

Propane Worker Certification

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

Healthcare Billing & Coding*

Health Unit Coordinator*

ICD-10*

Maternal Case Management*

Medication Aide

Nursing Assistant I*

Nursing Assistant II*

Pediatric Case Management*

*Courses have special admissions requirements.

*Students must apply through the School of Health, Wellness, and Public Safety at 336.224.4791.

The College also provides customized training for individual facility staff development needs. For additional information, contact 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

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\$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)

*No Charge

*G.S. 115D-5(B) permits a waiver of extension registration fees for training courses for volunteer firemen, local fire department personnel, local rescue and lifesaving department personnel, and local law enforcement officers. The courses must support the organizations' training needs:

(a) Only those courses which can enhance firefighters, police officers, rescue or lifesaving personnel in the performance of their duties can be exempted from tuition or registration fees (all other non-job related courses will require the applicable state-mandated charge if taken by firefighters, police officers, rescue or lifesaving personnel); and

(b) "Local" personnel is defined as city, county, or state personnel; therefore, private organizations, U.S. military personnel and other federal employees must not be granted tuition waivers for extension or curriculum courses as they are not "local" personnel.

Source URL: <https://davidsonccc.edu/catalog/curriculum-programs-and-services/continuing-education-programs>

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Report of Performance Measures and Standards

LAST UPDATED:

Jan 1 2014

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.

2013 Performance Measures for Student Success (2011-12 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 – 41.0%

of Colleges Meeting Goal – 8/58

DCCC – 56.4%

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%

Results

All NC Community Colleges – 71.1%

of Colleges Meeting Goal – 8/58

DCCC – 73.3%

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%

Results

All NC Community Colleges – 63.7%

of Colleges Meeting Goal – 7/58

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%

Results

All NC Community Colleges – 64.8%

of Colleges Meeting Goal – 7/58

DCCC – 64.1%

E. First Year Progression (Fall 2011 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 – 67.8%

of Colleges Meeting Goal – 5/58

DCCC – 74.2%

F. Curriculum Student Completion (Fall 2006 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 – 41.6%

of Colleges Meeting Goal – 18/58

DCCC – 49.6%

G. Licensure and Certification Passing Rate

- The 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 – 85.2%

of Colleges Meeting Goal – 13/58

DCCC – 92.4%

H. College Transfer and Performance (2010-11 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%

Results

All NC Community Colleges – 87.6%

of Colleges Meeting Goal – 9/58

DCCC – 88.6%

Source URL: <https://davidsonccc.edu/catalog/curriculum-programs-and-services/report-performance-measures-and-standards>

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School of General Studies & Academic Support

LAST UPDATED:

Jan 1 2014

The School of General Studies and Academic Support can meet you wherever you are along your educational journey. We provide comprehensive services and programs to assist you in developing a foundation for college readiness, if you need it.

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.

Our mission is to shape the future ... one student at a time.

College and Career Readiness

The College and Career Readiness program administers the following programs: Adult Basic Education (ABE), Adult High School (AHS), GED high school equivalency diploma preparation, 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 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. General Educational Development (GED) is a program of instruction to prepare students for a battery of five tests which, when passed, certifies that the examinee has high school equivalency academic skills. The GED Diploma is issued when a student has a score in the range of 150-169. An honors designation is awarded with a score of 170-200.
- 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. Workplace Basic Skills allows employers to work collaboratively with College and Career Readiness staff to customize a program targeting basic skills that improve workplace performance.
- h. 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.
- i. Compensatory Education (CED) offers educational opportunities to individuals with intellectual disabilities. These educational opportunities assist the participants in becoming more independent and self-directed.
- j. Distance Learning opportunities are available online in the following programs: ABE, AHS, ESL, GED, and ACE.
- k. Backpacks to Briefcases is a program that allows students enrolled in GED 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 GED, Get REAL and the College Placement Review (ACE) programs are assessed using the Test of Adult Basic Education (TABE). Guidelines for placement based on these assessments are as follows:

- a. Individuals must score at or above each of the following grade levels on the assessment to enroll in high school completion programs:

Reading	9.0
Math	9.0
Language	9.0

- b. Participants who score below these levels in one or more of the three areas are referred to ABE or ACE.
- c. Students enrolling in a high school completion program will be informed about both the AHS and GED programs. Students may then choose the program that best suits their needs.
- d. Students in ESL and CED are assessed using specifically designed forms of the California Adult Student Assessment System (CASAS).

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**
- **Associate in General Education (A.G.E.) Degree**
- **The “University Core” Diploma**

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

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

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

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

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

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

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

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

The Associate in Arts (A.A.) 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. 1.1.14

College transfer programs such as the Associate in Arts are designed to assist your transition towards a Bachelor's degree, not necessarily into a job. Students completing the AA, but do not transfer, may find work in a variety of settings.

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.

Associate in Arts Degree

1st Fall

ACA090	Study Skills	CREDIT HOURS:	3.00
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ENG111	Expository Writing (CAA)	CREDIT HOURS:	3.00
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Choose ONE MAT course from below for 1st Fall

MAT161	College Algebra (CAA)	CREDIT HOURS:	3.00
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MAT155	Statistical Analysis (CAA)	CREDIT HOURS:	3.00
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Choose ONE course from below for 1st Fall

PSY150	General Psychology (CAA)	CREDIT HOURS:	3.00
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SOC210	Introduction to Sociology (CAA)	CREDIT HOURS:	3.00
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Choose ONE foreign language course from below for 1st Fall

SPA111	Elementary Spanish I (CAA)	CREDIT HOURS:	3.00
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CHI111	Elementary Chinese I (CAA)	CREDIT HOURS:	3.00
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POR111	Elementary Portuguese I (CAA)	CREDIT HOURS:	3.00
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1st Spring

COM110	Introduction to Communication (CAA)	CREDIT HOURS:	3.00
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Choose ONE ENG course from below for 1st Spring

ENG112	Argument-Based Research (CAA)	CREDIT HOURS:	3.00
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ENG113	Literature-Based Research (CAA)	CREDIT HOURS:	3.00
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Choose ONE BIO course from below for 1st Spring

BIO110	Principles of Biology (CAA)	CREDIT HOURS:	4.00
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BIO140	Environmental Biology (CAA)	CREDIT HOURS:	3.00
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Choose ONE foreign language course from below for 1st Spring

SPA112	Elementary Spanish II (CAA)	CREDIT HOURS:	3.00
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CHI112	Elementary Chinese II (CAA)	CREDIT HOURS:	3.00
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POR112	Elementary Portuguese II (CAA)	CREDIT HOURS:	3.00
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Choose one HIS course from below for 1st Spring

HIS111	World Civilizations I (CAA)	CREDIT HOURS:	3.00
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HIS131	American History I (CAA)	CREDIT HOURS:	3.00
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2nd Fall

SOC210	Introduction to Sociology (CAA)	CREDIT HOURS:	3.00
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ACA122	College Transfer Success	CREDIT HOURS:	1.00
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Choose one ENG course from below for 2nd Fall

ENG233	Major American Writers (CAA)	CREDIT HOURS:	3.00	1.1.14
ENG243	Major British Writers (CAA)	CREDIT HOURS:	3.00	
ENG262	World Literature II (CAA)	CREDIT HOURS:	3.00	
Choose one HIS course from below for 2nd Fall				
HIS112	World Civilizations II (CAA)	CREDIT HOURS:	3.00	
HIS132	American History II (CAA)	CREDIT HOURS:	3.00	
Choose one MAT course from below for 2nd Fall				
MAT155	Statistical Analysis (CAA)	CREDIT HOURS:	3.00	
MAT161	College Algebra (CAA)	CREDIT HOURS:	3.00	
Choose one course from below for 2nd Fall				
ART111	Art Appreciation (CAA)	CREDIT HOURS:	3.00	
HUM160	Introduction to Film (CAA)	CREDIT HOURS:	3.00	
MUS110	Music Appreciation (CAA)	CREDIT HOURS:	3.00	
2nd Spring				
HUM150	American Women's Studies (CAA)	CREDIT HOURS:	3.00	
CAA11	Pre-Major	CREDIT HOURS:	11.00	
Choose one course from below for 2nd Spring				
CHM131	Introduction to Chemistry (CAA)	CREDIT HOURS:	3.00	
PHY110	Conceptual Physics (CAA)	CREDIT HOURS:	3.00	

LEADERSHIP IN THE PUBLIC SECTOR PROGRAM

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

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

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

The course work includes composition and literature, humanities, mathematics, natural and social sciences, computer applications and physical education. ACA090 Student Success is recommended.

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.

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, computer applications and physical education. ACA090 Student Success is recommended.

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.

Associate in Science Degree

1st Fall

ACA090	Study Skills	CREDIT HOURS:	3.00	1.1.14
ENG111	Expository Writing (CAA)	CREDIT HOURS:	3.00	
MAT175	Precalculus (CAA)	CREDIT HOURS:	4.00	
BIO111	General Biology I (CAA)	CREDIT HOURS:	4.00	
PSY150	General Psychology (CAA)	CREDIT HOURS:	3.00	
1st Spring				
ENG112	Argument-Based Research (CAA)	CREDIT HOURS:	3.00	
BIO112	General Biology II (CAA)	CREDIT HOURS:	4.00	
MAT271	Calculus I (CAA)	CREDIT HOURS:	4.00	
COM110	Introduction to Communication (CAA)	CREDIT HOURS:	3.00	
Choose one HIS course from below for 1st Spring				
HIS111	World Civilizations I (CAA)	CREDIT HOURS:	3.00	
HIS131	American History I (CAA)	CREDIT HOURS:	3.00	
2nd Fall				
CHM151	General Chemistry I (CAA)	CREDIT HOURS:	4.00	
SOC210	Introduction to Sociology (CAA)	CREDIT HOURS:	3.00	
Choose one ENG course from below for 2nd Fall				
ENG233	Major American Writers (CAA)	CREDIT HOURS:	3.00	
ENG243	Major British Writers (CAA)	CREDIT HOURS:	3.00	
ENG262	World Literature II (CAA)	CREDIT HOURS:	3.00	
MATSCI4	MAT or SCI pre-major	CREDIT HOURS:	4.00	
MATSCI4	MAT or SCI pre-major	CREDIT HOURS:	4.00	
2nd Spring				
HUM150	American Women's Studies (CAA)	CREDIT HOURS:	3.00	
ACA122	College Transfer Success	CREDIT HOURS:	1.00	
MATSCI4	MAT or SCI pre-major	CREDIT HOURS:	4.00	
MATSCI4	MAT or SCI pre-major	CREDIT HOURS:	4.00	
MATSCI4	MAT or SCI pre-major	CREDIT HOURS:	4.00	

FORENSIC BIOLOGY PROGRAM

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

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

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

The course work includes composition and literature, natural and social sciences, humanities, mathematics and physical education.

If your plan is to earn a degree in Forensic Biology at Guilford College, you'll get the core prerequisites out of the way, while allowing you to develop self-discipline and study skills in a nurturing environment.

ASSOCIATE IN GENERAL EDUCATION DEGREE PROGRAM

A 64 or 65-hour Associate in Arts degree in General Education is available to students who would like to transfer to a four-year college or university to complete a degree in education. It is designed to provide students with an opportunity to take the first two years of a four-year program in Education.

The course work includes composition and literature, social, natural and behavioral sciences, humanities, fine arts, and mathematics. ACA090 Student Success is recommended.

If your plan is to earn a degree in Education at a 4-year college or university, you'll get the core prerequisites out of the way, while allowing you to develop self-discipline and study skills in a nurturing environment.

Associate in General Education Degree

1st Fall

ACA090	Study Skills	CREDIT HOURS:	3.00
ENG111	Expository Writing (CAA)	CREDIT HOURS:	3.00
CAA3	Pre-Major	CREDIT HOURS:	3.00
CAA3	Pre-Major	CREDIT HOURS:	3.00

Choose one course from below for 1st Fall

MAT155	Statistical Analysis (CAA)	CREDIT HOURS:	3.00
BIO110	Principles of Biology (CAA)	CREDIT HOURS:	4.00

1st Spring

ENG112	Argument-Based Research (CAA)	CREDIT HOURS:	3.00
HIS111	World Civilizations I (CAA)	CREDIT HOURS:	3.00
HUM150	American Women's Studies (CAA)	CREDIT HOURS:	3.00
CAA3	Pre-Major	CREDIT HOURS:	3.00
CAA3	Pre-Major	CREDIT HOURS:	3.00
CAA3	Pre-Major	CREDIT HOURS:	3.00

2nd Fall

CAA3	Pre-Major	CREDIT HOURS:	3.00
CAA3	Pre-Major	CREDIT HOURS:	3.00
CAA3	Pre-Major	CREDIT HOURS:	3.00
CAA3	Pre-Major	CREDIT HOURS:	3.00
CAA3	Pre-Major	CREDIT HOURS:	3.00
CAA3	Pre-Major	CREDIT HOURS:	3.00

2nd Spring

ACA122	College Transfer Success	CREDIT HOURS:	1.00
CAA3	Pre-Major	CREDIT HOURS:	3.00
CAA3	Pre-Major	CREDIT HOURS:	3.00

CAA3	Pre-Major	CREDIT HOURS:	3.00	1.1.14
CAA3	Pre-Major	CREDIT HOURS:	3.00	
CAA3	Pre-Major	CREDIT HOURS:	3.00	

UNIVERSITY CORE DIPLOMA

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

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

Associate in Arts University Core Diploma

1st Fall

ACA090	Study Skills	CREDIT HOURS:	3.00
ENG111	Expository Writing (CAA)	CREDIT HOURS:	3.00
COM110	Introduction to Communication (CAA)	CREDIT HOURS:	3.00

Pick 1 MAT Course below for 1st Fall

MAT161	College Algebra (CAA)	CREDIT HOURS:	3.00
MAT155	Statistical Analysis (CAA)	CREDIT HOURS:	3.00

1st Spring

HUM150	American Women's Studies (CAA)	CREDIT HOURS:	3.00
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pick 1 eng course below for 1st spring

ENG112	Argument-Based Research (CAA)	CREDIT HOURS:	3.00
ENG113	Literature-Based Research (CAA)	CREDIT HOURS:	3.00

pick 1 bio course below for 1st spring

BIO110	Principles of Biology (CAA)	CREDIT HOURS:	4.00
BIO140	Environmental Biology (CAA)	CREDIT HOURS:	3.00

Pick 1 HIS Course Below for 1st Spring

HIS111	World Civilizations I (CAA)	CREDIT HOURS:	3.00
HIS131	American History I (CAA)	CREDIT HOURS:	3.00

2nd Fall

Pick One Course Below for 2nd Fall

ART111	Art Appreciation (CAA)	CREDIT HOURS:	3.00
MUS110	Music Appreciation (CAA)	CREDIT HOURS:	3.00
HUM160	Introduction to Film (CAA)	CREDIT HOURS:	3.00

Pick 1 HIS Course Below for 2nd Fall

HIS112	World Civilizations II (CAA)	CREDIT HOURS:	3.00
HIS132	American History II (CAA)	CREDIT HOURS:	3.00

PICK 1 mat COURSE BELOW FOR 2nd Fall

MAT155	Statistical Analysis (CAA)	CREDIT HOURS:	3.00
MAT161	College Algebra (CAA)	CREDIT	3.00

Pick 1 ENG Course Below for 2nd Fall

ENG233	Major American Writers (CAA)	CREDIT HOURS:	3.00
ENG243	Major British Writers (CAA)	CREDIT HOURS:	3.00
ENG262	World Literature II (CAA)	CREDIT HOURS:	3.00

2nd Spring

SOC210	Introduction to Sociology (CAA)	CREDIT HOURS:	3.00
PSY150	General Psychology (CAA)	CREDIT HOURS:	3.00

Pick 1 course below for 2nd Spring

CHM131	Introduction to Chemistry (CAA)	CREDIT HOURS:	3.00
PHY110	Conceptual Physics (CAA)	CREDIT HOURS:	3.00

Associate in Science University Core Diploma**1st Fall**

ACA090	Study Skills	CREDIT HOURS:	3.00
ENG111	Expository Writing (CAA)	CREDIT HOURS:	3.00
MAT175	Precalculus (CAA)	CREDIT HOURS:	4.00
BIO111	General Biology I (CAA)	CREDIT HOURS:	4.00
PSY150	General Psychology (CAA)	CREDIT HOURS:	3.00

1st Spring

ENG112	Argument-Based Research (CAA)	CREDIT HOURS:	3.00
BIO112	General Biology II (CAA)	CREDIT HOURS:	4.00
MAT271	Calculus I (CAA)	CREDIT HOURS:	4.00
COM110	Introduction to Communication (CAA)	CREDIT HOURS:	3.00

Pick 1 HIS Course from below for 1st Spring

HIS111	World Civilizations I (CAA)	CREDIT HOURS:	3.00
HIS131	American History I (CAA)	CREDIT HOURS:	3.00

2nd Fall

SOC210	Introduction to Sociology (CAA)	CREDIT HOURS:	3.00
CHM151	General Chemistry I (CAA)	CREDIT HOURS:	4.00
MATSCI4	MAT or SCI pre-major	CREDIT HOURS:	4.00
MATSCI4	MAT or SCI pre-major	CREDIT HOURS:	4.00

Pick 1 ENG Course from below for 2nd Fall

ENG233	Major American Writers (CAA)	CREDIT HOURS:	3.00
ENG243	Major British Writers (CAA)	CREDIT HOURS:	3.00
ENG262	World Literature II (CAA)	CREDIT HOURS:	3.00

2nd Spring

PSY150	General Psychology (CAA)	CREDIT	3.00
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HUM150	American Women's Studies (CAA)	HOURS: CREDIT HOURS:	3.00	1.1.14
ACA122	College Transfer Success	CREDIT HOURS:	1.00	
MATSCI4	MAT or SCI pre-major	CREDIT HOURS:	4.00	
MATSCI4	MAT or SCI pre-major	CREDIT HOURS:	4.00	
MATSCI4	MAT or SCI pre-major	CREDIT HOURS:	4.00	

ELEMENTARY EDUCATION (K-6) PROGRAM

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

The course work includes education courses along with Global Studies or Math, Science, and Technology. DCCC graduates who work in local public schools are able to complete the A&T student teaching experience at the local work site.

If your plan is to earn a degree in Elementary Education at NC A&T, you'll get the core prerequisites out of the way, while allowing you to develop self-discipline and study skills in a nurturing environment.

Elementary Education (K-6) Program

- **Total Credit Hours Earned in Core = 46**
- **Choose the Global Studies Concentration = 18**
- **Total Credit Hours = 64**

Course Number

BIO110	Principles of Biology (CAA)	CREDIT HOURS:	4.00
BIO155	Nutrition (CAA)	CREDIT HOURS:	3.00
CHM131	Introduction to Chemistry (CAA)	CREDIT HOURS:	3.00
CHM131A	Introduction to Chemistry Lab (CAA)	CREDIT HOURS:	1.00
COM120	Interpersonal Communication (CAA)	CREDIT HOURS:	3.00
Or			
CSC220	Computing Fundamentals	CREDIT HOURS:	4.00
EDU216	Foundations of Education (CAA)	CREDIT HOURS:	4.00
ENG111	Expository Writing (CAA)	CREDIT HOURS:	3.00
ENG112	Argument-Based Research (CAA)	CREDIT HOURS:	3.00
Or			
ENG113	Literature-Based Research (CAA)	CREDIT HOURS:	3.00
ENG273	African-American Literature (CAA)	CREDIT HOURS:	3.00
HEA110	Personal Health/Wellness (CAA)	CREDIT HOURS:	3.00
HEA112	First Aid & CPR (CAA)	CREDIT HOURS:	2.00
HIS111	World Civilizations I (CAA)	CREDIT HOURS:	3.00
HUM120	Cultural Studies (CAA)	CREDIT HOURS:	3.00
PSY150	General Psychology (CAA)	CREDIT HOURS:	3.00
PSY241	Developmental Psychology (CAA)	CREDIT HOURS:	3.00

Elementary Education (K-6) Program - Global Studies Concentration

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

Course Number		CREDIT HOURS:	
ENG231	American Literature I (CAA)	CREDIT HOURS:	3.00
ENG232	American Literature II (CAA)	CREDIT HOURS:	3.00
ENG241	British Literature I (CAA)	CREDIT HOURS:	3.00
ENG242	British Literature II (CAA)	CREDIT HOURS:	3.00
ENG262	World Literature II (CAA)	CREDIT HOURS:	3.00
HIS111	World Civilizations I (CAA)	CREDIT HOURS:	3.00
HIS112	World Civilizations II (CAA)	CREDIT HOURS:	3.00
HIS132	American History II (CAA)	CREDIT HOURS:	3.00
HUM220	Human Values & Meaning (CAA)	CREDIT HOURS:	3.00
MUS110	Music Appreciation (CAA)	CREDIT HOURS:	3.00
PHI240	Introduction to Ethics (CAA)	CREDIT HOURS:	3.00
POL220	International Relations (CAA)	CREDIT HOURS:	3.00
REL110	World Religions (CAA)	CREDIT HOURS:	3.00
SOC213	Sociology of the Family (CAA)	CREDIT HOURS:	3.00
SOC220	Social Problems (CAA)	CREDIT HOURS:	3.00
SPA111	Elementary Spanish I (CAA)	CREDIT HOURS:	3.00
SPA181	Spanish Lab I (CAA)	CREDIT HOURS:	1.00
SPA112	Elementary Spanish II (CAA)	CREDIT HOURS:	3.00
SPA182	Spanish Lab II (CAA)	CREDIT HOURS:	1.00

Elementary Education (K-6) Program - Associate in Applied Science (A.A.S. Degree)

Although the A.A.S. degree prepares students for immediate entry into the workforce, many students are electing to continue their education at senior colleges and universities. An increasing number of senior institutions are allowing graduates of selected A.A.S. degree programs to transfer some or all of their course work into baccalaureate degree programs. 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 example, Catawba College accepts the A.A.S. degree in Business Administration and Accounting for transfer credit, UNC-Charlotte and North Carolina A&T State University accept the A.A.S. degree in Electronics Engineering for transfer credit, UNC-Charlotte accepts the A.A.S. degree in Criminal Justice for transfer credit, and Salem College accepts the A.A.S. degree in Accounting for transfer credit.

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

The Occupational Connection

The College's Associate in Applied Science (A.A.S.) degree, diploma, and certificate programs prepare students to enter the workforce in a ¹⁰⁹

wide range of occupations through both specialized and general education courses. The Associate in Arts (A.A.), Associate in Science (A.S.), and Associate in General Education (A.G.E.) degrees (see Transfer Options) also enable students to enter the workforce by providing a strong general education desired by many employers. In addition, diploma programs and certificate programs also prepare students for employment.

EARLY CHILDHOOD EDUCATION

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

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

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

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 | 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

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
EDU146	Child Guidance	CREDIT HOURS:	3.00
EDU151	Creative Activities	CREDIT HOURS:	3.00
EDU151A	Creative Activities Lab	CREDIT HOURS:	1.00
MAT143	Quantitative Literacy	CREDIT HOURS:	3.00

Summer

ENG111	Expository Writing (CAA)	CREDIT HOURS:	3.00
COM120	Interpersonal Communication (CAA)	CREDIT HOURS:	3.00
PSY150	General Psychology (CAA)	CREDIT HOURS:	3.00

2nd Fall

EDU280	Language & Literacy Experiences	CREDIT HOURS:	3.00
EDU221	Children with Exceptionalities (CAA)	CREDIT HOURS:	3.00

EDU259	Curriculum Planning	CREDIT HOURS:	3.00	1.1.14
ENG113	Literature-Based Research (CAA)	CREDIT HOURS:	3.00	
EDUElective	EDU Elective			
2nd Spring				
EDU251	Exploration Activities	CREDIT HOURS:	3.00	
EDU251A	Exploration Activities Lab	CREDIT HOURS:	1.00	
EDU271	Educational Technology	CREDIT HOURS:	3.00	
EDU284	Early Childhood Capstone Prac	CREDIT HOURS:	4.00	
EDUElective	EDU Elective			
EDUElective	EDU Elective			
HUMElective	Humanities 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

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	
EDU146	Child Guidance	CREDIT HOURS:	3.00	
EDU151	Creative Activities	CREDIT HOURS:	3.00	
EDU151A	Creative Activities Lab	CREDIT HOURS:	1.00	
MAT143	Quantitative Literacy	CREDIT HOURS:	3.00	

Summer

ENG111	Expository Writing (CAA)	CREDIT HOURS:	3.00	
COM120	Interpersonal Communication (CAA)	CREDIT HOURS:	3.00	
PSY150	General Psychology (CAA)	CREDIT HOURS:	3.00	

2nd Fall

EDU280	Language & Literacy Experiences	CREDIT HOURS:	3.00	
EDU221	Children with Exceptionalities (CAA)	CREDIT HOURS:	3.00	
EDU259	Curriculum Planning	CREDIT HOURS:	3.00	
ENG113	Literature-Based Research (CAA)	CREDIT HOURS:	3.00	
EDUElective	EDU Elective			

Pick one course from below for 2nd Fall

BIO110	Principles of Biology (CAA)	CREDIT HOURS:	4.00	1.1.14
BIO140	Environmental Biology (CAA)	CREDIT HOURS:	3.00	


2nd Spring

EDU251	Exploration Activities	CREDIT HOURS:	3.00
EDU251A	Exploration Activities Lab	CREDIT HOURS:	1.00
EDU271	Educational Technology	CREDIT HOURS:	3.00
EDU284	Early Childhood Capstone Prac	CREDIT HOURS:	4.00
HUMElective	Humanities Elective		
EDU234	Infants, Toddlers & Twos	CREDIT HOURS:	3.00

Early Childhood Education: Associate in Applied Science Degree Program - Salem Transfer

Students who do not meet acceptable placement scores must complete appropriate preparatory courses.

SEQUENCING SHEET:

 [Teacher Education Salem Transfer](#)

Early Childhood Education: Diploma Program

Note: Students who do not meet acceptable placement scores must complete appropriate preparatory courses.

1st 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
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
EDU151A	Creative Activities Lab	CREDIT HOURS:	1.00
ENG111	Expository Writing (CAA)	CREDIT HOURS:	3.00

Summer

COM120	Interpersonal Communication (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 Prac	CREDIT HOURS:	4.00

Early Childhood Education: Certificate Program - Emphasis in School Age Assistant

1st Fall

EDU144	Child Development I	CREDIT HOURS:	3.00	1.1.14
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 & Program	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	
EDU153	Health, Safety & Nutrition	CREDIT HOURS:	3.00	
EDU261	Early Childhood Administration I	CREDIT HOURS:	3.00	

Spring

EDU145	Child Development II	CREDIT HOURS:	3.00	
EDU146	Child Guidance	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	
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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, Advisement Center staff will assist the student to develop a proposed plan for the GOT program of study. The proposed GOT program of study must contain a combination of major courses from curricula offered by the College, must be designed to provide specific job knowledge and skills, and must include a minimum of 49 semester hours credit. Work experience, including cooperative education and internships, may be included up to a maximum of 8 semester hours.

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

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

Major Courses

ACA115	Success & Study Skills	CREDIT HOURS:	1.00
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Or

ACA120	Career Assessment	CREDIT HOURS:	1.00
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(Required of all students not meeting College assessment scores.)

COM120	Interpersonal Communication (CAA)	CREDIT HOURS:	3.00
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ENG111	Expository Writing (CAA)	CREDIT HOURS:	3.00
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ENG113	Literature-Based Research (CAA)	CREDIT HOURS:	3.00
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Or

ENG114	Professional Research & Reporting (CAA)	CREDIT HOURS:	3.00
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MAT140	Survey of Mathematics (CAA)	CREDIT HOURS:	3.00
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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

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 & 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.

Accuplacer Benchmarks

Reading - 80
 Sentence Skills - 86
 Arithmetic - 55
 Elementary Algebra - Not Required

After High School

Hours Needed to Complete Diploma: 25
 Hours Needed to Complete Associate Degree: 53

Courses and schedule vary from school to school and are subject to change. See your school counselor for enrollment information.

SEQUENCING SHEET:

 [ccp_infant.toddler.care](#)

High School Junior Year

EDU119	Introduction to Early Childhood Education	CREDIT HOURS:	4.00
EDU144	Child Development I	CREDIT HOURS:	3.00
EDU131	Child, Family & Community	CREDIT HOURS:	3.00

High School Senior Year

EDU153	Health, Safety & Nutrition	CREDIT HOURS:	3.00	1.1.14
EDU234	Infants, Toddlers & Twos	CREDIT HOURS:	3.00	

SCHOOL AGE EDUCATION

This curriculum prepares individuals to work with children in elementary through middle grades in diverse learning environments. Students will combine learned theories with practice in actual settings with school-age children under the supervision of qualified teachers.

Course work includes child growth/development; computer technology in education; physical/nutritional needs of school-age children; care and guidance of school-age children; and communication skills with families and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of school-age populations.

Graduates are prepared to plan and implement developmentally appropriate programs in school-aged environments. Employment opportunities include school-age teachers in childcare programs, before/after school programs, paraprofessional positions in public/private schools, recreational centers, and other programs that work with school-age populations.

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

1. Use developmental knowledge to create effective learning environments.
2. Support and engage families and communities in the educational setting.
3. Implement technology to support student learning outcomes.
4. Demonstrate professional behavior in a variety of settings.

School Age Education: Associate in Applied Science Degree Program - Emphasis in Infant/Toddler Care

1st 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
ENG111	Expository Writing (CAA)	CREDIT HOURS:	3.00

Choose 1 Elective for 1st Fall

1st Spring

EDU145	Child Development II	CREDIT HOURS:	3.00
EDU163	Classroom Management & Instruction	CREDIT HOURS:	3.00
EDU216	Foundations of Education (CAA)	CREDIT HOURS:	4.00
ENG113	Literature-Based Research (CAA)	CREDIT HOURS:	3.00

Choose 1 Elective for 1st Spring

Summer

COM140	Intercultural Communications (CAA)	CREDIT HOURS:	3.00
PSY150	General Psychology (CAA)	CREDIT HOURS:	3.00

Choose 1 Humanities Elective for Summer

2nd Fall

EDU221	Children with Exceptionalities (CAA)	CREDIT HOURS:	3.00
EDU259	Curriculum Planning	CREDIT HOURS:	3.00
EDU275	Effective Teacher Training	CREDIT HOURS:	2.00
EDU280	Language & Literacy Experiences	CREDIT HOURS:	3.00
MAT140	Survey of Mathematics (CAA)	CREDIT HOURS:	3.00

Choose 1 Elective for 2nd Fall

1.1.14

2nd Spring

EDU271	Educational Technology	CREDIT HOURS:	3.00
EDU251	Exploration Activities	CREDIT HOURS:	3.00
EDU251A	Exploration Activities Lab	CREDIT HOURS:	1.00
EDU285	Internship Exp.-School-Age	CREDIT HOURS:	4.00
EDU289	Adv. Issues/School age	CREDIT HOURS:	2.00

Electives

BIO110	Principles of Biology (CAA)	CREDIT HOURS:	4.00
BIO111	General Biology I (CAA)	CREDIT HOURS:	4.00
BIO140	Environmental Biology (CAA)	CREDIT HOURS:	3.00
CHM131	Introduction to Chemistry (CAA)	CREDIT HOURS:	3.00
EDU146	Child Guidance	CREDIT HOURS:	3.00
EDU151	Creative Activities	CREDIT HOURS:	3.00
EDU153	Health, Safety & Nutrition	CREDIT HOURS:	3.00
EDU158	Healthy Lifestyles-Youth	CREDIT HOURS:	3.00
EDU222	Learn with Behavioral Disorders	CREDIT HOURS:	3.00
EDU223	Specific Learning Disabilities	CREDIT HOURS:	3.00
EDU235	School-Age Development & Program	CREDIT HOURS:	3.00
EDU247	Sensory & Physical Disabilities	CREDIT HOURS:	3.00
EDU248	Developmental Delays	CREDIT HOURS:	3.00
EDU263	School-Age Program Administration	CREDIT HOURS:	2.00
PED111	Physical Fitness I (CAA)	CREDIT HOURS:	1.00
PED113	Aerobics I (CAA)	CREDIT HOURS:	1.00
PED117	Weight Training I (CAA)	CREDIT HOURS:	1.00
PED119	Circuit Training (CAA)	CREDIT HOURS:	1.00
PED120	Walking for Fitness (CAA)	CREDIT HOURS:	1.00
PED121	Walk, Jog, Run (CAA)	CREDIT HOURS:	1.00
PED125	Self-Defense-Beginning (CAA)	CREDIT HOURS:	1.00
PED128	Golf-Beginning (CAA)	CREDIT HOURS:	1.00
PED130	Tennis-Beginning (CAA)	CREDIT HOURS:	1.00
PED137	Badminton (CAA)	CREDIT HOURS:	1.00
PED138	Archery (CAA)	CREDIT HOURS:	1.00

PED139	Bowling-Beginning (CAA)	CREDIT HOURS:	1.00	1.1.14
PED142	Lifetime Sports (CAA)	CREDIT HOURS:	1.00	
PED143	Volleyball-Beginning (CAA)	CREDIT HOURS:	1.00	
PED145	Basketball-Beginning (CAA)	CREDIT HOURS:	1.00	
PED152	Swimming-Beginning (CAA)	CREDIT HOURS:	1.00	
PED170	Backpacking (CAA)	CREDIT HOURS:	1.00	
SOC210	Introduction to Sociology (CAA)	CREDIT HOURS:	3.00	
SOC213	Sociology of the Family (CAA)	CREDIT HOURS:	3.00	
SOC220	Social Problems (CAA)	CREDIT HOURS:	3.00	
SPA111	Elementary Spanish I (CAA)	CREDIT HOURS:	3.00	
SPA112	Elementary Spanish II (CAA)	CREDIT HOURS:	3.00	

ZOO & AQUARIUM SCIENCE

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

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

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

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

1. Demonstrate exhibit protocol paying particular attention to details of cleaning, disinfecting and basic repair.
2. Communicate with peers in a professional manner using appropriate tones and terminology.
3. Understand and effectively apply principles of environmental enrichment and operant conditioning in the daily care of collection.
4. Demonstrate skills valued in the workplace including positive attitude, enthusiasm, ability to work effectively in a team environment and initiative.
5. Demonstrate a strong commitment towards professionalism in their appearance, punctuality, preparedness, dependability and reliability, and work ethic.
6. Demonstrate effective written and oral communication skills with consumers and with coworkers.

Zoo Science: Associate in Applied Science Degree Program

Major Courses

BIO242	Natural Resource Conservation (CAA)	CREDIT HOURS:	3.00	
COE112	Co-Op Work Experience I	CREDIT HOURS:	2.00	
COE122	Co-Op Work Experience IV	CREDIT HOURS:	2.00	
COE132	Co-Op Work Experience III	CREDIT HOURS:	2.00	
COE212	Co-Op Work Experience IV	CREDIT HOURS:	2.00	
ZAS110	Introduction to Zookeeping	CREDIT HOURS:	4.00	
ZAS112	Introduction to Zoo Science	CREDIT HOURS:	1.00	
ZAS113	Animal Exhibits	CREDIT HOURS:	1.00	
ZAS114	Species Survival Plans	CREDIT HOURS:	1.00	
ZAS115	Introduction to Wildlife Law	CREDIT	1.00	118

ZAS130	Introduction to Ethology	HOURS: CREDIT HOURS:	3.00	1.1.14
ZAS131	Applied Animal Psychology	CREDIT HOURS:	3.00	
ZAS232	Zoo Invertebrates	CREDIT HOURS:	3.00	
ZAS234	Zoo Herpetology	CREDIT HOURS:	3.00	
ZAS235	Zoo Ornithology	CREDIT HOURS:	3.00	
ZAS236	Zoo Mammalogy	CREDIT HOURS:	3.00	
Supporting Courses				
BIO111	General Biology I (CAA)	CREDIT HOURS:	4.00	
BIO112	General Biology II (CAA)	CREDIT HOURS:	4.00	
COM231	Public Speaking (CAA)	CREDIT HOURS:	3.00	
ENG111	Expository Writing (CAA)	CREDIT HOURS:	3.00	
MAT140	Survey of Mathematics (CAA)	CREDIT HOURS:	3.00	
PHI240	Introduction to Ethics (CAA)	CREDIT HOURS:	3.00	
PSY150	General Psychology (CAA)	CREDIT HOURS:	3.00	

Aquarium Science: Associate in Applied Science Degree Program

1st Fall

ENG111	Expository Writing (CAA)	CREDIT HOURS:	3.00	
PSY150	General Psychology (CAA)	CREDIT HOURS:	3.00	
CHM131	Introduction to Chemistry (CAA)	CREDIT HOURS:	3.00	
BIO111	General Biology I (CAA)	CREDIT HOURS:	4.00	
ZAS112	Introduction to Zoo Science	CREDIT HOURS:	1.00	

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	
ZAS210	Introduction to Aquarium Science	CREDIT HOURS:	4.00	
ZAS233	Zoo Ichthyology	CREDIT HOURS:	3.00	
MAT140	Survey of Mathematics (CAA)	CREDIT HOURS:	3.00	

Summer

COE122	Co-Op Work Experience IV	CREDIT HOURS:	2.00	
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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	1.1.14
ZAS130	Introduction to Ethology	CREDIT HOURS:	3.00	
COM231	Public Speaking (CAA)	CREDIT HOURS:	3.00	
2nd Spring				
PHI240	Introduction to Ethics (CAA)	CREDIT HOURS:	3.00	
ZAS115	Introduction to Wildlife Law	CREDIT HOURS:	1.00	
ZAS250	Applied Zoo Management	CREDIT HOURS:	3.00	
MSC174	Marine Invertebrate Zoo	CREDIT HOURS:	4.00	
BIO243	Marine Biology	CREDIT HOURS:	4.00	
Choose one course from below for 2nd Spring				
AQU162	Aquaculture Practicum II	CREDIT HOURS:	3.00	
Choose one course from below for 2nd Spring				
COE211	Co-Op Work Experience IV	CREDIT HOURS:	1.00	

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School of Business, Engineering & Technical Studies

LAST UPDATED:

Jan 1 2014

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

ACA090	Study Skills	CREDIT HOURS:	3.00
MAT143	Quantitative Literacy	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
ENG111	Expository Writing (CAA)	CREDIT HOURS:	3.00
ACC180	Practices in Bookkeeping	CREDIT HOURS:	3.00

Summer

ENG114	Professional Research & Reporting (CAA)	CREDIT HOURS:	3.00
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Pick 1 HUM course below for Summer

HUM115	Critical Thinking (CAA)	CREDIT HOURS:	3.00
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HUM120	Cultural Studies (CAA)	CREDIT HOURS:	3.00
			1.1.14
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
ACC140	Payroll Accounting	CREDIT HOURS:	2.00
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			
ACC120	Principles of Financial Accounting (CAA)	CREDIT HOURS:	4.00
BUS110	Introduction to Business (CAA)	CREDIT HOURS:	3.00
ACC129	Individual Income Taxes	CREDIT HOURS:	3.00
1st Spring			
ACC121	Principles of Managerial Accounting (CAA)	CREDIT HOURS:	4.00
ACC140	Payroll Accounting	CREDIT HOURS:	2.00
ACC130	Business Income Taxes	CREDIT HOURS:	3.00
CIS110	Introduction to Computers (CAA)	CREDIT HOURS:	3.00
1st Summer (Pick One Course from below for 1st Summer)			
HUM230	Leadership Development (CAA)	CREDIT HOURS:	3.00
HUM120	Cultural Studies (CAA)	CREDIT HOURS:	3.00
HUM115	Critical Thinking (CAA)	CREDIT HOURS:	3.00
2nd Fall			
BUS115	Business Law I (CAA)	CREDIT HOURS:	3.00
ACC150	Accounting Software Applications	CREDIT HOURS:	2.00
CTS130	Spreadsheet	CREDIT HOURS:	3.00
2nd Spring			
ACC180	Practices in Bookkeeping	CREDIT HOURS:	3.00
ENG111	Expository Writing (CAA)	CREDIT HOURS:	3.00
ACC225	Cost Accounting	CREDIT HOURS:	3.00
2nd Summer (Pick One Course from below for 2nd Summer)			
ENG112	Argument-Based Research (CAA)	CREDIT HOURS:	3.00

ENG114	Professional Research & Reporting (CAA)	HOURS:		
		CREDIT HOURS:	3.00	
		HOURS:		1.1.14
3rd Fall				
ACC220	Intermediate Accounting I	CREDIT HOURS:	4.00	
MAT143	Quantitative Literacy	CREDIT HOURS:	3.00	
ECO252	Principles of Macroeconomics (CAA)	CREDIT HOURS:	3.00	
3rd Spring				
BUS225	Business Finance	CREDIT HOURS:	3.00	
ECO251	Principles of Microeconomics (CAA)	CREDIT HOURS:	3.00	
ACC221	Intermediate Accounting II	CREDIT HOURS:	4.00	

Accounting: Diploma Program

1st Fall				
BUS110	Introduction to Business (CAA)	CREDIT HOURS:	3.00	
MAT143	Quantitative Literacy	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	Expository Writing (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 1.1.14
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. A.A.S. degree graduates should be able to demonstrate an understanding of system selection and balance and advanced 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	HOURS:	2.00	1.1.14
AHR211	Residential System Design	CREDIT HOURS:	3.00	

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

AHR114	Heat Pump Technology	CREDIT HOURS:	4.00	
ELC111	Introduction to Electricity	CREDIT HOURS:	3.00	
AHR113	Comfort Cooling	CREDIT HOURS:	4.00	
AHR160	Refrigerant Certification	CREDIT HOURS:	1.00	

Air Conditioning, Heating & Refrigeration: Certificate Program - Emphasis in Residential Heating & Cooling

AHR112	Heating Technology	CREDIT HOURS:	4.00	
ELC111	Introduction to Electricity	CREDIT HOURS:	3.00	
AHR113	Comfort Cooling	CREDIT HOURS:	4.00	
AHR160	Refrigerant Certification	CREDIT HOURS:	1.00	

AUTOMOTIVE SYSTEMS TECHNOLOGY

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

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

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

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

1. Demonstrate understanding of 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 by managing time effectively, working effectively and ethically with others, demonstrating dependability, and completing tasks satisfactorily.
3. Identify, diagnose, and state proper and safe procedure for repair of hybrid, alternative fuel, and other green technology systems.
4. Identify and demonstrate an understanding of the theory of operation for all major systems in a modern vehicle.
5. Use critical thinking skills to analyze and diagnose automotive system malfunctions and repair or replace defective components.

Automotive Systems Technology: Associate in Applied Science Degree Program

1st Fall

ACA090	Study Skills	CREDIT HOURS:	3.00	
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	

1st Spring

PHY121	Applied Physics I	CREDIT HOURS:	4.00	
AUT116	Engine Repair	CREDIT HOURS:	3.00	
AUT116A	Engine Repair Lab	CREDIT HOURS:	1.00	
AUT181	Engine Performance I	CREDIT HOURS:	3.00	125

AUT183	Engine Performance II	CREDIT HOURS:	4.00	
ENG111	Expository Writing (CAA)	CREDIT HOURS:	3.00	1.1.14
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	
HUM115	Critical Thinking (CAA)	CREDIT HOURS:	3.00	
2nd 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	
TRN180	Basic Welding for 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	
MAT110	Math Measurement & Literacy	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	
Summer				
AUT212	Auto Shop Management	CREDIT HOURS:	3.00	

TRN140	Transp Climate Control	CREDIT HOURS:	2.00	1.1.14
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	
TRN180	Basic Welding for Transp	CREDIT HOURS:	3.00	

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

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.

Accuplacer Benchmarks

Reading - 39
Sentence Skills - 41
Arithmetic - 30
Elementary Algebra - Not Required

Courses and schedule vary from school to school and are subject to change. See your school counselor for enrollment information.

SEQUENCING SHEET:

 [ccp automotive systems technology](#)

High School Junior Year

AUT151	Brake Systems	CREDIT HOURS:	3.00
AUT141	Suspension & Steering Systems	CREDIT HOURS:	3.00
TRN110	Intro to Transport Tech	CREDIT HOURS:	2.00
TRN120	Basic Transp Electricity	CREDIT HOURS:	5.00
TRN140	Transp Climate Control	CREDIT HOURS:	2.00
TRN140A	Transp Climate Cont Lab	CREDIT HOURS:	2.00

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 (Business Track): Associate in Applied Science Degree Program

*students wanting to transfer should take ECO 252 & ECO 251

*non-transfer students should take PSY 150 & ECO 151 or SOC 210 & ECO 151

1st Fall

[ACA090](#)

Study Skills

CREDIT HOURS:

3.00

MAT143	Quantitative Literacy	CREDIT HOURS:	3.00	1.1.14
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	Expository Writing (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 & Meaning (CAA)	CREDIT HOURS:	3.00	
HUM230	Leadership Development (CAA)	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	
Pick one course from below for 2nd Fall				
ECO151	Survey of Economics (CAA)	CREDIT HOURS:	3.00	
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	
BUS225	Business Finance	CREDIT HOURS:	3.00	
BUS239	Business Applications Seminar	CREDIT HOURS:	2.00	
Pick one ENG course from below for 2nd Spring				
ENG112	Argument-Based Research (CAA)	CREDIT HOURS:	3.00	
ENG113	Literature-Based Research (CAA)	CREDIT HOURS:	3.00	
ENG114	Professional Research & Reporting (CAA)	CREDIT HOURS:	3.00	

*students wanting to transfer should take ECO 252 & ECO 251
 *non-transfer students should take PSY 150 & ECO 151 or SOC 210 & ECO 151

1st Fall

ACA090	Study Skills	CREDIT HOURS:	3.00
MAT143	Quantitative Literacy	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	Expository Writing (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

Choose one course from below for Summer

HUM115	Critical Thinking (CAA)	CREDIT HOURS:	3.00
HUM220	Human Values & Meaning (CAA)	CREDIT HOURS:	3.00
HUM230	Leadership Development (CAA)	CREDIT HOURS:	3.00

Choose one course from below for Summer

ENG112	Argument-Based Research (CAA)	CREDIT HOURS:	3.00
ENG113	Literature-Based Research (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

Choose one course from below for 2nd Fall

ECO151	Survey of Economics (CAA)	CREDIT HOURS:	3.00
ECO251	Principles of Microeconomics (CAA)	CREDIT HOURS:	3.00

2nd Spring

ACC140	Payroll Accounting	CREDIT HOURS:	2.00
INT110	International Business	CREDIT HOURS:	3.00

ACC180	Practices in Bookkeeping	CREDIT HOURS:	3.00	1.1.14
BUS225	Business Finance	CREDIT HOURS:	3.00	
BUS239	Business Applications Seminar	CREDIT HOURS:	2.00	

Business Administration: Associate in Applied Science Degree Program (Online/Hybrid)

*students wanting to transfer should take ECO 252 & ECO 251

*non-transfer students should take PSY 150 & ECO 151 or SOC 210 & ECO 151

1st Fall

ACA090	Study Skills	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	CREDIT HOURS:	3.00
MKT120	Principles of Marketing	CREDIT HOURS:	3.00
BUS137	Principles of Management (CAA)	CREDIT HOURS:	3.00

1st Summer

ENG111	Expository Writing (CAA)	CREDIT HOURS:	3.00
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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	Argument-Based Research (CAA)	CREDIT HOURS:	3.00
ENG113	Literature-Based Research (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

Choose one course from below for 2nd Spring

ECO151	Survey of Economics (CAA)	CREDIT HOURS:	3.00
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
HUM220	Human Values & Meaning (CAA)	CREDIT HOURS:	3.00
HUM230	Leadership Development (CAA)	CREDIT HOURS:	3.00

3rd Fall

BUS153	Human Resource Management	CREDIT HOURS:	3.00	1.1.14
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	
BUS225	Business Finance	CREDIT HOURS:	3.00	
BUS239	Business Applications Seminar	CREDIT HOURS:	2.00	

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	

Choose one course from below for 1st Fall

ECO151	Survey of Economics (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	Expository Writing (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	Argument-Based Research (CAA)	CREDIT HOURS:	3.00	
ENG113	Literature-Based Research (CAA)	CREDIT HOURS:	3.00	
ENG114	Professional Research & Reporting (CAA)	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	132

Business Administration: Certificate in Entrepreneurship Program**1st Fall**

BUS110	Introduction to Business (CAA)	CREDIT HOURS:	3.00
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MKT120	Principles of Marketing	CREDIT HOURS:	3.00
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CIS110	Introduction to Computers (CAA)	CREDIT HOURS:	3.00
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1st Spring

ACC120	Principles of Financial Accounting (CAA)	CREDIT HOURS:	4.00
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2nd Fall

BUS280	REAL Small Business	CREDIT HOURS:	4.00
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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. Understand and demonstrate the common principles and practices in advanced manufacturing settings.
2. Interpret information and blueprints for part manufacturing, job routing, and cost estimation.
3. Use applied mathematical skills to solve functional problems related to machining.
4. Use critical thinking to apply machining skills to produce finished parts meeting quality requirements as described in blueprints 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 while apply the basics of lean manufacturing concepts.

Computer-Integrated Machining: Associate in Applied Science Degree Program**1st Fall**

ACA090	Study Skills	CREDIT HOURS:	3.00
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ISC112	Industrial Safety	CREDIT HOURS:	2.00
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BPR111	Blueprint Reading	CREDIT HOURS:	2.00
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DFT151	CAD I	CREDIT HOURS:	3.00
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MAC141	Machining Applications I	CREDIT HOURS:	4.00
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MAC151	Machining Calculations	CREDIT HOURS:	2.00
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1st Spring

MAC121	Introduction to CNC	CREDIT HOURS:	2.00
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MAC142	Machining Applications II	CREDIT HOURS:	4.00
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MAT121	Algebra/Trigonometry I	CREDIT HOURS:	3.00
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GEO111	World Regional Geography	CREDIT HOURS:	3.00
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ENG111	Expository Writing (CAA)	CREDIT HOURS:	3.00
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Summer

COM120	Interpersonal Communication (CAA)	CREDIT	3.00
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HUM115	Critical Thinking (CAA)	HOURS:	3.00	
		CREDIT HOURS:		1.1.14
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	
ATR112	Introduction to Automation	CREDIT HOURS:	3.00	
DFT154	Introduction to Solid Modeling	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 Multi-Axis Machining	CREDIT HOURS:	3.00	
MAC234A	Advanced Multi-Axis Machining Lab	CREDIT HOURS:	1.00	

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	Expository Writing (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	

Fall		CREDIT HOURS:	
ISC112	Industrial Safety	2.00	1.1.14
BPR111	Blueprint Reading	2.00	
MAC141	Machining Applications I	4.00	
MAC151	Machining Calculations	2.00	
Spring		CREDIT HOURS:	
MAC142	Machining Applications II	4.00	

Computer-Integrated Machining: Certificate Program - CNC Fundamentals

Fall		CREDIT HOURS:	
DFT151	CAD I	3.00	
MAC122	CNC Turning	2.00	
MEC110	Introduction to CAD/CAM	2.00	
MAC124	CNC Milling	2.00	
MAC141	Machining Applications I	4.00	
Spring		CREDIT HOURS:	
MAC121	Introduction to CNC	2.00	

Computer-Integrated Machining: Certificate Program - Advanced CNC Fundamentals

Fall		CREDIT HOURS:	
ATR112	Introduction to Automation	3.00	
Spring		CREDIT HOURS:	
MAC222	Advanced CNC Turning	2.00	
MAC224	Advanced CNC Milling	2.00	
MAC234	Advanced Multi-Axis Machining	3.00	
MAC234A	Advanced Multi-Axis Machining Lab	1.00	
ISC220	Lean Manufacturing	3.00	

Certificate - Computer-Integrated Machining - Machining (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 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.

Accuplacer Benchmarks

Reading - 57
Sentence Skills - 66
Arithmetic - 55
Elementary Algebra - Not Required

SEQUENCING SHEET:

[CCP Computer-Integrated Machining](#)

High School Junior Year

MAC141	Machining Applications I	CREDIT HOURS:	4.00
BPR111	Blueprint Reading	CREDIT HOURS:	2.00
MAC151	Machining Calculations	CREDIT HOURS:	2.00
ISC112	Industrial Safety	CREDIT HOURS:	2.00
MAC142	Machining Applications II	CREDIT HOURS:	4.00
MAC121	Introduction to CNC	CREDIT HOURS:	2.00

Certificate - Computer-Integrated Machining - CNC (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 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 CNC Fundamentals from DCCC.

Accuplacer Benchmarks

Reading - 57

Sentence Skills - 66

Arithmetic - 55

Elementary Algebra - Not Required

Courses and schedule vary from school to school and are subject to change. See your school counselor for enrollment information.

SEQUENCING SHEET:

[CCP Computer-Integrated Machining CNC](#)

High School Senior Year

DFT151	CAD I	CREDIT HOURS:	3.00
MAC141	Machining Applications I	CREDIT HOURS:	4.00
BPR111	Blueprint Reading	CREDIT HOURS:	2.00
MAC121	Introduction to CNC	CREDIT HOURS:	2.00
MEC110	Introduction to CAD/CAM	CREDIT HOURS:	2.00
MAC124	CNC Milling	CREDIT HOURS:	2.00
MAC122	CNC Turning	CREDIT HOURS:	2.00

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.

1.1.14

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)

CTI: Associate in Applied Science Degree Program (Emphasis in Information Support)

1st Fall

ACA090	Study Skills	CREDIT HOURS:	3.00
ENG111	Expository Writing (CAA)	CREDIT HOURS:	3.00
GEO111	World Regional Geography	CREDIT HOURS:	3.00
HUM115	Critical Thinking (CAA)	CREDIT HOURS:	3.00
MAT143	Quantitative Literacy	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
NOS110	Operating System Concepts	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
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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	1.1.14
CTS289	System Support Project	CREDIT HOURS:	3.00	

CTI: Associate in Applied Science Degree Program (Emphasis in Network and Cyber Security)

1st Fall

ACA090	Study Skills	CREDIT HOURS:	3.00
ENG111	Expository Writing (CAA)	CREDIT HOURS:	3.00
GEO111	World Regional Geography	CREDIT HOURS:	3.00
HUM115	Critical Thinking (CAA)	CREDIT HOURS:	3.00
MAT143	Quantitative Literacy	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
NOS110	Operating System Concepts	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
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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	Secure Admin I	CREDIT HOURS:	3.00
SEC220	Defense-in-Depth	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 Web & Mobile App Development)

1st Fall

ACA090	Study Skills	CREDIT HOURS:	3.00	138
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ENG111	Expository Writing (CAA)	CREDIT HOURS:	3.00	
GEO111	World Regional Geography	CREDIT HOURS:	3.00	1.1.14
HUM115	Critical Thinking (CAA)	CREDIT HOURS:	3.00	
MAT143	Quantitative Literacy	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	
NOS110	Operating System Concepts	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	
2nd Fall				
CTS120	Hardware/Software Support	CREDIT HOURS:	3.00	
WEB125	Mobile Web Design	CREDIT HOURS:	3.00	
WEB141	Mobile Interface Design	CREDIT HOURS:	3.00	
WEB151	Mobile Application Development I	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	
SGD268	Mobile SG Programming II	CREDIT HOURS:	3.00	
WEB251	Mobile Application Development II	CREDIT HOURS:	3.00	
WEB287	Web e-Portfolio	CREDIT HOURS:	2.00	

CTI: Associate in Applied Science Degree Program (Emphasis in Digital Media Advertising)

1st Fall

ACA090	Study Skills	CREDIT HOURS:	3.00	
ENG111	Expository Writing (CAA)	CREDIT HOURS:	3.00	
GEO111	World Regional Geography	CREDIT HOURS:	3.00	
HUM115	Critical Thinking (CAA)	CREDIT HOURS:	3.00	
MAT143	Quantitative Literacy	CREDIT HOURS:	3.00	
CIS110	Introduction to Computers (CAA)	CREDIT HOURS:	3.00	

1st Spring

CTS115	Information Systems Business Concepts	CREDIT HOURS:	3.00	
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CTI110	Web, Programming, and Database Foundations	CREDIT HOURS:	3.00	1.1.14
CTI120	Network & Security Foundation	CREDIT HOURS:	3.00	
NOS110	Operating System Concepts	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	
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	
GRD281	Design & Advertising	CREDIT HOURS:	2.00	
WEB214	Social Media			
DME285	Systems Project	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	140

NET126	Routing Basics	CREDIT HOURS:	3.00	
NET225	Routing & Switching I	CREDIT HOURS:	3.00	1.1.14
NET226	Routing & Switching II	CREDIT HOURS:	3.00	
SEC110	Security Concepts	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	
WEB125	Mobile Web Design	CREDIT HOURS:	3.00	
WEB141	Mobile Interface Design	CREDIT HOURS:	3.00	
WEB151	Mobile Application Development I	CREDIT HOURS:	3.00	

ELECTRONICS ENGINEERING TECHNOLOGY

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

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

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

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

1. Demonstrate the personal and interpersonal skills needed to perform successfully as an entry-level electronic technician.
2. Use basic test equipment and measuring instruments, including power supplies, multimeters, function generators, oscilloscopes, and logic analyzers.
3. Use basic theorems of DC and AC network analysis to design, analyze, and troubleshoot electronic systems.
4. Demonstrate understanding and use of basic electronic components, including semiconductor devices, operational amplifiers, and linear integrated circuits in power supplies, amplifiers, and control circuits.
5. Design, build, and analyze combinational and sequential logic circuits.
6. Program and interface a microcontroller to perform control operations in C and assembly language.
7. Incorporate RAM and EPROM memory, input and output ports, and specialized interfacing components into a microprocessor system.
8. Configure and program a programmable logic controller (PLC) to operate automated equipment.
9. Design, implement, and troubleshoot pneumatic and/or hydraulic systems.
10. Demonstrate understanding of electric machines and their operating parameters.
11. Access and utilize technical information sources such as data, books, the Internet, and other people.
12. Capture, organize, and effectively document laboratory experiences in oral, written, and graphical form.

Electronics Engineering Technology: Associate in Applied Science Degree Program

1st Fall

ACA090	Study Skills	CREDIT HOURS:	3.00	
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	Semiconductor Applications	CREDIT HOURS:	4.00	141

ENG111	Expository Writing (CAA)	HOURS:	3.00	
		CREDIT HOURS:		1.1.14
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	Semiconductor Applications	CREDIT HOURS:	4.00	
Choose one ENG course from below for 1st Spring				
ENG102	Applied Communications II	CREDIT HOURS:	3.00	
ENG111	Expository Writing (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	142

ELC139	AC Circuit Analysis	CREDIT HOURS:	4.00
ELN133	Digital Electronics	CREDIT HOURS:	4.00 1.1.14
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.

Accuplacer Benchmarks

Reading - 80

Sentence Skills - 86

Arithmetic - 55

Elementary Algebra - 75

Courses and schedule vary from school to school and are subject to change. See your school counselor for enrollment information.

SEQUENCING SHEET:



[CCP EET](#)

High School Junior Year

ELC138	DC Circuit Analysis	CREDIT HOURS:	4.00
ELC139	AC Circuit Analysis	CREDIT HOURS:	4.00
HYD180	Fluid Power in Automation	CREDIT HOURS:	3.00

High School Senior Year

ELN133	Digital Electronics	CREDIT HOURS:	4.00
ELC128	Introduction to PLC	CREDIT HOURS:	3.00

GLOBAL LOGISTICS 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 Technology: Associate in Applied Science Degree Program

1st Fall

ACA090	Study Skills	CREDIT HOURS:	3.00
LOG110	Introduction to Logistics	CREDIT HOURS:	3.00
MAT143	Quantitative Literacy	CREDIT HOURS:	3.00
LOG125	Transportation Logistics	CREDIT HOURS:	3.00
CIS110	Introduction to Computers (CAA)	CREDIT HOURS:	3.00

1st Spring

INT110	International Business	CREDIT HOURS:	3.00
ENG111	Expository Writing (CAA)	CREDIT HOURS:	3.00
BUS137	Principles of Management (CAA)	CREDIT HOURS:	3.00
LOG211	Distribution Management	CREDIT HOURS:	3.00
LOG210	Fleet Management	CREDIT HOURS:	3.00

Pick 1 course from below for 1st Spring

ECO151	Survey of Economics (CAA)	CREDIT HOURS:	3.00
ECO251	Principles of Microeconomics (CAA)	CREDIT HOURS:	3.00
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

Global Logistics 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	CREDIT HOURS:	3.00	
CIS110	Introduction to Computers (CAA)	CREDIT HOURS:	3.00	1.1.14
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				
ECO151	Survey of Economics (CAA)	CREDIT HOURS:	3.00	
ECO251	Principles of Microeconomics (CAA)	CREDIT HOURS:	3.00	
ECO252	Principles of Macroeconomics (CAA)	CREDIT HOURS:	3.00	
Summer				
ENG111	Expository Writing (CAA)	CREDIT HOURS:	3.00	

Global Logistics 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 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.

Accuplacer Benchmarks

Reading - 80
Sentence Skills - 86
Arithmetic - 55
Elementary Algebra - Not Required

Courses and schedule vary from school to school and are subject to change. See your school counselor for enrollment information.

SEQUENCING SHEET:

High School Junior Year

LOG110	Introduction to Logistics	CREDIT HOURS:	3.00
LOG211	Distribution Management	CREDIT HOURS:	3.00
DBA110	Database Concepts	CREDIT HOURS:	3.00
CIS110	Introduction to Computers (CAA)	CREDIT HOURS:	3.00

High School Senior Year

LOG125	Transportation Logistics	CREDIT HOURS:	3.00
LOG210	Fleet Management	CREDIT HOURS:	3.00

DIESEL & HEAVY EQUIPMENT TECHNOLOGY

The Diesel and Heavy Equipment Technology 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, drive trains, electrical/electronic systems, engine repair, engine performance, environmental regulations, materials, product finish, safety, steering/suspension, transmission/transaxles, and sustainable transportation, depending on the program major area chosen.

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

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

1. Demonstrate understanding of 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 by managing time effectively, working effectively and ethically with others, demonstrating dependability, and completing tasks satisfactorily.
3. Identify, diagnose, and state proper and safe procedure for repair of hybrid, alternative fuel, and other green technology systems.
4. Identify and demonstrate an understanding of the theory of operation for all major systems in heavy equipment vehicles.
5. Use critical thinking skills to analyze and diagnose automotive system malfunctions and repair or replace defective components.

Diesel & Heavy Equipment Technology: Associate in Applied Science Degree**1st Fall**

ACA090	Study Skills	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
HET110	Diesel Engines	CREDIT HOURS:	6.00

1st Spring

PHY121	Applied Physics I	CREDIT HOURS:	4.00
HET134	Diesel Fuel & Power Sys	CREDIT HOURS:	3.00
HET233	Suspension & Steering	CREDIT HOURS:	4.00
HET231	Medium/Heavy Duty Brake Systems	CREDIT HOURS:	2.00
HET230	Air Brakes	CREDIT HOURS:	2.00
HYD112	Hydraulics/Med/Heavy Duty	CREDIT HOURS:	2.00

Summer

ENG111	Expository Writing (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	1.1.14
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	
TRN180	Basic Welding for Transp	CREDIT HOURS:	3.00	
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	
HET110	Diesel Engines	CREDIT HOURS:	6.00	
Spring				
MAT110	Math Measurement & Literacy	CREDIT HOURS:	3.00	
HET134	Diesel Fuel & Power Sys	CREDIT HOURS:	3.00	
HET233	Suspension & Steering	CREDIT HOURS:	4.00	
HET231	Medium/Heavy Duty Brake Systems	CREDIT HOURS:	2.00	
HET230	Air Brakes	CREDIT HOURS:	2.00	
HYD112	Hydraulics/Med/Heavy Duty	CREDIT HOURS:	2.00	
Summer				
ENG102	Applied Communications II	CREDIT HOURS:	3.00	

Diesel & Heavy Equipment Technology: Certificate Program - Emphasis in Diesel Engines

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	
HET110	Diesel Engines	CREDIT HOURS:	6.00	

Diesel & Heavy Equipment Technology: Certificate Program - Basic Medium/Heavy Duty Servicing

Spring

HET134	Diesel Fuel & Power Sys	CREDIT HOURS:	3.00	1.1.14
HET233	Suspension & Steering	CREDIT HOURS:	4.00	
HET231	Medium/Heavy Duty Brake Systems	CREDIT HOURS:	2.00	
HET230	Air Brakes	CREDIT HOURS:	2.00	
HYD112	Hydraulics/Med/Heavy Duty	CREDIT HOURS:	2.00	

Diesel & Heavy Equipment Technology: Certificate Program - Adv. Medium/Heavy Duty Servicing

Spring

TRN140	Transp Climate Control	CREDIT HOURS:	2.00	
TRN140A	Transp Climate Cont Lab	CREDIT HOURS:	2.00	
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	

Certificate - Diesel & Heavy Equipment Technology (High School Career and College Promise)

After High School

Hours Needed to Complete Diploma: not available
Hours Needed to Complete Associate Degree: 58

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 Certificate in Diesel & Heavy Equipment Technology from DCCC.

Accuplacer Benchmarks

Reading - 57
Sentence Skills - 66
Arithmetic - 55
Elementary Algebra - Not Required

Courses and schedule vary from school to school and are subject to change. See your school counselor for enrollment information.

SEQUENCING SHEET:

 [CCP Heavy Equipment](#)

High School Junior Year

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	
HET125	Preventive Maintenance	CREDIT HOURS:	2.00	
TRN140	Transp Climate Control	CREDIT HOURS:	2.00	
TRN140A	Transp Climate Cont Lab	CREDIT HOURS:	2.00	148

HUMAN RESOURCES MANAGEMENT

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

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

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

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

1. Apply critical thinking and sound business principles to analyze and solve problems in the functional areas of recruitment, selection, training, and development of employees, compensation and benefits, employment law, and regulations.
2. Demonstrate effective written and oral communication in a business environment. Communicate effectively in a business environment through speaking, listening, and writing.
3. Demonstrate the ability to work efficiently and effectively with others in a team environment.
4. Apply the major functions of management (planning, organizing, directing, controlling) to a specific management situation.

Human Resources Management: Associate in Applied Science Degree Program**1st Fall**

ACA090	Study Skills	CREDIT HOURS:	3.00
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MAT143	Quantitative Literacy	CREDIT HOURS:	3.00
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BUS110	Introduction to Business (CAA)	CREDIT HOURS:	3.00
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MKT120	Principles of Marketing	CREDIT HOURS:	3.00
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BUS137	Principles of Management (CAA)	CREDIT HOURS:	3.00
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CIS110	Introduction to Computers (CAA)	CREDIT HOURS:	3.00
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1st Spring

ACC120	Principles of Financial Accounting (CAA)	CREDIT HOURS:	4.00
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BUS115	Business Law I (CAA)	CREDIT HOURS:	3.00
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ENG111	Expository Writing (CAA)	CREDIT HOURS:	3.00
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BUS121	Business Math	CREDIT HOURS:	3.00
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Choose one course below for 1st Spring

PSY150	General Psychology (CAA)	CREDIT HOURS:	3.00
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SOC210	Introduction to Sociology (CAA)	CREDIT HOURS:	3.00
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ECO252	Principles of Macroeconomics (CAA)	CREDIT HOURS:	3.00
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Choose one course below for Summer

HUM115	Critical Thinking (CAA)	CREDIT HOURS:	3.00
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HUM220	Human Values & Meaning (CAA)	CREDIT HOURS:	3.00
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HUM230	Leadership Development (CAA)	CREDIT HOURS:	3.00
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Choose one more course from below for Summer

ENG112	Argument-Based Research (CAA)	CREDIT HOURS:	3.00
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ENG113	Literature-Based Research (CAA)	CREDIT	3.00
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ENG114	Professional Research & Reporting (CAA)	HOURS: CREDIT HOURS:	3.00	1.1.14
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	
Choose one course from below for 2nd Spring				
ECO151	Survey of Economics (CAA)	CREDIT HOURS:	3.00	
ECO251	Principles of Microeconomics (CAA)	CREDIT HOURS:	3.00	

Human Resources Management: Associate in Applied Science Degree Program (Online/Hybrid)

*students wanting to transfer should take ECO 252 & ECO 251

*non-transfer students should take PSY 150 & ECO 151 or SOC 210 & ECO 151

1st Fall

ACA090	Study Skills	CREDIT HOURS:	3.00	
BUS110	Introduction to Business (CAA)	CREDIT HOURS:	3.00	
CIS110	Introduction to Computers (CAA)	CREDIT HOURS:	3.00	
ENG111	Expository Writing (CAA)	CREDIT HOURS:	3.00	

1st Spring

MAT143	Quantitative Literacy	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	Argument-Based Research (CAA)	CREDIT HOURS:	3.00	
ENG113	Literature-Based Research (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	150

BUS153	Human Resource Management	CREDIT HOURS:	3.00	
				1.1.14
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	
Choose one course from below for 2nd Spring				
ECO151	Survey of Economics (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 & Meaning (CAA)	CREDIT HOURS:	3.00	
HUM230	Leadership Development (CAA)	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				
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	
3rd Spring				
INT110	International Business	CREDIT HOURS:	3.00	
BUS259	Human Resource Management Applications	CREDIT HOURS:	3.00	

Human Resources Management: Diploma Program

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	Expository Writing (CAA)	CREDIT HOURS:	3.00	
Choose one course below for Summer				
ENG112	Argument-Based Research (CAA)	CREDIT HOURS:	3.00	
ENG113	Literature-Based Research (CAA)	CREDIT HOURS:	3.00	
ENG114	Professional Research & Reporting (CAA)	CREDIT HOURS:	3.00	

2nd Fall

BUS153	Human Resource Management	CREDIT HOURS:	3.00	1.1.14
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	

Human Resources Management: Certificate 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
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INDUSTRIAL SYSTEMS TECHNOLOGY

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

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

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

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

1. Communicate effectively with fellow workers, contract service personnel, and employer through written and/or oral communications.
2. Use reference texts, machine manuals and prints, service bulletins, basic mathematical skills, the Internet, and work associates to access information necessary to calculate materials and requirements for problem solving in a timely manner.
3. Demonstrate the critical thinking skills needed for safe installation, modifying, troubleshooting, and basic repair of electrical, hydraulic/pneumatic, industrial robots, and mechanical drives systems.
4. Maintain the cleanliness, integrity and safe operating conditions of equipment, tools and supplies in a technical/manufacturing/service facility and/or service vehicles.
5. Use precision measuring instruments, tools, and gauges to maintain equipment and systems performance to OEM or Facility standards (requirements).
6. Draw and interpret engineering prints and schematics, electrical wiring diagrams, PLC ladder logic, hydraulics/pneumatics and mechanical systems drawings used in industrial applications.
7. Manage responsibilities of an entry-level technician by demonstrating dependability and completing assigned tasks satisfactorily.

Industrial Systems Technology: Associate in Applied Science Degree Program

1st Fall

ACA090	Study Skills	CREDIT HOURS:	3.00
AHR160	Refrigerant Certification	CREDIT HOURS:	1.00
ISC112	Industrial Safety	CREDIT HOURS:	2.00
BPR111	Blueprint Reading	CREDIT HOURS:	2.00
ELC111	Introduction to Electricity	CREDIT HOURS:	3.00
MAT121	Algebra/Trigonometry I	CREDIT HOURS:	3.00

Choose one of the following for 1st Fall

CIS111	Basic PC Literacy	CREDIT HOURS:	2.00	152
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CIS110	Introduction to Computers (CAA)	CREDIT HOURS:	3.00	
				1.1.14
1st Spring				
WLD112	Basic Welding Processes	CREDIT HOURS:	2.00	
MNT110	Introduction to Maintenance Procedures	CREDIT HOURS:	2.00	
HYD110	Hydraulics/Pneumatics I	CREDIT HOURS:	3.00	
AHR120	HVACR Maintenance	CREDIT HOURS:	2.00	
PSY118	Interpersonal Psychology	CREDIT HOURS:	3.00	
ENG111	Expository Writing (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				
ATR112	Introduction to Automation	CREDIT HOURS:	3.00	
ELC115	Industrial Wiring	CREDIT HOURS:	4.00	
ELC117	Motors & Controls	CREDIT HOURS:	4.00	
MAC141	Machining Applications I	CREDIT HOURS:	4.00	
MEC130	Mechanisms	CREDIT HOURS:	3.00	
2nd Spring				
MAC142	Machining Applications II	CREDIT HOURS:	4.00	
ELC128	Introduction to PLC	CREDIT HOURS:	3.00	
ELC215	Electrical Maintenance	CREDIT HOURS:	3.00	
MNT240	Industrial Equipment Troubleshooting	CREDIT HOURS:	2.00	
MNT160	Industrial Fabrication	CREDIT HOURS:	2.00	
ATR212	Industrial Robots	CREDIT HOURS:	3.00	

Industrial Systems Technology: Diploma Program

1st Fall

ISC112	Industrial Safety	CREDIT HOURS:	2.00	
BPR111	Blueprint Reading	CREDIT HOURS:	2.00	
ELC111	Introduction to Electricity	CREDIT HOURS:	3.00	
MAT110	Math Measurement & Literacy	CREDIT HOURS:	3.00	

Choose one of the following for 1st Fall

CIS111	Basic PC Literacy	CREDIT HOURS:	2.00	
CIS110	Introduction to Computers (CAA)	CREDIT HOURS:	3.00	

1st Spring

WLD112	Basic Welding Processes	CREDIT HOURS:	2.00	
MNT110	Introduction to Maintenance Procedures	CREDIT HOURS:	2.00	153

HYD110	Hydraulics/Pneumatics I	CREDIT HOURS:	3.00	
AHR120	HVACR Maintenance	CREDIT HOURS:	2.00	1.1.14
ENG111	Expository Writing (CAA)	CREDIT HOURS:	3.00	
2nd Fall				
ATR112	Introduction to Automation	CREDIT HOURS:	3.00	
ELC115	Industrial Wiring	CREDIT HOURS:	4.00	
MAC141	Machining Applications I	CREDIT HOURS:	4.00	
MEC130	Mechanisms	CREDIT HOURS:	3.00	

Industrial Systems Technology: Certificate Program - Emphasis in Electromechanical Systems

Fall				
BPR111	Blueprint Reading	CREDIT HOURS:	2.00	
AHR160	Refrigerant Certification	CREDIT HOURS:	1.00	
ELC111	Introduction to Electricity	CREDIT HOURS:	3.00	
Spring				
WLD112	Basic Welding Processes	CREDIT HOURS:	2.00	
MNT110	Introduction to Maintenance Procedures	CREDIT HOURS:	2.00	
HYD110	Hydraulics/Pneumatics I	CREDIT HOURS:	3.00	
AHR120	HVACR Maintenance	CREDIT HOURS:	2.00	

Industrial Systems Technology: Certificate Program - Emphasis in Maintenance Procedures

Fall				
BPR111	Blueprint Reading	CREDIT HOURS:	2.00	
ELC111	Introduction to Electricity	CREDIT HOURS:	3.00	
MAC141	Machining Applications I	CREDIT HOURS:	4.00	
Spring				
WLD112	Basic Welding Processes	CREDIT HOURS:	2.00	
MNT110	Introduction to Maintenance Procedures	CREDIT HOURS:	2.00	
HYD110	Hydraulics/Pneumatics I	CREDIT HOURS:	3.00	
AHR120	HVACR Maintenance	CREDIT HOURS:	2.00	

Certificate - Industrial Systems Technology (High School Career and College Promise)

After High School

Hours Needed to Complete Diploma: 21

Hours Needed to Complete Associate Degree: 51

What it's about

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

What you can get

Upon successful completion of all courses in this CCP pathway, the student will be awarded a Certificate in Maintenance Procedures from

Accuplacer Benchmarks

Reading - 39
 Sentence Skills - 41
 Arithmetic - 30
 Elementary Algebra - Not Required

Courses and schedule vary from school to school and are subject to change. See your school counselor for enrollment information.

SEQUENCING SHEET:

 [CCP IST](#)

High School Junior Year

ELC111	Introduction to Electricity	CREDIT HOURS:	3.00
BPR111	Blueprint Reading	CREDIT HOURS:	2.00
WLD112	Basic Welding Processes	CREDIT HOURS:	2.00
MNT110	Introduction to Maintenance Procedures	CREDIT HOURS:	2.00

High School Senior Year

MAC141	Machining Applications I	CREDIT HOURS:	4.00
HYD110	Hydraulics/Pneumatics I	CREDIT HOURS:	3.00
AHR120	HVACR Maintenance	CREDIT HOURS:	2.00

MANUFACTURING TECHNOLOGY

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 to create and manage technical drawings.
3. Create two- and three-dimensional models and renderings using CAD workstations.
4. Link CAD documents to other applications and documents including CNC machining systems.
5. Apply reference information about manufacturing materials.
6. Simulate part manufacture using solid modeling software before production.

Manufacturing Technology: Associate in Applied Science Degree Program**1st Fall**

ACA090	Study Skills	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
ISC212	Metrology	CREDIT HOURS:	2.00
DDF211	Design Process I	CREDIT HOURS:	4.00

1st Spring

MAT121	Algebra/Trigonometry I	CREDIT HOURS:	3.00
DDF212	Design Process II	CREDIT HOURS:	4.00
DFT152	CAD II	CREDIT HOURS:	3.00
MAC121	Introduction to CNC	CREDIT HOURS:	2.00
ENG111	Expository Writing (CAA)	CREDIT HOURS:	3.00

Summer

ENG114	Professional Research & Reporting (CAA)	CREDIT HOURS:	3.00	
HUM115	Critical Thinking (CAA)	CREDIT HOURS:	3.00	1.1.14
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	
DFT154	Introduction to Solid Modeling	CREDIT HOURS:	3.00	
GEO111	World Regional Geography	CREDIT HOURS:	3.00	
2nd Spring				
DFT121	Introduction to GD&T	CREDIT HOURS:	2.00	
DFT161	Patter Design & Layout	CREDIT HOURS:	2.00	
DFT231	Jig & Fixture Design	CREDIT HOURS:	2.00	
ISC132	Manufacturing Quality Control	CREDIT HOURS:	3.00	
ISC220	Lean Manufacturing	CREDIT HOURS:	3.00	
DFT254	Intermediate Solid Model/Render	CREDIT HOURS:	3.00	

Manufacturing Technology: Diploma Program - Industrial Drafting & Design

1st Fall

ISC112	Industrial Safety	CREDIT HOURS:	2.00	
BPR111	Blueprint Reading	CREDIT HOURS:	2.00	
DFT151	CAD I	CREDIT HOURS:	3.00	
ISC212	Metrology	CREDIT HOURS:	2.00	
DDF211	Design Process I	CREDIT HOURS:	4.00	

1st Spring

DFT121	Introduction to GD&T	CREDIT HOURS:	2.00	
MAT121	Algebra/Trigonometry I	CREDIT HOURS:	3.00	
DDF212	Design Process II	CREDIT HOURS:	4.00	
DFT152	CAD II	CREDIT HOURS:	3.00	
MAC121	Introduction to CNC	CREDIT HOURS:	2.00	

Choose one ENG course from below for 1st Spring

ENG102	Applied Communications II	CREDIT HOURS:	3.00	
ENG111	Expository Writing (CAA)	CREDIT HOURS:	3.00	

2nd Fall

MEC110	Introduction to CAD/CAM	CREDIT HOURS:	2.00	
MEC145	Manufacturing Materials I	CREDIT HOURS:	3.00	
DFT154	Introduction to Solid Modeling	CREDIT HOURS:	3.00	

Manufacturing Technology: Certificate Program - Industrial Drafting & Design Fundamentals

1.1.14

Fall

BPR111	Blueprint Reading	CREDIT HOURS:	2.00
DDF211	Design Process I	CREDIT HOURS:	4.00
DFT151	CAD I	CREDIT HOURS:	3.00

Spring

DDF212	Design Process II	CREDIT HOURS:	4.00
DFT152	CAD II	CREDIT HOURS:	3.00

Manufacturing Technology: Certificate Program - CNC Operations

Fall

DFT151	CAD I	CREDIT HOURS:	3.00
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

Spring

MAC121	Introduction to CNC	CREDIT HOURS:	2.00
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MOTORCYCLE MECHANICS

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

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

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

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

1. Identify and demonstrate an understanding of the theory of operation for all major systems in a modern vehicle.
2. Using critical thinking skills to analyze and diagnose motorcycle system malfunctions and repair or replace defective components.
3. Manage the day-to-day responsibility of an entry-level technician by managing time effectively, working effectively and ethically with others, demonstrating dependability, and completing tasks satisfactorily.
4. Demonstrate understanding of workplace safety, hazardous materials, environmental regulations, hand tools, service information, basic concepts, vehicle systems, and common transportation industry terminology.

Motorcycle Mechanics: 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
MCM111	Motorcycle Mechanics	CREDIT HOURS:	7.00

Spring

MCM115	Motorcycle Chassis	CREDIT HOURS:	3.00
MCM114	Motorcycle Fuel Systems	CREDIT HOURS:	5.00

Choose one course from below for Spring

MAT110	Math Measurement & Literacy	CREDIT HOURS:	3.00
PHY121	Applied Physics I	CREDIT HOURS:	4.00
Summer			
ENG102	Applied Communications II	CREDIT HOURS:	3.00
MCM116	Troubleshooting	CREDIT HOURS:	4.00
MCM122	Motorcycle Engines	CREDIT HOURS:	5.00

Motorcycle Mechanics: Certificate Program - Emphasis in Motorcycle 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
MCM111	Motorcycle Mechanics	CREDIT HOURS:	7.00

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			
TRP100	Truck Driver Training(Eight-Week Course)	CREDIT HOURS:	12.00

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 proper and safe cutting techniques for steel, aluminum, stainless, and other metals using various technologies.
2. Distinguish between ferrous and non-ferrous metals, and be able to demonstrate the correct welding practices of these metals.
3. Weld various metals with arc (Stick) or inert gas-shielded (MIG/TIG) in all positions (flat, horizontal, vertical, and overhead).
4. Demonstrate proper design processes for fabricating products.

Welding Technology: Associate in Applied Science Program

1st Fall			
ACA090	Study Skills	CREDIT	3.00

		HOURS:	
WLD110	Cutting Processes	CREDIT HOURS:	2.00 1.1.14
WLD115	SMAW (Stick) Plate	CREDIT HOURS:	5.00
WLD131	GTAW (TIG) Plate	CREDIT HOURS:	4.00
WLD141	Symbols & Specifications	CREDIT HOURS:	3.00
1st Spring			
WLD116	SMAW (Stick) Plate/Pipe	CREDIT HOURS:	5.00
WLD132	GTAW (TIG) Plate/Pipe	CREDIT HOURS:	4.00
WLD121	GMAW (MIG) FCAW/Plate	CREDIT HOURS:	4.00
MAT121	Algebra/Trigonometry I	CREDIT HOURS:	3.00
Summer			
WLD122	GMAW (MIG) Plate/Pipe	CREDIT HOURS:	3.00
WLD151	Fabrication I	CREDIT HOURS:	4.00
WLD261	Certification Practices	CREDIT HOURS:	2.00
2nd Fall			
ENG111	Expository Writing (CAA)	CREDIT HOURS:	3.00
WLD231	GTAW (Mig) Pipe	CREDIT HOURS:	3.00
WLD215	SMAW (Stick) Pipe	CREDIT HOURS:	4.00
DFT151	CAD I	CREDIT HOURS:	3.00
MAC141	Machining Applications I	CREDIT HOURS:	4.00
2nd Spring			
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

Welding Technology: Diploma Program

1st Fall

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

1st Spring

WLD116	SMAW (Stick) Plate/Pipe	CREDIT HOURS:	5.00
WLD132	GTAW (TIG) Plate/Pipe	CREDIT HOURS:	4.00
WLD121	GMAW (MIG) FCAW/Plate	CREDIT HOURS:	4.00
MAT110	Math Measurement & Literacy	CREDIT HOURS:	3.00 159

Summer

WLD122	GMAW (MIG) Plate/Pipe	CREDIT HOURS:	3.00	1.1.14
WLD151	Fabrication I	CREDIT HOURS:	4.00	
WLD261	Certification Practices	CREDIT HOURS:	2.00	

Choose 1 ENG course below for Summer

ENG111	Expository Writing (CAA)	CREDIT HOURS:	3.00
ENG102	Applied Communications II	CREDIT HOURS:	3.00

Welding Technology: Certificate Program - Emphasis in Basic Techniques**Fall**

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**Spring**

MEC142	Physical Metallurgy	CREDIT HOURS:	2.00
WLD116	SMAW (Stick) Plate/Pipe	CREDIT HOURS:	5.00
WLD121	GMAW (MIG) FCAW/Plate	CREDIT HOURS:	4.00
WLD132	GTAW (TIG) Plate/Pipe	CREDIT HOURS:	4.00

Welding Technology: Certificate Program - Emphasis in Advanced Techniques**Summer**

WLD122	GMAW (MIG) Plate/Pipe	CREDIT HOURS:	3.00
WLD151	Fabrication I	CREDIT HOURS:	4.00
WLD261	Certification Practices	CREDIT HOURS:	2.00

Fall

WLD215	SMAW (Stick) Pipe	CREDIT HOURS:	4.00
WLD231	GTAW (Mig) Pipe	CREDIT HOURS:	3.00

Welding Technology: Certificate Program - Emphasis in Stick Welding**Major Courses**

WLD110	Cutting Processes	CREDIT HOURS:	2.00
WLD115	SMAW (Stick) Plate	CREDIT HOURS:	5.00
WLD116	SMAW (Stick) Plate/Pipe	CREDIT HOURS:	5.00
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**

WLD110	Cutting Processes	CREDIT HOURS:	2.00	
WLD131	GTAW (TIG) Plate	CREDIT HOURS:	4.00	1.1.14
WLD132	GTAW (TIG) Plate/Pipe	CREDIT HOURS:	4.00	
WLD141	Symbols & Specifications	CREDIT HOURS:	3.00	
WLD231	GTAW (Mig) Pipe	CREDIT HOURS:	3.00	

Welding Technology: Certificate Program - Emphasis in MIG Welding

Major Courses

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: 51

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 Fundamentals from DCCC

Accuplacer Benchmarks

Reading - 39

Sentence Skills - 41

Arithmetic - 30

Elementary Algebra - Not Required

Courses and schedule vary from school to school and are subject to change. See your school counselor for enrollment information.

SEQUENCING SHEET:

 [CCP Welding Technology](#)

High School Junior Year

WLD110	Cutting Processes	CREDIT HOURS:	2.00
WLD141	Symbols & Specifications	CREDIT HOURS:	3.00
WLD115	SMAW (Stick) Plate	CREDIT HOURS:	5.00

High School Senior Year

WLD131	GTAW (TIG) Plate	CREDIT HOURS:	4.00
WLD116	SMAW (Stick) Plate/Pipe	CREDIT HOURS:	5.00

Source URL: <https://davidsonccc.edu/catalog/curriculum-programs-and-services/school-business-engineering-technical-studies>

School of Health, Wellness & Public Safety

LAST UPDATED:

Jan 1 2014

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, Hybrid LPN to ADN, and Hybrid Advanced Degree to ADN. 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.

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.

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 registered nursing. 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.

Associate Degree Nursing: Associate in Applied Science Degree Program

NOTE: All NUR courses are hybrid courses.

1st Fall

BIO165	Anatomy & Physiology I (CAA)	CREDIT HOURS:	4.00
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PSY150	General Psychology (CAA)	CREDIT HOURS:	3.00
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NUR111	Introduction to Health Concepts	CREDIT HOURS:	8.00
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1st Spring

BIO166	Anatomy & Physiology II (CAA)	CREDIT HOURS:	4.00
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PSY241	Developmental Psychology (CAA)	CREDIT HOURS:	3.00
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NUR112	Health-Illness Concepts	CREDIT HOURS:	5.00
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NUR211	Health Care Concepts	CREDIT HOURS:	5.00
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Summer

NUR212	Health System Concepts	CREDIT HOURS:	5.00
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2nd Fall

NUR113	Family Health Concepts	CREDIT HOURS:	5.00
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NUR114	Holistic Health Concepts	CREDIT HOURS:	5.00
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ENG111	Expository Writing (CAA)	CREDIT HOURS:	3.00	1.1.14
HUM120	Cultural Studies (CAA)	CREDIT HOURS:	3.00	
2nd Spring				
ENG114	Professional Research & Reporting (CAA)	CREDIT HOURS:	3.00	
COM120	Interpersonal Communication (CAA)	CREDIT HOURS:	3.00	
NUR213	Complex Health Concepts	CREDIT HOURS:	10.00	

Associate Degree Nursing - LPN to ADN: Associate in Applied Science Degree Program

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 Expository Writing (DRE 098 & CTS 080)
- ENG 114 Professional Research & Reporting
- PSY 241 Lifespan Psychology (PSY 150)
- PSY 150 General Psychology (DRE 098)
- COM 120 Interpersonal Communications
- Hum 120 Cultural Studies (DRE 098)

* 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
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Spring

NUR223	LPN to ADN Concepts II	CREDIT HOURS:	9.00
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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 totaling 632 hours. General subjects include, but are not limited to, criminal, juvenile, civil, traffic, and alcoholic beverage laws; investigative, patrol, custody, and court procedures; emergency responses; and ethics and community relations.

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

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.

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 will receive 19 semester hours of credit toward the Associate in Applied Science degree in Criminal Justice. Students will receive credit for the following courses:

Major Courses

CJC100	Basic Law Enforcement Training		
CJC121	Law Enforcement Operations (CAA)	CREDIT HOURS:	3.00
CJC131	Criminal Law	CREDIT HOURS:	3.00
CJC132	Court Procedure & Evidence	CREDIT HOURS:	3.00
CJC221	Investigative Principles	CREDIT HOURS:	4.00
CJC231	Constitutional Law	CREDIT HOURS:	3.00
CJC232	Civil Liability	CREDIT HOURS:	3.00

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.
6. Use current technologies to access and process information.
7. Demonstrate effective written and oral communication skills with consumers and coworkers.

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.

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 and/or are available from program faculty.

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

BIO165	Anatomy & Physiology I (CAA)	CREDIT HOURS:	4.00
MED121	Medical Terminology I	CREDIT HOURS:	3.00
MAT143	Quantitative Literacy	CREDIT HOURS:	3.00
ENG111	Expository Writing (CAA)	CREDIT HOURS:	3.00
HIT110	Fundamentals of HIM	CREDIT HOURS:	3.00

1st Spring

BIO166	Anatomy & Physiology II (CAA)	CREDIT HOURS:	4.00	1.1.14
MED122	Medical Terminology II	CREDIT HOURS:	3.00	
COM120	Interpersonal Communication (CAA)	CREDIT HOURS:	3.00	
CIS111	Basic PC Literacy	CREDIT HOURS:	2.00	
HUM115	Critical Thinking (CAA)	CREDIT HOURS:	3.00	

1st Summer

PSY150	General Psychology (CAA)	CREDIT HOURS:	3.00	
BIO271	Pathophysiology (CAA)	CREDIT HOURS:	3.00	

2nd Fall

CIM110	Registry Organization & Management	CREDIT HOURS:	3.00	
CIM125	Cancer Disease Management	CREDIT HOURS:	4.00	
CIM250	Cancer Statistics & Epidemiology	CREDIT HOURS:	3.00	
CIM211	Abstracting Principles & Practice I	CREDIT HOURS:	3.00	
HIT226	Principles of Disease	CREDIT HOURS:	3.00	

2nd Spring

CIM212	Abstracting Principles & Practice II	CREDIT HOURS:	3.00	
CIM225	Cancer Patient Follow-Up	CREDIT HOURS:	2.00	
CIM150	Oncology Coding & Staging Systems	CREDIT HOURS:	4.00	
CIM275	Professional Directed Practice	CREDIT HOURS:	4.00	
HIT218	Management Principles in HIT	CREDIT HOURS:	3.00	

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.

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 Cosmetic Arts Program Information Packet, Student Handbook, and/or are available from program faculty.

Cosmetology: Diploma (Fall Start)

1st Fall

COS111	Cosmetology Concepts I	CREDIT HOURS:	4.00	165
COS112	Salon I	CREDIT HOURS:	8.00	

ENG102	Applied Communications II	HOURS:		
		CREDIT HOURS:	3.00	1.1.14
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:	6.00	
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:	6.00	
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	

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.

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.

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 Cosmetic Arts Program Information Packet, Student Handbook, and/or are available from program faculty.

Cosmetology - Esthetics Technology: Certificate Program

1st Fall

<u>COS119</u>	Esthetics Concepts I	CREDIT HOURS:	2.00
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<u>COS120</u>	Esthetics Salon I	CREDIT HOURS:	6.00
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1st Spring

<u>COS125</u>	Esthetics Concepts II	CREDIT HOURS:	2.00
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<u>COS126</u>	Esthetics Salon II	CREDIT HOURS:	6.00
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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 \$350.00
 Implement Kit \$110.00
 Jane Iredale Makeup Kit \$393.00
 Uniforms \$100.00

ESTIMATED TOTAL COST (Student Responsible) \$953.00

*Costs subject to change.

Acuplacer Benchmarks

Reading - 57
 Sentence Skills - 66
 Arithmetic - 55
 Elementary Algebra - Not Required

After High School

Ready to take State Boards

Courses and schedule vary from school to school and are subject to change. See your school counselor for enrollment information.

SEQUENCING SHEET:

 [CCP Esthetics](#)

High School Junior Year

COS119	Esthetics Concepts I	CREDIT HOURS:	2.00	
COS120	Esthetics Salon I	CREDIT HOURS:	6.00	1.1.14
High School Senior Year				
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 constitutional law, investigative principles, ethics, and community relations. Additional study may include issues and concepts of government, communications, computers, and technology.

Employment opportunities exist in a variety of local, state, and federal law enforcement, corrections, and security fields. Examples include police officer, deputy sheriff, county detention officer, state trooper, intensive probation/parole surveillance officer, correctional officer, loss prevention specialist, wildlife officer, and alcohol enforcement officer.

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

1. Use critical thinking to identify the fundamental building blocks and rules 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.

1st Fall

CJC111	Introduction to Criminal Justice (CAA)	CREDIT HOURS:	3.00	
CJC121	Law Enforcement Operations (CAA)	CREDIT HOURS:	3.00	
CJC131	Criminal Law	CREDIT HOURS:	3.00	
CIS111	Basic PC Literacy	CREDIT HOURS:	2.00	
ENG111	Expository Writing (CAA)	CREDIT HOURS:	3.00	
CJC113	Juvenile Justice	CREDIT HOURS:	3.00	

1st Spring

CJC112	Criminology	CREDIT HOURS:	3.00	
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	168
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CJC231	Constitutional Law	CREDIT HOURS:	3.00	
HUM115	Critical Thinking (CAA)	CREDIT HOURS:	3.00	1.1.14
MAT143	Quantitative Literacy	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	

Certificate - Criminal Justice Technology (High School Career and College Promise)

After High School

Hours Needed to Complete Diploma: not available

Hours Needed to Complete Associate Degree: 47

What it's about

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.

What you can get

Upon successful completion of all courses in this CCP pathway, the student will be awarded a Certificate in Criminal Justice from DCCC.

Accuplacer Benchmarks

Reading - 80
Sentence Skills - 86

Courses and schedule vary from school to school and are subject to change. See your school counselor for enrollment information.

SEQUENCING SHEET:

 [CCP Criminal Justice Technology](#)

High School Junior Year

CJC111	Introduction to Criminal Justice (CAA)	CREDIT HOURS:	3.00
CJC113	Juvenile Justice	CREDIT HOURS:	3.00
CJC141	Corrections (CAA)	CREDIT HOURS:	3.00
CJC112	Criminology	CREDIT HOURS:	3.00

High School Senior Year

CJC131	Criminal Law	CREDIT HOURS:	3.00
CJC132	Court Procedure & Evidence	CREDIT HOURS:	3.00

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. Outside of classroom assignments, seek out opportunities for personal and professional growth.
5. Through lab simulations and actual driving evolutions build a foundation for the safe operation of emergency vehicles in routine and emergency situations.
6. Perform as a competent entry-level Emergency Medical Technician-Paramedic in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains.

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, and/or are available from program faculty.

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 a College counselor or program faculty member prior to seeking admission.

1st Fall

EMS110	EMT - Basic	CREDIT HOURS:	7.00
EMS150	Emergency Vehicles & EMS Communication	CREDIT HOURS:	2.00
ENG111	Expository Writing (CAA)	CREDIT HOURS:	3.00
BIO163	Basic Anatomy & Physiology (CAA)	CREDIT HOURS:	5.00

1st Spring

EMS120	Intermediate Interventions	CREDIT HOURS:	3.00
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EMS121	EMS Clinical Practicum I	CREDIT HOURS:	2.00	
EMS130	Pharmacology I for EMS	CREDIT HOURS:	2.00	1.1.14
EMS131	Advanced Airway Management	CREDIT HOURS:	2.00	
PSY150	General Psychology (CAA)	CREDIT HOURS:	3.00	
Summer				
EMS210	Advanced Patient Assessment	CREDIT HOURS:	2.00	
EMS221	EMS Clinical Practicum II	CREDIT HOURS:	3.00	
HUM115	Critical Thinking (CAA)	CREDIT HOURS:	3.00	
2nd Fall				
EMS140	Rescue Scene Management	CREDIT HOURS:	2.00	
EMS231	EMS Clinical Practicum II	CREDIT HOURS:	3.00	
EMS220	Cardiology	CREDIT HOURS:	4.00	
EMS260	Advanced Trauma Emergencies	CREDIT HOURS:	2.00	
EMS240	Special Needs Patients	CREDIT HOURS:	2.00	
ENG114	Professional Research & Reporting (CAA)	CREDIT HOURS:	3.00	
2nd Spring				
EMS230	Pharmacology II for EMS	CREDIT HOURS:	2.00	
EMS250	Advanced Medical Emergencies	CREDIT HOURS:	3.00	
EMS241	EMS Clinical Practicum IV	CREDIT HOURS:	3.00	
EMS270	Life Span Emergencies	CREDIT HOURS:	3.00	
EMS285	EMS Capstone	CREDIT HOURS:	2.00	

Emergency Medical Science: Associate in Applied Science Degree Program (Bridging Option)

Bridging Option for Currently Credentialed EMT-Paramedics

Degree requires 66 semester hours. Through the bridging program, currently credentialed EMT-Paramedics receive 42 semester hours of advanced placement. The remaining course work to complete the A.A.S. in Emergency Medical Science requires 24 additional semester hours of work outlined above. 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. Students may transfer in up to 10 semester hours required for the degree.

EMS140	Rescue Scene Management	CREDIT HOURS:	2.00	
EMS235	EMS Management	CREDIT HOURS:	2.00	
EMS280	EMS Bridging Course	CREDIT HOURS:	3.00	
ENG111	Expository Writing (CAA)	CREDIT HOURS:	3.00	
ENG114	Professional Research & Reporting (CAA)	CREDIT HOURS:	3.00	
BIO163	Basic Anatomy & Physiology (CAA)	CREDIT HOURS:	5.00	
PSY150	General Psychology (CAA)	CREDIT HOURS:	3.00	
HUM115	Critical Thinking (CAA)	CREDIT HOURS:	3.00	

Emergency Medical Science: Certificate Program - Emphasis in EMT - Intermediate

Major Courses

EMS110	EMT - Basic	CREDIT HOURS:	7.00	1.1.14
EMS120	Intermediate Interventions	CREDIT HOURS:	3.00	
EMS121	EMS Clinical Practicum I	CREDIT HOURS:	2.00	
EMS130	Pharmacology I for EMS	CREDIT HOURS:	2.00	
EMS131	Advanced Airway Management	CREDIT HOURS:	2.00	

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 an EMS professional.

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. Students can continue their education to obtain an associate degree in EMS. Students completing the AAS degree are eligible to take the EMT – Paramedic state certification exam.

Program specific details

Tuition and Fees - FREE

Textbooks - \$400.00

Supplies - \$25.00

Steel Toe Boots - \$75.00

Immunizations, Criminal Background/Drug Screen (costs vary based on the individual) - \$105.00

Uniforms \$300.00

ESTIMATED TOTAL COST (Student Responsible) \$905.00

*Costs subject to change.

Accuplacer Benchmarks

Reading - 80

Sentence Skills - 86

Arithmetic - 55

Elementary Algebra - 55

After High School

Hours Needed to Complete Associate Degree: 54

Courses and schedule vary from school to school and are subject to change. See your school counselor for enrollment information.

SEQUENCING SHEET:

 [CCP Emergency Medical Science](#)

High School Senior Year

EMS110	EMT - Basic	CREDIT HOURS:	7.00
EMS150	Emergency Vehicles & EMS Communication	CREDIT HOURS:	2.00
EMS120	Intermediate Interventions	CREDIT HOURS:	3.00
EMS121	EMS Clinical Practicum I	CREDIT HOURS:	2.00
EMS130	Pharmacology I for EMS	CREDIT HOURS:	2.00
EMS131	Advanced Airway Management	CREDIT HOURS:	2.00

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, professional written and oral communication skills with individuals in a variety of fire service settings.
2. Use and apply critical thinking skills and basic fire protection supervision and management principles to recognize, analyze and solve problems.
3. Demonstrate the technical skills necessary to function in operations, command, supervision and management.
4. Assess and utilize internal and external resources to manage an emergency scene effectively.

Fire Protection Technology: Associate in Applied Science Degree Program

Complete all four certificates on Fire Protection Program page as well as the General Education Core classes listed below.

CIS110	Introduction to Computers (CAA)	CREDIT HOURS:	3.00
COM120	Interpersonal Communication (CAA)	CREDIT HOURS:	3.00
ENG111	Expository Writing (CAA)	CREDIT HOURS:	3.00
MAT110	Math Measurement & Literacy	CREDIT HOURS:	3.00
PSY150	General Psychology (CAA)	CREDIT HOURS:	3.00
HUM220	Human Values & Meaning (CAA)	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
FIP236	Emergency Management	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
FIP144	Sprinklers & Auto Alarms	CREDIT HOURS:	3.00
FIP230	Chemistry of Hazardous Materials I	CREDIT HOURS:	5.00
FIP232	Hydraulics & Water Distribution	CREDIT HOURS:	3.00
MAT115	Mathematical Models (CAA)	CREDIT HOURS:	3.00

Fire Protection Technology: Certificate Program - Emphasis in Supervision

1st Fall

FIP124	Fire Protection & Public Education	CREDIT HOURS:	3.00
FIP240	Fire Service Supervision	CREDIT HOURS:	3.00

1st Spring

FIP152	Fire Protection Law	CREDIT HOURS:	3.00
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FIP164	OSHA Standards	CREDIT HOURS:	3.00	
FIP128	Detection & Investigation	CREDIT HOURS:	3.00	1.1.14
2nd Fall				
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	CREDIT HOURS:	3.00	

HEALTHCARE INTERPRETING

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

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

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

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

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

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 healthcare interpreting. These technical standards are published in the application for admission to health programs and the Student Handbook and/or are available from program faculty.

Healthcare Interpreting: Associate in Applied Science Degree Program

1st Fall				
HCI213	Review of Grammar	CREDIT HOURS:	3.00	174

MED120	Survey of Medical Terminology	CREDIT HOURS:	2.00	
BIO163	Basic Anatomy & Physiology (CAA)	CREDIT HOURS:	5.00	1.1.14
ENG111	Expository Writing (CAA)	CREDIT HOURS:	3.00	
HCI115	Healthcare in the U.S.	CREDIT HOURS:	1.00	
1st Spring				
HCI120	Medical Communication	CREDIT HOURS:	4.00	
HSC140	Transcultural Healthcare	CREDIT HOURS:	2.00	
HCI114	Analytical Skills for Interpreters	CREDIT HOURS:	3.00	
HCI110	Introduction to Healthcare Interpreting	CREDIT HOURS:	3.00	
Summer				
HCI130	Strategies for Medical Interpreters	CREDIT HOURS:	3.00	
COM120	Interpersonal Communication (CAA)	CREDIT HOURS:	3.00	
PSY150	General Psychology (CAA)	CREDIT HOURS:	3.00	
2nd Fall				
HCI210	HCI Clinical Practicum I	CREDIT HOURS:	3.00	
HCI225	Cultural Health Habits	CREDIT HOURS:	4.00	
HCI215	Informatics for Interpreters	CREDIT HOURS:	3.00	
MED114	Professional Interactions in Health Care	CREDIT HOURS:	1.00	
MED118	Medical Law & Ethics	CREDIT HOURS:	2.00	
MAT143	Quantitative Literacy	CREDIT HOURS:	3.00	
2nd Spring				
HCI220	HCI Clinical Practicum II	CREDIT HOURS:	3.00	
SOC225	Social Diversity (CAA)	CREDIT HOURS:	3.00	
PSY237	Social Psychology (CAA)	CREDIT HOURS:	3.00	
HUM115	Critical Thinking (CAA)	CREDIT HOURS:	3.00	
HCI230	Professional Issues	CREDIT HOURS:	3.00	

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.

1.1.14

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

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.

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	Expository Writing (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	CREDIT HOURS:	3.00

Summer

COM120	Interpersonal Communication (CAA)	CREDIT HOURS:	3.00
BIO271	Pathophysiology (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	HOURS:		
		CREDIT HOURS:	2.00	1.1.14
HIT124	Professional Practice Exp. II	CREDIT HOURS:	1.00	
HIT218	Management Principles in HIT	CREDIT HOURS:	3.00	

HISTOTECHNOLOGY

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

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

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

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

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

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

Graduation Pass Rate:

Student outcome measures for 2012 rated 100% graduation pass rate.

In addition to DCCC requirements and course objectives, there are professional standards that encompass communication, motor skills, sensory and cognitive ability, and professional conduct that are essential for the competent study and practice of Histotechnology. These technical standards are published in the Student Handbook, and/or are available from program faculty.

Histotechnology: 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 Histotechnology. Prospective students should obtain additional information from a College counselor or program faculty member prior to seeking admission.

1st Fall

BIO163	Basic Anatomy & Physiology (CAA)	CREDIT HOURS:	5.00
CHM130	General, Organic & Biochemistry (CAA)	CREDIT HOURS:	3.00
CHM130A	General Organic & Biochemistry Lab (CAA)	CREDIT HOURS:	1.00
MAT143	Quantitative Literacy	CREDIT HOURS:	3.00
ENG111	Expository Writing (CAA)	CREDIT HOURS:	3.00

1st Spring

PSY150	General Psychology (CAA)	CREDIT HOURS:	3.00
COM120	Interpersonal Communication (CAA)	CREDIT HOURS:	3.00
BIO275	Microbiology (CAA)	CREDIT HOURS:	4.00
BIO271	Pathophysiology (CAA)	CREDIT HOURS:	3.00

Summer

HUM115	Critical Thinking (CAA)	CREDIT HOURS:	3.00
HTO110	Introduction to Histotechnology	CREDIT HOURS:	3.00

		HOURS:	
2nd Fall			
HTO120	Histology	CREDIT HOURS:	5.00
HTO130	Histotechniques	CREDIT HOURS:	5.00
HTO140	Histochemistry	CREDIT HOURS:	5.00
2nd Spring			
HTO210	Histopathology	CREDIT HOURS:	4.00
HTO220	Histotechnology Clinical	CREDIT HOURS:	8.00
HTO230	Professional Issues	CREDIT HOURS:	3.00

1.1.14

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 transfer programs at senior 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. Employ scientific methods to analyze information, which can be useful for understanding and addressing individual problems as related the Human Services profession.
5. Demonstrate critical reasoning and problem solving, communication skills, and ethical decision making as tools for working and living.

Human Services Technology: Associate in Applied Science Degree Program

1st Fall			
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	Expository Writing (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	CREDIT HOURS:	3.00
SOC213	Sociology of the Family (CAA)	CREDIT HOURS:	3.00
Summer			
PSY241	Developmental Psychology (CAA)	CREDIT HOURS:	3.00
HSE127	Conflict Resolution	CREDIT HOURS:	3.00
SOC220	Social Problems (CAA)	CREDIT HOURS:	3.00

2nd Fall

HSE210	Human Services Issues	CREDIT HOURS:	2.00	1.1.14
HSE125	Counseling	CREDIT HOURS:	3.00	
HSE225	Crisis Intervention	CREDIT HOURS:	3.00	
ENG114	Professional Research & Reporting (CAA)	CREDIT HOURS:	3.00	
HUM115	Critical Thinking (CAA)	CREDIT HOURS:	3.00	

2nd Spring

HSE160	HSE Clinical Supervis I	CREDIT HOURS:	1.00	
HSE163	HSE Clinical Exp I	CREDIT HOURS:	3.00	
HSE242	Family Systems	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, medical transcription, computer operations; assisting with examinations/treatments, performing routine laboratory procedures, electrocardiography, supervised medication administration; and ethical/legal issues associated with patient care.

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

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

1. Demonstrate effective written and oral communication skills with consumers and coworkers in the role of medical assistant.
2. Use critical thinking to recognize, analyze, and solve problems related to administrative, clinical, and laboratory procedures.
3. Understand and use policies and manuals related to administrative, clinical, and laboratory procedures.
4. Perform mathematic calculations related to generating laboratory results and preparing and administering medications.
5. Use current technologies in the implementation of administrative, clinical, and laboratory procedures.
6. Demonstrate competency in the knowledge and skills required for entry-level medical assisting practice.
7. Display professionalism by projecting a positive attitude, working as a team member, showing initiative and responsibility, and displaying sensitivity to cultural diversity.
8. Practice in a legal and ethical manner.

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.

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 performance standards are published in the application for admission to health programs and the Student Handbook and/or are available from program faculty.

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

BIO163	Basic Anatomy & Physiology (CAA)	CREDIT HOURS:	5.00	
ENG111	Expository Writing (CAA)	CREDIT HOURS:	3.00	
MED110	Orientation to Medical Assisting	CREDIT HOURS:	1.00	179

MED118	Medical Law & Ethics	CREDIT HOURS:	2.00	
MED121	Medical Terminology I	CREDIT HOURS:	3.00	1.1.14
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	
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	
2nd Fall				
MAT143	Quantitative Literacy	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	
BUS137	Principles of Management (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	Expository Writing (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	1.1.14
MED262	Clinical Perspectives	CREDIT HOURS:	1.00	
COM120	Interpersonal Communication (CAA)	CREDIT HOURS:	3.00	

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.

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

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

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

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

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.

Certification Pass Rate

Student outcome measures for 2012 rated 100% pass rate for ASCP BOC for first time attempts.

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 and/or are available from program faculty.

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.

1st Fall

MAT143	Quantitative Literacy	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	1.1.14
MLT125	Immunohematology I	CREDIT HOURS:	5.00	
MLT220	Hematology/Hemostasis II	CREDIT HOURS:	3.00	
Summer				
MLT130	Clinical Chemistry I	CREDIT HOURS:	4.00	
2nd Fall				
MLT216	Professional Issues	CREDIT HOURS:	1.00	
MLT257	MLT Practicum I	CREDIT HOURS:	8.00	
ENG111	Expository Writing (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	
HUM115	Critical Thinking (CAA)	CREDIT HOURS:	3.00	

NURSING ASSISTANT

The Nursing Assistant 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 Nursing Assistant II. They may be employed in home health agencies, hospitals, clinics, nursing homes, extended care facilities, and doctors' offices.

Upon successful completion of the Nursing Assistant program, the graduate should be able to:

1. Function within the role and scope of practice of a Nursing Assistant 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 Nursing Assistant I with the North Carolina Nurse Aide I Registry.
4. Demonstrate skills necessary to qualify as a Nursing Assistant II with the North Carolina Board of Nursing.

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 nursing assistant. 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.

Nursing Assistant: Certificate Program

1st Semester

NAS101	Nursing Assistant I	CREDIT HOURS:	6.00
NAS103	Home Health Care	CREDIT HOURS:	2.00
NAS106	Geriatrics	CREDIT HOURS:	3.00

2nd Semester

NAS102	Nursing Assistant II	CREDIT HOURS:	6.00
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Certificate - Nursing Assistant (High School Career and College Promise)

What it's about

The Nursing Assistant 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

What you can get

Upon successful completion of all courses in this CCP pathway, the student will be awarded a Certificate in Nursing Assistant 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 completion of NAS 102, students will be eligible to take the Nurse Aide II state exam.

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 - FREE

Immunizations, Criminal Background/Drug Screen (costs vary based on the individual) - \$105.00

ESTIMATED TOTAL COST (Student Responsible) \$285.00

*Costs subject to change.

Accuplacer Benchmarks

Reading - 80

Sentence Skills - 86

Arithmetic - 55

Elementary Algebra - Not Required

After High School

Complete Certificate: NAS 102 Nursing Assistant II (Fall semester after graduation)

After Certificate: Ready for State Test

Courses and schedule vary from school to school and are subject to change. See your school counselor for enrollment information.

SEQUENCING SHEET:

 [CCP Nursing Assistant](#)

High School Senior Year

NAS101	Nursing Assistant I	CREDIT HOURS:	6.00
NAS103	Home Health Care	CREDIT HOURS:	2.00
NAS106	Geriatrics	CREDIT HOURS:	3.00

After High School

NAS102	Nursing Assistant II	CREDIT HOURS:	6.00
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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

LEX110	Introduction to Paralegal Study	CREDIT HOURS:	2.00
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	Expository Writing (CAA)	CREDIT HOURS:	3.00
BUS115	Business Law I (CAA)	CREDIT HOURS:	3.00

1st Spring

LEX121	Legal Research/Writing II	CREDIT HOURS:	3.00
LEX141	Civil Litigation II	CREDIT HOURS:	3.00
LEX286	Medical Evidence Analysis	CREDIT HOURS:	2.00
LEX130	Civil Injuries	CREDIT HOURS:	3.00
HUM115	Critical Thinking (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:	2.00
MAT143	Quantitative Literacy	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
ENG114	Professional Research & Reporting (CAA)	CREDIT HOURS:	3.00
PSY150	General Psychology (CAA)	CREDIT HOURS:	3.00
COE111	Co-Op Work Experience I	CREDIT HOURS:	1.00

Paralegal Technology: Civil Litigation Certificate

Fall

LEX120	Legal Research/Writing I	CREDIT HOURS:	3.00
LEX140	Civil Litigation I	CREDIT HOURS:	3.00
COE111	Co-Op Work Experience I	CREDIT HOURS:	1.00

Spring

LEX121	Legal Research/Writing II	CREDIT HOURS:	3.00	
LEX141	Civil Litigation II	CREDIT HOURS:	3.00	1.1.14
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	
LEX288	Elder Law	CREDIT HOURS:	2.00	

Or

LEX240	Family Law	CREDIT HOURS:	3.00	
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Spring

LEX211	Real Property II	CREDIT HOURS:	3.00	
LEX280	Ethics & Professionalism	CREDIT HOURS:	2.00	
COE111	Co-Op Work Experience I	CREDIT HOURS:	1.00	
LEX240	Family Law	CREDIT HOURS:	3.00	

Or

LEX288	Elder Law	CREDIT HOURS:	2.00	
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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.

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.

Pharmacy Technology: Associate in Applied Science Degree Program

1st Fall

COM120	Interpersonal Communication (CAA)	CREDIT HOURS:	3.00	185
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ENG111	Expository Writing (CAA)	CREDIT HOURS:	3.00	1.1.14
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	
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:	3.00	
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	Expository Writing (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	1.1.14
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.

Accuplacer Benchmarks

Reading - 80

Sentence Skills - 86

Arithmetic - 55

Elementary Algebra - 55

After High School

Hours Needed to Complete Associate Degree: 59

Hours Needed to Complete Diploma: 24

Courses and schedule vary from school to school and are subject to change. See your school counselor for enrollment information.

SEQUENCING SHEET:

 [CCP Pharmacy Technology](#)

High School Senior Year

PHM110	Introduction to Pharmacy	CREDIT HOURS:	3.00
PHM115	Pharmacy Calculations	CREDIT HOURS:	3.00
PHM120	Pharmacology I	CREDIT HOURS:	3.00
PHM125	Pharmacology II	CREDIT HOURS:	3.00

PHLEBOTOMY

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.

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 and/or are available from program faculty.

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.

PBT100	Phlebotomy Technology	CREDIT HOURS:	6.00
PBT101	Phlebotomy Practicum	CREDIT HOURS:	3.00
Choose one course from below			
PSY118	Interpersonal Psychology	CREDIT HOURS:	3.00
PSY150	General Psychology (CAA)	CREDIT HOURS:	3.00

PRACTICAL NURSE EDUCATION

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

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

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

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.

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 Practical Nurse Education programs and the Student Handbook and/or are available from program faculty.

Practical Nurse Education: Diploma Program

Fall			
BIO163	Basic Anatomy & Physiology (CAA)	CREDIT HOURS:	5.00
PSY150	General Psychology (CAA)	CREDIT HOURS:	3.00
NUR101	Practical Nursing I	CREDIT HOURS:	11.00
Spring			
PSY241	Developmental Psychology (CAA)	CREDIT HOURS:	3.00
NUR102	Practical Nursing II	CREDIT HOURS:	12.00
Summer			
ENG111	Expository Writing (CAA)	CREDIT	3.00

THERAPEUTIC MASSAGE

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

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

Employment opportunities in North Carolina may be found in hospitals, rehabilitation centers, health departments, home health, medical offices, nursing homes, spas, health and sports clubs, and private practice. Graduates may be eligible to take the MBLEX (Massage & Bodywork Licensing Exam). Diploma level courses are offered on a yearly basis. A.A.S. courses are offered on an as-needed basis.

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.

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	Expository Writing (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

1.1.14

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	Expository Writing (CAA)	CREDIT HOURS:	3.00

Summer

PSY150	General Psychology (CAA)	CREDIT HOURS:	3.00
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Program List

LAST UPDATED:

Jan 1 2014

All Curriculum Programs Offered

A B C D E F G H I M N P S T W Z

A

[Accounting](#)
[Air Conditioning, Heating & Refrigeration](#)
[Associate Degree Nursing \(AS\)](#)
[Associate in Arts \(AA\)](#)
[Associate in General Education \(AGE\)](#)
[Associate in General Education - Elementary Education \(K-6\)](#)
[Associate in Science \(AS\)](#)
[Automotive Systems Technology](#)
[Aquarium Science](#)

B

[Basic Law Enforcement Training](#)
[Business Administration](#)

C

[Cancer Information Management \(DCO\)](#)
[Computer Integrated Machining](#)
[Computer Technology Integration](#)
[Core 44 Diploma](#)
[Cosmetology](#)
[Criminal Justice Technology](#)

D

[Diesel & Heavy Equipment Technology](#)

E

[Early Childhood Education](#)
[Electronics Engineering Technology](#)
[Elementary Education \(K-6\) Program](#)
[Emergency Medical Science](#)
[Esthetics Technology](#)

F

[Fire Protection Technology](#)

G

[General Occupational Technology](#)
[Global Logistics Technology](#)

H

[Healthcare Interpreting](#)

[Health Information Technology](#)
[Histotechnology \(DCO\)](#)
[Human Resources Management](#)
[Human Services Technology](#)

1.1.14

I

[Industrial Systems Technology](#)
[Infant/Toddler Care](#)

M

[Manufacturing Technology](#)
[Medical Assisting](#)
[Medical Laboratory Technology](#)
[Motorcycle Mechanics](#)

N

[Nursing Assistant](#)
[Nursing - Associate Degree Nursing \(AS\)](#)
[Nursing - Practical Nursing Education \(DCO\)](#)

P

[Paralegal Technology](#)
[Pharmacy Technology](#)
[Phlebotomy](#)
[Practical Nurse Education \(DCO\)](#)

S

[School Age Education](#)

T

[Therapeutic Massage](#)
[Truck Driver Training](#)

U

[University Core Diploma](#)

W

[Welding Technology](#)

Z

[Zoo & Aquarium Science](#)

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.

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