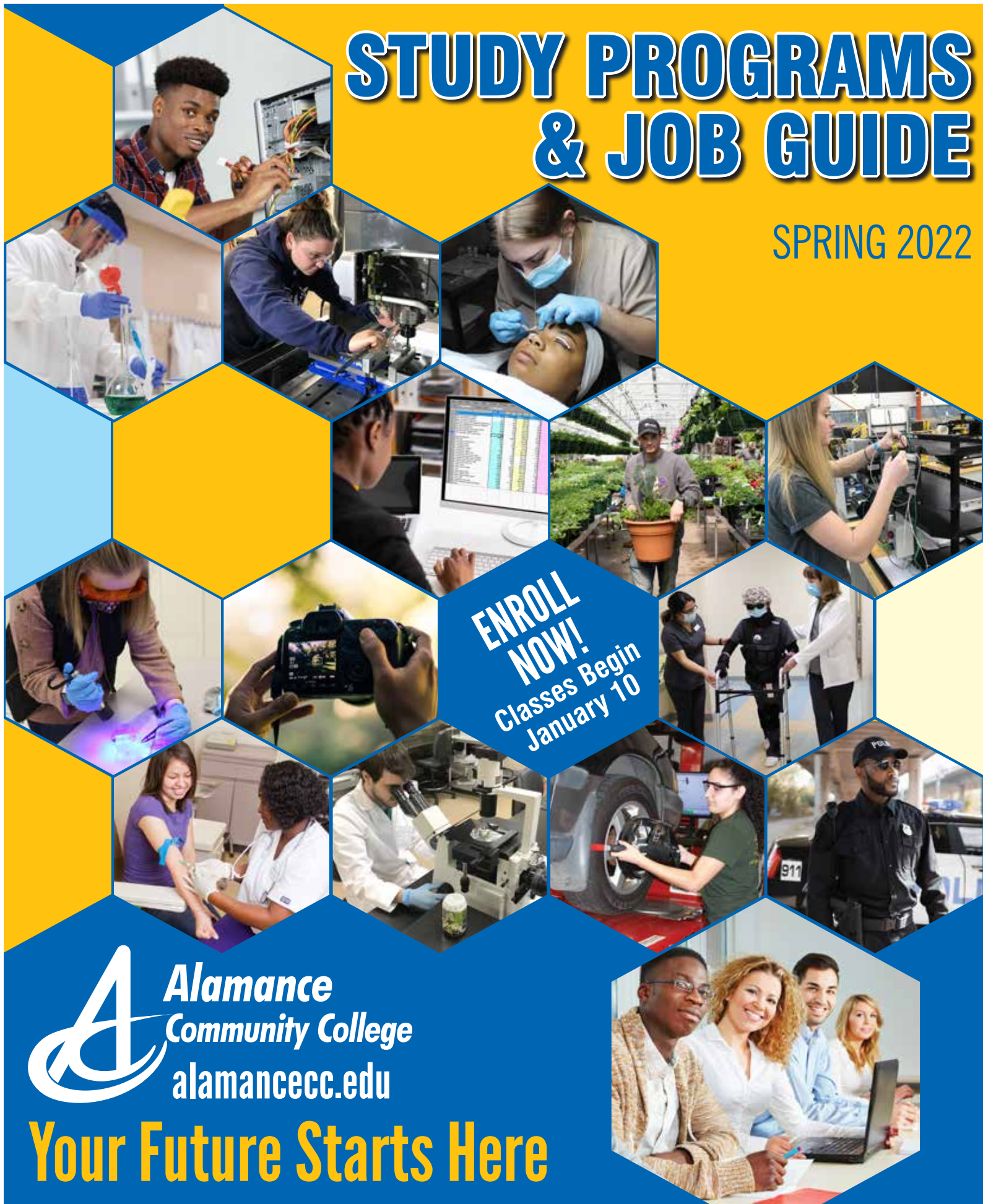# STUDY PROGRAMS & JOB GUIDE

SPRING 2022

ENROLL NOW!
Classes Begin
January 10

Alamance
Community College
alamancecc.edu

Your Future Starts Here

Table of Contents

Important Contacts	**Phone**

Academic Divisions/Deans

Business, Arts and Sciences/University Transfer ... 336-506-4278
Health and Public Services ... 336-506-4135
Applied Engineering, Agriculture, and Skilled Trades ... 336-506-4279

Student Success

Admissions ... 336-506-4270
Counseling ... 336-506-4146
Career Services ... 336-506-4146
Disability Services/Special Needs ... 336-506-4130
Financial Aid ... 336-506-4340
Veterans Benefits ... 336-506-4398

Public Safety ... **336-506-4201**

Spring 2022

Classes with NO Textbook cost.

The following courses will have FREE textbooks via Moodle. Students will not have to purchase a textbook or code.

COM 231 Public Speaking
HIS 111 & HIS 112 World Civilizations
HIS 131 & HIS 132 American History
PSY 150 General Psychology
SOC 242 Social Deviance

WHY YOU? WHY NOW? WHY US?

Alamance Community College is committed to the health and safety of our students, faculty and staff. Here is what you can expect for Spring semester:

- More online and hybrid options. Complete your coursework when and where it is most convenient.
- More afternoon and early evening classroom options.
- Emphasis on mask-wearing and hand-washing among students, faculty and staff.
- Aggressive cleaning/sanitizing of high-touch surfaces.
- Hands-on skill development in classroom sessions with instructors available for programs in Health, Public Services and Applied Engineering, Agriculture, and Skilled Trades.
- Increased access to Internet with improved Wi-Fi.
- Lap-top check-outs at the college library.

Are you a 4-year university student but want to complete coursework more affordably?
Do you want to remain home this next semester?

We have the transferable General Education courses you need.

Have you been impacted by COVID-19 and the economic downturn?

Ask us how we can get you into a stable, well-paying, recession-proof career

REGISTER NOW!

Visit alamancecc.edu to apply.
Spring Semester Registration/Class Calendar
January 10–May 10 (classes held)

Jan. 5 .... Payment Deadline, 3 p.m. (for early Spring registrations)

Jan. 6 .... Open Registration with Faculty Advisors, 8 a.m.-7 p.m.)

Jan. 7 .... Open Registration with Faculty Advisors, 8 a.m.-2:30 p.m)
Payment Deadline, 3 p.m. (for registrations since Jan. 5)

Jan. 10 .... Classes Begin

Jan. 10-13 .... Schedule Adjustment (Drop/Add)

Jan. 17 .... MLK Jr. Holiday; College closed

March 14-19 .... Spring Break (for students)

April 15-17 .... Easter Break/Holidays; College closed

Ma 5-10 .... Final Exams (Day Classes)

May 7 .... Saturday Classes End (Final Exams)

REGISTRATION INFORMATION: alamancecc.edu/admission-site/registration/

ACADEMIC ADVISING REQUEST FORM: tinyurl.com/AdvisingRequest

OUR LOCATIONS

Carrington-Scott Campus
(Main Campus)
I-85/I-40, Exit 150 • Graham

Dillingham Center
(Burlington Campus)
I-85/I-40, Exit 145 • Burlington

College Hours

Student Success Center

Mon..	8 a.m.-6 p.m.
Tues.–Thurs.	8 a.m.-5 p.m.
Fri.	8 a.m.-3 p.m.

Admissions

Mon./Wed./Thurs.	8 a.m.-6 p.m.
Tues.	8 a.m.-7 p.m.
Fri.	8 a.m.-5 p.m.

Business Office

Mon.-Fri.	8 a.m.-5 p.m.

Library

Mon.-Thurs.	7:30 a.m.-8 p.m.
Fri.	7:30 a.m.-4 p.m.
Sat.	8 a.m.-noon

Four Steps to Enroll at ACC

STEP 1 — **Complete residency and ACC admission application.**
Before applying to ACC, obtain your residency determination at **www.ncresidency.org**. Then, complete the admission application at **www.alamancecc.edu**.

STEP 2 — **Complete the financial aid application (FAFSA) if you are applying for financial assistance.**
Apply at **www.fafsa.ed.gov**. Contact the ACC Financial Aid office at **336-506-4340** if you have questions or need assistance.

STEP 3 — **Submit official high school transcript (or high school equivalency) to the Admissions Office.**
Official college transcripts are required if transfer credit is sought, or if you are using Veteran benefits.

STEP 4 — **Sign up for an advising/registration appointment.**

IMPORTANT NOTES:
- Placement and/or course eligibility is primarily determined by high school GPA after the high school transcript is received. Students without a high school GPA, and/or students who attended high school outside of the U.S., may need placement testing prior to course registration.
- Plan on attending new student orientation prior to the start of classes.

Questions About...	Ask	Call
Academic Advising	Advising Office	336-506-4343
Admissions	Admissions Office	336-506-4270
Books	Bookstore	336-506-4156, 336-578-5923
Career Services	Student Success	336-506-4140
Counseling Services	Student Success	336-506-4146
Disabled/Special Needs Students	Student Success	336-506-4130
Drop/Add Course	Registrar's Office	336-506-4270
Financial Aid/Pell Grants	Financial Aid	336-506-4340
Lost & Found	Receptionist, Front Entrance	336-578-2002, operator
Placement Testing	Student Success	336-506-4270
Security/Public Safety	Public Safety Office	336-506-4201 or (internal) ext. 2286
Student Activities/Student Gov. Assoc.	Student Success	336-506-4339
ACC Transcripts	Student Success	336-506-4126
Tuition Payments/Refunds	Business Office	336-506-4141
Tutorial Assistance	Academic Skills Lab	336-506-4167
Veterans Benefits	Student Success	336-506-4398
Work Study	Financial Aid Office	336-506-4340

Semester Costs for Curriculum Credit Courses
(Effective Fall 2019 Semester)

	In-State	Out-of-State
Full-Time Student* (16 or more credit hours)	$1,216.00	$4,288.00
Part-Time Student (per credit hour)	$76.00	$268.00
Full-Time Student Fees	$15.00	$15.00

*For insurance purposes, 12 credit hours is considered full-time.

Did You Know . . .
Persons paying tuition and fees in 2021 may be eligible for the American Opportunity or Lifetime Learning tax credit when filing their 2021 tax return. Both tax credits usually benefit students or parents with a modified adjusted gross income up to $80,000 ($160,000 for married taxpayers filing jointly). Check with your tax advisor for further details.

FINANCIAL AID INFORMATION

HOURS: MON/WED/THURS: 8 a.m.-6 p.m.
TUES: 8 a.m.-7 p.m.
FRI: 8 a.m.-5 p.m.*

ONLINE: alamancecc.edu/financial-aid/

e-mail: financialaid@alamancecc.edu

PHONE: 336-506-4340 • Fax: 336-506-4264

Need help? Online FAFSA Workshops weekly:
Thursdays: 9 a.m. & 4 p.m.
To sign up for workshops visit the website, e-mail or call.

Spring Semester FAFSA application guarantee deadline for filing financial aid is October 4.
November 8 is the document deadline for Spring.
The College will continue to process awards past this date, but the award may not be available for payment on registration day.

ACC Foundation scholarship application deadline is December 5.
To apply, visit www.alamancecc.edu/ financial-aid-site/applying-for-financial-aid/

Bookstore Information, Call 336-506-4156
A privately-owned College bookstore is located on the Carrington-Scott Campus to purchase textbooks as well as a variety of academic supplies.

Registration Week; First Week of Class (Spring & Fall)
Mon.-Thurs. .... 8:00 a.m.-6:00 p.m.
Fri. .... 8:00 a.m.-3:00 p.m.
Sat. ....closed
Regular Hours
Mon.–Thurs..................... 9:00 a.m.-3:00 p.m.
Fri. ....closed
Students may order textbooks and supplies online at www.alamanceshop.com

Call 336-506-4156 or visit to ask about Textbook Rental.

Payment Methods
• Cash, checks, Visa, MasterCard, American Express, and Discover accepted.
• Personal checks written for the amount of purchase within these criteria:
  1. include address, telephone number, and driver's license number
  2. make payable to ACC Bookstore
  3. two-party checks accepted when written by parent/guardian

Credit Card Policy
Credit card purchases must be accompanied by the card, and the cardholder must be present at time of purchase. If the cardholder is not present, then written permission detailing allowable charges must be provided by the cardholder with photocopies of front and back of card at time of purchase, along with a photo ID.

Standard return policy is 48 hours from purchase date. At the beginning of each semester, students have 7 days from first day of class to return items. Receipts are required for all returns, including eBook/digital titles.

Residency Policy: Residency for tuition purposes is determined by the North Carolina Residency Determination Service. For more information, go to **www.ncresidency.org**.

Audit Classes: When registering, indicate that you will audit the class. Auditing allows you to sit in a class without testing requirements; however, all students must meet course prerequisites. No credit is earned. Tuition and fee charges are the same as a credit course.

Class Cancellations: If a class must be canceled, you will be notified during the scheduled class and may choose another. If you cannot choose another, a tuition refund will be made.

Refund Policy
1. **No refunds made except under the following circumstances:**
   A. A 100 percent refund will be made if the student officially withdraws from the class(es) **prior** to the first day of the College's academic semester. Requests for full refunds will not be considered after the first day of the College's academic semester.
   B. A 75 percent refund will be made if the student officially withdraws from the class(es) **prior** to or on the official 10 percent point of the semester. ***Request for refunds will not be considered after the 10 percent point of the College's academic semester.***
   C. For classes beginning at times other than the beginning of the semester, provisions set forth in Part 1 (A) of this section apply. The 10 percent point of these classes is figured individually.
2. To comply with applicable federal regulations regarding refunds to individuals or groups, federal regulations will supersede the state refund regulations stated in this rule.
3. If a student, having paid for a semester, dies during the semester (prior to or on the last day of examinations), all tuition and fees for that semester may be refunded to the estate of the deceased.

SERVING YOU WHO SERVED SO WELL

Why Attend Alamance Community College?

- ACC has been named a 2021-22 Military Friendly® School for the 12th consecutive year. In addition, the College was named a Military Spouse Friendly School for the second time.

- ACC is approved for Veterans Administration Educational Benefits.

- ACC offers certificates, diplomas, and degrees including Basic Law Enforcement Training (BLET), which have been approved for veteran educational benefits by the NC State Approving Agency in Raleigh.

- ACC offers referral support and disability accommodations as needed, and hosts veterans claims clinics. The Mobile Veteran Center comes to ACC once a month for counseling and general questions.

- The ACC Foundation offers emergency assistance funds to qualified veterans.

- ACC has Green Zone certified trainers.

- ACC hosts an annual Veterans Appreciation breakfast.

For more information about
Military Education Benefits, contact Feleta Morton at

336-506-4398

Honors Program

The core mission of the Alamance Community College Honors Program is to provide students eager for advanced studies and those with untapped potential with a transformative learning experience that promotes critical thinking, community engagement, and academic exploration. The honors program is available for students enrolled in an Associate of Arts, Associate of Science, or Associate of Engineering.

Benefits to Students:

- Honors recognition on transcript
- Opportunity to do in-depth research and writing related to a particular discipline
- Participation in Honors Program functions and conferences
- A competitive edge when applying to academic programs, colleges and universities
- Opportunity to assume leadership roles
- Faculty mentorship

Requirements for Program Completion

- Complete at least five honors classes (12 hours)
- Graduate with a GPA of 3.2 or higher

www.alamancecc.edu/honors

For more information about the Honors Program, contact the program coordinator at

336-506-4242

Distance Learning

Distance Education Opportunities

ACC offers **more than 100 curriculum courses** through its Distance Learning program. Students taking courses online work independently, study at their own convenient time and place, and submit assignments electronically. **At least 90 hours of general education courses** are offered online. Courses are offered both in 16-week and 8-week periods.

Currently, all courses needed to complete an online credential are available in the following areas:

- **Associate in Arts Degree**
- **Associate in General Education Degree**
- **Associate in Applied Science Degree–Business Administration-General Business Administration Concentration**
- **Associate in Applied Science Degree–Fire Protection Technology**
- **Certificates in the following areas:**
  - Web Design
  - Accounting and Finance
  - Accounting and Income Tax
  - Accounting Software Applications
  - General Business Administration
  - Early Childhood Administration
  - Early Childhood Preschool
  - Entrepreneurship
  - Child Care Essentials
  - Infant/Toddler Care
  - Fire Protection
  - Fire Inspections
  - Fire Protection Management
  - Supervision

The **CAREER AND COLLEGE PROMISE (CCP) PROGRAM** allows qualified high school juniors and seniors in North Carolina the opportunity to pursue college courses (tuition free) while in high school. Currently, all courses needed to complete an online pathway are available in the following areas:

- **Accounting**
- **Business and Marketing**
- **Fire Protection**
- **Information Technologies (Web Design)**

Not sure what type of distance education course is right for you?

We have several types to choose from depending on your schedule and specific educational needs.

- **Online "E"**–Course with 100% of instruction delivered online using the college-approved course management system. Courses require the use of online test proctoring tools. Students unable to take the proctored exam on campus can work with their instructor to find an approved proctor.
- **Hybrid "H"**–Face-to-face (seated) course combined with required online assignments/tasks. Face-to-face meeting times will be determined by each department. Students who register for a hybrid course must have access to the Internet and be able to complete assigned course activities online in addition to meeting on scheduled class days. Hybrid courses may require the use of online test proctoring tools.
- **Live Interaction "EL"**–Classes meet virtually at specific days/times and interact live with faculty and students in a virtual environment. Course assignments are completed online outside of class sessions. Meetings on campus may be required for labs.

Online Registration

Before you can take an online curriculum course at ACC, you must follow the admissions and testing process and register for courses. This information can be accessed by visiting the ACC website at: **www.alamancecc.edu**

Go to the **"Degrees and Programs"** tab, then click on **"Online and Distance Education."** The **"Getting Started"** area has all the basic information you need to begin.

Need more information? You can also go to the Tech Support and FAQs section.

After consulting with an advisor, students can register for classes using Self Service. Self Service can be accessed from the ACC website.

Consultations with advisors can be done in person, by telephone or through e-mail correspondence.

For more information on Distance Education courses, visit

alamancecc.edu

Click on Degrees and Programs.

email the Distance Learning office at

distancelearning@alamancecc.edu

or call **336-290-0555**

University Transfer

If you would like to like to further your education and transfer to a four-year college or university, then our University Transfer program is the affordable, high-quality pathway for you.

The University Transfer curriculum prepares students to transfer to a four-year college or university. Students can complete most of the general education courses required of all freshmen and sophomores at four-year institutions through the University Transfer Program. Under agreements between the University of North Carolina System and the N.C. Community College System, students completing the Associate in Arts, Associate in Arts Teacher Preparation, Associate in Engineering, Associate in Fine Arts, Associate in Science, or Associate in Science Teacher Preparation degree can transfer seamlessly from ACC to a University.

These degrees require 60 credit hours in general education courses and electives, including:

- English composition
- Humanities and fine arts
- Social and behavioral sciences
- Natural sciences
- Mathematics

Depending on intended major, you may earn:

- **Associate in Arts (A.A.) Degree**
  for students planning to major in liberal arts, business, history, communication, or psychology

- **Associate in Arts Teacher Preparation (A.A.T.P.) Degree**
  for students interested in becoming K-12 teachers specializing in arts/music, language arts, English, history, humanities, physical education, and social studies

- **Associate in Engineering (A.E.) Degree**
  for students planning to major in all Bachelor of Science in Engineering degree programs

- **Associate in Fine Arts (A.F.A.) Visual Arts Degree**
  for students planning to major in creative arts

- **Associate in Fine Arts (A.F.A.) Music Degree**
  for students planning to major in music disciplines

- **Associate in Science (A.S.) Degree**
  for students planning to major in health related fields, natural sciences, mathematics, computer science

- **Associate in Science Teacher Preparation (A.S.T.P.) Degree**
  for students interested in becoming K-12 teachers specializing in STEM programs–science, technology, engineering and math

For more info about University Transfer, call

336-506-4163

UNIVERSITY TRANSFER ONLINE

Did you know...
at ACC you can complete a fully transferable Associate in Arts degree completely online?

And if you're thinking of completing your final two years of university in an online program in North Carolina, we can make that transition so much easier. ACC's University Transfer online program is ideal for parents, for care-givers, for anyone in the workforce. Ask us about this convenient, flexible, affordable option.

Contact our advisors:
Ben.Shirley@alamancecc.edu
Rose.Webster@alamancecc.edu

Transfer Agreements and Pathways

ACC provides a gateway to our state's four-year colleges and universities through system-wide agreements, as well as special transfer agreements, bilateral agreements, and co-admission agreements. Co-admission agreements allow students to be admitted to a university while they complete an associate degree. The College also has also special agreements and bilateral agreements with specific colleges and universities to encourage and support the transfer process.

CO-ADMISSION AGREEMENTS

Aggie Plus/NC A&T State University

Aggie Plus offers a seamless transition from ACC to N.C. Agricultural & Technical State University. Participants must complete an Associate in Arts, Associate in Science, or Associate in Engineering degree prior to transferring and must maintain a 2.0 cumulative GPA and obtain a "C" or better on all transferable coursework.

C-STEP/UNC Chapel Hill

The Carolina Student Transfer Excellence Program (C-STEP), a partnership with UNC Chapel Hill, assists community college students in transitioning to the university setting. For admission to UNC, students must graduate ACC with a 3.2 or higher cumulative GPA, complete three semesters of a foreign language, and complete program activities.

C3/North Carolina State University

Community College Collaboration (C3) is a dual-admissions program that guarantees enrollment at NC State if students earn an Associate of Arts, Associate of Science, or Associate of Engineering degree. Students must graduate ACC with a 3.0 GPA or higher.

Pathway to Excellence/UNC Wilmington

Pathway to Excellence guarantees admission to UNCW for students completing a transfer degree with a GPA 2.5 or greater. A GPA of 3.0 is required for increased benefits.

Pirate Promise/East Carolina University

Pirate Promise improves transfer student access and success. Qualified students receive guaranteed admission to ECU upon completing an associate degree with a cumulative GPA 2.5 or higher.

Spartan Passage/UNC Greensboro

Spartan Passage is for students interested in completing the Associate in Arts or Associate in Science degree at ACC. Some degree programs require auditions or secondary admissions processes.

For more information about transfer agreements, visit: alamancecc.edu.

Under the menu **SERVICES FOR STUDENTS**, click the **Advising and Transfer** link, then click **Transfer Agreements.**

SPECIAL AGREEMENTS

Elon University

Guarantees transfer admission, waiver of application fee, acceptance of a maximum of 65 community college credits that have Elon University equivalents, and grants full junior status to graduates of designated ACC Associate in Arts or Associate in Science degree programs who have met specific requirements.

Guilford College

Guarantees transfer admission, waiver of application fee, acceptance of 64 community college credits, and full junior status to all graduates of designated ACC Associate Degree programs who meet specific guidelines.

Lees-McRae College

ACC graduates are guaranteed enrollment at Lees-McRae if they earn an associate's degree and maintain at least a 2.5 GPA. A Transfer Merit Scholarship is offered to those who qualify. Requirements may vary depending on program of study.

BILATERAL AGREEMENTS

with Universities for Students with Associate in Applied Science (AAS) Degrees

NC Agricultural & Technical State University

Graduates of ACC with an AAS in specified majors with at least a cumulative GPA of 2.5 will be admitted to NC A&T.

North Carolina Central University

Graduates of ACC with an AAS degree in an articulated program and at least a cumulative GPA of 2.5 will be admitted to NCCU provided all other conditions are satisfied.

UNC Greensboro

2Plus program for AAS degrees articulating to specified majors.

RN to BSN Program–A degree completion program for students with an Associate Degree Nursing (ADN) to complete their BSN through UNCG. UNCG faculty teach BSN classes on ACC's campus.

North Carolina Wesleyan College

Grants any student with a Criminal Justice AAS degree 60 credit hours towards the baccalaureate degree and junior standing. Coursework for the Bachelor of Arts degree in Criminal Justice is offered 100% online.

East Carolina University

Students receiving an AAS degree in technical majors can articulate credit toward a Bachelor of Science in Industrial Technology.

University Transfer

Associate in Fine Arts

Associate in Fine Arts–Music

Students completing this degree are provided with the musical knowledge and skills for teaching, performing, or working behind the scenes. Areas of study include creativity; basic understanding of harmony, melody, and rhythm; versatility; performance techniques, communication skills; and self-discipline.

Job Opportunities in Music Include

- Performance
- Production
- Education
- Management
- Technology
- Entertainment
- Entrepreneurship

Associate in Fine Arts–Visual Arts

Students completing this degree are provided with the artistic knowledge and skills in teaching, creating, or working in a variety of career options. Areas of focus include various art techniques, studio practice, creativity, basic understanding of the principles and elements of art, versatility, communication skills, adaptability, and self-discipline.

Job Opportunities in Visual Arts Include

- Fine artist, Illustrator
- Graphic designer
- Community arts worker
- Curatorial position
- Police/court sketch artist
- Tatoo artist
- Film and media
- Conceptual artist

For more information about Associate in Fine Arts, call
336-506-4230 or
for Music: 336-506-4325
for Visual Arts: 336-506-4338

Associate in Engineering

The Associate in Engineering creates a transfer pathway to all public NC four-year universities with engineering programs: East Carolina University, North Carolina A&T State University, North Carolina State University, University of North Carolina at Charlotte, and Western Carolina University. ACC provides engineering students with advisors and support necessary for success.

Course Work

The Associate in Engineering degree is math and science intensive. You will earn 60 hours of college credit, including:

- an introduction to engineering course
- an academic transitions course
- 42 general education hours
- 17 hours of pre-major electives

Career Opportunities

The skills you develop in your associate's degree and bachelor's degree studies in engineering provide a solid foundation in quantitative reasoning and problem solving, which are used in a wide range of career pathways.

For more information about the
Associate in Engineering Program, call
336-506-4332

University Transfer

NEW!

Alamance Scholars

ELON UNIVERSITY

The Alamance Scholars Program is a partnership between Elon University, Alamance Community College, and Alamance-Burlington School System. Students can attend ACC and Elon University to earn a Bachelor's in Arts in Education to become a teacher (K-8).

Benefits of being an Alamance Scholar
- Dual academic advising from ACC and Elon University
- Scholarship opportunities
- Associate's degree from ACC
- Bachelor's degree from Elon
- Eligible for NC Teaching License after graduating Elon

Possible majors at Elon University
- Elementary Education
- Middle Grades (English Language Arts, math, social studies, or science concentration)

For more info about Alamance Scholars, call
336-506-4118

THE UNIVERSITY of NORTH CAROLINA **GREENSBORO**

Alamance Community College

SO YOU WANT TO BE A SPARTAN?

ACC-UNCG Spartan Passage guarantees ACC student admission to UNCG provided you earn an associate's degree and maintain a 2.00 GPA.

What can Spartan Passage do for you?
- UNCG application fee is waived
- Federal and state financial aid is coordinated
- Scholarship opportunities are available
- Access to all UNCG libraries' services and resources
- Access to UNCG computer services, all UNCG campus activities and events, and to UNCG's Kaplan Center for Wellness
- Membership access to many UNCG student organizations
- On-site admissions and academic advising at ACC

For more info about Spartan Passage, contact Melissa Garrison at
336-506-4362

Associate in Arts Teacher Prep.
Associate in Science Teacher Prep.

The **Associate in Arts Teacher Preparation (A.A.T.P.)** degree is for students interested in transferring to a four-year institution to pursue a bachelor's in arts education. The degree is appropriate for students who would like to become K-12 teachers specializing in Art, Language Arts/English, History, Humanities, Music, Physical Education, and Social Studies.

The **Associate in Science Teacher Preparation (A.S.T.P.)** degree is for students interested in transferring to a four-year institution to pursue a bachelor's in STEM education. The degree is appropriate for students who would like to become K-12 teachers specializing in Science, Technology, Engineering and Mathematics.

ACC provides students with advisors and support necessary for success.

Course Work
60 hours of college credit, including courses in:
- Foundation of Education
- Teacher Licensure Preparation
- Literacy Development & Instruction

Job Opportunities
- Elementary education (K–6th grade)
- Middle school education (6th–8th grade)
- Secondary education (9th–12th grade)

For more info about the University Transfer Teacher Preparation programs, contact
Kristina.Ketcham@alamancecc.edu or call
336-506-4118

Business, Accounting and Office Administration

Study for the General Business Administration Concentration degree totally online.

The Business Administration curriculum provides students with the fundamental knowledge of business functions and an understanding of organizations in today's global economy. Courses focus on developing skills related to computer applications, management and decision making. Students in our Marketing program explore areas of advertising strategy, social media and digital marketing. Students in our Human Resources Management program learn about recruiting, compensation, and employment law.

Concentrations Offered
- General Business
- Marketing
- Human Resources Management

Online Options
- General Business Administration degree
- General Business Administration certificate

If you like working with numbers and want to position yourself for success in a more competitive job market, then our Business Administration or Accounting programs may be the career path for you—*Careers that make good business sense!*

Business Administration

A Sample of What You Will Learn
- Management functions of planning, organizing, leading, and controlling
- Business ethics and legal framework
- Business concepts associated with marketing of goods and services
- Economic principles and financial information

Job Opportunities Include
- Administrative support or manager trainee
- Operations manager or store manager
- Customer service/sales representative
- Marketing associate
- Human resources generalist

Human Resources Management

Accelerate your career by adding Human Resources Management. Programs include:

- A.A.S. Degree: Business Administration– Human Resources Management Concentration
- Human Resources Management Certificate

Learn how you can impact your career with our Business Administration options, call

336-506-4031

Business, Accounting and Office Administration

If you like working with numbers and analyzing data for financial operations, then our Accounting and Finance program may be the career choice for you.

Accounting and Finance

Our Accounting and Finance program trains students to work with numbers and think critically. Accountants analyze and process data that affect the finances of a company or business.

A Sample of What You Will Learn
- Creating financial reports and statements
- Software programs such as QuickBooks
- Instruction delivered by CPA-designated faculty

Job Opportunities Include
- Bookkeeper, accountant, or payroll clerk
- Accounts payable/receivable clerk
- Bank teller
- Tax preparer

Online Options
- Income Tax Certificate

For more info about Accounting, call
336-506-4031

Need Microsoft Certifications?

Microsoft IT Academy

Microsoft Office Certification Testing is available on the ACC campus.

Available (MOS) exams:	Prep Courses for exam:
■ Word →	CIS 110 Intro to Computers
■ Excel →	CTS 130 Spreadsheets
■ PowerPoint →	CIS 110 Intro to Computers
■ Access →	DBA 110 Database Concepts

ACC students can take certification exams FREE!
(non-ACC students must purchase exam vouchers)

Demonstrate that you have the skills needed to get the most out of Office by earning a Microsoft Office Specialist (MOS) certification in a specific Office program.

Benefits of Microsoft Office Certification
- Earn more in annual salary than uncertified peers.
- Microsoft Office is the 3rd most requested skill for jobs.
- Certified individuals are 50% more likely to be hired full time.
- Increased confidence in skills.
- Boosts academic performance and preps students for college and career.

For more info about enrolling or testing, call
336-506-4229
or visit https://bit.ly/acccertiport

Business, Accounting and Office Administration

If you would like to hone your skills for a position as an executive assistant or as administrative support in various professional office settings, including medical or law, then our Office Administration programs may be the career path for you.

Office Administration

The Office Administration program trains students as administrative office professionals to respond to the demands of a dynamic computerized workplace.

This program offers two options:

- General Office Administration Concentration
- Legal Office Administration Concentration

A Sample of What You Will Learn

- Integrated software including word processing, spreadsheet, database, and presentation applications
- Records management systems
- Analysis and coordination of office systems and duties

Job Opportunities Include

- Entry-level positions as office assistant or administrative support
- With experience, office manager
- *LEGAL OPTION:* administrative support in legal departments or private law practices
- Administrative support in city, state and federal government offices

For more info about Office Administration, call

336-506-4166

or email kim.mckenzie@alamancecc.edu

Medical Office Administration

The Medical Office Administration curriculum trains students as medical office professionals to respond to the demands of a dynamic computerized workplace.

This program offers two options:

- General Medical Office Concentration (includes Medical Coding, Billing and Insurance Certificate)
- Medical Auditor Concentration

A Sample of What You Will Learn

- Integrated software including word processing, spreadsheet, database, and presentation applications
- Medical terminology for all major body systems and medical specialties
- Medical insurance concepts including procedural and diagnostic coding and reimbursement
- Basic accounting principles and records management systems
- Analysis and coordination of office systems and duties

Job Opportunities Include

- Administrative support positions in hospitals, clinics, physicians offices, and other health-care facilities
- Positions in insurance companies and medical supply companies

Interested in becoming a Medical Biller or Coder and work from home?

Medical Coding, Billing and Insurance Certificate courses are offered online or hybrid.

A medical biller or coder can work in any health care facility or work remotely from home. Billers can earn up to $20/hour; certified coders earn up to $30/hour. Medical coding jobs are projected to increase by 22 percent through 2022 (Salary.com/AAPC.com)

For more info, call 336-506-4166 or email kim.mckenzie@alamancecc.edu

Computer, Information Technology and Cybersecurity

Are you computer savvy? **Then your career path might lead you to our information Technology curriculum. With four different concentrations, graduates have many employment opportunities from programming and development to support and security.**

Information Technology

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

- **Business Support**
- **Systems Security (Cybersecurity)**
- **Computer Programming and Development**
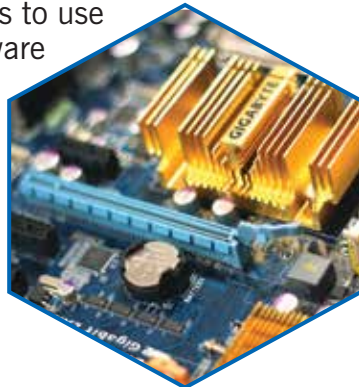- **Software and Web Development**

Business Support Concentration

Students pursuing the Business Support concentration are trained to utilize computer hardware and software to support business operations.

A Sample of What You Will Learn
- Desktop and PC support
- Hardware and software installation, repair, and maintenance
- How to use and train others to use business productivity software

Job Opportunities Include
- Desktop Support Specialist, Help Desk Associate
- PC Repair Technician

Computer Programming and Development Concentration

The Computer Programming curriculum covers the development of software applications for deployment on computers, web browsers, and mobile devices.

A Sample of What You Will Learn
- Python, Java, C++, SQL and other programming languages
- Industry standard programming tools and IDEs
- Problem solving and logical thinking mindset

Job Opportunities Include
- Computer Programmer
- Programmer Analyst
- Software Developer
- Database Programmer
- Programmer/Tester

For more info about Information Technology, call

336-506-4229
or visit alamancecc.edu/it

Computer, Information Technology and Cybersecurity

Systems Security (Cybersecurity) Concentration

ACC's Cybersecurity is a Program of Excellence! Programs receive the CAE-CD designation only after meeting a rigorous set of requirements established by the National Security Agency (NSA) and the Department of Homeland Security (DHS).

Learn more at alamancecc.edu/cyber.

The Cybersecurity emphasis area trains students to configure, troubleshoot, and secure computer systems.

A Sample of What You Will Learn
- Installation, configuration, and maintenance of Windows and Linux operating systems
- Securing and configuring hosts, routers, and switches
- Packet analysis, network security monitoring, log analysis, and other Cyber Ops skills

Job Opportunities Include
- Network Technician
- Cyber Threat
- Hunter
- Security Analyst

Cybersecurity Certificate

Join the cutting-edge defense teams in this rapidly-expanding industry.

A Sample of What You Will Learn
- Proficiency with the Linux command line
- Development of information security control policy
- Methods for the protection of digital assets
- Technology crime investigation techniques

Job Opportunities Include
- Entry Level Information Security Analyst
- Junior Incident Response Associate

For more info about Information Technology, call

336-506-4229
or visit alamancecc.edu/it

Software and Web Development Concentration

The Web Development curriculum covers the development of applications for deployment in web browsers and mobile devices.

A Sample of What You Will Learn
- HTML/CSS, JavaScript, Python, SQL and other programming languages
- Mobile App Development
- Problem solving and logical thinking mindset

Job Opportunities Include
- Web Developer
- Mobile App Developer
- Website Administrator
- Website/App Tester
- Computer Programmer

Earn or Prep for IT Certifications at ACC

Many of our classes prepare students for IT industry certification exams. We are able to offer some exams on our campus.

- CompTIA A+, Linux+, LPIC, Security+, Server+
- CCNA
- Microsoft Office Specialist (MOS) Word, Excel, PowerPoint, Access
- Microsoft Technology Associate (MTA)
- Microsoft Certified Educator (MCE)
- Microsoft Certified Solutions Associate (MCSA)
- IC3

Set yourself apart!
Be ready for certification exams after a single class or up to one year of classes.

For more info about enrolling or testing, call 336-506-4229 or visit https://bit.ly/acccertiport

Health and Laboratory Sciences

Associate Degree Nursing

Are you interested in pursuing a Bachelor of Nursing, 4-year degree?

If so, ACC offers a
ASSOCIATE IN GENERAL ED. PRE-NURSING DEGREE

**This program is designed to fulfill ALL pre-nursing courses which will transfer to a four-year university.
All courses are taught on ACC's Carrington-Scott Campus.**

For more info about Nursing, call
336-506-4180

ACC's Associate Degree Nursing program trains students to provide nursing care to patients throughout the life span in various settings.

Admission to the nursing program is competitive and based upon the selection of candidates who possess the ability to succeed in a demanding academic program. Prospective graduates of the program are required to participate in clinical rotations at hospitals and other clinical settings as part of the process in earning their degree. Following graduation, students must pass the National Council Licensure Examination to practice as a Registered Nurse.

A Sample of What You Will Learn
- Evidence-based nursing practices
- Clinical judgement

Job Opportunities Include
- Hospitals
- Long-term care facilities
- Clinics and physicians' offices
- Community agencies
- With additional education, RNs may specialize in an advanced nursing field.

RN–BSN Collaboration between ACC and UNC Greensboro
Registered Nurses can complete their bachelor's degree in Nursing at ACC.

Take courses at ACC's Carrington-Scott Campus, taught by instructors from UNCG.

Students should apply to UNCG for the **2+ RN-BSN** program at: admissions.uncg.edu and have their official transcripts sent to UNCG.

Health and Laboratory Sciences

Do you like caring for others? Become a Nurse Aide or Medical Assistant. Students learn in our on-site clinic setting including reception area, exam rooms and labs.

ACC's Nurse Aide program trains students to provide individual patient attention in the health care field. After this 16-week training program, and successful completion of the state competency exam, students are eligible to seek employment.

NURSE AIDE II course provides training in selected advanced Nurse Aide procedures such as sterile techniques, wound and tracheostomy/ostomy care, respiratory procedures, catheterizations, and irrigations.

You Will Learn How To:
- Assist individuals with health care needs
- Provide activities of daily living (ADLS)
- Provide bedside care, including basic nursing procedures, all under the supervision of a Registered Nurse (RN) or Licensed Practical Nurse (LPN).

Job Opportunities
- Hospitals
- Nursing homes
- Home health

With Nurse Aide II certification
- Acute care centers
- Clinical sites with acute care areas (emergency rooms)
- Long-term care facilities

Nurse Aide/Nurse Aide II

Also offered on campus— an 8-week Nurse Aide I course option. Call for details/ schedule.

For more info about Nurse Aide/Nurse Aide II, call

336-506-4253

Medical Assisting

Program Offered Day or Evening

ACC's Medical Assisting curriculum trains students as the only multi-skilled health care practitioners in health care. Students learn in our on-site simulated clinic setting that includes reception area, exam rooms, and lab.

A Sample of What You Will Learn
- How to document in EHR
- Basic laboratory techniques including phlebotomy
- Assist with clinical procedures such as EKG

Job Opportunities Include
- Lead medical assistant
- Clinical supervisor
- Coding and billing specialists

For more info about Medical Assisting, call

336-506-4213

The Medical Assisting program is accredited by the Medical Assisting Education Review Board (MAERB), 20 North Wacker Drive, Suite 1575, Chicago, Illinois 60606, www.maerb.org.

Health and Laboratory Sciences

ACC's Dental Assisting program provides hands-on training in our on-campus clinical facility.

The Dental Assisting program prepares students to assist dentists in delivery of dental treatment. Students gain valuable experience through the on-site, full service dental education clinic and external clinical sites.

A Sample of What You Will Learn

- 📖 Biomedical, dental, and clinical sciences
- 📖 Clinical practice
- 📖 Infection/hazard control and preventive dentistry
- 📖 Radiography

Job Opportunities Include

- Private and general dental practices
- Public health clinics
- Veterans' hospitals
- Front office assistant

Gainful Employment information about this program is required by the federal government. For additional information, refer to the College's website at www.alamancecc.edu/about-acc-site/gainful-employment-program-disclosures/.

Dental Assisting

For more info about Dental Assisting, call
336-506-4153

Night Dental Assisting (DAII) Program

- Fit your classes around current employment and family time.
- Take online and hybrid courses around your schedule.
- Graduate with minimum 300 clinical hours in our on-campus clinic and external clinical sites.

ACC offers the only accredited DAII night program in the state.

ACC is the educational, economic and workforce development engine of the county, providing 2-year associate degrees, 1-year diplomas, and short-term specialized certifications in more than 50 programs calculated to provide career and job success.

Health and Laboratory Sciences

If you bioscience, chemistry and microbiology are your passion, then our Medical Laboratory Technology or Histotechnology programs may be the career path for you. Students are trained in actual laboratory settings using the latest technology.

Histotechnology
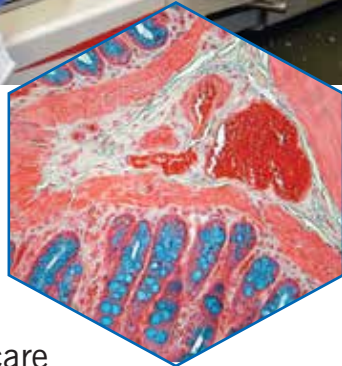
Histotechnicians prepare tissue specimens for microscopic examination to identify tissue and cell structures. Their work is important because they are on the front lines of health care diagnostics, helping to identify abnormalities and formulate treatment strategies.

What's the Career Outlook?
FACT: Burlington is the #1 small metropolitan statistical area in testing, medical lab and research job.
The number of bioscience jobs in Alamance County have recently doubled to nearly 4,000 jobs. Bioscience is projected to be a $100 billion industry by 2025 in North Carolina.

The Histotechnology program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Rd., Suite 720, Rosemont, IL 60018, www.naacls.org.

For more info about Histotechnology, call
336-506-4196

Medical Laboratory Technology (MLT)

Students in the MLT curriculum train to perform clinical laboratory test procedures to aid in the diagnosis and treatment of illness and diseases. Students learn in a simulated laboratory setting provided by Laboratory Corporation of America, Inc. (Labcorp).

A Sample of What You Will Learn
📖 Laboratory procedures and theory in clinical chemistry, hematology, urinalysis/body fluids, transfusion medicine, and clinical microbiology
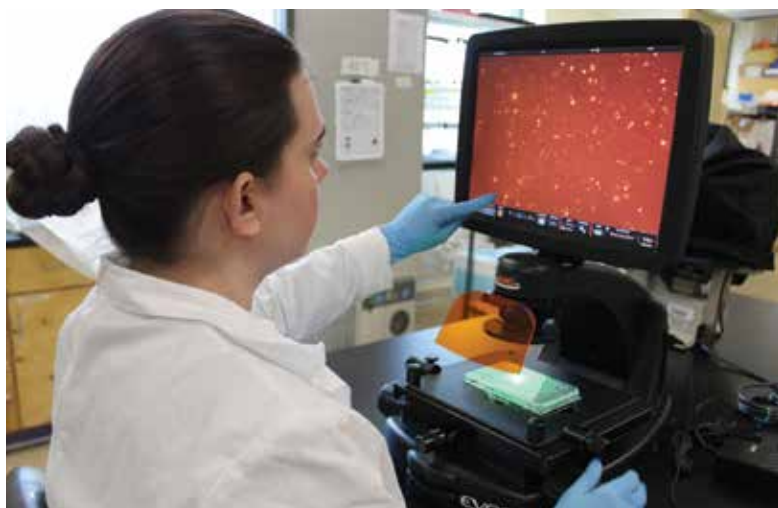📖 Specimen collection procedures

Job Opportunities Include
■ Clinic laboratories
■ Hospital laboratories
■ Reference laboratories

The MLT program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Rd., Suite 720, Rosemont, IL 60018, www.naacls.org.

For more info about
Medical Laboratory Technology, call
336-506-4196

Health and Laboratory Sciences

NEW! **BioWork** is a 136-hour non-credit certificate course that can lead to an entry-level position as a process technician. This course is for high school graduates, those in manufacturing industries who have lost their job, or for those who would like to start a new career. Upon completion of the BioWork certificate (min. 85%), students are eligible to sit for the State Certification Exam for the Bioprocess Technician credential.

Biotechnology

ACC's Biotechnology program is the longest-running two-year program in the U.S. Students are trained to work as research assistants or technicians within a variety of industry.

A Sample of What You Will Learn

- Bioprocessing—upstream and downstream
- Lab equipment use, calibration, and troubleshooting
- Cell culture—bacterial, mammalian, stem cell lines
- Gene cloning, genetic engineering, and DNA sequencing
- Immunological assays, antibody production, screening methods

Job Opportunities Include

- Academic research labs and medical testing labs
- Pharmaceutical companies
- Environmental testing facilities
- Biomanufacturing production

For more info about Biotechnology, call

336-506-4224

Coming Soon– Biotechnology Center of Excellence

What is a Biotechnology Center of Excellence?

- Imagine Alamance Community College as a regional hub for innovative, industry-supported and technology-based workforce development in the rapidly expanding fields of biotechnology and related life sciences.

- When this 30,000-square foot facility opens in fall 2022, our Biotechnology Center of Excellence will leverage the synergies of Biotechnology and related programs: Medical Laboratory Technology, Histotechnology, and Agricultural-Biotechnology.

- Those inter-connected programs will collaborate to boost much-needed job skills training across the region–vital to Alamance County's economic development.

Did You Know?

- The College's Biotechnology program is the longest running 2-year program of its kind in the nation.

- Burlington is the #1 small Metropolitan Statistical Area in research, testing and medical labs.

- The College lies at the center of one of the busiest life sciences corridors on the East Coast, nuzzling the Research Triangle Park.

- If North Carolina's bioscience base maintains its current trajectory, the industry will top $100 billion by 2025.

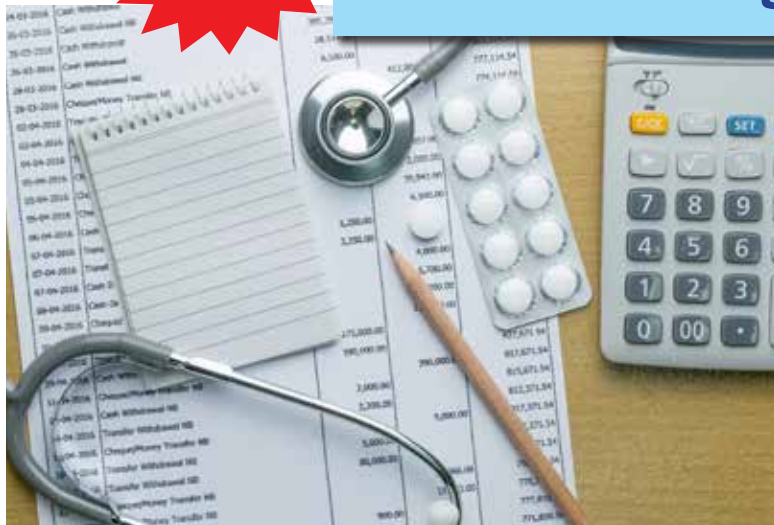- Nationally, the field of clinical laboratory technologists is projected to grow 14% by 2024.

Health and Laboratory Sciences

NEW!

Healthcare Management Technology

The Healthcare Management program will prepare students for the business and financial operations of a healthcare facility.

Students will learn:
- How to use Healthcare data to make informed decisions
- To analyze and interpret financial information specific to the healthcare setting
- The framework in which healthcare services are produced, coordinated and reimbursed

Graduates will qualify for employment in various healthcare settings including
- Hospitals
- Clinics
- Long-term care facilities
- Insurance companies

For more info about Healthcare Management, call

336-506-4031

NEW!

Emergency Medical Science

The Emergency Medical Science associate degree curriculum provides individuals with the knowledge, skills, and attributes to provide advanced emergency medical care as an entry-level paramedic for the critical, emergent, and non-urgent patients who access the out-of-hospital emergency medical system. Graduates are eligible to apply to take North Carolina and/or national credentialing examinations.

What You Will Learn
- A broad range of paramedic level EMS skills
- How to collect data from charts and patients and appropriately interpret the data
- How to thoroughly assess a patient utilizing various diagnostic tools and procedures
- Ethical and professional relations and communications

Job Opportunities Include
- clinicians of emergency medical services
- fire departments
- rescue agencies
- hospital specialty areas and medical clinics
- industry, educational, and government agencies

For more info about Emergency Medical Science, call

336-506-4299

Professional Services

Would you enjoy creating the trendiest hair styles and performing manicures? If so, then the Cosmetology program is for you. Students get hands-on experience in ACC's on-site salon offering services to the public.

ACC's Cosmetology A.A.S. Degree program trains students to professionally cut and style hair in an on-site salon environment. Students are trained at the ACC Dillingham Center at our Burlington campus. Graduates will qualify to sit for the N.C. State Board of Cosmetic Arts examination.

A Sample of What You Will Learn

- 📖 Professional imaging
- 📖 Hair design
- 📖 Chemical processes
- 📖 Skin and nail care
- 📖 Business/computer principles

Job Opportunities Include

- ■ Hairstylist and/or manicurist
- ■ Distributors/sales consultant
- ■ Makeup artist
- ■ Hair color specialist
- ■ Salon manager or owner

Cosmetology

For more info about Cosmetology, call
336-506-4390

Esthetics Technology Certificate

Students receive hands-on skills and scientific/artistic principles associated with the art of skin care. Our on-site salon environment enables to student to practice those skills. With the 16-hour certificate and state board licensing, graduates can find employment in cosmetic and skin care salons.

Coursework includes

- ■ Instruction in all phases of professional esthetics technology
- ■ Business/human relations
- ■ Product knowledge and other related topics

Education, Law and Public Safety

Our Criminal Justice program has a place for you if you want to work in law enforcement, homeland security, or crime scene investigations.

Criminal Justice Technology

Students in this field are self-motivated and have an interest in serving those in their community. Approximately 85% of criminal justice courses can be completed online.

A Sample of What You Will Learn
- 📖 Techniques for processing a crime scene
- 📖 Interview and interrogation techniques
- 📖 Local, state, and federal law enforcement
- 📖 Judicial processes, corrections, and security services
- 📖 The criminal justice system's role within society

Job Opportunities Include
- Law enforcement officers, county detention officers, corrections officers
- Department of Homeland Security
- Loss prevention specialists
- Crime scene technicians
- N.C. State Highway Patrol officers
- Telecommunicator

Advancement is possible in larger agencies, with promotion expected within the first 3-5 years.

Criminal Justice Technology/ Forensic Science Track

Students in the Forensic Science Track learn crime scene processing, latent evidence systems and operations as it applies to local, state and federal law enforcement careers. Courses include Criminal Law, Trace Evidence, and Friction Ridge Evidence.

A Sample of What You Will Learn
- 📖 Evidence processing and procedures
- 📖 Hands-on analysis of latent evidence
- 📖 Fingerprint development (with powder and chemicals)
- 📖 Concepts of computer-assisted programs
- 📖 Casting of footwear and tire impressions

Job Opportunities
- Crime Laboratory Analyst
- Crime Scene Technician
- Evidence Technician

For more info about Criminal Justice Technology or Forensic Science Track, call

336-506-4344

Education, Law and Public Safety

Fire Protection Technology

Do you want to become a firefighter or be promoted to a leadership position? Inquire about options in our Fire Protection program. Classes are offered online to allow students to work around busy schedules of home and jobs.

Graduates qualify for employment or advancement in governmental agencies, municipal fire departments, industrial firms, and insurance rating organizations. Those already employed have opportunities to advance to supervisory positions within their current organizations.

A Sample of What You Will Learn

- Fire prevention, fire suppression, arson detection/investigation
- Laws governing inspections, OSHA guidelines, code enforcement and building construction
- Safe and effective strategies for fighting fires, dealing with hazardous materials, and ability to predict fire dynamics and combustion
- Instruction and supervision of fire service personnel

15-Hour Certificates

Inspections Certificate
Designed to prepare firefighters for inspections-level positions within the fire service. It provides professional development and career enhancement opportunities for those currently employed.

Fire Protection Management Certificate
Specifically designed to prepare firefighters for mid-level management positions within the fire service. Those already employed in fire service have opportunities for promotion and/or advancement.

For more info about Fire Protection, call
336-506-4344

Job Opportunities Include
- Municipal, county, or volunteer firefighter
- Fire prevention inspector
- Fire marshal (2-yr. degree)
- Public fire educator

Animal Care & Management Technology

Who doesn't like animals? Plan your academic goals toward an Animal Care and Management degree for a rewarding career.

Students in the Animal Care and Management program are trained to supervise and care for animals in veterinary clinics, animal shelters and farms.

Job Opportunities Include
- Animal control officer or wildlife rehabilitation assistant
- Opportunities in private boarding facilities or farms
- Animal care technician/kennel technician
- Veterinary hospital assistant

A Sample of What You Will Learn
- Health care for animals
- Medical terminology
- Animal handling on-site
- Work-Based Learning experience in animal facility

For more info about Animal Care and Management, call
336-506-4385

Education, Law and Public Safety

If caring for young children is your passion, then ACC can help. We offer three associate degrees, diploma and certificates for a variety of Early Childhood careers.

ACC's Early Childhood Associate program trains students in the special skills and knowledge necessary for working with children from infancy through middle childhood. ACC operates a full-time, 5-Star child care facility on-site for students and the public. *Online options are available for all our EDU courses in all our programs.*

A Sample of What You Will Learn
- Childhood growth and development
- Social and emotional needs of children
- How to foster language, physical, and creative development of young children

Job Opportunities Include
- Teachers and lead teachers in child care centers
- Teacher assistants in public school
- Operation of a family child care center
- Administrators in child care careers

Early Childhood Administration
This 16-hour certificate is available completely online. Individuals with a bachelor's degree in another area can qualify as a Level III director with the N.C. Division of Child Development and will earn the maximum education points in the star rating system for administrators.

Courses include
- EDU 119 Intro to Early Childhood
- EDU 131 Child, Family & Community
- EDU 153 Health, Safety & Nutrition
- EDU 261 & 262 Early Childhood Administration I & II

Infant/Toddler Care
This 16-hour certificate prepares individuals to work with children from infancy to three years of age in diverse learning environments. Graduates should be prepared to plan and implement developmentally appropriate infant/toddler programs in early childhood settings.

Courses include
- EDU 119 Intro to Early Childhood
- EDU 131 Child, Family & Community
- EDU 144 Child Development I
- EDU 153 Health, Safety & Nutrition
- EDU 234 Infants, Toddlers and Twos

Early Childhood Associate

TWO ASSOCIATE DEGREE PATHWAYS are available which are transfer eligible to any university in the University of North Carolina system that offers a B-K licensure or ECE non-licensure four-year program.
Call for more information.

Early Childhood Preschool
This 16-hour certificate prepares individuals to work with preschool children (ages 3 to 5) in diverse learning environments. Graduates should be able to plan and implement developmentally-appropriate learning, creative and active play activities.

Courses include
- EDU 119 Intro to Early Childhood
- EDU 131 Child, Family & Community
- EDU 145 Child Development II
- EDU 146 Child Guidance
- EDU 153 Health, Safety & Nutrition

For more info about Early Childhood options, call
336-506-4118

Agriculture, Horticulture and Food Sciences

If you enjoy cooking or have a desire to work as a professional chef, then your career path might lead you to our award-winning Culinary Arts program where you gain knowledge in nutrition and hands-on experience in our on-site kitchen facilities.

ACC's Culinary Arts program trains students for positions as professionals in a variety of food service settings. Students receive hands-on instruction and practice in all aspects of industry standards from sanitation/safety, purchasing/cost control, baking to production, and customer service, utilizing on-site industrial kitchen and dining facilities.

A Sample of What You Will Learn

- To work effectively in commercial kitchen
- Critical thinking and problem-solving
- Baking and international cuisine preparation
- Hospitality supervision

Job Opportunities Include

Entry-level
- Line cook
- Pastry assistant
- Banquet assistant

Advanced
- Sous chef, executive chef
- Pasty chef
- Food service manager

Culinary Arts

For more info about Culinary Arts, call

336-506-4274

The Culinary Arts Expansion Project, budgeted at $1.1 million, was completed in summer 2021 and entailed renovating approximately 5,000 square feet of existing classroom space into a specialized production kitchen and adjoining dining hall. Culinary Arts students now have a teaching/serving facility that replicates the venues such as fine dining establishments, country clubs, and banquet halls in which they will work as chefs.

Agriculture, Horticulture and Food Sciences

Agricultural Biotechnology

Alamance Community College is the only North Carolina community college offering Agricultural Biotechnology as of spring 2019. Students will learn in greenhouses on campus, outdoor labs, and biotechnology labs.

Agricultural Biotechnology trains students in plant science, biotechnology, and lab techniques. Graduates will be qualified for jobs focused in research management, field trial coordinators, or greenhouse management.

A Sample of What You Will Learn
- Plant science
- Biotechnology & lab techniques
- Greenhouse production
- Plant Propagation, micropropagation
- Cell culture

Job Opportunities Include
- Research technician
- Lab manager
- Field trial coordinators
- Greenhouse management

If you enjoy growing plants and landscaping, consider ACC's award-winning Horticulture program. Enjoy hands-on training and real-world experience for a working career.

Horticulture Technology

ACC's award-winning Horticulture Technology program trains students in plant production, landscaping, and managing and operating horticulture businesses. Students learn in settings such as outdoor labs, on-site solar and hydroponic greenhouses, as well as various county, state and national competitions.

A Sample of What You Will Learn
- Plant science
- Soils, fertilizer, pest management
- Landscape installation and maintenance
- Greenhouse and nursery procedures

Job Opportunities Include
- Landscape installer/designer
- Irrigation technician
- Greenhouse/nursery worker
- Garden center sales associate
- Golf course/sports maintenance

Associate in General Education: Horticulture Transfer Degree Programs

- 1 or 2 years at ACC
- **+** 2 or 3 years at NC State
- **=** 4-year degree

NC STATE UNIVERSITY

For more info about Agricultural Biotechnology, Horticulture Technology, or Transfer Opportunities, call

336-506-4192

Agriculture, Horticulture and Food Sciences

Agribusiness Technology

3 NEW PROGRAMS!

Agribusiness Technology prepares graduates for entry-level employment in the field of Agribusiness. Students learn skills to manage a profitable, environmentally sound, community-based small farm or agricultural business.

A Sample of What You Will Learn

- instruction in agriculture
- agriculture specialization
- business management, accounting, and finance
- marketing
- human resources management

Agriculture Education

The Agriculture Education curriculum provides students with agriculture and education foundation courses. Students learn the necessary education and training to work in environmental community education programs or articulate their coursework to university programs in Agriculture Education.

A Sample of What You Will Learn

- instruction in agriculture
- agriculture specialization
- soil and plant sciences
- animal sciences

Job Opportunities Include

- extension agents
- farm management specialists
- 4-H specialists
- crop service representatives
- agriculture sales

Sustainable Agriculture

Sustainable Agriculture focuses on agricultural principles and practices that enhance environmental quality, make efficient use of nonrenewable resources, integrate natural biological cycles and controls, and are economically viable and socially responsible. Students will also apply this knowledge to the solution of agricultural and environmental problems.

A Sample of What You Will Learn

- principles of agroecology
- crop and soil sciences
- entomology
- animal science
- weed science and management
- soil fertility and nutrient cycling
- applied ecology, agricultural economics, and rangeland ecology
- watershed management

For more info about Agricultural programs, call

336-506-4192

Arts, Communication and Design

Choose a career that maximizes your creativity—our Advertising and Graphic Design program provides you with the most up-to-date skills to find employment in the graphic design profession, advertising, or web design.

The Advertising and Graphic Design curriculum trains students to create designs and advertising layout using state-of-the-art computer software.

A Sample of What You Will Learn

- Emphasis on design, advertising, illustration, and digital/multimedia software
- 75 percent of study is computer-based, using software such as InDesign, Illustrator and Photoshop
- Advanced classes work with at least one client on real advertising projects.

Job Opportunities Include

- Advertising firms and newspapers
- Printing companies, sign shops
- Packaging and label-making companies
- Self-employed graphic designer

Advertising and Graphic Design

For more info about
Advertising and Graphic Design, call

336-506-4025

Enhance your skills for the 21st Century job force

Office
- Accounting, Finance, Payroll
- Computer Skills
- MS Office Applications (Word, Excel, PowerPoint, Outlook)
- Graphic Design
- Notary Public Certification
- Insurance Prelicensing
- Customer Service
- Project Management
- Human Resources
- Spanish Interpreter

Construction and Trades
- Blacksmithing, Welding
- Carpentry
- HVAC
- Plumbing Pre-Apprentice
- General Contractor License Prep
- Horticulture
- Heavy Equipment Operator

Automotive, Driving Safety
- Auto Dealer Licensing, Renewal
- Automotive Inspections
- TIA Tire Certified Technician
- CDL Prep, CDL-B Driving
- NCDOT/Escort Vehicle

Emergency Services
- Emergency Medical Technician, Renewal
- Paramedic
- Firefighter Cadet Training
- Basic Law Enforcement Training
- Detention Officer Certification
- Law Enforcement In-Service

Healthcare
- BioWork Process Technician
- EKG Technician
- Medical Coding & Billing
- Medication Aide
- Medical Terminology
- Nurse Aide I
- Personal Care Assistant
- Pharmacy Technician
- Phlebotomy

Other
- Real Estate Prelicensing
- Teacher Assistant
- Substitute Teacher

Check online often. Classes added regularly.
alamancecc.edu/continuing-education

CONTACT: Sally Newman, *Director Occupational Programs*
336-506-4301 or slnewman647@alamancecc.edu

Engineering, Manufacturing and Industrial Technologies

If you like precision and details and are a good problem solver—our CAD and Mechanical Engineering programs provide you with state-of-the-art, hands-on skills for career options in high-tech industries such as aerospace, aviation, medical, renewable energy, research and development and manufacturing.
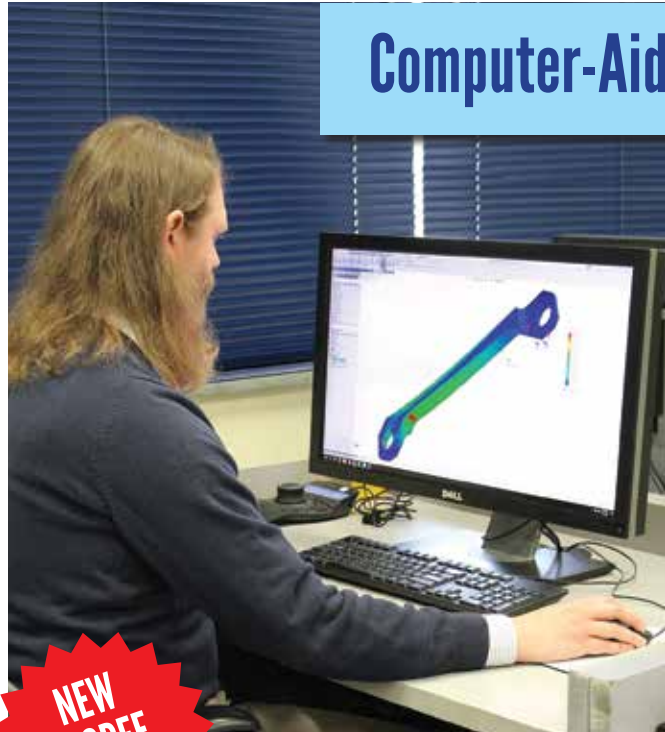
Computer-Aided Drafting

Computer-Aided Drafting Technology is a STEM-based curriculum that brings Computer Aided Design (CAD), Solid Modeling and 3D printing to the forefront of student learning. Coupled with industrial certifications, professional networking and a new department club, opportunities to explore the design field have never been better.

Today more than 500 design-related jobs are available within a 50-mile radius of ACC. Entry level pay is between $17.50-$25 per hour, depending upon the company. *(Source: Indeed.com)*

Career Path Opportunities Include

- Prosthetic design
- Solid modeling
- Mechanical design
- Engineering
- Residential and structural design
- Automotive and Naval design
- Sports equipment design
- Quality control/inspections

NEW DEGREE PROGRAM!

Mechanical Engineering

Mechanical Engineering Technology is a broad hands-on career field in which students learn basic engineering principles and technical skills to design, develop, test, and troubleshoot projects involving mechanical systems.

Entry-level range: $56,250 annually. *(Source: U.S. Dept. of Labor Occupational Network)*

What will you learn?

- Principles of mechanics and engineering
- 3D Printing and Rapid Prototyping
- Solid Modeling Software
- Manufacturing Practices

Job Opportunities Include

- Engineering assistant or technician
- Quality control technician
- Inspector
- Technical sales or similar fields with a mechanical background

GET CERTIFIED!

Students have opportunities to obtain these industry recognized certifications.

<u>Certified SOLIDWORKS Associate Exams</u>
CSWA
CSWA–Sustainability
CSWA–Electrical
CSWA–Simulation
CSWA–Additive Manufacturing

<u>Certified SOLIDWORKS Professional Exams</u>
CSWP
CSWP–Simulation
CSWP–Flow
CSWP–Model Based Design
CSWP–Advanced Surfacing
CSWP–Advanced Weldments
CSWP–Mold Making
CSWP–Advanced Sheet Metal

CSWP–Advanced Drawing Tools
CSWP–Application Programming Interface
CSWP–Computer-Aided Machining
CSWP–Flow Simulation

<u>3D Experience Exams</u>
3DX–Collaborative Business Innovator
3DX–3D Creator
3DX–3D Sculptor
3DX–3D Sheet Metal Creator
3DX–Collaborative Designer
3DX–Works Lean Team Player

<u>Certified SOLIDWORKS Expert</u>
Certified SOLIDWORKS Expert–Simulation
Certified PDM Professional
Certified DriveWorks Associate

For more info about Computer-Aided Drafting or Mechanical Engineering, email
james.adkins@alamancecc.edu or call

336-506-4233

Engineering, Manufacturing and Industrial Technologies

If you enjoy working with mechanical, electrical or computer engineering systems, then our Mechatronics program provides you with state-of-the-art, hands-on skills for career options in high-tech industries such as aerospace, medical, renewable energy, and manufacturing.

Mechatronics Engineering Technology

The Mechatronics Engineering Technology program serves local industry demanding a skilled workforce in this cutting-edge field.

WHAT IS MECHATRONICS?

- It's where Mechanical, Electrical and Computer Engineering meet.
- It's where you program and troubleshoot robotics, PLC programs, hydraulic/pneumatic systems, and industrial wiring systems.
- It's where better processes are developed and manufacturing systems are designed and operated.
- It's everywhere: Traffic signals sequencing, light and motion sensors controlling manufacturing operations, electronic cars steering and braking systems, applications of digital 3D printing and electronic engraving, packaging inspection, industrial robots, and logistics.

Industrial Systems Technology

Industrial Systems Technology prepares individuals to safely service, maintain, repair, or install equipment. Students learn multi-craft technical skills in print reading, mechanical systems maintenance, electricity, hydraulics/pneumatics, welding, machining or fabrication, and includes various diagnostic and repair procedures.

A Sample of What You Will Learn

- How to troubleshoot, diagnose, repair and maintain electrical circuits
- How to program and troubleshoot PLC components from various manufacturers
- Blueprint reading and associated symbols
- How to troubleshoot, diagnose, repair and maintain mechanical and hydraulic systems
- Common welding processes used in industrial settings
- Basic knowledge of metallurgy, machine processes, and tooling
- Proper safety practices according to industry standards

Job Opportunities Include

Entry-level positions include:

- Electromechanical technician
- Maintenance, research and development
- Maintenance machinist

With experience:

- Line supervisor, team leader

To learn more about Mechatronics or Industrial Systems, call

336-506-4291

Engineering, Manufacturing and Industrial Technologies

If you would like to problem-solve, design, and use skills to create a finished product, then enroll in ACC's Computer-Integrated Machining program. You will get 'hands-on' experience in our new, state-of-the-art training facility.

Our Computer-Integrated Machining program prepares students with the analytical, creative and innovative skills necessary to conform to specifications from initial concept and design through finished product using sophisticated tools and machinery that is often computer-generated.

A Sample of What You Will Learn

- How to interpret blueprints
- High-end technology machining
- Computer numerical control (CNC) machinery
- Computer-aided manufacturing (CAM) software
- High-speed multi-axis machining

Job Opportunities Include

- CNC machinist/technician in high-tech manufacturing
- Rapid-prototyping/rapid-manufacturing
- Machine operator in specialty shops and emerging industries such as aerospace, aviation, medical, and renewable energy

Computer-Integrated Machining

For more info about Machining, call
336-506-4333

Career Accelerator Program

Justin Padmos, 2021 AlamanceCAP graduate and maintenance technician at Fairystone Fabrics.

ACC is proud to partner with local manufacturers, the Alamance Chamber of Commerce, and the Alamance-Burlington School System on the Career Accelerator Program (CAP). This "learn and earn" high school apprentice program is building a pipeline of employees skilled in Mechatronics, Computer-Integrated Machining or Industrial Systems who are moving directly to industry after graduation.

Current Business Partners:

- AKG
- Elevate Textiles
- Engineered Controls Intl.
- Fairystone Fabrics
- GKN Driveline
- Glen Raven
- Indulor
- IntraPac
- Sandvik
- Shawmut
- WestRock

Industry interested in joining this partnership should call Bettina Akukwe, 336-532-5034.

Construction and Transportation

If you like to repair things, tinker with automobiles, or trouble-shoot heating/cooling systems, then your career path might lead you to our Automotive Systems or A/C, Heating & Refrigeration programs where you gain skills and hands-on experience in our new state-of-the-art facilities.

Air Conditioning, Heating, and Refrigeration Technology

The Air Conditioning, Heating, and Refrigeration program trains students to work with residential and light commercial heating and cooling systems.

A Sample of What You Will Learn
- Mechanical refrigeration
- Heating and cooling theory
- Electricity, controls and safety
- Residential building codes
- Advanced comfort systems

Job Opportunities Include
- Service technician
- Installation helper
- Hospital and apartment maintenance

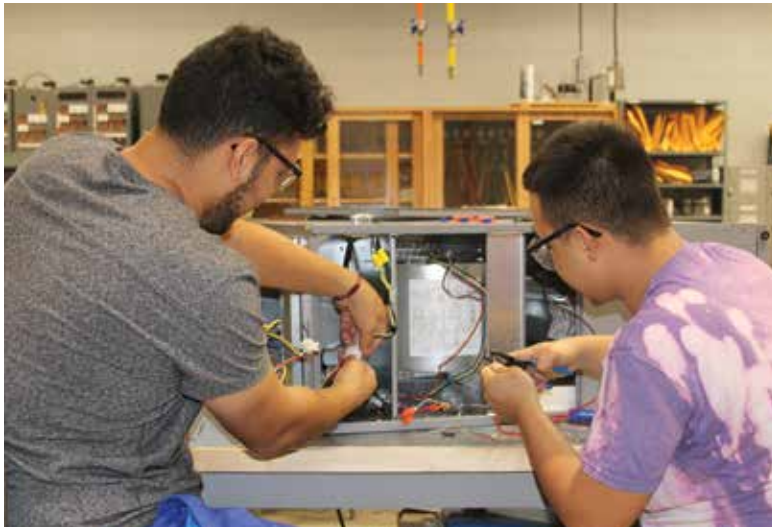## Automotive Systems Technology

Students in the Automotive program are trained to service and repair automobiles. The on-campus automotive shop provides lab experience, including advanced electronics and computer-based diagnostic skills for the more technology-based vehicles.

A Sample of What You Will Learn
- How to service brakes
- Electrical/electronic systems
- Engine performance and repair
- Steering/suspension, transmissions

Job Opportunities Include
- **Entry-level:** Service technicians with franchised automotive dealers and independent garages, quick-lube shops, brake specialists, truck and tractor mechanics
- **With experience (and A.A.S. degree):** front-end specialists, auto air conditioning mechanics, tune-up specialists, supervisors, automatic transmission mechanics, shop managers

For more info about Air Conditioning, Heating and Refrigeration Technology, call
336-506-4165

For more info about Automotive Systems, call
336-506-4182

Construction and Transportation

If you like 'hands-on' work to repair and create with metal, then you should enroll in Welding Technology. ACC provides state-of the art training in our new Advanced Applied Technology Center.

Welding Technology

BLACKSMITHING

This handwrought metals course (PCJ 262) with a blacksmithing component will cover techniques and tools for heating and forging ferrous and non-ferrous metals. Currently, Alamance Community College has the only Welding Technology associate degree to offer this course.

The **WiSDEM** (Women in Industrial Science, Design, Engineering and Manufacturing) program identifies career paths for female students previously overlooked in years past.

ACC is changing that!

Connect with female industry leaders and learn about their path to success in a male-dominated industry with our **Words of WiSDEM Lunch and Learn Series**.

Contact wisdem@alamancecc.edu for the schedule.
Join ACC's WiSDEM on Facebook:
facebook.com/groups/accwisdem

Welding students train to fabricate and repair metal objects used in various industries.

You Will Learn

- Cutting processes
- Consumable and non-consumable electrode welding
- Welding metallurgy skills
- Oxy fuel and inert gas welding
- Blueprint reading and welding inspection

Job Opportunities Include

- Entry-level: Production welder, assembly welder, fabrication; with experience: pipe welder, supervisor, underwater welder
- Industry trends: Honda Jet, aeronautics, robotics, automotive racing, military

For more info about Welding, call
336-506-4183

FOR THE NIGHT OWLS– MIDNIGHT WELDING
11:00 p.m.–3:10 a.m.
This class time accommodates students who already work second shift jobs or for those late-night folks. Students will learn the same skills as students enrolled in all other first semester classes, including basic welding processes, inert gas welding, and cutting processes.

Call 336-506-4183 for more information about Midnight Welding classes.

Spanish Interpreter Certificate

Learn to be a Spanish Interpreter

This certificate program prepares students to work as paraprofessional Spanish interpreters, in various community settings such as hospitals, schools and service agencies. This certificate is offered by Workforce Development/Continuing Education through a combination of curriculum and non-curriculum courses. Choose from two tracks:

Track 1: Students who are native Spanish speakers
Track 2: Students who are native English speakers

Graduates of the program will:
- Use specialized vocabulary and concepts to work bilingually—Spanish/English—in law, business, and medicine.
- Demonstrate and apply knowledge of Spanish as related to translation practices.
- Demonstrate an understanding of multi-cultural approaches to the work of interpretation, and are able to demonstrate effective bi-lingual and bi-cultural practice within their work.
- Apply professional standards, practices, and ethics to their work.

**For more information, call 336-506-4230
or email Clara.Vega@alamancecc.edu**

Learn Academic English–English as a Foreign Language Program

學習學術英語

学习学术英语

Lerne das akademische Englisch

Mọ omowe English

אקדמית אנגלית למד

Akademik İngilizce Öğrenin

Impara l'inglese accademico

เรียนภาษาอังกฤษเชิงวิชาการ

Học tiếng Anh học thuật

Leer Academisch Engels

Learn Academic English

학업 영어 배우기

تعلم اللغة الإنجليزية الأكاديمية

さあ、英語を勉強しましょう

Apprendre l'anglais académique

Μάθετε Αγγλικά για Ακαδημαϊκούς

Lära akademisk engelska

Aprenda inglés académico

Изучение академического английского

Lær akademisk engelsk

အစ်ကို(ခ)နီမစ် အင်္ဂလိပ် သင်ကြားနိုင်သည်

**For more info about English as a Foreign Language, call 336-506-4230
or email: Clara.Vega@alamancecc.edu
www.alamancecc.edu/english-as-a-foreign-language-efl**

AVAILABLE NOW!

Adults for Industrial Development (AID)

is ACC's adult apprenticeship program supported by a Duke Energy/Piedmont Natural Gas Community College Apprenticeship Grant. This grant helps ACC develop and grow adult apprenticeships in advanced manufacturing. Tuition and books are covered.

Companies in this program will have the chance to hire apprentices from ACC's pre-apprenticeship program (beginning next summer).

Interested companies should call 336-532-5034 or email bettina.akukwe@alamancecc.edu

FREE!

College Transitions Courses

These FREE TUITION courses help students prepare for college-level English and Math.

- Eligible to students entering college with a GPA 2.2 or below
- Flexible entry and exit upon completion of course requirements

For more information, call 336-506-4131 or email cathy.easter@alamancecc.edu

Mini-Semester (Mini-Mester) Courses

2 COURSES
2 SESSIONS
1 SEMESTER

Complete a sequence of courses in two, 8-week sessions with mini-mester courses.

Courses may be online, hybrid, or face-to-face, and are offered day and evening.
Your advisor can assist in planning a schedule that works for you!

First 8 weeks Jan. 10–March 7   Take 1 course each session ➡   **Second 8 weeks March 8–May 10**

12-WEEK COURSES FOR SPRING
Feb. 8–May 10
This session will allow students to begin classes after the traditional January start time.

**Once the schedule changes are complete, students should be able to view in Self-Service.
Visit: selfservice.alamancecc.edu:8173/Student/courses**

Career and College Promise (CCP)

The Career and College Promise (CCP) program allows qualified high school juniors and seniors in North Carolina the opportunity to pursue college courses (tuition free*) while in high school.

The CCP program accelerates completion of college certificates, diplomas, and associate degrees that lead to college transfer or provide entry-level job skills. CCP is designed for students who are college ready while in high school and who want to get a head start on college.

Eligibility Requirements for High School Juniors or Seniors

For a College Transfer pathway, students must:

- Have a 2.8 or higher unweighted high school GPA **OR** demonstrate college readiness in reading, writing and math on a state-approved assessment test (SAT, PSAT, ACT, Pre-ACT, ACC placement test).

- Maintain at least a college GPA of 2.0 after two college courses for continued eligibility.

For a Career Technical Education (CTE) pathway, students must:

- Have a 2.8 or higher unweighted high school GPA, **OR** demonstrate college readiness in reading, writing and math on a state-approved assessment test (SAT, PSAT, ACT, Pre-ACT, ACC placement test), **OR** have written recommendation from the high school principal/principal's designee. If entering CCP upon principal/designee recommendation, student must meet the prerequisite for any course in the chosen pathway.

- Maintain at least a college GPA of 2.0 after two college courses for continued eligibility.

For more information and enrollment procedures in Career and College Promise, visit us on the web: alamancecc.edu
under Degrees and Programs,
click on Career and College Promise

*Tuition and fees are waived for CCP students.
The costs of textbooks and materials are not waived.*

TUITION COSTS–ESTIMATED SAVINGS

Cost of Tuition at ACC		Cost of Tuition at UNCG**	
YEAR 1			
Fall	6 credit hours	Fall	6 credit hours
Spring	6 credit hours	Spring	6 credit hours
YEAR 2			
Fall	6 credit hours	Fall	6 credit hours
Spring	6 credit hours	Spring	6 credit hours
24 credit hours	FREE	24 credit hours	$7132
**Cost estimates based on 2021FA UNCG undergraduate tuition table			

Why take courses at a community college?

Many families find themselves asking this question, and for each student, the answer is different. Here are a few reasons why you may want to point your child toward ACC:

- For some students, career goals can be easily met by the courses found at a community college, including many technical fields that larger universities do not offer.

- Many classes are smaller than university classes, allowing for a more hands-on approach between instructor and student.

- Any College Transfer Pathway course completed with a grade of 'C' or better is guaranteed to transfer to the 16 public universities in North Carolina and count toward completing a program at ACC.

- If a student is undecided about a career, community college programs can offer a sneak peek into a certain career or field of study. Maybe it's a good fit and maybe it isn't. Either way, students earn college credit and you haven't wasted any tuition money if they take courses through CCP.

- A community college can be less expensive than a traditional university and is designed so that students can later transfer credits to a four-year college or university.

For more information about CTE or College Transfer Pathways, contact us:

✉ **career&collegepromise@alamancecc.edu**

🌐 **www.alamancecc.edu**
under the QUICK LINKS tab, click on Career and College Promise

📞 **CCP Office 336-506-4231**

Career Technical Education (CTE) Pathways

Tuition and fees are waived for CCP students.
The costs of textbooks and materials are not waived.

Accounting⌐
Advertising/Graphic Design
Advertising/Graphic Design–Visual Arts
Air Conditioning, Heating, Refrigeration
Animal Care and Management Technology
Automotive Systems Technology
Biotechnology
Business and Marketing⌐
Computer-Aided Drafting Technology
Computer-Aided Drafting Technology– Certificate of Architecture
Computer-Integrated Machining
Cosmetology
Criminal Justice Technology
Criminal Justice Technology–Transfer
Culinary Arts
Early Childhood Education
Fire Protection Technology⌐
Esthetics Technology
Fire Protection Technology
Horticulture Technology
Horticulture Technology–Landscape
Horticulture Technology–Plant Production
Horticulture Technology–NCSU Transfer

⌐*These CTE Pathways can be completed online.*

College Transfer Pathways

Choose from one of these pathways, depending on your intended major:

- **Associate in Arts (A.A.)**
  for students planning to major in liberal arts, business, history, communication, or psychology
- **Associate in Arts Teacher Preparation (A.A.T.P.)**
  for students interested in becoming K-12 teachers specializing in arts/music, language arts, English, history, humanities, physical education, and social studies
- **Associate in Engineering (A.E.)**
  for students planning to major in all Bachelor of Science in Engineering degree programs
- **Associate in Fine Arts (A.F.A.) Visual Arts**
  for students planning to major in creative arts
- **Associate in Fine Arts (A.F.A.) Music**
  for students planning to major in music disciplines
- **Associate in Science (A.S.)**
  for students planning to major in health related fields, natural sciences, mathematics, computer science
- **Associate in Science Teacher Preparation (A.S.T.P.)**
  for students interested in becoming K-12 teachers specializing in STEM programs–science, technology, engineering and math

Industrial Systems Technology
Industrial Systems Technology–Electrical
Information Technology–Business Support
Information Technology–Cybersecurity
Information Technology–Programming
Information Technology–Web Design⌐
Manicuring/Nail Technology
Mechanical Engineering Technology
Mechatronics Engineering Technology
Medical Assisting
Medical Office Admin.–Healthcare Clerical
Medical Coding, Billing and Insurance
Nurse Aide
Spanish Interpreter
Welding Technology