



RANDOLPH COMMUNITY COLLEGE CATALOG 1990 - 92

RANDOLPH



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Randolph Community College

Randolph Community College General Catalog 1990-1991, 1991-1992

The Catalog as a Contract: This catalog is not to be regarded as an irrevocable contract. Randolph Community College reserves the right to modify, revoke and add to college fees, regulations, or curricula at any time as defined under Department of Community Colleges, State Board of Community Colleges Guidelines.

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Accreditation

Randolph Community College is accredited by the Southern Association of Colleges and Schools to award the Associate Degree. Randolph Community College is authorized by the State Board of Community Colleges to award the Associate of Applied Science Degree and the Associate of General Education Degree.

Affirmative Action

Randolph Community College offers Equal Employment and Educational Opportunities to all employees and students, without regard to race, color, religion, national origin, political affiliation, sex (except where sex is a bona fide occupational qualification), age or handicap (as defined in Section 504 of the Rehabilitation Act of 1973).

All inquiries and questions that a person may have about his or her treatment as an employee or student under Randolph Community College's compliance with Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Equal Employment Opportunity and the Affirmative Action guidelines may be addressed to:

**Affirmative Action Officer and
Title IX Coordinator**
Randolph Community College
P. O. Box 1009
Asheboro, NC 27204-1009

An Invitation

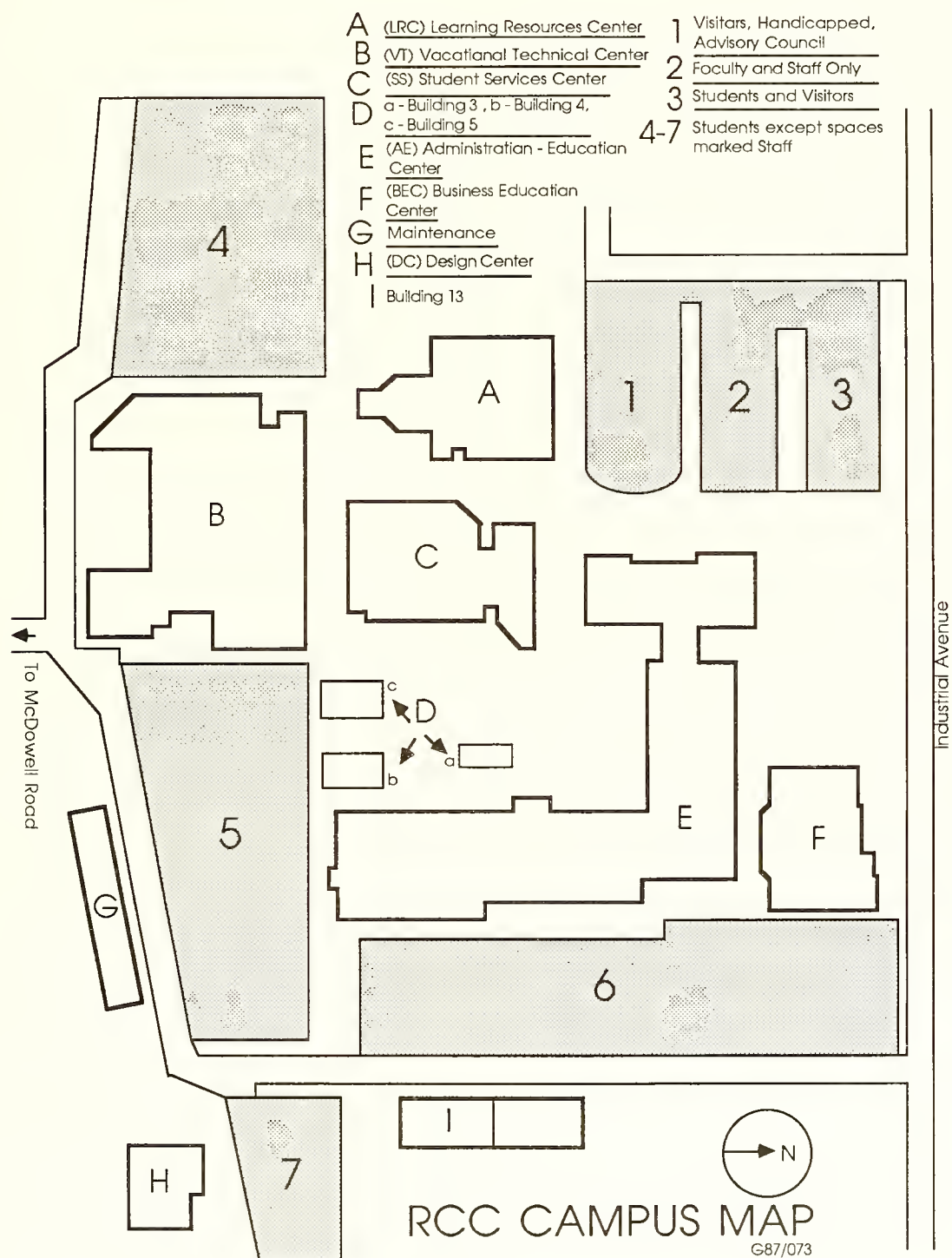
You are invited to visit Randolph Community College. Please make an appointment with a member of our counseling staff in Student Development. To make an appointment write the Information Center, Randolph Community College, P. O. Box 1009, Asheboro, NC 27204-1009, or call the Information Center, (919) 629-1471.

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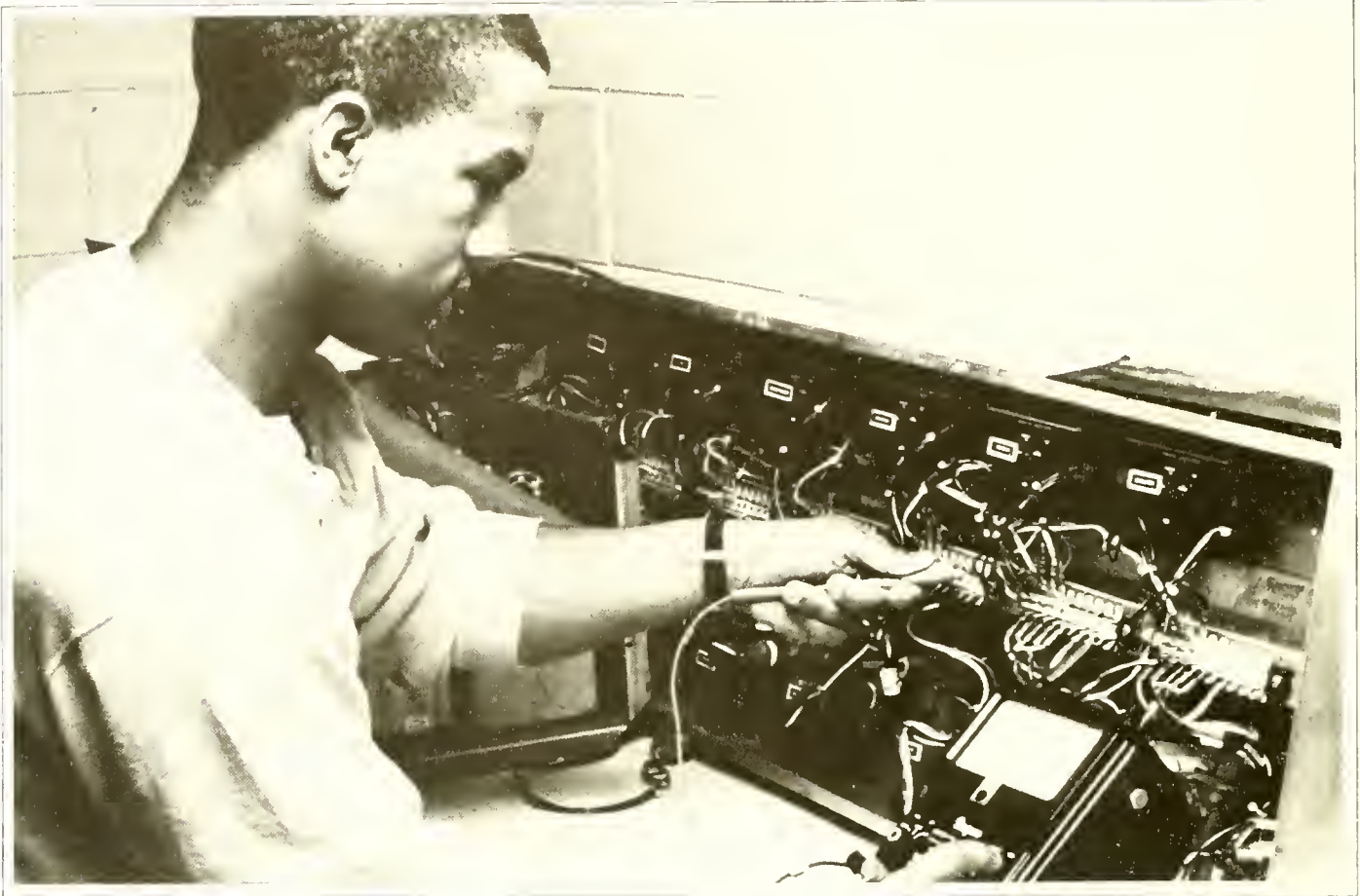
Cover Design Sherry Johnson

Editorial Staff Ann White Spencer, Joyce Wolford

**Photographs are by faculty and students of the RCC
Department of Photographic Technology.**



The College



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Randolph Community College began operation in 1962 as a joint city-county industrial education center under the direction of the Trades and Industrial Division, Department of Vocational Education. The North Carolina legislature in 1963 established a separate system of community colleges and Randolph Technical Institute at that time became part of that system.

The College is approved by the North Carolina Department of Community Colleges under the State Board of Community Colleges, as specified in Chapter 115D of the General Statutes of North Carolina. The College Board of Trustees has been granted authority to award the Associate in Applied Science and Associate in General Education Degrees, Vocational Diplomas and Certificates by the Department of Community Colleges and the State Board of Community Colleges.

Community service curriculums include a state approved High School Equivalency Program and a variety of Preparatory Level Programs. The College is a member of the American Association of Community and Junior Colleges. All occupational,

high school and preparatory programs are approved for veterans.

As a member of the North Carolina Community College System, Randolph Community College offers occupational and adult education to meet the educational needs of the youth and adults served by the College. The College accepts men and women for enrollment in a wide variety of subjects designed to meet the changing technology and complex social development of its community. Students are offered the types of education which will better provide professional competence in their major fields of study.

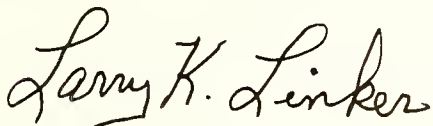
We believe that this nation will remain a great and strong nation, an innovator and a leader in world affairs, as long as its people are an educated people. Furthermore, we believe that, in the American tradition, each student has the right, as an individual, to the very best educational opportunity that the community and state can provide. Therefore we are obligated to consider students in light of their potential and work with them in a manner designed to help them develop their capacities to the fullest.

From the President

On behalf of the trustees, faculty and staff, I encourage your interest in Randolph Community College. Our College is comprehensive in nature and provides excellent educational opportunities to all students desiring to improve themselves.

This catalog has been prepared as a detailed description of the College's requirements, procedures and programs. However, it does not portray the warm and friendly environment that will become an integral part of your educational endeavors. If you take full advantage of the resources available at the College, you will be justly rewarded.

Sincerely,



Dr. Larry K. Linker

President of the College



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1990 - 1991 College Calendar

Curriculum

Fall Quarter

August 29 (Wednesday)
Registration

September 4 (Tuesday)
Classes Begin

September 4, 5 (Tuesday, Wednesday)
Late Registration

October 15, 16 (Monday, Tuesday)
Fall Break for Students
Staff Development for All Employees

October 18 (Thursday)
Last day to withdraw from a course without penalty.

November 15 (Thursday)
Early Registration for Winter Quarter

November 19-21 (Monday, Tuesday, Wednesday)
Final Exams

November 21 (Wednesday)
End of Fall Quarter

November 22, 23 (Thursday, Friday)
Thanksgiving Holidays

Winter Quarter

November 27 (Tuesday)
Registration

November 28 (Wednesday)
Classes Begin

November 28, 29 (Wednesday, Thursday)
Late Registration

December 18 (Tuesday 10:00 p.m.)
Christmas Holidays Begin

January 2 (Wednesday)
Classes Resume

January 23 (Wednesday)
Last day to withdraw from a course without penalty.

February 14 (Thursday)
Early Registration for Spring Quarter

February 22, 25, 26 (Friday, Monday, Tuesday)
Final Exams

February 26 (Tuesday)
End of Winter Quarter

Spring Quarter

March 5 (Tuesday)
Registration

March 6 (Wednesday)
Classes Begin

March 6, 7 (Wednesday, Thursday)
Late Registration

March 28 (Thursday 10:00 p.m.)
Easter Holidays Begin

April 2 (Tuesday)
Classes Resume

April 19 (Friday)
Last day to withdraw from a course without penalty.

May 16 (Thursday)
Early Registration for Summer Quarter

May 21-23 (Tuesday, Wednesday, Thursday)
Final Exams

May 23 (Thursday)
End of Spring Quarter

Summer Quarter

May 28 (Tuesday)
Registration

May 29 (Wednesday)
Classes Begin

May 29, 30 (Wednesday, Thursday)
Late Registration

June 28 (Friday 10:00 p.m.)
Summer Break Begins

July 8 (Monday)
Classes Resume

July 17 (Wednesday)
Last day to withdraw from a course without penalty.

August 7, 8 (Wednesday, Thursday)
Early Registration for Fall Quarter

August 16, 19, 20 (Friday, Monday, Tuesday)
Final Exams

August 20 (Tuesday)
End of Summer Quarter

August 25 (Sunday)
Graduation

1991 - 1992 College Calendar

Curriculum**Fall Quarter**

August 27, 28 (Tuesday, Wednesday)
Registration

September 3 (Tuesday)
Classes Begin

September 3, 4 (Tuesday, Wednesday)
Late Registration

October 14, 15 (Monday, Tuesday)
Fall Break for Students,
Staff Development for All Employees

October 17 (Thursday)
Last day to withdraw from a course without penalty.

November 13 (Wednesday)
Early Registration for Winter Quarter

November 18 - 20 (Monday, Tuesday, Wednesday)
Final Exams

November 20 (Wednesday)
End of Fall Quarter

Winter Quarter

November 26 (Tuesday)
Registration

November 28, 29 (Thursday, Friday)
Thanksgiving Holidays

December 2 (Monday)
Classes Begin

December 2, 3 (Monday, Tuesday)
Late Registration

December 18 (Wednesday, 10:00 p.m.)
Christmas Holidays Begin

January 2 (Thursday)
Classes Resume

January 27 (Monday)
Last day to withdraw from a course without penalty.

February 19 (Wednesday)
Early Registration for Spring Quarter

February 26, 27, 28 (Wednesday, Thursday, Friday)
Final Exams

February 28 (Friday)
End of Winter Quarter

Spring Quarter

March 4 (Wednesday)
Registration

March 9 (Monday)
Classes Begin

March 9, 10 (Monday, Tuesday)
Late Registration

April 16 (Thursday 10:00 p.m.)
Easter Holidays Begin

April 21 (Tuesday)
Classes Resume

April 22 (Wednesday)
Last day to withdraw from a course without penalty.

May 20 (Wednesday)
Early Registration for Summer Quarter

May 22, 25, 26 (Friday, Monday, Tuesday)
Final Exams

May 26 (Tuesday)
End of Spring Quarter

Summer Quarter

June 1 (Monday)
Registration

June 3 (Wednesday)
Classes Begin

June 3, 4 (Wednesday, Thursday)
Late Registration

June 26 (Friday 10:00 p.m.)
Summer Break Begins

July 6 (Monday)
Classes Resume

July 22 (Wednesday)
Last day to withdraw from a course without penalty.

August 12 (Wednesday)
Early Registration for Fall Quarter

August 21, 24, 25 (Friday, Monday, Tuesday)
Final Exams

August 25 (Tuesday)
End of Summer Quarter

August 30 (Sunday)
Graduation

Correspondence Directory

Locale

Situated in the geographic center of North Carolina, Randolph Community College lies adjacent to the ancient mountains in the area known as the Uwharries. The College is located just south of the interchange of highways No. 220, No. 64 and No. 49 at the McDowell Road Exit. The College is 26 miles south of Greensboro, North Carolina, making it accessible from all parts of the State.

The College is located in an area with a rich tradition. Arts and crafts are preserved both commercially and individually. Today people see the same mountains and streams and pass the same locations of homesteads, mills, churches and schools that were known to the people of 1799.

Asheboro is also the home of the North Carolina State Zoological Park located off US No. 64, 5 miles southeast of Asheboro.

Inquiries for specific information about the College should be addressed to the following people or departments at RCC. The address is RCC, PO Box 1009, Asheboro NC 27204-1009. Phone (919) 629-1471.

Admissions:

Dr. John L. Roberson, Dean of Student Development and/or
Ms. O'Dene Suggs, Executive Secretary

Financial Aid:

Ms. Lynne O. Finison, Student Financial Aid Officer
Scholarship Information, College Work/Study,
Veterans Benefits, Pell Grants, Loans

Counseling Services:

Mr. Ron Bushnell, Academic Counseling
Ms. Mary S. Morgan, Career Development and Academic Counseling
Mr. Ned Tonkin, Academic Counseling

Academic Programs:

Dr. W. A. Edwards, Vice President
Inquiries on High School Students Attending Classes at Randolph Community College,
General Coordination of All Instructional Programs
Dr. John Karriker, Dean of Instructional Affairs
Information on Courses of Study,
Correspondence Regarding Curricula, Teaching Positions

Transcripts:

Ms. Carol Elmore, Registrar
Requests for Transcripts, Grades, Graduation Information

**Student Development Services:**

Dr. John L. Roberson, Dean of Student Development
General Student Development

Continuing Education:

Dr. Wayne C. Eller, Dean of Continuing Education
Information on Continuing Education Programs,
Industry Training, In-service Education

Learning Resources Center:

Dr. John Karriker, Dean of Instructional Affairs
General Library Services, Production & Media Facilities, Coordination of All Learning Resources

Business Matters:

Mr. Ronald Jones, Dean of Administrative Services
Information on Business Affairs, Fees, Financial Arrangements, Purchasing, General Campus Services

Administrative Affairs:

Dr. Larry K. Linker, President of the College
Policies, Gifts, Bequests, Endowments



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Associate Degree

Accounting
Administrative Office Technology
Associate Degree Nursing
Business Administration
Business Computer Programming
College Transfer (UNCG Extension)
Commercial Graphics
Computer Office Automation Technology
Criminal Justice - Protective Services Technology
Electronics Engineering Technology
Floriculture
General Office
Interior Design Technology
Photofinishing
Photographic Technology

Diploma

Automotive Body Repair
Automotive Mechanics
Computer Office Automation Technology
Desktop Publishing
Industrial Electricity
Machinist
Photofinishing
Photographic Technology

Certificate

Automotive Body Repair
Automotive Mechanics
Basic Law Enforcement Training
Floriculture
Industrial Electricity
Industrial Mechanics
Machinist
Welding

College Preparatory Studies

Continuing Education Programs

Academic Extension
Adult Basic Education
Adult High School (Adult High School Diploma Program and Classroom GED)
Avocational Extension
Compensatory Education
Focused Industry Training
Human Resources Development
In-plant Training
Learning Skills Center
New and Expanding Industries Training
Occupational Extension
Practical Skills Extension
Small Business Center
Visiting Artist Program

Mission Statement & Goals

Randolph Community College, operating within the legal framework outlined by the North Carolina General Assembly, opens its doors to any adult desiring to learn. The College strives (1) to serve the people of North Carolina and specifically Randolph and surrounding counties by providing convenient, inexpensive and comprehensive educational opportunities; (2) to inspire in the adult student an active desire for continuing personal growth and development, enhanced self-worth, occupational proficiency, responsible citizenship and lifelong learning; and, (3) to be an educational and cultural resource center involved in and available to the people of Randolph County.

Randolph Community College adheres to this statement of its mission as an expression of its responsibility to the citizens of Randolph County and North Carolina.

To accomplish this mission, the College has been organized into four administrative divisions: Instructional Affairs, Continuing Education, Student Development and Administrative Services. These administrative divisions are headed by deans who report to the Vice President. The College Public Information Officer/Affirmative Action Officer reports directly to the Vice President and the College Director of Planning, Research and Development reports directly to the President.

Following are the goals adopted by the Randolph Community College Board of Trustees to help the various divisions of the College meet the mission. These goals are reviewed yearly and revised as necessary by a committee of trustees, RCC faculty and staff and local citizens.

Goal 1

To provide technical training for industry, business, government and service occupations.

Goal 2

To provide vocational training for persons preparing for employment in skilled trades and health occupations, and occupational training for persons desiring to upgrade their skills.

Goal 3

To provide general education with transferable college credit through contractual agreement with the University of North Carolina at Greensboro.

Goal 4

To provide educational programs and courses to meet needs in the lifelong process of personal and professional development and to stimulate economic development in Randolph County.

Goal 5

To provide community service to support local civic, economic, educational and cultural needs, and to establish cooperative relationships between the college and the civic, economic, educational and cultural groups within our service area.

Goal 6

To provide adult education programs based on individual needs and interests including adult basic education covering grades 1 - 8, individual study for the state-approved Adult High School Diploma, preparatory study for the N.C. High School Diploma Equivalency, preparatory study for vocational, technical and college programs.

Goal 7

To provide educational support services to enable students to enroll in appropriate programs, make progress and meet their educational goals, including specialized services for the academically and economically disadvantaged, the handicapped and other adult groups needing special help to take full advantage of programs and services.

Goal 8

To improve cooperation with public schools, local institutions and agencies to improve the quality of life in the community.

Goal 9

To provide continual evaluation of community needs to ensure appropriate educational programs and self-evaluation to maintain high quality instruction.

Goal 10

To provide open, responsive and efficient channels of communication between the College and the people it serves, including marketing and public information activities to assure a positive image for the College with its various publics.

Goal 11

To provide comprehensive administrative services including a quality learning environment with safe, attractive facilities and up-to-date equipment.

Goal 12

To assure through a planning process that RCC identifies priorities, strategies for achieving them and a means of evaluating effectiveness.

General Information

Randolph Community College offers programs to include the following:

Degrees

Randolph Community College offers the following degrees:

Associate in Applied Science

Associate in General Education

Associate in Applied Science

Satisfactory completion of an approved program of no fewer than 96 quarter credit hours is required.

Associate in General Education

Satisfactory completion of no fewer than 64 semester credit hours in liberal education and elective courses is required.

Both degrees require:

1. A minimum cumulative grade point average (GPA) of 2.0 and a 2.0 GPA in major courses. Students must have twice as many quality points as credit hours attempted in order to graduate.
2. All general and specific requirements of the College be met, including fulfillment of all financial obligations.

Substitution courses taken by students for completion of their degree or diploma must be approved by the Dean of Student Development. The occurrence of substitutions will be very limited and must be of special nature.

Diplomas and Certificates

Randolph Community College awards diplomas and certificates for a wide variety of educational programs. Diplomas are issued for completion of an approved program of no fewer than 64 quarter credit hours. Certificates are issued for the completion of approved programs of fewer than 64 quarter credit hours.

Continuing Education and Community Services

Occupational Extension: Adult training designed for the specific purpose of training an individual for employment, upgrading the skills of persons presently employed and retraining others for new employment in occupational fields.

Academic Extension: Programs designed to serve the academic educational needs of adult citizens, including courses in humanities, mathematics, science and social science.



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Practical Skills Extension: Programs designed to provide practical skills training for persons pursuing additional skills which are not considered their major or primary vocation but may supplement income or reasonably lead to employment.

Avocational Extension: Courses which focus on an individual's personal or leisure needs rather than his occupation, profession or employment.

Small Business Extension: Programs designed to provide management training for persons who are planning to start a business or for persons who have the need for management skills.

Admissions & Academic Policies

The "Open Door" Policy

All branches of the North Carolina Department of Community Colleges operate under an "open door" admission policy. This means that any person, whether a high school graduate or nongraduate, who is eighteen years old or older and who is able to profit from further formal education will be served by the institution. A counseling service is provided by the College to help students decide which program best serves their needs and objectives in life, as indicated by their background, abilities and expressed interests.

The "open door" policy does not mean that there are no restrictions on admission to specific programs. It does mean that these restrictions are flexible enough to allow students opportunities to improve their educational status by eliminating deficiencies through remedial work. When students are able to meet the specific admission requirements for a given curriculum they may then be enrolled in that curriculum and remain in the program as long as they make satisfactory progress.

Although the College follows an "open door" policy, there will be no compromise with academic standards set by the State Board of Community Colleges and the Randolph Community College Board of Trustees.

The College reserves the right to limit enrollment in a curriculum to a number that can be accommodated by the resources of the College. The Dean of Student Development is designated as the Admissions Officer for the College.

General Admissions Requirements for Curriculum Programs

Applicants for admission to Randolph Community College must be 18 years of age or high school graduates. Special consideration may be given on an individual basis to students not meeting these specific entrance requirements. The College will accept students with a high school equivalency diploma.

A high school diploma or the equivalent is required of all applicants for degree and diploma programs. Exceptions may be made for diploma programs, if the counseling staff, after interviewing prospective students who are not high school graduates, feel that these individuals can profit from curriculum instruction.

Randolph Community College will admit high school students between the ages of 16 and 18 to appropriate courses at the College. Guidelines established by RCC and area schools will be observed.

Applicants for admission to certain curriculum programs will be administered a color vision test at the time of the admissions interview. These test results are used for counseling and advising only.

Applicants for two-year associate degree programs may submit SAT scores as an alternate to the College's testing program. Students who elect to take the SAT in high school and score 450 on math and 400 on verbal portions will be exempt from the College's placement test.

Applicants for admission to the **Industrial Electricity** program are to present one unit of algebra.

Applicants for admission to the following programs will be administered a color blindness test at the time of their admissions interview: **Photofinishing, Photographic Technology, Commercial Graphics, Interior Design, Floriculture and Industrial Electricity**. These test results are used for counseling and advising only.

Applicants to the **Associate Degree Nursing** program must meet the following admissions requirements:

1. High school diploma or equivalent
2. High school biology with grade of "C" or better OR score of 45 or more on GED Natural Science
3. At least one (1) high school math with grade of "C" or better OR score of 45 or more on GED Math
4. 12.0 grade level on California Achievement Test in the following areas:
 - a. Reading vocabulary

Admissions & Academic Policies

- b. Reading comprehension
- c. Language mechanics
- d. Language expression
- e. Mathematics computation
- 5. Personal interview with nursing admissions committee
- 6. Complete Health History Form
- 7. Satisfactory medical examination

Applicants not meeting admission requirements will be counseled regarding removing deficiencies.

Retesting is available a maximum of two (2) times during one (1) calendar year. A three (3) month waiting period between test-retest is required unless a waiver is granted by the Health Occupations Chairperson. A three (3) month waiting period between retest-retest is mandatory.

All admissions to the ADN program are conditional pending receipt of satisfactory medical examination.

General Admissions Requirements for Continuing Education Programs

1. Participation in RCC's Continuing Education programs is open to any adult, 18 years or older, who is not currently enrolled in the public school system. (In some cases, high school students between 16 and 18 years old may participate on a space available basis with written permission from their principals).
2. Enrollment in most Continuing Education courses does not require a high school diploma.
3. A very simple registration procedure is available to students enrolling in Continuing Education Programs.

Registration takes place during the first class session with the completion of a short registration form and payment of any applicable fees. It is recommended that persons preregister by phone or mail to insure that a slot is reserved for them.

Admissions Information

Persons intending to enroll in a specific curriculum are encouraged to submit their applications at least two (2) months prior to the quarter in which they wish to enroll. Applications can be obtained from high school counselors and from the Student Development Office. This office is open from 8 a.m. - 10 p.m., Monday through Thursday, and from 8 a.m. - 5 p.m., on Friday. For admissions information, call the Information Center, (919) 629-1471. **An application is also on page 31 of this catalog.**

Preadmission Procedures

Applicants who are high school graduates should request their high school counselors to submit a copy of their high school transcript. In cases where the last six weeks work is not completed, a supplemental grade report should be forwarded to the College after the student's graduation. Non-high school graduates should submit transcripts of all high school work. GED graduates must submit copies of their GED test scores. Students transferring from other colleges or post-high school institutions must submit official transcripts from all such institutions attended. A transcript release form is on page 103 of this catalog. If additional forms are needed, please call the Information Center, (919) 629-1471.

International Student Admissions

Application materials for admission must be received from international students two (2) months prior to the quarter/semester in which the student wishes to enroll. Application, high school and college transcripts, financial statement and TOEFL scores (or proof of English speaking and writing ability) are required before a student will be considered for admission.

Registration

Registration is the process of enrolling in a schedule of courses, or a program, at the beginning of each quarter or at other specified times.

Credit by Proficiency

This provides for credit based on the proficiency examination. When an individual student's occupational experience and/or educational background closely parallels those experiences and objectives required by a course, the instructor involved may evaluate the student's performance in these academics or skills by appropriate proficiency examinations to determine waivers of such course(s). When courses are waived for a student (1) the student will not register for that course, and (2) the proficiency will be noted on the student's permanent record without quality point consideration, with credit hours recorded on the transcript. No proficiency examination will be given prior to the approval of the instructor involved, the Departmental Chairperson and the Dean of Instructional Affairs. All proficiency examinations must be completed prior to the end of the add period for the quarter/semester in which the course would normally first be taken. (Some departments

Admissions & Academic Policies

may impose additional requirements upon successful completion of the proficiency examination.) Copies of the proficiency examinations must be filed with the Dean of Instructional Affairs who will provide results of these exams to Student Development to record on the student's permanent record.

Procedures Regarding Credit for College Level Examination Program (CLEP), Advanced Placement (AP) Examinations, Military Service & Experiential Learning

1. A student desiring credit for CLEP, AP exams, military service or experiential learning should obtain the Official Request for Credit Form from the Admissions Office. The completed form should be returned to the Admissions Office. The student must also request that any required documentation be sent directly to the Admissions Office. Should questions arise regarding required documentation, the student will be referred to the appropriate departmental chairperson or admissions counselor.

2. Upon receipt of the completed form and required documentation, the Admissions Office will make a working copy of any official records and file the originals in the student's permanent file. The completed form, working copy of official records and any other related documentation will then be forwarded to the student's faculty advisor.

3. The faculty advisor will verify that the student has not already received credit at RCC for an equivalent course and forward the form/documentation to the chairperson of the department under which the course is offered.

4. The chairperson of the department under which the course is offered will, based on a comparison of documentation to the stated course/program competencies make a recommendation regarding credit. When applicable (i.e. different department), the form/documentation will then be forwarded to the chairperson of the department under which the program is offered.

5. The chairperson of the department under which the program is offered will, based on a comparison of documentation to the stated program competencies, make a recommendation regarding credit and forward the form/documentation to the Dean of Student Development.

6. The Dean of Student Development will make the final determination regarding credit based on recommendations made by the student's faculty advisor and appropriate departmental

chairperson. The Dean will also ensure that the student is notified of the decision in a timely manner.

7. The Admissions Office will maintain, in a central location, updated guidelines for granting credit published by the College Board and the American Council on Education.

Transfer Credit for General Education Courses
ENGLISH

Credit for English 101 and 102 will be granted to the student who has completed at least two semesters or two quarters of freshman English grammar and composition from an accredited institution.

For ENG 204, credit will be granted for oral communications or public speaking.

SOCIAL SCIENCES

Courses normally accepted for credit are psychology, sociology, political science, history and economics. If a student has credit for one social science course, he is given credit for the one most comparable with the one he has taken.

MATH

For MAT 111 Mathematical Problem Solving, credit is given for a comparable course of this nature. Algebra and Trigonometry I is handled on an individual basis with the Departmental Chairperson.

Special Student

Students who have not applied for admission into a curriculum are classified as special students. Students are required to submit an application for admission and are eligible to take an unlimited number of courses. A maximum of 25% of the courses required for a degree or a diploma can be earned while students are under the classification of Special Student.

Proficiency examinations may be used to earn credit for additional courses taken as a Special Student.

Should Special Students desire to declare a major, they should contact the College's Admissions Office, provide the appropriate transcripts and participate in the admissions interview and placement testing.

The responsibility for initiating the change from Special Student status to a major lies with the student. Any questions should be directed to the Admissions Office.

Admissions & Academic Policies

Readmission

Students who have been suspended for academic or disciplinary reasons may request readmission to the College through the Dean of Student Development. The written request must be made one (1) month prior to the quarter in which they wish to seek readmission to RCC.

Requests for readmission will be reviewed by the Admissions Committee, consisting of the Dean of Student Development, the Departmental Chairperson, and the Registrar.

Upon granting readmission, the Admissions Committee may impose certain restrictions, such as unit load or periodic grade reviews upon the student. Failure to meet conditions of the readmission may result in the student's dismissal.

Repeating A Course

Students who fail a required course must repeat that course to graduate. If students wish to raise their GPA they may repeat any course, and all grades will be used to compute the GPA and will appear on the transcript. Under special conditions, certain courses can be repeated in the Learning Skills Center. Students should contact faculty advisors to determine eligibility for repeating coursework in this manner.

Auditing

Auditing a course is the privilege of being present in class when space permits. No credit is awarded, no examinations are required, and no grade is reported. Attendance, participation in class, etc. are at the discretion of the instructor. A student must register officially for the course and pay regular tuition.

A registration for audit course can be changed to credit no later than the last date courses can be added. Likewise, a registration for a credit course can be changed to audit no later than the last date courses can be added. Audits are reported on grade cards and transcripts as "Y" and do not affect earned credits or GPA.

Re-entry To A Curriculum

Students who wish to start a curriculum over with a new GPA must make written request to the Dean of Student Development one month prior to the quarter they wish to enroll.

The request is reviewed by the Admissions Committee, consisting of the Dean of Student Development, the Departmental Chairperson and the Registrar. If re-entry is granted then each course in the curriculum must be repeated, meeting all prerequisites. A student may repeat a curriculum with a new quality point average only once.

Transfer Students

Applicants who have attended other institutions of higher learning may transfer credit earned in comparable courses or programs of study. Direct transfer of credit may be granted if the student is transferring from a regionally accredited institution, a member of the North Carolina Community College System, or an institution accredited by the Board of Governors.

In cases where equivalent course content is questionable, transfer credit will be determined by the appropriate Departmental Chairperson working with Student Development.

No course with grade lower than "C" may be transferred. Randolph Community College reserves the right to accept or reject credits earned at other universities, colleges and institutions. The final decision on transfer credit will be determined by the Dean of Student Development.

Prerequisites

Some curricula have requirements for entry and should be discussed with counselors and/or Departmental Chairperson to insure proper prerequisites.

All curriculum courses should be taken in normal sequence unless otherwise approved by the Departmental Chairperson. Course prerequisites must be met as indicated in the College catalog.

Admissions & Academic Policies

Withdrawal/Drop/Add

Students desiring to withdraw, drop or add a course after initial registration should contact the Registrar's Office to obtain the necessary forms and procedures.

Curriculum students may withdraw from courses without grade penalty through the first six weeks of the quarter. During this six weeks, a "W" will be assigned upon withdrawal. A student withdrawing after the published drop date will be assigned an "F" on the course unless special permission for a "W" has been granted due to medical, counseling or administrative circumstances.

Students registering for class and never attending will be dropped with a grade of "NS."

Merely ceasing to attend classes does not constitute official withdrawal, nor does notification to the instructors. Failure to contact the Registrar's Office for official withdrawal will result in the student receiving an "F" on the permanent record.

Graduation Requirements

1. Students must complete all required courses within their curriculum as published in the catalog at the time of their initial enrollment.

2. Students must have an overall GPA of 2.00 and a 2.00 average in their major courses as defined by the Curriculum Standards.

3. Nursing students must maintain a 2.00 GPA in all nursing and nursing related courses with no grade less than a "C."

Faculty Advisors

All students will be assigned a faculty advisor from their department of study. Advisors will work closely with the students during the course selection for each academic period. Students should feel free to consult their advisor for any questions about academic affairs.

Credits

Credits for courses leading to associate in applied science degrees and vocational diplomas are earned on a quarter credit hour basis. Credits for courses leading to the Associate in General Education are earned on a semester credit hour basis.

Incomplete

An incomplete grade "I" is assigned at the discretion of the instructor for incomplete coursework. In the course(s) for which an "I" is assigned, hours will not be counted in quality point computation for that quarter. However, an "I" must be completed the following quarter, or it automatically becomes an "F."

Grading System

Letter symbols are used in the evaluation of achievement in all occupational programs. Grade points are assigned to letter grades in computing grade point averages. Grade point averages are determined by dividing total quality points earned by total credit hours attempted. Cumulative grade point averages are determined by dividing total quality points by total credit hours attempted for a period of more than one quarter/semester.

	Grade Points Earned
A 93-100	4.0
B 85-92	3.0
C 77-84	2.0
D 70-76	1.0
F Below 70	0.0
I Incomplete	0.0
Y Audit	0.0
X Credit by Proficiency	0.0
CR Transfer Credit	0.0
W/WD Withdraw Without Penalty	0.0
NS No Show	0.0

Grade Reports

A grade report is issued to students each quarter/semester, provided their credentials and financial obligations to the College are in order. Grade reports will be mailed to all students.

Classification of Curriculum Students**FULL-TIME STUDENTS**

Students registered for 12 or more credit hours in continuing programs of the College leading to associate degrees and diplomas are considered full-time students.

PART-TIME STUDENTS

Students enrolled for 1 through 11 credit hours are considered part-time students.

Recognition of Honor Students

Students enrolled full time (12 credit hours daytime/6 credit hours evening) who receive no incompletes are eligible for the following honor lists: President's List - GPA of 4.00; Dean's List - GPA of 3.50-3.99; Honor List - GPA of 3.00-3.49.

Transferring Between Programs

If a student wishes to transfer from one program to another, the following procedures are to be observed: (1) The student applies to the program he wishes to take. (2) After counseling and faculty advising, the student follows the regular admissions procedures with prior credit being recognized and course prerequisites being observed.

Admissions & Academic Policies

Academic Probation (Standards of Progress)

Each student at Randolph Community College is expected to maintain satisfactory progress toward a certificate, degree or diploma. At the end of each quarter and/or semester a student's grade point average for that quarter/semester and his cumulative grade point average are examined. For the purposes of identifying students on academic probation, grade point averages will be computed upon the basis of all credit hours attempted. Minimum cumulative grade point averages for remaining in good standing are given below.

Any student who falls below these minimum requirements will be placed on probation for one quarter/semester. When a student is placed on probation he is notified in writing by the Registrar's Office. A student on academic probation is required to schedule a conference with a counselor after he is so notified about his probation status. Any curriculum student on probation who fails to make satisfactory improvement in his grade point average during the quarter/semester he is on probation will be suspended for the following term. A student who fails to see a counselor by the end of the quarter/semester in which he is notified of his probation status will not be allowed to re-enroll for the next school term. In order to be readmitted, a student must meet the requirements of the Admissions Committee. Associate Degree Nursing students must maintain a grade of "C" or better in all nursing and nursing-related courses in order to continue in the program.

All student veterans and eligible dependents of veterans who have applied for VA educational benefits must maintain satisfactory progress. If satisfactory progress is not maintained during the probationary quarter/semester, VA educational benefits will be terminated.

Veterans enrolled in programs of secondary education are considered to be making

unsatisfactory progress if they have not achieved a level of progress consistent with their time in the program. Veterans who are making unsatisfactory progress will be terminated by the Veterans Administration for pay purposes. The rate of evaluation in the high school equivalency will be 726 hours. Progress will be evaluated each 300 hours. A veteran who closes the gap between hours enrolled and progress achieved may be reinstated to the Veterans Administration and continue in the program.

The Learning Skills Center Instructor will be responsible for determining satisfactory progress for veterans enrolled in secondary education and notifying the Veterans Officer of the College who makes the necessary change of status to the Veterans Administration Regional Office (VARO) for pay purposes.

Attendance

Each student is expected to attend all class sessions. As all students are adults, some with many responsibilities, an occasional absence from class may be necessary; however, such absences in no way lessen the student's responsibility for meeting the requirements of the class. It is the student's responsibility to contact each instructor or the Student Development Office in the event that he or she is unable to attend classes. Additionally, it is the student's responsibility to contact each instructor to determine if work missed can be made up.

Graduation

Students must make application for a degree, diploma or certificate with the Registrar. Students with questions regarding graduation should contact the Registrar's Office.

Residency Requirements for Graduation

Students transferring from other schools must complete twenty-five percent of their course requirements at Randolph Community College in order to qualify for graduation.

Attempted Credit Hours	Certificate Programs GPA	Diploma Programs GPA	Degree Programs GPA	College Trans. (UNCG Ext.) GPA
3 - 18	1.50	1.50	1.50	1.50
19 - 31	1.75	1.75	1.65	1.75
32 - 47	2.00	1.90	1.75	1.90
48 - 64		1.90	1.85	2.00
65 - 83		2.00	1.90	
84 - 98			1.95	
99 - 125			2.00	

Admissions & Academic Policies



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Release of Information from Student Official Academic Records

The College recognizes the responsibility for maintaining records for each student to preserve authentic evidence of the events and actions that are important and can contribute to the efforts to educate the student and to facilitate the achievement of the educational goals of the College. The following general principles and procedures govern the release of information from student official records:

1. Written consent of the student concerned is required before a transcript or information from his or her official record may be released. Exceptions to the above statement are outlined below:

a. The Registrar may release transcripts or information from official records, including reports of academic standing, to academic and administrative members of

the College staff whose responsibilities require this information.

b. The Registrar may honor appropriate requests for public or directory information from student records which include student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of enrollment, degrees and awards received, and the recent previous educational agency or institution attended by the student.

c. The Registrar may release information pertaining to honor achievements for publication.

2. A hold may be applied to the release of transcript, or other information requested from an

Admissions & Academic Policies

official record, for a student who has an overdue indebtedness to the College. Such a student continues to have the right to see his official record upon request.

3. The use and release of information from student official records will be determined as has been outlined and in compliance with State and Federal legislation relating to such records. Action in situations that may not have been anticipated and/or defined will at all times be based upon the best knowledge available to the professional staff of the College.

Job Placement Service

No reputable institution can guarantee jobs for graduates. Randolph Community College assists qualified graduates in finding suitable employment. Assistance is also available for students who wish to obtain part-time employment while in school. The College maintains records on all graduates and provides information concerning each graduate to industries. Job placement is coordinated through the College Career Center.

Orientation

To promote an understanding of the philosophy and standards of Randolph Community College, all new students are expected to participate in an orientation program. The objectives of the orientation program are

- to acquaint students with the physical, academic and social environment of the College;
- to present school policies, regulations and procedures to the students; and,
- to provide an opportunity for staff and faculty to welcome and get acquainted with students.

Expenses (Tuition & Fees)

Asheboro and Randolph County area students who commute to Randolph Community College may expect to spend an average of \$700 per year for tuition, books and supplies, depending on the major selected. Supplies may be more costly in majors involving Photography, Commercial Graphics and Interior Design. Transportation is an additional expense. Certain students must consider off-campus room and board and personal expenses in addition to the above. Students in this category could expect a substantial difference in expense. Students are advised to contact the Admissions Office for specific college expenses.

Tuition*QUARTER CREDIT HOURS****In-State**

12 and up	\$90/Quarter
1 through 11	\$7.50/Credit Hour

Out-of-State

12 and up	\$840/Quarter
1 through 11	\$70/Credit Hour

SEMESTER HOURS**In-State**

12 and up	\$135/Semester
1 through 11	\$11.25/Credit Hour

Out-of-State

12 and up	\$1,260/Semester
1 through 11	\$105/Credit Hour

Activity Fees

All full-time and part-time regular students will pay an activity fee by the quarter and/or semester on an academic year basis. No activity fee will be charged for the summer quarter or semester.

Activity fees will be as follows:

QUARTER HOURS - \$.60 per credit hour up to a maximum of \$7.20 per quarter

SEMESTER HOURS - \$.90 per credit hour up to a maximum of \$10.80 per semester

**The College reserves the right to modify, revoke and add to tuition and fees at any time as defined under Department of Community College, State Board of Community College guidelines.*

Admissions & Academic Policies

Other Fees

Student Insurance - \$6 per year optional

CONTINUING EDUCATION REGISTRATION FEES

Registration fees for Continuing Education courses vary according to the type of course and are set by the College according to the State Board of Community Colleges regulations.

Fees are:

Adult Basic Education - No fee

Classroom GED - Cost of text only

HRD - No fee

Occupational Extension - \$15 plus materials

Community Service - Fees are determined by course length. For courses consisting of 20 hours or more of instruction, the fee is \$25.

For courses consisting of fewer than 20 hours of instruction, the fee is \$1 per hour.

The College reserves the right to revise Continuing Education fees on a course-by-course basis, depending upon unusually high instructional and/or materials costs. Adult N.C. residents 65 years or older are exempt from registration fees.

When Continuing Education classes meet in facilities of the Randolph County Schools, it is necessary to charge an equipment use fee to cover repair and replacement costs. Fees are: Sewing & Cooking - \$5; Typing & Computer - \$8. These fees must be paid to RCC during registration at the first class session, and RCC will pay the Randolph County Schools.

Institutional Refund Policy

If approved by the Dean of Student Development and the Dean of Administrative Services, refunds of 2/3 of the tuition fee may be made in cases where the student is compelled by unavoidable reasons to withdraw within ten calendar days after the first day of class as published in the College calendar. Tuition refunds will not be considered for tuition of \$5 or less, except if a course or curriculum fails to materialize. In these instances, all of the student's tuition shall be refunded. No refunds will be made after the ten-day period except in cases where the student is a Veteran or a War Orphan receiving benefits under the US Code, Title 39 - Chapters 33 and 35. These students may be refunded a pro rata portion of the tuition fee not used up at the time of withdrawal.

A student has the option of requesting that his entitled refund be credited to a quarter within the next four calendar quarters. During the drop/add period, as specified in the College calendar, charges will be made for courses added.

Activity fees, student insurance and any other fee that isn't designated as tuition fee are not refundable. One hundred percent of book costs will be refunded for books returned to the Campus Store when the store is in error. If the books are returned for any reason other than Campus Store error, 10% of the refund will be deducted as a service charge. Fifty percent refund will be made for marked books. Refunds will not be made later than 10 days after registration.

Residency for Tuition Purposes

North Carolina law (G.S. 116-143.1) requires that to qualify as an in-state student for tuition purposes, a person must have established legal residence (domicile) in North Carolina and maintained that legal residence for at least 12 months immediately prior to his or her classification as a N.C. resident. Every applicant for admission shall be required to make a statement as to his or her length of residence in the state.

To be eligible for classification as a resident for tuition purposes, a person must establish that his or her position in the state currently is, and during the requisite 12-month qualifying period was, for purposes of maintaining a bona fide domicile rather than of maintaining a mere temporary residence or abode incident to enrollment in an institution of higher education.

Any student wishing to be considered as a resident for tuition purposes must make application to the Dean of Student Development. The application procedure and process are available in the Office of Student Development.

The burden of establishing facts which justify classification of a student as a resident entitled to in-state tuition rates is on the applicant for such classification.

Institutional Appeal Procedure Relative to Residency Classifications for Tuition Purposes

Students who have been initially classified as nonresident for tuition purposes have the right to appeal to the institutional residency committee for a change in classification to that of resident. This appeal would be based on the premise that the student is currently, and has been for at least the twelve-month period immediately preceding the date of such appeal, a legal resident of North Carolina.

All appeals are to be in writing, directed to the Dean of Student Development, and received by the institution ten (10) working days after the initial residency determination of status.

Admissions & Academic Policies

**Counseling, Career Center,
Information/Referral Center**

The Student Development Division includes counselors and other specialized workers providing appropriate counseling services as indicated by the students' needs.

Admissions counseling is provided to assist students to understand the various types of training programs available at the College and to clarify matters which pertain to qualifications and prerequisites.

Vocational counseling is provided to help those students who wish additional assistance in regard to the selection of a vocational objective or specialized field of study. Background of the individual, aptitudes as indicated by tests, current employment patterns and other factors pertinent to the selection of a vocation are considered in making a final vocational choice.

A counselor is available in the Career Center to assist students with career choices, mid-life counseling, job placement and job seeking skills.

Staff in the Information and Referral Center provide campus and related information in a central location in the Student Center. Assessment services (testing) are available through this center.

College Preparatory Studies

Randolph Community College offers an innovative program to enrich students' academic abilities. Through the College Preparatory program and the Special Services Project, RCC offers students both classroom and one-on-one instruction in math, writing and reading comprehension. The Office of Student Development measures general achievement as part of its admission procedure. Students who show need in content areas (math, English and reading) are placed into the appropriate College Preparatory course. For students in need of further enrichment, College Preparatory Studies offers instructor and peer tutorial services through the Special Services Project. In addition to the formal development program, the Special Services Project offers all students who may indicate need, enrichment in thinking skills: verbal reasoning, figural reasoning, formal logic and memory, and general study skills.

The APS (College Board Assessment and Placement Services for Community Colleges) is used for placement into associate degree courses. The Associate Degree Nursing program uses the California Achievement Test. These tests are part of the admissions process, and are used to place students in preparatory studies.

Classes are scheduled by the quarter and by the semester to accommodate every student who needs College Preparatory Studies. Grades earned in College Preparatory courses are not included in the student's grade point average.

**Special Services Project
(Special Tutorial and Other Services)**

Students in academic difficulty may take advantage of Special Services according to the following procedures:

1. A student who begins a contract with Special Services immediately after admissions and placement testing will be permitted to remain contracted to Special Services and to enroll in College Preparatory Studies and appropriate curriculum courses for a period of 12 months beginning with the date of Special Services Contract.

2. A student who goes on academic probation and signs a contract with Special Services will, within the first month of the probation quarter, be permitted to enroll in College Preparatory Studies and appropriate curriculum courses and to remain contracted to Special Services for a period of 12 months beginning with the first day of the quarter during which the student contracted with Special Services.

Termination of the Special Services Contract for any reason negates this procedure.

Students should contact Student Development counselors, Special Services staff and Faculty Advisors to clarify their status regarding financial aid or prerequisites.

Students needing enrichment are offered special instructor tutorial, peer tutorial, group study or independent study. Each study focuses on improvement in thinking skills and may be assigned as additional work for courses in the regular RCC curricula.

Student Financial Aid

Student Financial Aid Consumer Information

Randolph Community College makes every effort within the limitations of its available financial resources to assure that no qualified student will be denied the opportunity to attend the College because of a lack of adequate funds to meet expenses. Financial assistance is available in a variety of forms to help students who meet the need criteria for eligibility. Grants, work/study, loans and scholarships may be used singularly or in combination to meet a student's total need.

Financial aid is awarded without regard to the applicant's race, religion, color, national origin or sex, but on the basis of demonstrated need for financial assistance and maintaining good academic standing.

Because the NC Community College System was initiated in order to make higher education readily available to all adult citizens of North Carolina regardless of their age or financial status, the State of North Carolina provides considerable financial support for institutions in the system. Thus, the modest tuition charged by Randolph Community College (set by the State Board of Community Colleges) in no way reflects the actual cost of the education the student receives. High quality instruction, coupled with well-equipped laboratories and other educational facilities are available to the RCC student.

Student eligibility requirements for receiving Pell Grants, College Work/Study, Special Work Aid and Guaranteed Student Loan funds are as follows.

1. A student must be a US Citizen or a permanent resident.
2. A student must submit an acceptable form of Needs Analysis to the Financial Aid Office. The preferred form of needs analysis of Randolph Community College is the American College Testing Family Financial Statement (ACT-FFS).
3. A student must be enrolled in an approved program of study at RCC.
4. A student must maintain satisfactory progress while enrolled at RCC to continue to receive financial aid. The Financial Aid Office follows the Academic Probation policy of the College with regard to financial aid and satisfactory progress. Students not meeting satisfactory academic progress are dismissed after a quarter of probationary status if satisfactory performance is not achieved. In order to be readmitted, a student must meet the requirements of the Admissions Committee.
5. A student receiving Federal financial aid

must have on file: an affidavit of educational purpose; a signed statement of Selective Service status; and must not be in default on a Guaranteed Student Loan or owe a refund on any Title IV grants at any educational institution.

Students may not receive financial aid at RCC until they have first been accepted for admissions by the Admissions Office. A student may not receive financial aid for a course which he/she has already received credit for without specific written individual approval of the Financial Aid Office.

Rights and responsibilities of students receiving aid under the Title IV programs (Pell Grant, College Work/Study and Guaranteed Student Loans) include:

1. The student has the right to accept or decline any aid package presented.
2. The student has the responsibility of notifying the Financial Aid Officer of any other scholarships, employment or loans extended to him/her from sources outside the College prior to acceptance of awarded aid.
3. All awards are based on full-time enrollment for the academic year. Adjustments will be made accordingly if a student is enrolled for less than full time or does not attend the entire year.
4. Students must maintain satisfactory academic progress as outlined by the College Catalog and Student Handbook in order to receive any type of institutionally-awarded financial assistance.
5. The student who withdraws from school and creates Pell Grant or GSL overpayments will not be allowed to receive any Pell or any other institutionally-awarded financial assistance until the overpayments have been repaid in full.
6. Financial need will be reevaluated each year and appropriate increase or decrease in the amount of the assistance offered will be made. For the purpose of this reevaluation, a new application is required through needs analysis.

Students applying for financial aid will be considered and awarded according to appropriate classification.

Regular Student - Continuing programs of the College leading to associate degree and/or diploma.

Full-time Student - 12 or more credit hours.

Part-time Student - 1 through 11 credit hours.

Special Student - Not enrolled in regular curriculum with final objective other than graduation from RCC.

Foreign Student - See Financial Aid Officer.

Student Financial Aid

Types of Aid Available**PELL GRANT**

All students seeking financial aid at Randolph Community College are strongly encouraged to apply for a Pell Grant. The Pell program is designed to provide financial assistance to US Citizens who attend post-high school educational institutions at the undergraduate level on at least a half-time basis and who have not yet earned a Bachelor's Degree from any institution.

For application to this grant program, a student may use the ACT-FFS. This application is available in the Financial Aid Office.

Within six weeks after the student has mailed the application or ACT-FFS, he/she will receive a Student Aid Report (SAR). The SAR is the official notification of the student's eligibility to receive a Pell Grant. The student should submit this SAR to the College Financial Aid Office and await receipt of a preliminary award letter from the Financial Aid Office. Determination of the grant amount is made by the information provided on the student's SAR and materials furnished by ACT to those institutions approved to administer Pell Grant funds.

Pell Grants are disbursed quarterly and/or semesterly by a voucher system. The student will be able to register, receive books and charge these initial costs toward the Pell Grant. If there are any Pell monies left to be given to the student, the balance, when other charges are subtracted, is allocated to the student after one half of the current term has passed.

All Pell recipients will be required to submit an attendance report, signed by all instructors, to the Financial Aid Office. The attendance report forms are available in the Financial Aid Office. This is the student's responsibility.

SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG)

The Financial Aid Office will award the Supplemental Educational Opportunity Grant (SEOG) to eligible students on an individual basis. Student eligibility is determined from a student submitting an ACT-FFS as a needs analysis statement. The range of this grant varies each academic year. As long as funding exists, students will be encouraged to apply for this grant. As monies are limited in this and all areas of financial aid, students are encouraged to apply early through the ACT-FFS.

NC STUDENT INCENTIVE GRANT

College Foundation, Inc., P. O. Box 12100, 1307 Glenwood Ave., Raleigh, NC 27605

Above is the source for the NC Student Incentive Grant. The application for this grant is made through the ACT-FFS. To be eligible to receive funds up to a maximum of \$2,000 per academic year, a student must (1) be a legal resident of North Carolina, (2) be enrolled or accepted for enrollment on a full-time basis, (3) demonstrate substantial financial need based on the ACT-FFS information, and (4) submit application prior to the March 15 deadline of the academic year preceding enrollment.

SCHOLARSHIPS

Various individuals and organizations contribute monies yearly for scholarships for needy students. The scholarships are normally used for tuition and in conjunction with other types of financial aid used to cover educational expenses. Some of the scholarships are restricted according to program of enrollment or to home area. The first step in applying is to complete and mail in the ACT-FFS and fill out an application for the scholarships. The scholarship application can be found in the Financial Aid Office.

COLLEGE WORK/STUDY

Randolph Community College participates in the Federally-supported College Work/Study (CWS) Program, through which students, primarily from lower-income families, are given preference for campus job assignments. Work/Study employment is available on the campus on a part-time basis while classes are in session (usually 8-10 hours per week). During the summer and other vacation periods, students may be assigned full-time employment (40 hours per week). The first step in applying is to complete and mail the ACT-FFS along with submitting an application for CWS to the Financial Aid Office.

SPECIAL WORK AID

The College has established an institutional work/study program to aid those needy students not eligible for the federally funded program. Special Work Aid is governed in much the same fashion as College Work/Study. Again, the first step of application is to complete and mail the ACT-FFS.

Student Financial Aid

GUARANTEED STUDENT LOAN

Insured Student Loan Program, College Foundation, Inc., P. O. Box 12100, 1307 Glenwood Ave., Raleigh, NC 27605

The above is the source of funding for residents of the State of North Carolina desiring to borrow under the Guaranteed Student Loan program. To be eligible to apply, a student must be a resident of NC and be enrolled or accepted for enrollment on at least a half-time basis. The maximum amount available to students is \$2625 per academic year or the total allowable cost of education less any other financial assistance received. The maximum applies to the 12-month period starting with fall term (usually August or September) and continuing through the following summer term. A loan request for summer enrollment must be filed on a separate application from the request for funding during the usual academic year. Students interested in pursuing this program should obtain an application from the Financial Aid Office. The application should be submitted to CFI no later than May 31 preceding the next academic year. Each application requires certification by the Financial Aid Office and should be submitted through this office. Applications are approved according to funding, so those students applying early have greater potential for approval.

Loan checks will be mailed to the school at the beginning and at the middle of the term for which the funding is requested. Checks will be released to the student as soon as verification of enrollment and attendance has been made and may be picked up in the Business Office.

SHORT-TERM EMERGENCY LOANS

Various short-term loan funds are available to regularly enrolled students after their first quarter or semester of study. Loans must be repaid within 30 days with no interest required. Further information concerning these is available in the Financial Aid Office.

VETERANS EDUCATIONAL ASSISTANCE

The Veterans Readjustment Act of 1966 provides educational assistance for veterans who served on active duty with the Armed Forces after January 31, 1955. Further information concerning these benefits should be obtained first through the veterans' administering office - Veterans Administration, 251 North Main Street, Winston-Salem, NC 27102, 1-800-642-0841.

NC Veterans Affairs Scholarships: This program entitles a son or daughter of a veteran who died of a service-related disability, and/or the child of a POW or MIA classified as such for a minimum of 90 days to receive benefits. Information can be obtained from the Department of Veterans Affairs, P. O. Box 26206, Raleigh, NC 27611.

War Orphan's Educational Assistance Act of 1956: This program entitles a son or daughter of a veteran who died of a service-related disability to receive benefits. The amount received corresponds to rates for a single person under the GI Bill. Information can be obtained from your local veterans representative or from the Winston-Salem Veterans Administration Office.

VA Standards of Progress, Attendance and Conduct: Public Law 93-508 requires that each educational institution approved for veterans to receive educational benefits (GI Bill) must establish written policies that clearly state what is expected of the veteran in the areas of academic progress, class attendance and conduct. Many of these expectations are required of all students, veterans and nonveterans, and are covered in the Student Handbook.

Further requirements include that (1) any veteran who withdraws from all subjects undertaken will have his educational benefits terminated on the date of withdrawal; (2) all veterans must maintain a level of satisfactory academic progress. Students are considered to be making unsatisfactory progress if they have not achieved a level of progress consistent with their time in the program. Veterans who are making unsatisfactory progress will be terminated by the Veterans Administration Office. Veterans upgrading performance to meet the level of satisfactory progress may be reinstated to benefits by the Veterans Administration.

Veterans Pay Schedule: For accuracy, a veteran should contact his/her veterans representative for an assessment of benefits to be received. Benefits will vary according to Chapter certified under and enrollment status (full time or otherwise).

Selected Reserve Educational Assistance Program: This program is for members of the Selected Reserve. This educational assistance program is under Chapter 106 and applies to Armed Reserve Units. Members should contact their commanding officer to verify eligibility.

Student Financial Aid

Once eligibility has been established, students should obtain admission to the College prior to making application to the Veterans Administration for a specific program. Students must have their course work approved by the institutions from which they plan to obtain a degree, and these courses must be listed on the Certificate of Eligibility, which is issued by the Veterans Administration. It is essential that all students entitled to veterans benefits present a copy of their Certificate of Eligibility to Student Development as soon as their registration is completed. Information regarding quarter credit requirements for subsistence may also be obtained from the school office. A period of two months should be allowed for receipt of the Veterans Administration subsistence check.

Under the guidelines administered by the Veterans State Approval Agency, the institution maintains a written record of the previous education and training of the eligible veteran and indicates that appropriate credit has been given for previous education and training with the training period shortened proportionately and the eligible person and the VARO so notified.

Procedure for Certifying Veteran Students Enrolling in the College Transfer (UNCG Extension) Curriculum

1. No veteran student enrolled in the College Transfer (UNCG Extension) curriculum will be certified until RCC is in receipt of **all** prior college transcripts.

2. Each veteran student in the College Transfer (UNCG Extension) curriculum with prior college work will be referred by Certifying Official to a designated counselor for transfer credit evaluation according to associate degree requirements listed in this catalog.

Exception: If the four-year school of choice documents a transfer credit evaluation for the student from transcript(s) of previous college work, (and that evaluation documents refusal of credit RCC evaluator considers allowable), then RCC's Certifying Official may certify according to the four-year school's evaluation.

3. "Joint Evaluation" is critical. When cooperation from the baccalaureate level school in question is lacking, RCC's transfer credit evaluation will be done strictly according to the General Education Associate Degree requirements listed in this catalog.

OTHER ASSISTANCE

Job Training Partnership Act: The JTPA Program is administered by prime sponsors (usually the Employment Security Commission (ESC) of your area) for various counties across North Carolina. The first step in applying is to contact the ESC.

Vocational Rehabilitation: The State of North Carolina provides assistance to North Carolina students who are physically handicapped and wish to secure an education. For further information students should contact the District Vocational Rehabilitation Office nearest them or the Department of Human Resources. For state residents - Department of Human Resources, Division of Social Services, 325 North Salisbury Street, Raleigh, NC 27611.

Outside Scholarships: Students are encouraged to search out resources other than those provided by RCC in order to fund their educational pursuits. Civic organizations and certain job-related agencies provide assistance to area students attending full-time institutions. These inquiries are the responsibility of the student. These may also include high school scholarships or church affiliated funding.

Social Security Benefits: Due to many changes in the Educational Social Security Benefits Program, accurate and updated information may best be provided by the Social Security Administration Office.

Financial aid recipients must meet Satisfactory Progress Standards that are both **qualitative** and **quantitative** in their progress towards attaining their degree/diploma.

The **qualitative** measurement of satisfactory progress at RCC is in accordance to the Federal Regulations dated October 6, 1983, Vol. 48 668.16 Section 3-i. These are:

Each student at RCC is expected to maintain satisfactory progress toward a degree or diploma. At the end of each quarter and/or semester a student's grade point average for that quarter/semester and his cumulative grade point average are examined. For the purposes of identifying students on academic probation, grade point averages will be computed upon the basis of all credit hours attempted. The grade point average scale is shown on page 17. A student with six or more credit hours under a specified curriculum of study in a degree or diploma program who falls

Student Financial Aid



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below these minimum requirements will be placed on probation for one quarter or semester in which he will be able to receive financial aid. Any curriculum student on probation who fails to make satisfactory improvement in his grade point average during the quarter/semester he is on probation will not be allowed to continue in his program or receive any Title IV funding. The student may be readmitted after a suspension period; however, until he has established good academic standing in his grade point average he will not receive financial aid. If the student decides during his probation period that he will be changing programs he must be in good academic standing in his present program at the end of the probation period before he can receive financial aid under his new program. If at the end of the probation period the student is not in good academic standing under the current program and changes to a new program, then the student must attend the first quarter/semester without any financial aid. Satisfactory progress in the new program must be demonstrated before a student is reinstated on financial aid.

The **quantitative** measurement of satisfactory progress at RCC is in accordance to the Federal Regulations dated October 6, 1983, Vol. 48, 668.16

Section 3-ii, and is shown below:

Both full-time and part-time students in degree or diploma programs receiving financial aid are set on a time frame in which the student must complete his or her educational objective. The Financial Aid Office must specify and review the actual length of time a financial aid recipient is in attendance.

The specified time will be divided into annual increments at which time the percentage of work toward the student's educational objective is monitored. The minimum percentage of work acceptable to maintaining satisfactory progress shall be the percentage represented by the student compared to the maximum time frame set by Randolph Community College.

The time frame for all financial aid recipients will be at least two times the program's normal time. For example, if a student is in a four quarter program which will normally take 12 months to complete, the student will be allotted 24 months (eight quarters). If the student falls short of this minimum percentage of work acceptable then his/her financial aid will be stopped until the student acquires enough credits to meet the percentage of work required to maintain satisfactory progress.

Student Development

Through the objectives of its Student Development Division, Randolph Community College provides a holistic approach to the delivery of services that will increase students' mastery of complex developmental tasks, self direction and interdependency. The College strives to create an atmosphere whereby the academic community is a total learning environment. Attention is focused on the student and the student's performance. The Student Development Division of the College serves as a facilitator to the student for the various areas of campus life, including the following:

1. A well-rounded program to assist the student in making the adjustment from secondary and adult education to the more specialized and/or general post-secondary education of the college level.
2. An atmosphere and leadership for guidance of students that will encourage openness and involvement, and will aid in developing self-reliant, responsible behavior.
3. A testing and placement program in keeping with the needs and trends of students of the College.
4. Up-to-date and accurate records on all students of the College with proper security and confidentiality enforced.
5. Leadership in College recruiting/marketing programs.
6. Leadership in securing and distributing financial aid for students.
7. Leadership and encouragement for the development of student health organizations and activities.
8. A health program appropriate to the needs of the student body.
9. Information and aid to students for career development, job placement and program advisement.
10. Coordination for institutional follow-up on former students.

Parking

Under the provisions of Chapter 115D-21 the Randolph Community College Board of Trustees has asked the Asheboro City Police Department to patrol and control parking and traffic regulations on campus. All of the provisions of Chapter 20 of the General Statutes relating to the use of highways of the State of North Carolina and the operation of motor vehicles thereon shall apply to the streets,

roads, alleys and driveways on the RCC campus. Any person violating any of the provisions of Chapter 20 of the General Statutes in or on the streets, roads, alleys and driveways on campus shall upon conviction thereof be punished as prescribed in the section and as provided by Chapter 20 of the General Statutes relating to motor vehicles.

In addition to any of the provisions of Chapter 20 of the General Statutes, the following rules and regulations are applicable to the parking lots on the RCC campus:

- a. PARKING - Park only in lined parking spaces. All spaces lined in white may be used by students. Spaces marked in yellow are reserved for faculty, staff, visitors and handicapped persons. Parking in any unlined area, alley, driveway, sidewalk, building entrance or reserved parking space for faculty, staff, visitors and handicapped persons will be considered as a parking violation.
- b. SPEED LIMIT - The speed limit on any street, road, alley, driveway or parking lot on the campus is 10 miles per hour as affixed by the Board of Trustees.

Any person violating any of the above rules and regulations shall upon conviction thereof be guilty of a misdemeanor and shall be punishable as outlined in Chapter 115D-21 of the General Statutes of North Carolina.

Housing

Randolph Community College has no dormitory facilities. Students who must live away from home must make their own housing arrangements. The College takes no responsibility for locating or supervising student housing. Students are encouraged to use campus bulletin boards, local newspapers and realtors as aids in obtaining housing.

Student Conduct & Regulations

APPEARANCE & STANDARDS OF BEHAVIOR

Students at Randolph Community College are considered responsible adults; therefore, the only conduct and dress code is that each student use discretion and common sense in his appearance and behavior. All behavior which is prohibited by federal, state and local laws is prohibited on campus.

Student Development

BE INFORMED

It is the responsibility of each student to be knowledgeable of all rules, regulations and events as described in the Catalog, Handbook, student bulletins and bulletin board notices. Each student will be held accountable for staying informed. Students are expected to check the message board in the Student Center.

QUESTIONS & COMPLAINTS

All questions or complaints concerning academic areas must first be taken to the instructor involved and/or faculty advisor. Appeals may be made to the head of the department and finally to the Dean of Student Development.

STUDENT CONDUCT

Normal classroom discipline is the responsibility of the instructor. Activity of a more serious nature is handled by the Dean of Student Development. Any decision, whether made by an instructor or the Dean of Student Development, may be appealed through the Dean of Student Development to the President and the Board of Trustees. Such appeal should be in writing and need only to state the basic facts of the case.

Under no conditions will illegal drugs, alcoholic beverages or narcotics be permitted in or on the school property. No one under the influence of illegal drugs, alcohol or narcotics will be allowed on school premises. Any violation of this regulation will result in expulsion from the College on the first offense.

Students who engage in acts such as cheating, stealing, gambling, profane language, personal combat and possession of firearms and dangerous weapons are liable to disciplinary action.

Use of school facilities by students, organizations or clubs must be approved by the administration.

Animals and pets are not allowed in the building unless used in some manner of instruction.

Students are not to bring children to class with them.

Students who negligently lose, damage, destroy, sell or otherwise dispose of school property placed in their possession or entrusted to them will be charged for the full extent of the damage or loss and are subject to disciplinary action.

GRIEVANCE PROCEDURES (DUE PROCESS)

In matters pertaining to student conduct, dismissals, disciplinary action, or complaints alleging any action which is prohibited by Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, or Title VI of the Civil Rights Act of 1964, any student who feels that he/she has been treated unjustly may present his/her case to the Dean of Student Development, who must render a decision within 10 calendar days after the initial student request. Students must present their grievance within five calendar days after the occurrence.

If the grievance is not resolved at this level, the grievant and the Dean of Student Development will request a hearing of the grievance before the Admissions and Discipline Committee. This committee must respond to the student within 10 calendar days.

If the grievance is not resolved at this level the grievant will request a hearing with the President of the College. A decision from the office of the President will be communicated to the student within 10 calendar days.

If the grievance has not been resolved at this final step in the College's administrative process, the grievant will notify the President of the College in writing requesting a hearing relative to the grievance before the Personnel Committee of the Board of Trustees. In all cases, the Board of Trustees shall serve as the final governing authority of the College. The action of the Board shall be made known to the student within 10 calendar days.

CHEATING & PLAGIARISM

Cheating and plagiarism are those processes of using as one's own, another's work, words or ideas. Those processes are not the marks of competent students. Those who use them are subject to the discipline of the instructor.

Student Development

Closing of School Due to Adverse Weather

In the event of inclement weather, the College will adhere to the following policies:

ADULT PROGRAMS, DAY AND EVENING

Programs will be cancelled only by the President of the College or his designee. The decisions of the Asheboro/Randolph County School Superintendents have no bearing on RCC operating during inclement weather. Our decision will be broadcast by radio and television stations. Students and staff are requested not to call the administrative office. If you hear the announcement on radio and/or television, you can accept this as the College's procedure. Announcements will be made by 6:30 a.m. and 4 p.m. for the day and evening programs respectively.

EXTRACURRICULAR ACTIVITIES

All extracurricular activities will be cancelled when it is necessary to cancel classes due to adverse weather. The person who is in charge of the activity will be responsible for rescheduling.

Health Services

Randolph Community College has no facilities for medical treatment other than for minor first aid and assumes no responsibility for injuries or sickness of students. Students suffering acute illness or injury requiring more than minor first aid treatment will be taken to the emergency room of the Randolph Hospital. The student will be responsible for all costs incurred in such treatment.

Students are encouraged to provide themselves with medical insurance to cover such illness/injury. Accident insurance covering accidents at school or in transportation to and from school is available through the Business Office. The current cost is \$6 per year.

For help in obtaining information on health services, contact the Student Development Office.

Student Activities

"Randolph Community College, through its Student Development Division, provides activities and services to enhance and broaden the educational experiences of students."

RCC attempts to provide extracurricular activities for students since the College believes that such activities contribute to the over-all growth and educational development of an individual. STUDENT GOVERNMENT ASSOCIATION (SGA)

All curriculum students of the College are eligible to be represented through the student government. The Student Government Association formulates an annual budget from student activity fee proceeds, directs student elections and holds regular meetings to promote the interests of students.

SOCIAL FUNCTIONS

1. Social functions will be planned by the SGA and their advisors.

2. An appropriate number of chaperones shall be in attendance. Chaperones will be solicited by the SGA from members of the faculty and staff.

3. The Dean of Student Development or his representative shall be notified at least four weeks in advance of a planned social function in order to have the date cleared with the school administration and school calendar, and names of chaperones shall be given at least five days prior to the function.

4. Recreational activities are to be organized under the sponsorship of the SGA and Student Development Offices. All plans are tentative and must be approved by the President of the College.

Some activities may require the approval of the Board of Trustees.

Student Development



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STUDENT CENTER

RCC provides a student center for the comfort and relaxation of its student body. It is open day and evening for the students' convenience and students may relax in an informal atmosphere.

STUDENT GOVERNANCE

Students are involved in College decision making through their participation on the following standing committees of the College:

1. Curriculum Committee
2. Learning Resources Committee
3. Student Development Committee
4. Ad Hoc Committees as appointed by the Management Council

The jurisdiction of the SGA is to represent the student body as outlined in the SGA Handbook. Although the SGA does not participate in the governance of the College, the SGA President does serve as a nonvoting member of the College Board of Trustees.

STUDENT PUBLICATIONS

Students at RCC have the right and privilege of freedom of expression through student publications. Requests for student publications will be presented to a Review Committee, who will determine their purpose, content and appropriateness to the goals of the College and its role in the community. The Review Committee will also serve as an editorial board for approved publications.

The Review Committee is composed of:

1. The Dean of Student Development
2. The Dean of Instructional Affairs
3. One member from the English faculty
4. Two representatives from the student body, one each from curriculum and continuing education.

In cases where the final decision of the Review Committee is not satisfactory to the student, the normal due process of the College is observed.



**Randolph
Community
College**

PO Box 1009
Asheboro, NC
27204-1009
919-629-1471

Mail To:

Admissions Office Randolph Community College

Randolph Community College is an equal opportunity institution and, in keeping with this policy, makes no distinction in the admission of students, or in any of its activities, on the basis of race, color, sex, creed, religion, national origin or disability.

Application for Admissions

Expected Date of Enrollment

Quarter

(Fall, Winter, Spring, Summer)

Year

OFFICE USE ONLY

Application Rec'd. _____

Social Security No.

Area Code

Home Phone No.

Please Check Preferred Schedule

☐ Day ☐ Evening

Last Name

First

Middle or Maiden

Street, Route, or P.O. Box

City

State

Zip Code

Please read item number 1 on the other side of this application.

Do you claim NC residency for tuition purposes?

☐ Yes ☐ No

County

Name - Parent, Spouse or Guardian

1 High School Graduate

2 GED Graduate

3 Not a graduate

Circle Highest Grade Completed

0 1 2 3 4 5 6 7 8 9 10 11 12

13 14 15 16 17 or GED

Date of Birth

Month Day Year

Please code number of hours
employed per week:

1 1-13

2 14-26

3 27-39

4 40 +

5 Unemployed

High School or GED Graduation Date

Month Year

(For statistical purposes only)

SEX ☐ Male ☐ Female

Race/Ethnic Code

1 White (not of Hispanic origin)

2 Black (not of Hispanic origin)

3 American Indian or Alaskan
Native

4 Hispanic

5 Asian or Pacific Islander

NAME AND LOCATION OF HIGH SCHOOL

HAVE YOU ENROLLED AT RANDOLPH
BEFORE? ☐ YES ☐ NO

If so, check one:

☐ GED

☐ Adult High School

☐ Continuing Education

☐ Curriculum

LIST ALL SCHOOLS OR COLLEGES BEYOND HIGH SCHOOL

NAME OF SCHOOL

ADDRESS

DATES OF ATTENDANCE

FROM TO

PLEASE INDICATE THE PROGRAM YOU WANT TO ENTER:

ASSOCIATE DEGREE

☐ T301 Special, undeclared major

☐ T016 Accounting

☐ T030 Administrative Office Technology

☐ T059 Associate Degree Nursing

☐ T018 Business Administration

☐ T022 Business Computer Programming

☐ T068 Commercial Graphics

☐ T192 Computer Office Automation Technology

☐ T129 Criminal Justice Technology

☐ T045 Electronics Engineering Technology

☐ T012 Floriculture

☐ T033 General Office Technology

☐ T077 Interior Design

☐ T189 Basic Law Enforcement

☐ T132 Photofinishing

☐ T069 Photography

☐ G020 UNCG Ext. (General Ed)

DIPLOMA

☐ V001 Automotive Body Repair

☐ V003 Automotive Mechanics

☐ T222 Desktop Publishing

☐ T033 General Office

☐ V124 Industrial Electricity

☐ V032 Machinist

☐ T132 Photofinishing

☐ T069 Photography

☐ V050 Welding

CERTIFICATE

☐ V001 Automotive Body Repair

☐ V003 Automotive Mechanics

☐ T012 Floriculture

☐ V124 Industrial Electricity

☐ V033 Industrial Mechanist

☐ V033 Industrial Mechanics

☐ V033 Industrial Welding

PLEASE COMPLETE INFORMATION ON BACK

(All questions must be answered)

RESIDENCY STATUS

Under North Carolina law, a person may qualify as a resident of North Carolina for tuition purposes, thereby being eligible for a tuition rate lower than that for nonresidents. Copies of the applicable law and of implementing legislation are available in the Registrar's office and may be examined upon request. In essence, the controlling North Carolina Statute (G.S. 116-143.1) says, "To qualify as a resident for tuition purposes, a person **must have established legal residence or domicile in North Carolina) and maintained that legal residence for at least 12 months immediately prior to his or her classification as a resident for tuition purposes.**" Neither a foreign national nor an alien admitted to the United States on a student visa is eligible for resident tuition status. An alien holding a visa that will permit eventual permanent residence in the United States is subject to the same consideration as a citizen. The residency status of a student has no bearing upon consideration for acceptance to the College.

Are you a legal resident of NC ? ☐ Yes ☐ No

Have you ever lived outside NC ? ☐ Yes ☐ No

Have you maintained your domicile/residence in NC for at least 12 months prior to the date of this application?

☐ Yes ☐ No

If yes, for what purpose?

- ☐ Military Service
☐ Employment
☐ Other

Date moved to North Carolina

--	--	--	--

Month Year

Dates of out of state residence

--	--	--	--

Month Year

Place of Birth

City

State

In order to assist applicants for admission in the selection of a proper program of study, RANDOLPH COMMUNITY COLLEGE requests that, before seeing an admissions counselor, you take some standardized tests for evaluation. This testing will take about three hours, and, if possible, your preference of a time for taking it will be honored.

Please request that an official transcript be sent from the last high school you attend (and/or a copy of your GED test results, if you have a GED certificate). An official transcript of any college course work is also required. Your application cannot be processed until this information is received.

What are your educational goals? _____

How did you learn about Randolph Community College? _____

I certify that the information given in the application is complete and accurate.

I agree to abide by RCC's regulations.

Date _____ Signature _____

P/SD/040-7/89

Campus Facilities

Randolph Community College's campus includes five major buildings plus a design center. The original building, constructed in 1962 with additions in 1968 and 1972, is now known as the Administration/Education Center. In addition to a centralized administrative service, this building contains many classrooms, labs and shops. A Vocational-Technical Center containing approximately 30,000 square feet, provides an automotive body shop, a building trades shop and electrical/electronics labs. A Student Services Center of 18,000 square feet houses a student lounge, the campus bookstore, food service and office facilities for guidance counseling, a career center, an information center and registration. The Learning Resources Center is a 27,000 square foot facility which includes, among other things, the College library. In March of 1988 the College's Business Department moved into the Business Education Center, a modern facility with classrooms, labs and offices. The Design Center currently houses Commercial Graphics and Interior Design. A Computer Technology Center is expected to be completed by September 1990.

Campus Store & Food Service

In an effort to provide facilities that will make the educational process more complete, RCC provides an attractive Campus Store and convenient food service for its faculty, staff and students.

Learning Resources Center (LRC)

The LRC includes a theater, small group study rooms, audiovisual and graphics areas, darkroom, TV studio, as well as the library. The library collection includes more than 28,000 volumes concentrated primarily in vocational and technical fields. Approximately 1,000 new volumes are acquired each year to meet the needs of expanding curriculums. Other library holdings include subscriptions to over 240 periodicals, over 4,000 audiovisual programs and a variety of pamphlets, maps and other materials. The library is open Monday - Thursday, 8 a.m. - 10 p.m., and 8 a.m. - 5 p.m. Friday. The audiovisual component of the LRC maintains equipment for use with audiovisual materials and provides many audiovisual production services to students and faculty. The AV area is open Monday - Thursday, 8 a.m. - 8 p.m., and from 8 a.m. until 5 p.m. on Friday.

The Continuing Education Learning Skills Center

The Continuing Education Learning Skills Center, formerly known as the Individualized Instruction Center, is located on the second floor of the Learning Resources Center.

The Learning Skills Center offers testing and placement in reading, English, math, English as a Second Language, Compensatory Education, Human Resources Development, General Educational Development and Adult High School.

Students can choose between self-paced instruction in an open-lab situation on campus or in classes both on campus or throughout Randolph County.

Special courses are available in Spanish, German, French, musical notation, introduction to computers, just to name a few.

High school prerequisites for college entrance can be taken in the Learning Skills Center, or adults may complete their high school diploma through the Adult High School Diploma Program or the General Educational Development Testing Program (GED).

Another function of the Learning Skills Center is to provide materials and a relaxed atmosphere for learners who want to pursue courses of their own choosing. Adults may browse among the books, audio cassettes, computers and software in the Learning Skills Center.

To review a complete bibliography of available materials and courses or for more information stop by the Learning Skills Center or call 629-1471. The Learning Skills Center is open from 8 a.m. - 10 p.m. Monday - Thursday, and 8 a.m. - 5 p.m. on Friday. Professional assistance is available in the Learning Skills Center during all hours of operation.

College Preparatory Studies

Randolph Community College offers a highly successful and innovative program to enrich students' academic abilities. Through the College Preparatory Studies Program and the Special Services Project, RCC offers students classroom and one-on-one instruction in math, writing and reading comprehension.

The Office of Student Development measures general achievement as part of its admission procedure. Students who show need in content areas (math, English and reading) are placed into the appropriate College Preparatory Studies course. For students in need of further enrichment, College Preparatory Studies offers instruction and peer tutorial services through the Special Services Project.

In addition to the formal preparatory program, the Special Services Project offers all students who may indicate need, enrichment in thinking skills - verbal reasoning, figural reasoning, formal logic and memory, and general study skills. Special Services enrichment is offered through independent study, group study, peer tutorial and instructor tutorial. Tutorial can include additional work done for courses outside of the College Preparatory Studies Program. The following courses are offered at least one time a year and many are offered more than once.

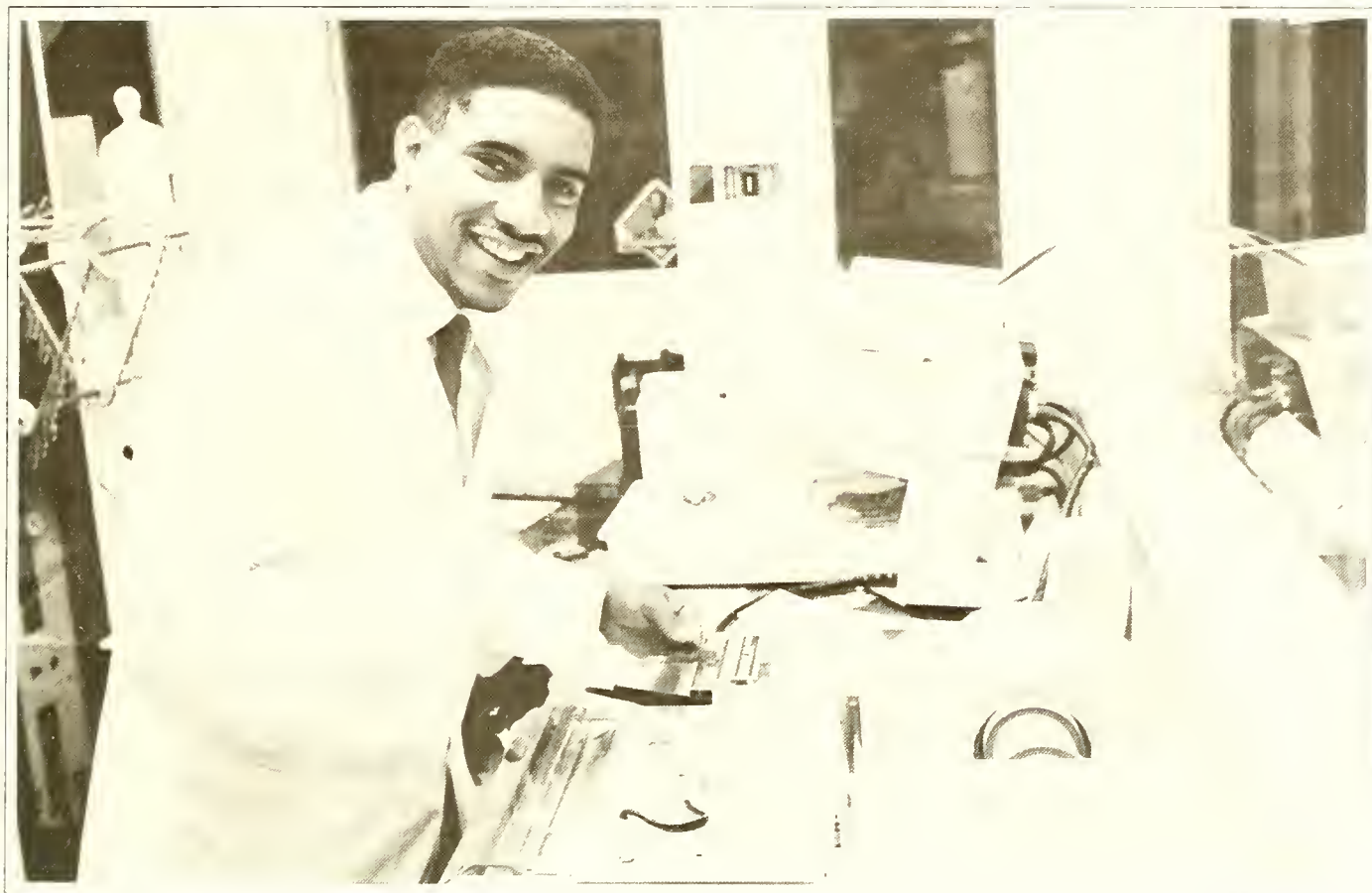
		Semester or		
		<u>Hours/Week</u>		<u>Qtr. Hrs.</u>
		<u>Class</u>	<u>Lab</u>	<u>Credit</u>
TECHNICAL CURRICULA				
MAT 097	Computation (Math for entry into MAT110 and MAT111)	5	0	5
MAT 099	Introduction to Algebra & Trigonometry (Math for entry into MAT101; Removes math deficiency for entry into Electronics Engineering Tech.)	5	0	5
ENG 099	Grammar & Writing	3	0	3
RED 099	Reasoning & Vocabulary	4	0	4
GENERAL EDUCATION				
MAT 098	Introductory Algebra	3	0	3
MAT 099X	Intermediate Algebra	3	0	3
ENG 099X	Grammar & Writing	3	0	3
RED 099X	Reasoning & Vocabulary	3	0	3

**Peer Tutorial**

The Peer Tutorial program is designed for students who are having difficulty in a specific course or area of instruction. Each student is assigned to a peer tutor for one-on-one assistance with regular coursework. Students and tutors must be approved by the instructor in the course. The program is not designed for developmental work that requires professional assistance. Students in curriculum, general education and occupational extension programs are eligible for this free service. Students should contact their instructor or apply for this service in the Learning Resources Center.

GUI 090 Tutorial Services No Credit Variable Cont. Hrs.

Areas of Instruction



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Certificates, diplomas or degrees are offered in the following areas of study by Randolph Community College. Programs described on pages 36 - 58 are offered during the day. Evening programs begin on page 59. Individuals interested in any of the following curriculum programs should contact the Office of Admissions in Student Development for an application and more information.

Associate Degree

Accounting
 Administrative Office Technology
 Associate Degree Nursing
 Business Administration
 Business Computer Programming
 College Transfer (UNCG Extension)
 Commercial Graphics
 Computer Office Automation Technology
 Criminal Justice - Protective Services Technology
 Electronics Engineering Technology
 Floriculture
 General Office
 Interior Design Technology
 Photofinishing
 Photographic Technology

Diploma

Automotive Body Repair
 Automotive Mechanics
 Computer Office Automation Technology
 Desktop Publishing
 Industrial Electricity
 Machinist
 Photofinishing
 Photographic Technology

Certificate

Automotive Body Repair
 Automotive Mechanics
 Basic Law Enforcement Training
 Floriculture
 Industrial Electricity
 Industrial Mechanics
 Machinist
 Welding

Accounting - Degree

The purpose of the Accounting curriculum is to prepare the individual to enter the accounting profession through study of accounting principles, theories and practices with related study in law, finance, management and data processing.

The curriculum is designed to prepare the individual for entry level accounting positions such as junior accountant, bookkeeper, accounting clerk, cost clerk, payroll clerk and related data processing occupations. With experience and additional education, the individual will be able to advance to positions such as systems accountant, cost accountant, budget accountant and property accountant.

SUGGESTED CURRICULUM BY QUARTERS DEGREE

			Hours/Week		Qtr. Hrs.
			Class	Lab	Credit
FIRST QUARTER (Fall)					
ENG 204	Oral Communications		3	0	3
MAT 111	Mathematical Problem Solving		5	0	5
BUS 101	Introduction to Business		5	0	5
BUS 110	Office Computations		3	2	4
BUS 120	Accounting I		5	2	6
			21	4	23
SECOND QUARTER (Winter)					
ENG 101	Composition I		3	0	3
ECO 102	Economics I		3	0	3
BUS 102	Keyboarding		2	3	3
BUS 115	Business Law I		3	0	3
BUS 121	Accounting II		5	2	6
			16	5	18
THIRD QUARTER (Spring)					
ENG 102	Composition II		3	0	3
ECO 104	Economics II		3	0	3
BUS 116	Business Law II		3	0	3
BUS 122	Accounting III		5	2	6
BUS 226	Payroll Records and Accounting		3	0	3
			17	2	18
FOURTH QUARTER (Fall)					
ENG 103	Report Writing		3	0	3
BUS 123	Business Finance		3	0	3
BUS 225	Cost Accounting		3	2	4
BUS 235	Business Management		3	0	3
COA 100	Introduction to Office Automation Technology		3	2	4
			15	4	17
FIFTH QUARTER (Winter)					
ENG 206	Business Communications		3	0	3
BUS 222	Intermediate Accounting I		4	2	5
BUS 229	Taxes		3	2	4
COA 120	Spreadsheet Fundamentals		3	2	4
PSY 204	Human Relations		3	0	3
			16	6	19
SIXTH QUARTER (Spring)					
BUS 223	Intermediate Accounting II		4	2	5
BUS 269	Auditing		3	2	4
BUS 272	Principles of Supervision		3	0	3
	Computer Elective		3	2	4
	Humanities Elective		3	0	3
			16	6	19

TOTAL QUARTER HOURS CREDIT: 114

Entry Level Job Opportunities

Accountant

Estimator

Bookkeeper I

Accounting Clerk

Bookkeeping-Machine Operator I

Advanced Level Job Opportunities

Budget Accountant

Cost Accountant

Property Accountant

Systems Accountant

Bookkeeper II

Bookkeeping-Machine Operator II

Administrative Office Technology - Degree

The Administrative Office Technology curriculum prepares individuals to perform secretarial and administrative support duties in a variety of offices including those offices with computerized, automated functions.

Students in this curriculum study keyboarding and word/information processing to develop skills in the preparation of business correspondence, reports, statistical copy, manuscripts and business forms. Administrative support courses emphasize typical office tasks such as scheduling appointments, composing correspondence and performing reprographic duties. Training is also provided in analyzing and coordinating office

duties and systems. Skills and knowledge are taught in the areas of electronic document storage and retrieval and computer software utilization.

Graduates of the program may be employed in offices in private business establishments involved in retailing, marketing, advertising and manufacturing, as well as offices in local, state and federal government.

SUGGESTED CURRICULUM BY QUARTERS DEGREE

			<u>Hours/Week</u>		<u>Qtr. Hrs.</u>
			<u>Class</u>	<u>Lab</u>	<u>Credit</u>
FIRST QUARTER (Fall)					
ENG 204	Oral Communications		3	0	3
MAT 111	Mathematical Problem Solving		5	0	5
BUS 101	Introduction to Business		5	0	5
BUS 102	Keyboarding		2	3	3
BUS 110	Office Computations		3	2	4
			18	5	20
SECOND QUARTER (Winter)					
ENG 101	Composition I		3	0	3
BUS 103	Document Formatting		2	3	3
BUS 115	Business Law I		3	0	3
BUS 120	Accounting I		5	2	6
PSY 204	Human Relations		3	0	3
			16	5	18
THIRD QUARTER (Spring)					
ENG 102	Composition II		3	0	3
BUS 104	Document Production		2	3	3
BUS 112	Records Management		3	2	4
BUS 113	Word/Information Processing I		3	2	4
BUS 121	Accounting II		5	2	6
			16	9	20
FOURTH QUARTER (Fall)					
ENG 103	Report Writing		3	0	3
BUS 106	Shorthand I		3	2	4
BUS 209	Elements of Transcription		3	0	3
BUS 212	Word/Information Processing II		3	2	4
COA 100	Introduction to Office Automation Technology		3	2	4
			15	6	18
FIFTH QUARTER (Winter)					
ENG 206	Business Communications		3	0	3
BUS 107	Shorthand II		3	2	4
BUS 211	Machine Transcription		2	2	3
BUS 213	Word/Information Processing III		3	2	4
BUS 214	Administrative Office Proc. I		3	2	4
			14	8	18
SIXTH QUARTER (Spring)					
BUS 108	Shorthand III		3	2	4
BUS 134	Professional Development		3	0	3
BUS 215	Administrative Office Proc. II		3	2	4
	Business Elective		3	0	3
	Humanities Elective		3	0	3
			15	4	17

TOTAL QUARTER HOURS CREDIT: 111

ENTRY LEVEL JOB OPPORTUNITIES

Typist/Transcriber

Corresponding Secretary

Electronic Data Transfer Secretary

Information Processing Specialist

Receptionist

Telephone Receptionist/Message Operator

Secretary

Word Processing Operator

ADVANCED LEVEL OPPORTUNITIES

Administrative Assistant

Administrative Office Manager

Administrative Secretary

Executive Assistant

Office Automations Specialist

Supervisor, Communications Training Coordinator

Word Processing Supervisor/Manager

Automotive Body Repair - Diploma

The Automotive Body Repair curriculum provides training in the use of the equipment and materials of the auto body mechanic trade. The student studies the construction of the automobile body and techniques of auto body repairing, rebuilding and refinishing.

Repairing, straightening, aligning, metal finishing and painting of automobile bodies and frames are typical jobs performed. Job titles include automobile body repairperson, automotive painter, and frame and chassis repairperson. Persons completing this curriculum may find employment with franchised automobile dealers, independent garages or may start their own businesses.

SUGGESTED CURRICULUM BY QUARTERS

DIPLOMA

		<u>Hours/Week</u>		<u>Qtr. Hrs.</u>
		<u>Class</u>	<u>Lab</u>	<u>Credit</u>
FIRST QUARTER (Fall)				
AUT	1111 Auto Body Repair I	3	15	8
WLD	1103 Basic Welding	3	3	4
MAT	1101 Fundamentals of Mathematics	5	0	5
		11	18	17

SECOND QUARTER (Winter)				
AUT	1112 Auto Body Repair II	4	12	8
WLD	1105 Auto Body Welding	2	6	4
ENG	1101 Reading Improvement	2	0	2
PSY	1101 Human Relations	3	0	3
		11	18	17

THIRD QUARTER (Spring)				
AUT	1113 Metal Finishing and Painting	5	12	9
BUS	1103 Small Business Operations	3	0	3
ENG	1102 Communication Skills	3	0	3
PHY	1101 Applied Science	3	2	4
		14	14	19

FOURTH QUARTER (Summer)				
AUT	1114 Body Shop Applications	3	15	8
AUT	1115 Auto Frames and Suspensions	3	3	4
BUS	1122 Shop Management	4	0	4
		10	18	16

TOTAL QUARTER HOURS CREDIT: 69

Job Opportunities

Automobile Accessories Instoller

Automobile-Repair-Service Estimotor

Appraiser, Automobile Damage

Automatic Window, Seat and Top Lift Repairer

Painter Helper, Automotive

Painter, Transportation Equipment

Automobile Body Customizer

Automobile Body Repoirer

Automotive Mechanics - Diploma

The Automotive Mechanics curriculum provides a training program for developing the basic knowledge and skills needed to inspect, diagnose, repair and adjust automotive vehicles. Manual skills are developed in practical shop work and the technical understanding of the operating principles involved in the modern automobile are taught through class assignments, discussions and shop practices.

Automobile mechanics maintain and repair mechanical, electrical and body parts of passenger cars, trucks and buses. In some communities and rural areas they also may service tractors or marine engines and other gasoline-powered equipment. Mechanics inspect and test to determine the causes of faulty operation. They repair or replace defective parts to restore the vehicle or machine to proper operating condition and use shop manuals and other technical publications as references for technical data. Persons completing this curriculum may find employment with franchised automobile dealers, independent garages or may start their own businesses.

SUGGESTED CURRICULUM BY QUARTERS

DIPLOMA

				<u>Hours/Week</u>		<u>Qtr. Hrs.</u>
				<u>Class</u>	<u>Lab</u>	<u>Credit</u>
FIRST QUARTER (Fall)						
PME	1102	Engine Electrical and Fuel Systems		5	12	9
AUT	1121	Braking Systems		4	3	5
MAT	1101	Fundamentals of Mathematics		5	0	5
				<u>14</u>	<u>15</u>	<u>19</u>
SECOND QUARTER (Winter)						
PME	1101	Internal Combustion Engines		6	12	10
DFT	1101	Schematic & Diagrams: Power I Mechanics			2	2
ENG	1101	Reading Improvement		2	0	2
WLD	1101	Basic Welding		0	3	1
PSY	1101	Human Relations		<u>3</u>	<u>0</u>	<u>3</u>
				<u>12</u>	<u>17</u>	<u>18</u>
THIRD QUARTER (Spring)						
AUT	1123	Automotive Chassis and Suspension Systems		4	9	7
AHR	1101	Automotive Air Conditioning		2	3	3
ENG	1102	Communication Skills		3	0	3
PHY	1101	Applied Science		3	2	4
BUS	1103	Small Business Operations		<u>3</u>	<u>0</u>	<u>3</u>
				<u>15</u>	<u>14</u>	<u>20</u>
FOURTH QUARTER (Summer)						
AUT	1124	Automotive Power Train Syst.		3	9	6
AUT	1125	Automotive Servicing		<u>3</u>	<u>9</u>	<u>6</u>
				<u>6</u>	<u>18</u>	<u>12</u>

TOTAL QUARTER HOURS CREDIT: 69

Entry Level Job Opportunities

General Mechanic

Tune-up Mechanic

Front-end Specialist

Automatic Transmission Specialist

Brake Specialist

Advanced Level Job Opportunities

Shop Supervisor

Shop Foreman

Business Administration - Degree

The Business Administration curriculum is designed to prepare individuals for entry into middle-management occupations in various businesses and industries. The curriculum provides an overview of the business and industrial world - its organization and management.

The purpose of the curriculum will be fulfilled through courses designed to develop competency in: (1) understanding the principles of organization and management in business operations,

(2) utilizing modern techniques to make decisions, (3) understanding the economy through study and analysis of the role of production and marketing, (4) communicating orally and in writing and (5) interpersonal relationships.

Through these skills and through development of personal competencies and qualities, the individual will be able to function effectively in middle-management activities in business or industry.

SUGGESTED CURRICULUM BY QUARTERS

DEGREE

			<u>Hours/Week</u>		<u>Qtr. Hrs.</u>
			<u>Class</u>	<u>Lab</u>	<u>Credit</u>
FIRST QUARTER (Fall)					
ENG 204	Oral Communications		3	0	3
MAT 111	Mathematical Problem Solving		5	0	5
BUS 101	Introduction to Business		5	0	5
BUS 110	Office Computations		3	2	4
BUS 120	Accounting I		5	2	6
			21	4	23
SECOND QUARTER (Winter)					
ENG 101	Composition I		3	0	3
ECO 102	Economics I		3	0	3
BUS 102	Keyboarding		2	3	3
BUS 115	Business Law I		3	0	3
BUS 121	Accounting II		5	2	6
			16	5	18
THIRD QUARTER (Spring)					
ENG 102	Composition II		3	0	3
ECO 104	Economics II		3	0	3
BUS 116	Business Law II		3	0	3
BUS 122	Accounting III		5	2	6
BUS 239	Marketing		5	0	5
			19	2	20
FOURTH QUARTER (Fall)					
ENG 103	Report Writing		3	0	3
BUS 123	Business Finance		3	0	3
BUS 232	Sales Development		3	0	3
BUS 235	Business Management		3	0	3
COA 100	Intro. to Office Automat. Tech.		3	2	4
			15	2	16
FIFTH QUARTER (Winter)					
ENG 206	Business Communications		3	0	3
BUS 229	Taxes		3	2	4
BUS 271	Office Management and Proc.		5	0	5
COA 120	Spreadsheet Fundamentals		3	2	4
PSY 204	Human Relations		3	0	3
			17	4	19
SIXTH QUARTER (Spring)					
BUS 226	Payroll Records and Accounting		3	0	3
BUS 247	Risk and Insurance		3	0	3
BUS 272	Principles of Supervision		3	0	3
	Computer Elective		3	2	4
	Humanities Elective		3	0	3
			15	2	16

TOTAL QUARTER HOURS CREDIT: 112

Entry Level Job Opportunities

Purchasing Agent
Credit Card Operations Manager
Sales Manager
Public Relations Representative
General Supervisor
Sales-Service Promoter
Residence Supervisor
Training Representative
Operations Officer
Volunteer Services Supervisor
Loan Officer
Customer Service Manager

Advanced Level Job Opportunities

Personnel Manager
Credit & Collection Manager
Branch Manager
Customer Service Manager
Traffic Manager
Production Superintendent

Business Computer Programming - Degree

The primary objective of the Business Computer Programming curriculum is to prepare individuals for gainful employment as computer programmers. The objective is fulfilled through study and application in areas such as computer and systems theories and concepts, data processing techniques, business operations, logic, flow charting, programming procedures and languages and types, uses and operation of equipment.

Entry-level jobs as computer programmer and computer programmer trainee are available. With experience and additional education, the individual may enter jobs such as data processing manager, computer programmer manager, systems analyst and systems manager.

SUGGESTED CURRICULUM BY QUARTERS DEGREE

			<u>Hours/Week</u>		<u>Qtr. Hrs.</u>
			<u>Class</u>	<u>Lob</u>	<u>Credit</u>
FIRST QUARTER (Fall)					
BCP	111	Intro. to Computer Appl.	3	2	4
BCP	112	Keyboarding Proficiency	0	2	1
BUS	101	Introduction to Business	5	0	5
MAT	111	Mathematical Problem Solving	5	0	5
			13	4	15
SECOND QUARTER (Winter)					
BCP	121	Microcomputers & Office Automation	3	2	4
BCP	122	Microcomputer Packages	3	2	4
ENG	101	Composition I	3	0	3
BUS	120	Accounting I	5	2	6
			14	6	17
THIRD QUARTER (Spring)					
BCP	131	Microcomputer Appl. Dev.	3	2	4
BCP	132	Data Media Retention, Use & Control	3	2	4
ENG	102	Composition II	3	0	3
BUS	121	Accounting II	5	2	6
			14	6	17
FOURTH QUARTER (Summer)					
BCP	141	Program Design & Developmt.	3	2	4
BCP	142	Data Entry Principles, Controls & Operation	3	2	4
ENG	103	Report Writing	3	0	3
BUS	122	Accounting III	5	2	6
			14	6	17
FIFTH QUARTER (Fall)					
BCP	211	Programming Language I	3	2	4
BCP	212	Computer Center Operations	3	2	4
ENG	204	Oral Communications	3	0	3
BUS	235	Business Management	3	0	3
		Elective	2	0	2
			14	4	16
SIXTH QUARTER (Winter)					
BCP	221	Programming Language II	3	2	4
BCP	222	Computer Systems Developmt.	3	2	4
BCP	223	Operating Systems Concepts	3	2	4
PSY	204	Human Relations	3	0	3
		Elective	3	0	3
			15	6	18
SEVENTH QUARTER (Spring)					
BCP	231	Operating Control Language	3	2	4
BCP	232	Data Management Concepts & Practices	3	2	4
BCP	233	Data Communications & Networking	2	2	3
BCP	234	Systems Development Project	3	2	4
		Humanities Elective	3	0	3
			14	8	18

TOTAL QUARTER HOURS CREDIT: 118

Entry Level Job Opportunities

Computer Programmer
Computer Programmer Trainee
Information Systems Programmer
Process Control Programmer
Detail Programmer

Advanced Level Job Opportunities

Data Processing Manager/Supervisor
Computer Operations Manager/Supervisor
Chief Business Programmer
Data Processing Programmer/Analyst

College Transfer (UNCG Extension) - Degree

The College Transfer (UNCG Extension) Program is a cooperative effort between Randolph Community College and the University of North Carolina at Greensboro (UNCG).

The two main objectives of this program are to provide the student with a general education in the humanities and social science and/or to provide the student with the freshman and sophomore level of coursework leading to the four-year

baccalaureate degree. Students enrolled in this program will be students of Randolph Community College. They will be pursuing select first and second year courses with the option to transfer to a four-year institution. Students may transfer up to 64 semester hours credit.

Students completing this program are eligible to receive the Associate in General Education Degree.

During a period of two years, Randolph Community College will endeavor to offer each of the courses on this page at least once. Due to the fact that RCC varies the offerings from semester to semester, the courses are listed according to the categories of natural science and mathematics, social and behavioral sciences, humanities and general courses for electives for liberal education requirements. Courses are added or deleted within categories subject to availability of instructors.

Students should note that either ENG 101 or ENG 102 is required of all programs. In addition to this, students should consult the UNCG Catalog to determine specific requirements for their major. To assist students, RCC employs an academic advising system in which students consult their advisors before they are allowed to register.

RCC offers the regular two semesters, both day and evening courses, and a summer session.

Credits earned in this program are recorded on transcripts at UNCG. Evaluation for transfer purposes will be made from these transcripts by the college or university to which the request for transfer is made.

These courses are transferable to all 4-year institutions which accept extension credits from UNCG.

The courses below are required of a student who wishes to earn an Associate in General Education. These requirements follow guidelines established by the Department of Community Colleges approved by the State Board of Education on July 1, 1979.

			Hours/Week		Sem. Hrs.
			Class	Lab	Credit
<u>SOCIAL & BEHAVIORAL SCIENCES</u>					
ATY 201	Man in Nature		3	0	3
ATY 212	General Anthropology		3	0	3
ECO 201	Principles of Microeconomics		3	0	3
ECO 202	Principles of Macroeconomics		3	0	3
GEO 201	Cultural Geography		3	0	3
GEO 202	Wild. Products & Marketing Sys.		3	0	3
HIS 211	The U.S.: A General Survey		3	0	3
HIS 212	The U.S.: A General Survey		3	0	3
HIS 217	The World in the 20th Century		3	0	3
HIS 218	The World in the 20th Century		3	0	3
PSC 105	Political Issues		3	0	3
PSC 200	American Politics		3	0	3
PSY 221	General Psychology		3	0	3
SOC 211	Introduction to Sociology		3	0	3
SWK 215	Introduction to Social Work		3	0	3
WCV 101	Western Civilization		3	0	3
WMS 250	The American Woman		3	0	3
<u>NATURAL SCIENCE & MATHEMATICS</u>					
BIO 101	Principles of Biology		2	3	3
BIO 102	Principles of Biology		2	3	3
CHE 103	Gen. Descriptive Chemistry I		3	0	3
GEO 211	Our Changing Weather & Climate		2	3	3
GEO 212	Physical Geography: Landscape Processes		2	3	3
MAT 119	College Algebra		3	0	3
MAT 121	Analytic Trigonometry		3	0	3
MAT 191	Calculus I		3	0	3
<u>HUMANITIES</u>					
ART 105	Monuments in the History of Art		3	0	3
ART 106	Survey of Western Art		3	0	3
COM 106	Communication & Society		3	0	3
COM 121	Drama Appreciation		3	0	3
DCE 200	Dance Appreciation		3	0	3
ENG 105	Approach to Fiction		3	0	3
ENG 106	Approach to Poetry		3	0	3
ENG 107	Approach to Drama		3	0	3
ENG 211	English Masters: Medieval & Renaissance		3	0	3
ENG 212	English Masters: Neoclassical to Modern		3	0	3
ENG 251	American Masters		3	0	3
ENG 252	Modern American Masters		3	0	3
MUS 241	Music Appreciation		3	0	3
PHI 111	Introduction to Philosophy		3	0	3
SPA 203	Intermediate Spanish		3	0	3
SPA 204	Intermediate Spanish		3	0	3
<u>LIBERAL EDUCATION COURSES</u>					
COM 105	Speech Composition & Delivery		3	0	3
ENG 101X	English Composition		3	0	3
ENG 102X	English Composition		3	0	3
ENG 221	Writing of Poetry		3	0	3
HEA 201	Health: A Personal Look		3	0	3
SPA 101	Beginning Spanish		3	0	3
SPA 102	Beginning Spanish		3	0	3

Requirements for Associate of General Education		
<u>Course</u>	<u>Semester Hours</u>	<u>Credit</u>
English 101		3
English 102		3
Math 119		3
Math 121		3
Spanish 101 & 102; or Spanish 203 & 204		6
Biology 101		3
Biology 102		3
Health 201		3
Humanities (As listed in UNCG Catalog)		9
Social & Behavioral Sciences		9
Electives		19
Total Semester Hours Credit:		64

College Transfer (UNCG Extension) Course Descriptions

ART 105	Monuments in the History of Art	3	0	3	intensive analysis of selected manuments and artists.
ART 106	Survey of Western Art	3	0	3	Historic survey of painting, sculpture and architecture from ca. 3000 B.C. to the twentieth century.
ATY 101	Man in Nature	3	0	3	Anthrapalogy's answers to the question, "What is Man?" A basic understanding of the human condition, i.e., man and his place in nature. Anthrapalogy and human problems.
ATY 212	General Anthropology	3	0	3	Survey of general anthropology. Includes an inquiry into origins of man, prehistory and comparative study of culture.
BIO 101	Principles of Biology	2	3	3	Emphasis placed on philosophical basis of science, molecular and cellular basis of life, ecological principles, evolution by means of natural selection and diversity of living things.
BIO 102	Principles of Biology	2	3	3	Basic coverage of cellular and organismic reproduction, patterns of inheritance, development, evolution and maintenance of homeostasis.
CHE 106	Introductory Chemistry	3	0	3	For elementary education, business, and liberal arts majors. Nonquantitative survey of fundamentals of measurement, molecular structure, reactivity, and organic chemistry; applications to textiles, environmental, consumer, biological, and drug chemistry. <u>Not open to students who have taken 111 or 103.</u> (See UNCG catalogue.)
COM 105	Speech Composition and Delivery	3	0	3	Essentials of speech making, with emphasis on the development of personal skill in effective organization and delivery of oral messages.
COM 106	Communication in Society	3	0	3	Introduction to contemporary theory and practice of human communication; models; interpersonal, public and mass communication; intercultural and interracial communication; the effects of advertising, propaganda and political campaigning.
COM 121	Drama Appreciation	3	0	3	Theatre as an art form: how the actor, director and designer function. Outstanding plays of major periods demonstrate the technical and aesthetic aspects of theatrical production. Illustrated lectures, demonstration and classroom experiments.
DCE 200	Dance Appreciation	3	0	3	Dance as an art form: historical and aesthetic perspectives, basic dance elements and the relationship to other arts. Lectures, films, demonstrations and practical dance experience.
ECO 201	Principles of Microeconomics	3	0	3	An introduction to microeconomic principles and methods of analysis. Topics include: market system, supply and demand, shortage and surpluses, study of competition and monopoly. Economic principles used to study specific social problems.
ECO 202	Principles of Macroeconomics	3	0	3	An introduction to elementary macroeconomic principles and methods of analysis. The application of macroeconomic principles to selected social issues. Topics include the national income, the monetary system, inflation, recession, the national debt, international trade and economic growth.
ENG 099X	Grammar and Writing	3	0	3	Preparatory course for freshman English and other liberal arts courses. The emphasis of the course is on basic writing and critical thinking. Instruction in writing covers grammar, paragraph development and organization of longer essays.
ENG 101X	English Composition	3	0	3	
ENG 102X	English Composition	3	0	3	Designed to develop ability to read with discrimination and to write effectively. First semester: practice in expository writing, study of essays. Second semester: continued practice in writing expository, practice in use of source materials.
ENG 105	Approach to Fiction	3	0	3	Reading and analysis of representative American and English novels and short stories, including the contemporary. Introduction to critical concepts and evaluation of fiction.
ENG 106	Approach to Poetry	3	0	3	Close reading and analysis of poetry, introduction to critical concepts and vocabulary useful in the study and appreciation of poetry.
ENG 107	Approach to Drama	3	0	3	Close reading and analysis of world drama from ancient Greeks to present, with emphasis on works of modern playwrights. Introduction to critical concepts and vocabulary useful in the study of drama.
ENG 211	Eng. Masters: Medieval & Renaissance	3	0	3	Major poets and dramatists read within the context of their times: Chaucer, Spenser, Shakespeare, Milton and others.
ENG 212	Eng. Masters: Neoclassical to Modern	3	0	3	Major authors of the Augustan, Romantic and Victorian periods studied in relation to their times and tradition: Pope, Swift, Wordsworth, Tennyson and others.
ENG 221	Writing of Poetry	3	0	3	An introductory workshop in writing poetry for students beyond the freshman year.
ENG 251	American Masters	3	0	3	Classic authors and their contributions to the intellectual life of America: Hawthorne, Melville, Poe, Whitman and others.
ENG 252	Modern American Masters	3	0	3	Late nineteenth and twentieth century authors and their contributions to the development of modern thought: Twain, Frost, Faulkner, Hemingway and others.
GEO 201	Cultural Geography	3	0	3	An introductory game/project oriented course concerned with the characteristics, descriptions, development and spatial arrangements of world cultures or "way of life."
GEO 202	World Production & Marketing System	3	0	3	The characteristics and location of the world's resources, theory of industrial location, world patterns of industry.
GEO 211	Our Changing Weather & Climate	3	0	3	An introduction to the nature, origin, processes and dynamics of the earth's atmospheric environment. Consideration also of man's inadvertent modification of weather and of the inherent variability of climate with time.
GEO 212	Physical Geog.: Landscape Processes	3	0	3	An examination of the physical and chemical processes responsible for the development of the earth's varied terrain characteristics. Environmental problems involving man's impact on landscape and river systems are also covered.
HEA 201	Health: A Personal Look	3	0	3	Study of health needs and problems designed to foster understanding and attitudes needed for intelligent decision-making related to present and future health behaviors. Fulfills teacher certification requirements. Elective for all others.
HIS 211	The United States: A General Survey	3	0	3	
HIS 212	The United States: A General Survey	3	0	3	First semester to 1865, second semester since 1865.

College Transfer (UNCG Extension) Course Descriptions

HIS	217	The World in the Twentieth Century	3	0	3
HIS	218	The World in the Twentieth Century	3	0	3
		Major developments which have shaped contemporary world, with emphasis on two world wars, Russian and Chinese revolutions, emergence of a third world of new nations and impact of modernization and mass culture. First semester 1900-1939, second semester since 1939.			
MAT	098	Introductory Algebra	3	0	3
		Preparation for Intermediate Algebra (Math 099) with the ultimate goal of achieving a "C" or better in College Algebra (Math 119). Major topics include a review of basic math skills, algebraic expressions, linear equations, graphing, polynomials, factoring and problem solving. Prerequisite: The student must demonstrate mastery of basic computation by (a) an adequate score on the RCC placement test in computation or (b) a "C" or better in RCC's course Computation (Math 097).			
MAT	099X	Intermediate Algebra	3	0	3
		Intermediate Algebra prepares the student for work in College Algebra (Math 119) and college-level physical sciences. The instructor will cover in greater depth the topics covered in Introductory Algebra: algebraic expressions, linear equations, graphing, polynomials, factoring, rational expressions, exponents, radical expressions, quadratic equations and problem-solving. The instructor will stress application of principles and, as students show need, direct special study with the goal of developing abstract and formal reasoning. Prerequisite: The student must demonstrate mastery of introductory algebra by presenting a "C" or better in high school Algebra I <u>and</u> by achieving an adequate score on the College's <u>Elementary Algebra</u> placement test.			
MAT	119	College Algebra	3	0	3
		Review of elementary algebra, equations, inequalities, relations, functions, transformation, graphing, complex numbers, polynomials and rational functions. Prerequisite: Algebra II proficiency.			
MAT	121	Analytic Trigonometry	3	0	3
		Review of relations, trigonometric (circular) functions and identities, exponential and logarithmic functions, solutions of triangles, equations of second degree and their graphs.			
MAT	191	Calculus I	3	0	3
		Limits and introductory differential calculus of functions of one variable. Prerequisite: 4 units of high school math including advanced algebra and trigonometry or a grade of at least "C" in Math 119.			
MUS	241	Music Appreciation	3	0	3
		Introduction to literature of music, designed to give students a general understanding of musical forms and styles. Does not require previous musical training. Listening labs will be scheduled at the discretion of the instructor. Not open to music majors.			
PHI	111	Introduction to Philosophy	3	0	3
		Discussion of the views and methods of major philosophers. Study of topics drawn from metaphysics and epistemology, such as the foundations and scope of human knowledge, personal identity, freedom and determinism and the mind-body problem.			
PSC	105	Political Issues	3	0	3
		Introduction to the basic issues, concepts and approaches used to study political institutions and behavior. Emphasis on fundamental aspects of politics in general.			
PSC	200	American Politics	3	0	3
		Organization and behavior of the institutions, groups and persons in American national government and politics. Emphasis varies by instructor and semester. An introductory level course.			
PSY	221	General Psychology	3	0	3
		Survey of psychology. Includes psychology as science, nervous system, growth and development, sensory and perceptual processes, motivation, emotion, learning, personality (normal and pathological), statistics, testing, intelligence, aptitudes and achievement. Students may not take both 221 and 223 for credit.			
RED	099X	Reasoning & Vocabulary	3	0	3
		Preparation for general education by developing students' skills of analysis and synthesis. Major topics of this course are vocabulary development, reading comprehension, formal logic and, as students show need, special study in inductive and deductive thinking.			
SOC	211	Introduction to Sociology	3	0	3
		Scientific study of social behavior including factors involved in functioning and development of human society such as culture, personality, social organization, institutions, stratification, social process and social change.			
SPA	101	Beginning Spanish	3	0	3
SPA	102	Beginning Spanish	3	0	3
		Introduction to Spanish with practice in listening, speaking, writing and reading. Supplementary instruction in the laboratory. 101 is prerequisite to 102.			
SPA	203	Intermediate Spanish	3	0	3
SPA	204	Intermediate Spanish	3	0	3
		Review and further study of basic Spanish structures with emphasis on active use of language skills: listening, speaking, writing, reading. 203 is prerequisite to 204.			
SWK	215	Introduction to Social Work	3	0	3
		Introduction to social welfare programs and social work practice. Topics include: social problems confronting society, societal and community helping resources, social work practice in a changing society. Field observation required.			
WCV	101	Western Civilization	3	0	3
WCV	102	Western Civilization	3	0	3
		Interdisciplinary study of Western Civilization emphasizing critical developments from ancient to modern times. Will emphasize themes relating history to the humanities, social sciences or natural sciences.			
WMS	250	An Introduction to Womens Studies: The American Woman	3	0	3
		A multidisciplinary introduction to the study of images, roles and status of women in American history and culture. Special attention will be paid to the developments of sex roles and the social mythology which surrounds them.			

Commercial Graphics - Degree

The Commercial Graphics curriculum is designed to provide students with knowledge and skills necessary for employment in the graphic communications profession, which deals with the design, illustration and mechanical preparation of printed promotional material. This curriculum provides the students with a sound, competitive foundation in the creative and/or the technical and mechanical areas of this profession.

The student is trained in the development of the concept and physical design for promotional

materials such as newspaper or magazine ads, posters, folders, letterheads, corporate symbols, brochures, booklets or package illustration. The program of study emphasizes design, advertising, preparation of art for printing, lettering, typesetting, photography, screen printing and offset printing.

Graduates of this curriculum will find employment opportunities with graphic design and commercial art studios, advertising agencies, printing companies, department stores, a wide variety of manufacturing industries, newspapers and businesses with in-house graphic operations.

Instruction in the use of computers for design, desktop publishing and drawing is offered as part of course content in a number of studio courses. Such instruction can enable a graduate to fill the position of a computer layout artist.

Entry Level Job Opportunities

Graphic Designer/Artist

Layout Artist

Paste-up/Mechanical Artist

Typographer

Graphic Arts Technician

Small Offset Press Operator

Print Shop Technician

Advanced Level Job Opportunities

Art Director

Creative Director/Coordinator

Advertising Manager

Media Coordinator

Illustrator

Advanced Pre-press Technician

Production Supervisor

SUGGESTED CURRICULUM BY QUARTERS DEGREE

			Hours/Week		Qtr. Hrs.
			Class	Lab	Credit
FIRST QUARTER			(Fall)		
ENG 204	Oral Communications		3	0	3
DES 120	Life Drawing I		0	6	2
ART 101	History of Art I		3	0	3
DES 104	Visual Design I		3	6	5
DFT 101	Technical Drafting		0	6	2
			9	18	15
SECOND QUARTER			(Winter)		
ENG 101	Composition I		3	0	3
ART 111	History of Art II		3	0	3
DES 114	Visual Design II		3	6	5
CGT 110	Lettering and Type		2	6	4
DES 220	Life Drawing II		0	6	2
			11	18	17
THIRD QUARTER			(Spring)		
ENG 102	Composition II		3	0	3
ART 121	History of Art III		3	0	3
DES 124	Visual Design III		3	6	5
CAT 125	Graphic Design I		2	6	4
MAT 111	Mathematical Problem Solving		5	0	5
			16	12	20
FOURTH QUARTER			(Fall)		
ENG 103	Report Writing		3	0	3
CAT 207	Graphic Design II		2	9	5
CGT 214	Graphic Arts I		2	9	5
CAT 101	Advertising Principles		3	0	3
			10	18	16
FIFTH QUARTER			(Winter)		
CAT 209	Graphic Design III		3	6	5
CGT 216	Graphic Arts II		3	6	5
CGT 218	Illustration I		2	6	4
	Social Science Elective		3	0	3
			11	18	17
SIXTH QUARTER			(Spring)		
CAT 211	Graphic Design IV		3	6	5
CGT 222	Graphic Arts III		3	6	5
CAT 116	Photography I		2	6	4
	Humanities Elective		3	0	3
			11	18	17
SEVENTH QUARTER			(Summer)		
CGT 220	Illustration II		2	9	5
CGT 223	Special Design Projects		3	9	6
CAT 217	Photography II		2	6	4
			7	24	15

TOTAL QUARTER HOURS CREDIT: 117

Computer Office Automation Technology - Diploma & Degree

The purpose of Computer Office Automation Technology is to prepare students for employment with business, industry and government organizations that use computers to process information. Students will learn to use an array of software (such as spreadsheet, data base, communication and word processing packages) to solve common accounting, finance, forecasting, marketing, sales, scheduling and statistical

problems. Students will also learn the fundamentals of interfacing microcomputers with other hardware devices including mainframe computers and telephone modems. This program emphasizes the development of office automation applications and systems that address managerial information processing needs.

SUGGESTED CURRICULUM BY QUARTERS

DIPLOMA AND DEGREE

		<u>Hours/Week</u>		<u>Qtr. Hrs.</u>
		<u>Class</u>	<u>Lab</u>	<u>Credit</u>
FIRST QUARTER (Fall)				
COA 100	Intra. to Office Automat. Tech.	3	2	4
COA 102	Keyboarding	0	2	1
COA 110	Word Processing Fundamentals	3	2	4
MAT 111	Mathematical Problem Solving	5	0	5
ENG 204	Oral Communications	3	0	3
		14	6	17

SECOND QUARTER (Winter)				
COA 105	BASIC Programming	3	2	4
COA 120	Spreadsheet Fundamentals	3	2	4
BUS 120	Accounting I	5	2	6
ENG 101	Composition I	3	0	3
		14	6	17

THIRD QUARTER (Spring)				
COA 130	Data Base Fundamentals	3	2	4
COA 140	Microcomputer Graphics	3	2	4
BUS 121	Accounting II	5	2	6
ENG 102	Composition II	3	0	3
		14	6	17

FOURTH QUARTER (Summer)				
COA 115	Microcomputer Acct. Appl.	3	2	4
COA 150	Microcomputer Operations	3	2	4
BUS 122	Accounting III	5	2	6
ENG 103	Report Writing	3	0	3
		14	6	17

TOTAL QUARTER HRS. CREDIT FOR DIPLOMA: 68

FIFTH QUARTER (Fall)				
COA 101	Personal Computer Applications	1	2	2
COA 205	Office Automation Systems Analysis	3	2	4
COA 210	Word Processing Applications	3	2	4
COA 235	Microcomputer Interfacing & Maintenance	3	2	4
PSY 204	Human Relations	3	0	3
		13	8	17

SIXTH QUARTER (Winter)				
COA 215	Office Automation Syst. Design	3	2	4
COA 220	Spreadsheet Applications	3	2	4
COA 245	Systems Architecture	3	2	4
BUS 229	Taxes	3	2	4
		12	8	16

SEVENTH QUARTER (Spring)				
COA 225	Off. Auto. Syst. Implementation	3	2	4
COA 230	Data Base Applications	3	2	4
COA 255	Data Communications	3	2	4
	Humanities Elective	3	0	3
		12	6	15

TOTAL QUARTER HRS. CREDIT FOR DEGREE: 116

Entry Level Job Opportunities

Microcomputer Salesperson
Sales Representative, Office Equipment
Telecommunications Operator
Office Automation Specialist
Information Center Specialist
Technical Support Specialist
Microcomputer Service Technician

Advanced Level Jobs

Word Processing Supervisor
Office System Analyst
Microcomputer Service Manager
Microcomputer System Analyst

Desktop Publishing - Diploma

The Desktop Publishing curriculum is designed to provide students with knowledge and skills necessary for self-employment or employment with business, industry or government organizations that use computers for desktop publishing. Students will learn to integrate a variety of software and hardware to produce single-and multiple-page publications. This curriculum emphasizes design and layout as well as composing, formatting, editing and proofreading text.

Word processing, spreadsheet, data base, page layout, graphics and clip art packages are areas of study in the curriculum. Students will be able to determine criteria for selection of hardware and software needed for desktop publishing.

SUGGESTED CURRICULUM BY QUARTERS DIPLOMA

			<u>Hours/Week</u>		<u>Qtr. Hrs.</u>
			<u>Class</u>	<u>Lab</u>	<u>Credit</u>
FIRST QUARTER (Fall)					
DTP 110	Desktop Publishing I	3	6	5	
ENG 203	Proofreading and Editing	3	0	3	
COA 100	Intro. to Office Auto. Tech.	3	2	4	
COA 102	Keyboarding	0	2	1	
BUS 113	Word/Information Processing I	3	2	4	
or					
COA 110	Word Processing Fundamentals	3	2	4	
MAT 111	Mathematical Problem Solving	5	0	5	
		17	12	22	

SECOND QUARTER (Winter)					
DTP 100	Layout and Design	3	6	5	
DTP 120	Desktop Publishing II	3	6	5	
BUS 213	Word/Information Processing III	3	2	4	
or					
COA 120	Spreadsheet Fundamentals	3	2	4	
ENG 101	Composition I	3	0	3	
PSY 204	Human Relations	3	0	3	
		15	14	20	

THIRD QUARTER (Spring)					
DTP 105	Graphic Software Introduction	3	6	5	
DTP 130	Desktop Publishing III	3	6	5	
COA 130	Data Base Fundamentals	3	2	4	
COA 140	Microcomputer Graphics	3	2	4	
ENG 102	Composition II	3	0	3	
		15	16	21	

FOURTH QUARTER (Summer)					
DTP 140	Desktop Presentations	3	6	5	
COA 150	Microcomputer Operations	3	2	4	
ENG 103	Report Writing	3	0	3	
ENG 204	Oral Communications	3	0	3	
BUS 195	Small Business Operations	3	0	3	
or		15	8	18	
232	Sales Development				
or					
239	Marketing				

TOTAL QUARTER HOURS CREDIT: 81

Job Opportunities

Desktop Publisher

Desktop Publisher Salesperson

Desktop Publishing Applications Specialist

Electronics Engineering Technology - Degree

The Electronics curriculum provides a basic background in electronic related theory, with practical applications of electronics for business and industry. Courses are designed to develop competent electronics technicians who may work as assistants to engineers or as liaisons between engineers and skilled craftspersons.

The electronics technician will start in one or more of the following areas: research, design, development, production, maintenance or sales. The graduate may begin as an electronics technician, an engineering aide, laboratory technician, supervisor or equipment specialist.

SUGGESTED CURRICULUM BY QUARTERS DEGREE

		<u>Hours/Week</u>		<u>Qtr. Hrs.</u>
		<u>Class</u>	<u>Lab</u>	<u>Credit</u>
<u>FIRST QUARTER</u> (Fall)				
ENG 204	Oral Communications	3	0	3
EDP 104	Introduction to Computers	3	2	4
ELN 111	Introduction to Technology	3	2	4
	Social Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
		12	4	14
<u>SECOND QUARTER</u> (Winter)				
ENG 101	Composition I	3	0	3
MAT 101	Algebra and Trigonometry I	5	0	5
ELC 112	Electrical Fundamentals I	5	4	7
ELN 118	Digital Electronics I	<u>3</u>	<u>4</u>	<u>5</u>
		16	8	20
<u>THIRD QUARTER</u> (Spring)				
ENG 102	Composition II	3	0	3
MAT 102	Algebra and Trigonometry II	3	0	3
ELC 113	Electrical Fundamentals II	5	4	7
ELN 131	Electronics I	<u>3</u>	<u>4</u>	<u>5</u>
		14	8	18
<u>FOURTH QUARTER</u> (Summer)				
ENG 103	Report Writing	3	0	3
ELC 114	Electrical Fundamentals III	3	2	4
ELN 132	Electronics II	5	4	7
DFT 102	Technical Drafting	0	6	2
MAT 103	Advanced Mathematics I	<u>3</u>	<u>0</u>	<u>3</u>
		14	12	19
<u>FIFTH QUARTER</u> (Fall)				
MAT 201	Advanced Mathematics II	3	0	3
PHY 101	Physics I	3	2	4
ELN 219	Digital Electronics II	3	4	5
ELN 220	Electronic Systems I	<u>4</u>	<u>4</u>	<u>6</u>
		13	10	18
<u>SIXTH QUARTER</u> (Winter)				
PHY 102	Physics II	3	2	4
ELN 222	Electronics Systems II	5	4	7
ELN 224	Electronics Syst. III-Microproc.	5	4	7
	Humanities Elective	<u>3</u>	<u>0</u>	<u>3</u>
		16	10	21
<u>SEVENTH QUARTER</u> (Spring)				
PHY 104	Physics III	3	2	4
ELM 225	Industrial Electronics	5	4	7
ELN 226	Troubleshooting	2	4	4
ELN 246	Electronics Design Project	<u>0</u>	<u>6</u>	<u>3</u>
		10	16	18
<u>EIGHTH QUARTER</u> (Summer)				
ENG 204	Oral Communications	3	0	3
	(for deficient English students)			
	Social Science Elective	3	0	3
	(for deficient Math students)			

TOTAL QUARTER HOURS CREDIT: 128

Job Opportunities

Electronics Technician

Electrical Tester

Electronics Engineering Technician

Electronics Mechanic

Electronic Sales and Service Technician

Floriculture - Degree

The Floriculture curriculum is designed to provide students with skills in growing, marketing, and arranging greenhouse grown flowers and potted plants, as well as skills in the use of silk and dried flowers. The course of study includes instruction in principles of design, floral design, and visual merchandising; small business operations; greenhouse operation and management; and plant and flower identification. Graduates of this curriculum should find job opportunities with retail and wholesale florists, interior plantscape firms, nursery and garden centers, theme parks and zoos, horticultural and floral supply companies, and landscape maintenance companies.

Job Opportunities

Flower Buyer

Floral Designer

Floral Salesperson

Flower Shop Supervisor

Owner/Manager of Retail Flower Shop

Nursery and Greenhouse Operator

SUGGESTED CURRICULUM BY QUARTERS DEGREE

			Hours/Week		Qtr. Hrs.
			Class	Lob	Credit
FIRST QUARTER (Fall)					
ENG 204	Oral Communications		3	0	3
FLO 101	Floral Design I		3	4	5
FLO 112	Floral Art and Color		3	0	3
AGR 185	Soil Science Fertilizers		3	2	4
MAT 111	Mathematical Problem Solving		5	0	5
			17	6	20
SECOND QUARTER (Winter)					
ENG 101	Composition I		3	0	3
FLO 102	Floral Design II		3	4	5
HOR 150	General Horticulture		3	2	4
HOR 160	Plant Identification I		5	0	5
BUS 102	Keyboarding		2	3	3
			16	9	20
THIRD QUARTER (Spring)					
ENG 102	Composition II		3	0	3
FLO 103	Floral Design III		3	4	5
	Major Elective		3	0	3
HOR 170	Plant Disease and Pest Control		5	2	6
HOR 254	Plant Propagation		2	4	4
			16	10	21
(Optional)					
FOURTH QUARTER (Summer)					
FLO 199	Work Experience & Assignment in Exotic House Plants		0	40	4
			0	40	4
FIFTH QUARTER (Fall)					
ENG 103	Report Writing		3	0	3
FLO 204	Floral Design IV		3	6	6
FLO 221	Specialty Purchasing		3	0	3
HOR 224	Landscape Maintenance		2	4	4
	Related Elective		3	0	3
			14	10	19
SIXTH QUARTER (Winter)					
HOR 251	Landscape Planning		2	2	3
HOR 259	Garden Center Operations		2	2	3
FLO 205	Floral Design V		2	8	6
BUS 120	Accounting I		5	2	6
PSY 204	Human Relations		3	0	3
			14	14	21
SEVENTH QUARTER (Spring)					
HOR 283	Greenhouse Management		2	4	4
FLO 206	Floral Design VI		2	4	4
FLO 237	Floral Shop Operation & Mgmt.		4	6	7
	Humanities Elective		3	0	3
			11	14	18
TOTAL QUARTER HOURS CREDIT (Required): 122					

General Office - Degree

The purposes of the General Office curriculum are to: (1) prepare the individual to enter clerical/office occupations, (2) provide an educational program for individuals wanting education for upgrading (moving from one position to another) or retraining (moving from present position to a clerical position), and (3) provide an opportunity for individuals wanting to fulfill professional or general interest needs.

These purposes will be fulfilled through skill development in the areas of typewriting, filing and business machines. Through these skills and through development of personal competencies and qualities, individuals will be able to function effectively in office-related activities.

SUGGESTED CURRICULUM BY QUARTERS

DEGREE

			<u>Hours/Week</u>		<u>Qtr. Hrs.</u>
			<u>Class</u>	<u>Lab</u>	<u>Credit</u>
FIRST QUARTER (Fall)					
ENG 204	Oral Communications	3	0	3	
MAT 111	Mathematical Problem Solving	5	0	5	
BUS 101	Introduction to Business	5	0	5	
BUS 102	Keyboarding	2	3	3	
BUS 110	Office Computations	3	2	4	
		18	5	20	
SECOND QUARTER (Winter)					
ENG 101	Composition I	3	0	3	
BUS 103	Document Formatting	2	3	3	
BUS 115	Business Law I	3	0	3	
BUS 120	Accounting I	5	2	6	
PSY 204	Human Relations	3	0	3	
		16	5	18	
THIRD QUARTER (Spring)					
ENG 102	Composition II	3	0	3	
BUS 104	Document Production	2	3	3	
BUS 112	Records Management	3	2	4	
BUS 113	Word/Information Processing I	3	2	4	
BUS 121	Accounting II	5	2	6	
		16	9	20	
FOURTH QUARTER (Fall)					
ENG 103	Report Writing	3	0	3	
BUS 209	Elements of Transcription	3	0	3	
BUS 212	Word/Information Processing II	3	2	4	
BUS 235	Business Management	3	0	3	
COA 100	Intro. to Off. Automation Tech.	3	2	4	
		15	4	17	
FIFTH QUARTER (Winter)					
ENG 206	Business Communications	3	0	3	
BUS 211	Machine Transcription	2	2	3	
BUS 213	Word/Information Processing III	3	2	4	
BUS 214	Administrative Off. Proc. I	3	2	4	
BUS 229	Taxes	3	2	4	
		14	8	18	
SIXTH QUARTER (Spring)					
BUS 134	Professional Development	3	0	3	
BUS 215	Administrative Off. Proc. II	3	2	4	
BUS 272	Principles of Supervision	3	0	3	
	Business Elective	3	0	3	
	Humanities Elective	3	0	3	
		15	2	16	

TOTAL QUARTER HOURS CREDIT: 109

Entry Level Job Opportunities

Data Typist

Clerk Typist

Typist

Payroll Clerk

File Clerk I

General Office Clerk

Posting Clerk

General Clerk

Appointment Clerk

Receptionist

Business Machine Operator

Advanced Level Job Opportunities

File Clerk II

Billing Typist

Accounting Clerk

Correspondence Clerk

Administrative Clerk

Personnel Clerk

Transcribing Machine Operator Supervisor

Duplicating Machine Operator III

Automatic Typewriter Operator

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Industrial Electricity - Diploma

The Industrial Electricity Program is designed to prepare students for the installation, repair and maintenance of electrical equipment. The emphasis is on motors and related control systems, but students who take the basic courses will have sufficient knowledge and skill to work as helpers for electricians or repairmen in house wiring, small appliance repair, industrial maintenance, linemen and related jobs.

SUGGESTED CURRICULUM BY QUARTERS
DIPLOMA

		<u>Hours/Week</u>		<u>Qtr. Hrs.</u>
		<u>Class</u>	<u>Lab</u>	<u>Credit</u>
FIRST QUARTER (Fall)				
ELC	1104 Basic Electricity I	5	9	8
ELN	1106 Instrument Familiarization	3	6	5
MAT	1115 Electrical Math	5	0	5
		13	15	18
SECOND QUARTER (Winter)				
ELC	1105 Basic Electricity II	5	9	8
ELN	1111 Electro-Mech. Relays & Sym.	3	6	5
ENG	1101 Reading Improvement	2	0	2
PSY	1101 Human Relations	3	0	3
		13	15	18
THIRD QUARTER (Spring)				
ELC	1115 AC & DC Machinery	3	6	5
ELN	1118 Industrial Electronics	3	6	5
DFT	1110 Blueprint Reading: Bld. Trades	0	3	1
ENG	1102 Communication Skills	3	0	3
PHY	1101 Applied Science	3	2	4
		12	17	18
FOURTH QUARTER (Summer)				
ELC	1125 Industrial Wiring Practices	5	6	7
ELN	1119 Industrial Electronics	3	6	5
DFT	1113 Blueprint Reading: Electrical	0	3	1
DFT	1180 Drafting Trades I	2	2	3
WLD	1101 Basic Welding	0	3	1
		10	20	17
TOTAL QUARTER HOURS CREDIT: 71				

Job Opportunities

Electrical Apprentice - Entry Level

Electrician - Advanced Level

Interior Design Technology - Degree

The Interior Design curriculum prepares students for a variety of job opportunities in the fields of both residential and nonresidential design. The course of study includes principles and elements of design, drafting, visual communication techniques, the history of styles, currently manufactured products, color theory, furniture design and construction, floor coverings, fabrics, window treatments, wall coverings, paint, accessories and lighting. Students have the opportunity to cover the elements of interior design and to demonstrate their abilities in interior coordination.

Graduates of this program may qualify for various positions with interior design studios, furniture manufacturers, architects, furniture design studios, photography studios and any type of business dealing with interior furnishings.

SUGGESTED CURRICULUM BY QUARTERS DEGREE

			<u>Hours/Week</u>		<u>Qtr. Hrs.</u>
			<u>Class</u>	<u>Lab</u>	<u>Credit</u>
FIRST QUARTER (Fall)					
ENG 204	Oral Communications	3	0	3	
ART 101	History of Art I	3	0	3	
DES 102	Design I	3	6	5	
DFT 101	Technical Drafting	0	6	2	
DES 108	Basic Drawing	2	4	4	
		11	16	17	
SECOND QUARTER (Winter)					
ENG 101	Composition I	3	0	3	
ART 111	History of Art II	3	0	3	
DES 112	Design II	3	6	5	
DFT 108	Architectural Drafting	0	6	2	
DES 125	Color Theory and Application	2	4	4	
		11	16	17	
THIRD QUARTER (Spring)					
ENG 102	Composition II	3	0	3	
ART 121	History of Art III	3	0	3	
DES 122	Design III	3	6	5	
DFT 140	Layout Drafting	0	6	2	
MAT 111	Mathematical Problem Solving	5	0	5	
		14	12	18	
FOURTH QUARTER (Fall)					
ENG 103	Report Writing	3	0	3	
DES 203	Introduction to Interior Design	2	9	5	
DES 207	Market Materials I	1	2	2	
DES 205	History of Early Interior Design	5	0	5	
		11	11	15	
FIFTH QUARTER (Winter)					
DES 212	Residential Design	2	9	5	
DES 208	Market Materials II	1	2	2	
DES 223	Survey of Decorative Arts	5	0	5	
DES 206	Furniture Design & Construction	2	3	3	
	Social Science Elective	3	0	3	
		13	14	18	
SIXTH QUARTER (Spring)					
DES 222	Residential Design	2	9	5	
BUS 236	Business Practices & Principles for Interior Designers	3	0	3	
DES 231	Commercial Design	2	9	5	
DES 241	Survey of 20th Century Design	3	0	3	
	Humanities Elective	3	0	3	
		13	18	19	
SEVENTH QUARTER (Summer)					
DES 260	Special Projects	2	12	6	
DES 262	Commercial Design	2	12	6	
		4	24	12	

TOTAL QUARTER HOURS CREDIT: 116

Job Opportunities

Interior Designer (Paraprofessional) - Entry Level

Interior Decorator - Entry Level

Interior Designer - Advanced Level

Machinist - Diploma

The Machinist curriculum gives individuals the opportunity to acquire basic skills and related technical information necessary to gain employment as machinists. The machinist is a skilled metalworker who shapes metal by using machine tools and hand tools. Machinists must be able to set up and operate the machine tools found in a modern shop. The machinist is able to select the proper tools and materials required for each job and to plan the cutting and finishing operations in their proper order so that the work can be finished according to blueprint or written specifications. The machinist makes computations relating to dimensions of work, tooling, feeds and speeds of machining. Precision measuring instruments are used to measure the accuracy of work. The machinist also must know the characteristics of metals so that annealing and hardening of tools and metal parts can be accomplished in the process of turning a block of metal into an intricate precise part.

Entry Level Job Opportunities

Machinist Apprentice
 Die Maker Apprentice
 Tool Maker Apprentice
 Tool and Die Maker Apprentice
 Machine Set-up Operator
 Quality Control Foreman
 Turret Lathe Set-up Operator
 Tool Machine Set-up Operator
 Electrical Discharge Machine Set-up Operator

Advanced Level Job Opportunities

Machinist
 Maintenance Machinist

**SUGGESTED CURRICULUM BY QUARTERS
DIPLOMA**

		<u>Hours/Week</u>		<u>Qtr. Hrs.</u>
		<u>Class</u>	<u>Lab</u>	<u>Credit</u>
FIRST QUARTER (Fall)				
MEC	1101 Mach. Shop Theory & Prac. I	3	12	7
MAT	1101 Fundamentals of Mathematics	5	0	5
DFT	1104 Blueprint Reading: Mechanical	1	2	2
WLD	1101 Basic Welding	0	3	1
MEC	1115 Treatment of Ferrous Metals	2	3	3
		11	20	18
SECOND QUARTER (Winter)				
MEC	1102 Mach. Shop Theory & Pract. II	3	12	7
MAT	1103 Shop Math I	3	0	3
DFT	1106 Blueprint Reading: Mechanical	1	2	2
ENG	1101 Reading Improvement	2	0	2
MEC	1116 Treatment of Non-Ferrous Metals	2	3	3
PSY	1101 Human Relations	3	0	3
		14	17	20
THIRD QUARTER (Spring)				
MEC	1103 Mach. Shop Theory & Pract. III	4	12	8
DFT	1106 Blueprint Reading: Mechanical	1	2	2
MAT	1104 Shop Math II	3	0	3
ENG	1102 Communication Skills	3	0	3
PHY	1101 Applied Science	3	2	4
		14	16	20
FOURTH QUARTER (Summer)				
MEC	1104 Mach. Shop Theory & Practice IV	4	12	8
MAT	1123 Shop Math III	3	0	3
DFT	1180 Drafting Trades I	2	2	3
		9	14	14

TOTAL QUARTER HOURS CREDIT: 72

Photofinishing - Diploma and Degree

The Photofinishing curriculum is designed to provide the photofinishing industry with personnel for the operation, maintenance, quality control and supervision of a photofinishing plant.

The curriculum prepares students with theoretical and practical knowledge in photography, photomechanisms, photoelectronics, photofinishing techniques and supporting technology. Additional experiences will be provided in custom-finishing and supervision of processing with specialized emphasis on areas covered earlier in the curriculum.

Students may find early employment opportunities as operators of photofinishing equipment. Employment opportunities exist for individuals completing the program as custom and machine printers, quality control specialists, service representatives, inspectors and on the advanced level in supervisory positions in all areas mentioned.

SUGGESTED CURRICULUM BY QUARTERS DIPLOMA AND DEGREE

				Hours/Week	Qtr. Hrs.
				Class Lob	
FIRST QUARTER (Fall)					
PFN 110	Process Control	2	8	6	
PHO 111	Fundamentals of Photography	4	8	8	
PHO 113*	Photochemistry	4	2	5	
PHO 114	Photographic Corr. & Finishing I	0	4	2	
		10	22	21 (16)	
SECOND QUARTER (Winter)					
PHO 123A*	Materials and Processes I	4	0	4	
PFN 127	Introduction to Machine Proc.	2	8	6	
PFN 128	Introduction to Machine Printing	2	8	6	
ENG 101	Composition I	3	0	3	
	* Humanities Elective	3	0	3	
		14	16	22 (15)	
THIRD QUARTER (Spring)					
PHO 124	Photographic Corr. & Finishing II	0	4	2	
PHO 133A*	Materials and Processes II	2	0	2	
PFN 134	Adv. Photofinishing Processes	2	12	8	
PEL 130	Electricity for Photoelectronics	2	2	3	
ENG 102	Composition II	3	0	3	
MAT 111*	Mathematical Problem Solving	5	0	5	
		14	18	23 (16)	
FOURTH QUARTER (Summer)					
PFN 143	Custom Color Printing I	1	4	3	
PFN 144	Mini-Lab Oper., Maint. & Mgmt.	2	4	4	
PFN 147	Photographic Machine Maint.	2	12	8	
PEL 140*	Basic Electronics	2	2	3	
ENG 103	Report Writing	3	0	3	
		10	22	21 (18)	

*Courses not required for diploma

TOTAL QUARTER HRS. CREDIT FOR DIPLOMA: (65)

Entry Level Job Opportunities

Quality Control Technician Assistant

Custom Machine Printer Operator

Film Processing Specialist

Electronic Maintenance

One-Hour Lab Manager

Automatic Printer Operator

Advanced Level Job Opportunities

Quality Control Manager

Technical Service Representative

Equipment Control Manager

Maintenance Technician (Photoelectronics)

Laboratory Manager

Production Manager

Equipment Sales & Service

Lab Owner

Continued on page 56.

Photofinishing - Diploma and Degree

SECOND YEAR CURRICULA: Upon completion of the fourth quarter, the student proceeding to the associate degree selects one of two curricula options: Laboratory Management or Photoelectronics.

PHOTOFINISHING - LABORATORY MANAGEMENT OPTION

			<u>Hours/Week</u>		<u>Qtr. Hrs.</u>
			<u>Class</u>	<u>Lab</u>	<u>Credit</u>
FIFTH QUARTER (Fall)					
PFN 250	Controlled Work Experience- Photofinishing (total hours: 11 class, 330 - 400 employment)	1	40		4
SIXTH QUARTER (Winter)					
PFN 260	Production Supervision	0	8		4
PFN 263	Custom Color Printing II	1	4		3
PFN 264	Custom Processing II	1	4		3
PEL 260	Electronic Imaging Systems	2	2		3
ENG 204	Oral Communications	3	0		3
PSY 204	Human Relations	3	0		3
		10	18		19
SEVENTH QUARTER (Spring)					
PFN 270	Photofinishing Laboratory Management	1	4		3
PHO 274	Adv. Photographic Corr. & Fin.	0	8		4
PEL 277	Introduction to Photoelectronics	1	4		3
BUS 239	Marketing	5	0		5
BUS 272	Principles of Supervision	3	0		3
		10	16		18

TOTAL QUARTER HRS. CREDIT FOR DEGREE: 128

PHOTOFINISHING - PHOTOELECTRONICS OPTION

			<u>Hours/Week</u>		<u>Qtr. Hrs.</u>
			<u>Class</u>	<u>Lab</u>	<u>Credit</u>
FIFTH QUARTER (Fall)					
PEL 252	Photoelectronics I	1	2		2
PEL 253	Electronic Test Equipment Operation & Use	1	2		2
PEL 254	Electronic Technology I	1	2		2
ENG 204	Oral Communications	3	0		3
EDP 104	Introduction to Computers	3	2		4
		9	8		13
SIXTH QUARTER (Winter)					
PEL 260	Electronic Imaging Systems	2	2		3
PEL 262	Photoelectronics II	1	2		2
PEL 264	Electronic Technology II	1	4		3
PEL 265	Electro-Mechanical & Industrial Controls	1	2		2
PSY 204	Human Relations	3	0		3
		8	10		13
SEVENTH QUARTER (Spring)					
PEL 272	Photoelectronics III	1	4		3
PEL 273	Systems Engineering Techniques	1	2		2
PEL 274	Electronic Technology III	1	4		3
PFN 270	Photofinishing Laboratory Management	1	4		3
		4	14		11
PEL 271*	Digital Techniques	3	0		3
BUS 239*	Marketing	5	0		5
BUS 272*	Principles of Supervision	3	0		3
EIGHTH QUARTER (Summer)					
PEL 280	Controlled Work Experience- Photoelectronics (total hours: 11 class, 330 - 400 employment)	1	40		4

*Elective courses to be selected with advisor
Not required for graduation

TOTAL QUARTER HRS. CREDIT FOR DEGREE: 128

Photographic Technology - Diploma and Degree

The Photographic Technology curriculum offers comprehensive training in photographic technique and its application in a major professional area.

Special emphasis is placed on skills and knowledge in the following areas: black-and-white and color photography, studio procedures, laboratory procedures, laboratory production and quality control, lighting techniques, and business and legal aspects. Studies in design, history and aesthetics of photography, basic electronics and electronic applications in the photography industry are incorporated into the curriculum.

Employment opportunities include positions as advertising, architectural, biological, industrial, editorial, news, portrait, catalog, product illustration, school and wedding photographer. In addition, there are opportunities in equipment sales, photographic laboratories, and the field of public relations and advertising.

SUGGESTED CURRICULUM BY QUARTERS

DIPLOMA AND DEGREE

		<u>Hours/Week</u>	<u>Qtr. Hrs.</u>
		<u>Class</u>	<u>Credit</u>
FIRST QUARTER	(Fall)		
PHO 111	Fundamentals of Photography	4	8
PHO 112	Design Laboratory I	0	2
PHO 113	Photochemistry	4	5
PHO 114	Photographic Corr. & Finishing I	0	2
MAT 111*	Mathematical Problem Solving	5	5
ENG 204	Oral Communications	3	3
		16	18
			25 (20)

SECOND QUARTER	(Winter)		
PHO 122*	Design Laboratory II	0	4
PHO 123*	Materials and Processes I	4	2
PHO 125	Basic Object Lighting	1	4
PHO 126	Basic Portrait Lighting	1	4
ENG 101	Composition I	3	0
PSY 204	Human Relations	3	0
PEL 267**	Video Production	(2)	(4)
		12	14
			19 (16)

THIRD QUARTER	(Spring)		
PHO 131	View Camera I	1	4
PHO 132*	Design Laboratory III	0	4
PHO 124	Photographic Corr. & Finishing II	0	4
PHO 133*	Materials and Processes II	2	4
PHO 135*	Product Lighting	1	4
PEL 130	Electricity for Photoelectronics	2	2
ENG 102	Composition II	3	0
PHO 136**	Portrait/Condids Package Photography	(2)	(4)
		9	22
			20 (15)

FOURTH QUARTER	(Summer)		
PHO 141*	View Camera II	1	4
PFN 143	Custom Color Printing I	1	4
PHO 148	Small Format Photography	2	4
PHO 149	Graphics Materials & Appl.	2	4
PEL 140*	Basic Electronics	2	2
ENG 103	Report Writing	3	0
		11	18
			20 (14)

*Courses not required for diploma

**Courses required only for diploma

TOTAL QUARTER HRS. CREDIT FOR DIPLOMA: (65)

Continued on page 58.

Job Opportunities

Still Photographer

Commercial Photographer

Photojournalist

News Photographer

Portrait Photographer

Photographic Technology - Diploma and Degree

SECOND-YEAR CURRICULA. Upon completion of the fourth quarter, the student proceeding to the associate degree selects one of four curricula options: Biomedical Photography, Commercial Photography, Photojournalism, or Portrait Studio Management. Students wishing to broaden their study may audit class hours in options other than

their own. Students desiring additional study in specialty areas not addressed by the scheduled curricula may elect a limited number of hours of individual study provided staff and equipment resources are available in the selected area.

PHOTOGRAPHY - BIOMEDICAL OPTION

		<u>Hours/Week</u>		<u>Qtr. Hrs.</u>
		<u>Class</u>	<u>Lob</u>	<u>Credit</u>
<u>FIFTH QUARTER</u> (Fall)				
PFN 110A	Process Control	2	4	4
PHO 251	Portrait Photography I	1	6	3
PHO 256	Macrophotography/ Photomicrography	1	4	3
BIO 201	Anatomy and Physiology I	4	2	5
		8	16	15
PHO 258*	Individual Study	0	4	2
PHO 259*	Individual Study	0	4	2
<u>SIXTH QUARTER</u> (Winter)				
PHO 265A	Photojournalism I	2	12	8
PHO 268	Audiovisual Production	2	4	4
PEL 260	Electronic Imaging Systems	2	2	3
	Humanities Elective	3	0	3
		9	18	18
PEL 263*	Digital Image Processing	2	4	4
PEL 267*	Video Production	2	4	4
<u>SEVENTH QUARTER</u> (Spring)				
PHO 270	Internship (total hours: 440 employment)			4
<u>EIGHTH QUARTER</u> (Summer)				
PHO 280	Internship (total hours: 440 employment)			4

TOTAL QUARTER HRS. CREDIT FOR DEGREE: 125

PHOTOGRAPHY - COMMERCIAL OPTION

		<u>Hours/Week</u>		<u>Qtr. Hrs.</u>
		<u>Class</u>	<u>Lob</u>	<u>Credit</u>
<u>FIFTH QUARTER</u> (Fall)				
PHO 252	Commercial Photog. I (6 wk.)	2	30	8
	(5 wk. - Studio Intern)		40	2
				10
PHO 258*	Individual Study	0	4	2
PHO 259*	Individual Study	0	4	2
<u>SIXTH QUARTER</u> (Winter)				
PHO 262	Commercial Photography II	2	18	11
PEL 260	Electronic Imaging Systems	2	2	3
	Humanities Elective	3	0	3
PHO 268	Audiovisual Production			
or		2	4	4
PEL 263	Digital Image Processing			
		9	24	21
<u>SEVENTH QUARTER</u> (Spring)				
PHO 272	Commercial Photog. III (6 wk.)	2	30	8
	(5 wk. - Studio Intern)		40	2
				10
PHO 278*	Individual Study	0	4	2
PHO 279*	Individual Study	0	4	2

TOTAL QUARTER HRS. CREDIT FOR DEGREE: 125

*Elective courses not required for degrees

PHOTOGRAPHY - PHOTOJOURNALISM OPTION

		<u>Hours/Week</u>		<u>Qtr. Hrs.</u>
		<u>Class</u>	<u>Lob</u>	
<u>FIFTH QUARTER</u> (Fall)				
PFN	110A Process Control	2	4	4
PHO	250* Controlled Work Exp.- Photojournalism (total hrs.: 11 class, 330-400 employment)	1	40	4
PHO	251* Portrait Photography I	1	6	3
PHO	253* Wedding Photography	1	4	3
PHO	258* Individual Study	0	4	2
PHO	259* Individual Study	0	4	2
A minimum of four credit hours of photography electives are required Fall Quarter.				4
<u>SIXTH QUARTER</u> (Winter)				
PHO	265 Photojournalism I	4	16	12
PEL	260 Electronic Imaging Systems Humanities Elective	2	2	3
		3	0	3
PHO	268 Audiovisual Production or	2	4	4
PEL	263 Digital Image Processing	11	22	22
<u>SEVENTH QUARTER</u> (Spring)				
PHO	275 Photojournalism II	4	16	12
ENG	222 Journalism	3	0	3
		7	16	15
PHO	278* Individual Study	0	4	2
PHO	279* Individual Study	0	4	2

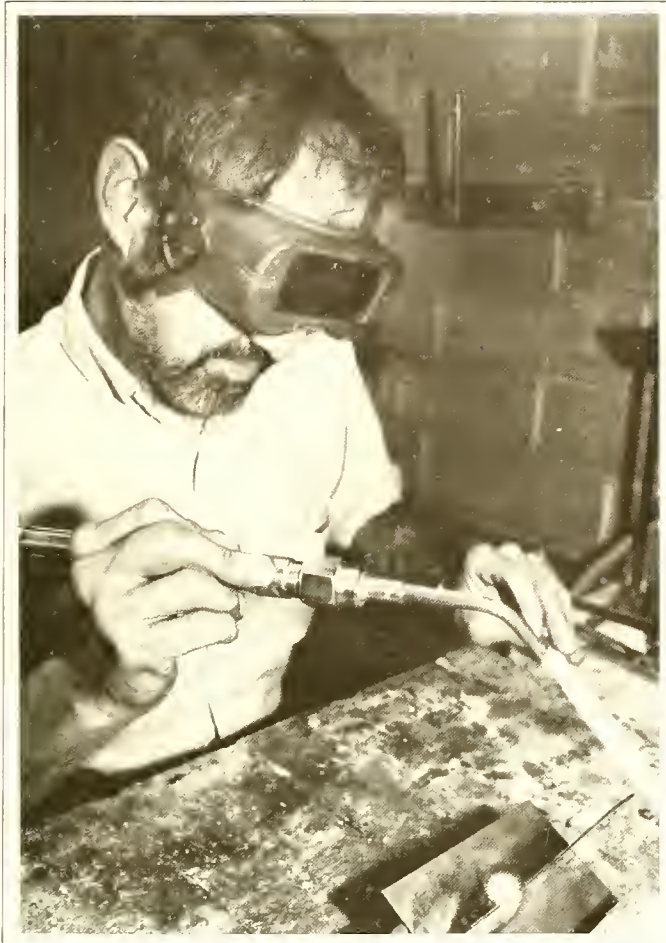
TOTAL QUARTER HRS. CREDIT FOR DEGREE: 125

PHOTOGRAPHY - PORTRAIT STUDIO MANAGEMENT OPTION

		<u>Hours/Week</u>		<u>Qtr. Hrs.</u>
		<u>Class</u>	<u>Lab</u>	<u>Credit</u>
<u>FIFTH QUARTER</u> (Fall)				
PFN 110A	Process Control	2	4	4
PHO 251	Portrait Photography I	1	6	3
PHO 253	Wedding Photography	1	4	3
BUS 232	Sales Development	3	0	3
BUS 235	Business Management	3	0	3
		10	14	16
PHO 258*	Individual Study	0	4	2
PHO 259*	Individual Study	0	4	2
<u>SIXTH QUARTER</u> (Winter)				
PHO 261	Portrait Photography II	1	12	5
BUS 115	Business Law	3	0	3
	Humanities Elective	3	0	3
		7	12	11
PEL 260*	Electronic Imaging Systems	2	2	3
PEL 263*	Digital Image Processing	2	4	4
PEL 267*	Video Production	2	4	4
PHO 268*	Audiovisual Production	2	4	4
<u>SEVENTH QUARTER</u> (Spring)				
PHO 271	Portrait Photography III	1	12	5
PHO 274	Adv. Photographic Corr. & Fin.	0	8	4
BUS 239	Marketing	5	0	5
		6	20	14
PHO 278*	Individual Study	0	4	2
PHO 279*	Individual Study	0	4	2

TOTAL QUARTER HRS. CREDIT FOR DEGREE: 125

Evening Curricula



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Students may earn certificates, diplomas or degrees in the following areas of study by attending evening classes. Evening classes are conducted at the College Monday through Thursday. Individuals interested in any of the following programs should contact the Office of Admissions in Student Development for an application and more information. Availability of courses will be determined by enrollment.

- Accounting (Degree)
- Automotive Body Repair (Certificate)
- Automotive Mechanics (Certificate)
- Basic Law Enforcement (Certificate)
- Business Administration (Degree)
- Business Computer Programming (Degree)
- Computer Office Automation Technology (Diploma and Degree)
- Criminal Justice - Protective Services Technology (Degree)
- Desktop Publishing (Diploma)
- Floriculture (Certificate)
- General Office (Degree)
- Industrial Electricity (Certificate)
- Industrial Mechanics (Certificate)
- Machinist (Certificate)
- Welding (Certificate)

Accounting - Degree (Evening)

The purpose of the Accounting curriculum is to prepare the individual to enter the accounting profession through study of accounting principles, theories and practices with related study in law, finance, management and data processing.

The curriculum is designed to prepare the individual for entry level accounting positions such as junior accountant, bookkeeper, accounting clerk, cost clerk, payroll clerk and related data processing operations. With experience and additional education, the individual will be able to advance to positions such as systems accountant, cost accountant, budget accountant and property accountant.

The unique nature of this program requires certain procedures be followed:

1. New students may begin the program any quarter. (Following otherwise normal admissions procedures.)
2. Beginning courses will be offered each year. Advanced courses will be offered as need and demand require. Sequence courses should be taken in order.
3. Prerequisite requirements for certain courses may be waived on an individual basis with approval of the Evening Business Advisor.

Entry Level Job Opportunities

Accountant

Estimator

Bookkeeper I

Accounting Clerk

Bookkeeping-Machine Operator

Advanced Level Job Opportunities

Budget Accountant

Cost Accountant

Property Accountant

Systems Accountant

Bookkeeper II

Bookkeeping-Machine Operator II

			<u>Hours/Week</u>		<u>Qtr. Hrs.</u>
			<u>Class</u>	<u>Lob</u>	<u>Credit</u>
ENG	101	Composition I	3	0	3
ENG	102*	Composition II	3	0	3
ENG	103*	Report Writing	3	0	3
ENG	204	Oral Communications	3	0	3
ENG	206*	Business Communications	3	0	3
MAT	111	Mathematical Problem Solving	5	0	5
BUS	101	Introduction to Business	5	0	5
BUS	102	Keyboarding	2	3	3
BUS	110	Office Computations	3	2	4
BUS	115	Business Law I	3	0	3
BUS	116*	Business Law II	3	0	3
BUS	120	Accounting I	5	2	6
BUS	121*	Accounting II	5	2	6
BUS	122*	Accounting III	5	2	6
BUS	123*	Business Finance	3	0	3
BUS	222*	Intermediate Accounting I	4	2	5
BUS	223*	Intermediate Accounting II	4	2	5
BUS	225*	Cost Accounting	3	2	4
BUS	226*	Payroll Records & Accounting	3	0	3
BUS	229*	Taxes I	3	2	4
BUS	235	Business Management	3	0	3
BUS	269*	Auditing	3	2	4
BUS	272	Principles of Supervision	3	0	3
COA	100	Intro. to Office Automation Tech.	3	2	4
COA	120**	Spreadsheet Fundamentals	3	2	4
ECO	102	Economics I	3	0	3
ECO	104*	Economics II	3	0	3
PSY	204	Human Relations	3	0	3
		Humanities Elective	3	0	3
		Computer Elective	3	2	4

TOTAL QUARTER HOURS CREDIT: 114

*Prerequisite Required (See course description)

**Prerequisite Recommended (See course description)

Automotive Body Repair - Certificate and Automotive Mechanics - Certificate (Evening)

The **Automotive Body Repair** curriculum provides training in the use of the equipment and materials of the auto body mechanic trade. The student studies the construction of the automobile body and techniques of auto body repairing, rebuilding and refinishing.

Repairing, straightening, aligning, metal finishing

and painting of automobile bodies and frames are typical jobs performed. Job titles include automobile body repairperson, automotive painter, and frame and chassis repairperson. Persons completing this curriculum may find employment with franchised automobile dealers, independent garages or may start their own businesses.

SUGGESTED CURRICULUM BY QUARTERS

CERTIFICATE

		Hours/Week		Qtr. Hrs. Credit
		Class	Lab	
FIRST QUARTER (Fall)				
AUT 1111A	Auto Body Repair I	1	5	3
WLD 1103	Basic Welding	3	3	4
		4	8	7
SECOND QUARTER (Winter)				
AUT 1112A	Auto Body Repair II	2	6	4
		2	6	4
THIRD QUARTER (Spring)				
AUT 1113A	Metal Finishing and Painting	2	6	4
		2	6	4
FOURTH QUARTER (Summer)				
AUT 1114A	Body Shop Applications	2	6	4
		2	6	4

TOTAL QUARTER HOURS CREDIT: 19

Job Opportunities

Automobile Accessories Installer

Automobile-Repair-Service Estimator

Appraiser, Automobile Damage

Automatic Window, Seat and Tap Lift Repairer

Painter Helper, Automotive

Painter, Transportation Equipment

Automobile Body Customizer

Automobile Body Repairer

The **Automotive Mechanics** curriculum provides a training program for developing the basic knowledge and skills needed to inspect, diagnose, repair and adjust automotive vehicles. Manual skills are developed in practical shop work and the

technical understanding of the operating principles involved in the modern automobile are taught through class assignments, discussions and shop practices.

Automobile mechanics maintain and repair mechanical, electrical and body parts of passenger cars, trucks and buses. In some communities and rural areas they also may service tractors or marine engines and other gasoline-powered equipment. Mechanics inspect and test to determine the causes of faulty operation. They repair or replace defective parts to restore the vehicle or machine to proper operating condition and use shop manuals and other technical publications as references for technical data. Persons completing this curriculum may find employment with franchised automobile dealers, independent garages or may start their own businesses.

SUGGESTED CURRICULUM BY QUARTERS

CERTIFICATE

		Hours/Week		Qtr. Hrs. Credit
		Class	Lab	
FIRST QUARTER (Fall)				
PME 1150	Internal Combustion Eng. I	3	6	5
MAT 1101	Fundamentals of Math	5	0	5
		8	6	10
SECOND QUARTER (Winter)				
PME 1152	Automotive Fuel Systems	2	6	4
ENG 1102	Communication Skills	3	0	3
		5	6	7
THIRD QUARTER (Spring)				
PME 1153	Automotive Electrical Sys.	3	6	5
WLD 1101	Basic Welding	0	3	1
		3	9	6
FOURTH QUARTER (Fall)				
AUT 1173	Chassis and Suspension I	2	3	3
AUT 1171	Braking Systems I	1	3	2
		3	6	5
FIFTH QUARTER (Winter)				
AUT 1164	Power Train Systems I	2	3	3
AHR 1101	Automotive Air Conditioning	2	3	3
		4	6	6
SIXTH QUARTER (Spring)				
AUT 1175	Auto. Trouble Shooting I	2	5	4
		2	5	4

TOTAL QUARTER HOURS CREDIT: 38

Job Opportunities

General Mechanic

Tune-up Mechanic

Front-end Specialist

Automatic Transmission Specialist

Brake Specialist

Basic Law Enforcement Training Program - Certificate (Evening)

The primary objective of the Basic Law Enforcement Training program is to qualify individuals for employment as sworn law enforcement officers in the state of North Carolina. Current state laws require that individuals must complete training in specific subject areas before they can be employed as sworn officers. This program will meet these requirements as well as all other training requirements to become a certified

law enforcement officer in North Carolina.

This program is offered Monday through Thursday 6 - 10 p.m., and Saturday 8 a.m. - 5 p.m., for 22 weeks (2 quarters). Students may enter Basic Law Enforcement Training in the fall only.

The following topics are included in this program:

1. Course Orientation
2. Constitutional Law
3. Laws of Arrest, Search and Seizure
4. Mechanics of Arrest; Arrest Procedure
5. Law Enforcement Communications & Information Systems
6. Elements of Criminal Law
7. Defensive Tactics
8. Juvenile Laws & Procedures
9. Emergency Medical Services
10. Firearms
11. Patrol Techniques
12. Crime Prevention Techniques
13. Field Notetaking & Report Writing
14. Mechanics of Arrest; Vehicle Stops
15. Mechanics of Arrest; Custody Procedures
16. Mechanics of Arrest; Processing Arrestee
17. Crisis Management
18. Deviant Behavior
19. Civil Disorders
20. Criminal Investigation
21. Interviews; Field and In-Custody
22. Controlled Substances
23. ABC Laws & Procedures
24. Electrical & Hazardous Material Emergencies
25. Motor Vehicle Law
26. Techniques of Traffic Law Enforcement
27. Traffic Accident Investigation
28. Law Enforcement Driver Training
29. Preparing for Court and Testifying in Court
30. Dealing with Victims and the Public
31. Physical Activity
32. Civil Process for Basic Law Enforcement
33. Supplemental Custody

SUGGESTED CURRICULUM BY QUARTERS

CERTIFICATE

			<u>Hours/Week</u>		<u>Qtr. Hrs.</u>
			<u>Class</u>	<u>Lab</u>	<u>Credit</u>
FIRST QUARTER			(Fall)		
PSC	101	Basic Law Enforcement Training	8	12	12
			8	12	12
SECOND QUARTER			(Winter)		
PSC	102	Basic Law Enforcement Training	8	12	12
			8	12	12

TOTAL QUARTER HOURS CREDIT: 24

Business Administration - Degree (Evening)

The Business Administration curriculum is designed to prepare individuals for entry into middle-management occupations in various businesses and industries. The curriculum provides an overview of the business and industrial world - its organization and management.

The purpose of the curriculum will be fulfilled through courses designed to develop competency in: (1) understanding the principles of organization and management in business operations, (2) utilizing modern techniques to make decisions, (3) understanding the economy through study and analysis of the role of production and marketing, (4) communicating orally and in writing and (5) interpersonal relationships.

Through these skills and through development of personal competencies and qualities, the individual will be able to function effectively in middle-management activities in business or industry.

The unique nature of this program requires certain procedures be followed:

1. New students may begin the program any quarter. (Following otherwise normal admissions procedures.)
2. Beginning courses will be offered each year. Advanced courses will be offered as need and demand require. Sequence courses should be taken in order.
3. Prerequisite requirements for certain courses may be waived on an individual basis with approval of the Evening Business Advisor.

Entry Level Job Opportunities

Purchasing Agent
Credit Card Operations Manager
Sales Manager
Public Relations Representative
General Supervisor
Sales-Service Promoter
Residence Supervisor
Training Representative
Operations Officer
Volunteer Services Supervisor
Loan Officer
Customer Service Manager

Advanced Level Job Opportunities

Personnel Manager
Credit & Collection Manager
Branch Manager
Customer Service Manager
Traffic Manager
Production Superintendent

			<u>Hours/Week</u>		<u>Qtr. Hrs.</u>
			<u>Class</u>	<u>Lob</u>	<u>Credit</u>
ENG	101	Composition I	3	0	3
ENG	102*	Composition II	3	0	3
ENG	103*	Report Writing	3	0	3
ENG	204	Oral Communications	3	0	3
ENG	206*	Business Communications	3	0	3
MAT	111	Mathematical Problem Solving	5	0	5
BUS	101	Introduction to Business	5	0	5
BUS	102	Keyboarding	2	3	3
BUS	110	Office Computation	3	2	4
BUS	115	Business Law I	3	0	3
BUS	116*	Business Law II	3	0	3
BUS	120	Accounting I	5	2	6
BUS	121*	Accounting II	5	2	6
BUS	122*	Accounting III	5	2	6
BUS	123*	Business Finance	3	0	3
BUS	226*	Payroll Records and Accounting	3	0	3
BUS	229*	Taxes I	3	2	4
BUS	232	Sales Development	3	0	3
BUS	235	Business Management	3	0	3
BUS	239	Marketing	5	0	5
BUS	247	Risk and Insurance	3	0	3
BUS	271**	Office Management	5	0	5
BUS	272	Principles of Supervision	3	0	3
COA	100	Intro. to Off. Automation Tech.	3	2	4
COA	120**	Spreadsheet Fundamentals	3	2	4
ECO	102	Economics I	3	0	3
ECO	104*	Economics II	3	0	3
PSY	204	Human Relations	3	0	3
		Humanities Elective	3	0	3
		Computer Elective	3	2	4

TOTAL QUARTER HOURS CREDIT: 112

*Prerequisite Required (See course description)

**Prerequisite Recommended (See course description)

Business Computer Programming - Degree (Evening)

The primary objective of the Business Computer Programming curriculum is to prepare individuals for gainful employment as computer programmers. The objective is fulfilled through study and application in areas such as computer and systems theories and concepts, data processing techniques, business operations, logic, flow charting, programming procedures and languages and types, uses and operation of equipment.

Entry-level jobs as computer programmer and computer programmer trainee are available. With experience and additional education, the individual may enter jobs such as data processing manager, computer programmer manager, systems analyst and systems manager.

The unique nature of this program requires certain procedures be followed:

1. New students may begin the program any quarter. (Following otherwise normal admissions procedures.)
2. Beginning courses will be offered each year. Advanced courses will be offered as need and demand require. Sequence courses should be taken in order.
3. Prerequisite requirements for certain courses may be waived on an individual basis with approval of the evening Faculty Advisor.

Entry Level Job Opportunities

Computer Programmer

Computer Programmer Trainee

Information Systems Programmer

Process Control Programmer

Detail Programmer

Advanced Level Job Opportunities

Data Processing Manager/Supervisor

Computer Operations Manager/Supervisor

Chief Business Programmer

Data Processing Programmer/Analyst

			<u>Hours/Week</u>		<u>Qtr. Hrs.</u>
			<u>Class</u>	<u>Lab</u>	<u>Credit</u>
ENG	101	Composition I	3	0	3
ENG	102	Composition II	3	0	3
ENG	103	Report Writing	3	0	3
ENG	204	Oral Communications	3	0	3
BCP	111	Intro. to Computer Appl	3	2	4
BCP	112	Keyboarding Proficiency	0	2	1
BCP	121	Microcomputers & Office Automation	3	2	4
BCP	122	Microcomputer Packages	3	2	4
BCP	131	Microcomputer Appl. Dev.	3	2	4
BCP	132	Data Media Retention, Use & Control	3	2	4
BCP	141	Program Design & Developmt.	3	2	4
BCP	142	Data Entry Principles, Controls & Operation	3	2	4
BCP	211	Programming Language I	3	2	4
BCP	212	Computer Center Operations	3	2	4
BCP	221	Programming Language II	3	2	4
BCP	222	Computer Systems Developmt.	3	2	4
BCP	223	Operating Systems Concepts	3	2	4
BCP	231	Operating Control Language	3	2	4
BCP	232	Data Management Concepts & Practices	3	2	4
BCP	233	Data Communications & Networking	2	2	3
BCP	234	Systems Development Project	3	2	4
BUS	101	Introduction to Business	5	0	5
BUS	120	Accounting I	5	2	6
BUS	121	Accounting II	5	2	6
BUS	122	Accounting III	5	2	6
BUS	235	Business Management	3	0	3
MAT	111	Mathematical Problem Solving	5	0	5
PSY	204	Human Relations	3	0	3
		Humanities Elective	3	0	3
		Elective	2	0	2
		Elective	3	0	3

TOTAL QUARTER HOURS CREDIT: 118

Computer Office Automation Technology - Diploma and Degree (Evening)

The purpose of Computer Office Automation Technology is to prepare students for employment with business, industry and government organizations that use computers to process information. Students will learn to use an array of software (such as spreadsheet, data base, communication and word processing packages) to solve common accounting, finance, forecasting, marketing, sales, scheduling and statistical problems. Students will also learn the fundamentals of interfacing microcomputers with other hardware devices including mainframe computers and telephone modems. This program emphasizes the development of office automation applications and systems that address managerial information processing needs.

The unique nature of this program requires certain procedures be followed:

1. New students may begin the program any quarter. (Following otherwise normal admissions procedures.)
2. Beginning courses will be offered each year. Advanced courses will be offered as need and demand require. Sequence courses should be taken in order.
3. Prerequisite requirements for certain courses may be waived on an individual basis with approval of the evening Faculty Advisor.

		<u>Hours/Week</u>		<u>Qtr. Hrs.</u>
		<u>Class</u>	<u>Lob</u>	<u>Credit</u>
ENG 101	Composition I	3	0	3
ENG 102	Composition II	3	0	3
ENG 103	Report Writing	3	0	3
ENG 204	Oral Communications	3	0	3
COA 100	Intro. to Office Automat. Tech.	3	2	4
COA 101	Personal Computer Applications	1	2	2
COA 102	Keyboarding	0	2	1
COA 105	BASIC Programming	3	2	4
COA 110	Word Processing Fundamentals	3	2	4
COA 115	Microcomputer Acct. Appl.	3	2	4
COA 120	Spreadsheet Fundamentals	3	2	4
COA 130	Data Base Fundamentals	3	2	4
COA 140	Microcomputer Graphics	3	2	4
COA 150	Microcomputer Operations	3	2	4
COA 205	Office Automation Systems Analysis	3	2	4
COA 210	Word Processing Applications	3	2	4
COA 215	Office Automation Syst. Design	3	2	4
COA 220	Spreadsheet Applications	3	2	4
COA 225	Off. Auto. Syst. Implementation	3	2	4
COA 230	Data Base Applications	3	2	4
COA 235	Microcomputer Interfacing & Maintenance	3	2	4
COA 245	Systems Architecture	3	2	4
COA 255	Data Communications	3	2	4
BUS 120	Accounting I	5	2	6
BUS 121	Accounting II	5	2	6
BUS 122	Accounting III	5	2	6
BUS 229	Taxes	3	2	4
MAT 111	Mathematical Problem Solving	5	0	5
PSY 204	Human Relations	3	0	3
	Humanities Elective	3	0	3

TOTAL QUARTER HRS. CREDIT FOR DIPLOMA: 68
TOTAL QUARTER HRS. CREDIT FOR DEGREE: 116

Entry Level Job Opportunities

Microcomputer Salesperson

Sales Representative, Office Equipment

Telecommunications Operator

Office Automation Specialist

Information Center Specialist

Technical Support Specialist

Microcomputer Service Technician

Advanced Level Jobs

Word Processing Supervisor

Office System Analyst

Microcomputer Service Manager

Microcomputer System Analyst

Criminal Justice-Protective Services Technology - Degree (Evening)

The Criminal Justice Technology curriculum is designed so that it may be a multi-faceted program of study. It may consist of study options in corrections, law enforcement and security services.

The curriculum is designed with a core of courses to afford one the opportunity to acquire basic knowledge, skills and attitudes in the generally accepted subject areas associated with a two-year study of correctional services, law enforcement services and security services. It includes subjects such as interpersonal communications, law, psychology and sociology.

In addition to core subjects, the correctional services option provides an opportunity to study other generally accepted subjects indigenous to a two-year correctional services program such as confinement facility administration, correctional law, counseling, probation-parole services and rehabilitation options. Similarly, the law enforcement option provides an opportunity to study other generally accepted subjects included in a two-year law enforcement services program such as criminal behavior, criminal investigation, patrol operation, traffic management, and other

aspects of law enforcement administration and operations. The security services option provides an opportunity to study other generally accepted subjects related to a two-year security services program such as accident prevention and safety management, common carrier protection, fire prevention, private security, industrial security, retail security, security systems and surveillance.

Job opportunities are available with federal, state, county and municipal governments. In addition, knowledge, skills and attitudes acquired in this course of study qualify one for job opportunities with private enterprise in such areas as industrial, retail and private security.

In response to local requests, RCC currently offers only the law enforcement option.

Job Opportunities

Alcohol Enforcement Officer

College or University Officer

Correctional Officer

Correctional Programs Assistant

Deputy Sheriff

Industrial Security Officer

Investigator

Highway Patrolman

Police Officer

Park Security Officer

Private Security Officer

Retail Security Officer

Wildlife Enforcement Officer

		Hours/Week		Qtr. Hrs. Credit
		Class	Lab	
CJC 110	Introduction to Criminal Justice	5	0	5
CJC 112	Criminology	5	0	5
CJC 121	Court Procedure and Evidence	3	0	0
CJC 122	Community Relations & Ethics	3	0	3
CJC 125	Constitutional Law	5	0	5
CJC 131	Criminal Law	5	0	5
CJC 133	Intro. to Law Enforcement	3	0	3
CJC 135	Criminal Justice Issues	3	0	3
CJC 141	Juvenile Delinquency	5	0	5
CJC 143	Crisis Intervention & Mgmt.	4	0	4
CJC 151	Criminal Justice Organization & Management	5	0	5
CJC 153	Substance Abuse	3	0	3
CJC 155	Law Enforcement Operations	3	0	3
CJC 157	Criministics	1	4	3
CJC 161	Counseling	5	0	5
CJC 165	Judicial Process	3	4	5
CJC 171	Criminal Investigation I	3	2	4
CJC 173	Interpersonal Communications for Criminal Justice Personnel	3	2	4
COA 102	Keyboarding	0	2	1
or				
BCP 112	Keyboarding	0	2	1
COA 100	Introduction to Computer Office Automation	3	2	4
MAT 111	Mathematical Problem Solving	5	0	5
POL 102	State and Local Governments	3	0	3
POL 103	American Government	3	0	3
PSY 149	Abnormal Psychology	3	0	3
PSY 101	General Psychology	3	0	3
SOC 101	Introduction to Sociology	3	0	3
SPA 101	Spanish I	3	0	3
SPA 102	Spanish II	3	0	3
ENG 101	Composition I	3	0	3
ENG 102	Composition II	3	0	3
ENG 103	Report Writing	3	0	3
ENG 204	Oral Communications	3	0	3
	Humanities Elective	3	0	3

TOTAL QUARTER HOURS CREDIT: 119

Desktop Publishing - Diploma (Evening)

The Desktop Publishing curriculum is designed to provide students with knowledge and skills necessary for self-employment or employment with business, industry or government organizations that use computers for desktop publishing. Students will learn to integrate a variety of software and hardware to produce single-and multiple-page publications. This curriculum emphasizes design and layout as well as composing, formatting, editing and proofreading text.

Word processing, spreadsheet, data base, page layout, graphics and clip art packages are areas of study in the curriculum. Students will be able to determine criteria for selection of hardware and software needed for desktop publishing.

DIPLOMA/REQUIRED COURSES

			<u>Hours/Week</u>		<u>Qtr. Hrs.</u>
			<u>Class</u>	<u>Lab</u>	<u>Credit</u>
DTP	100	Layout and Design	3	6	5
DTP	105	Graphic Software Introduction	3	6	5
DTP	110	Desktop Publishing I	3	6	5
DTP	120	Desktop Publishing II	3	6	5
DTP	130	Desktop Publishing III	3	6	5
DTP	140	Desktop Presentations	3	6	5
COA	100	Intro. to Office Auto. Tech.	3	2	4
COA	102	Keyboarding	0	2	1
BUS	113	Word/Information Processing I	3	2	4
or					
COA	110	Word Processing Fundamentals	3	2	4
BUS	213	Word/Information Processing III	3	2	4
or					
COA	120	Spreadsheet Fundamentals	3	2	4
COA	130	Data Base Fundamentals	3	2	4
COA	140	Microcomputer Graphics	3	2	4
COA	150	Microcomputer Operations	3	2	4
ENG	101	Composition I	3	0	3
ENG	102	Composition II	3	0	3
ENG	103	Report Writing	3	0	3
ENG	203	Proofreading and Editing	3	0	3
ENG	204	Oral Communications	3	0	3
PSY	204	Human Relations	3	0	3
BUS	195	Small Business Operations	3	0	3
or					
	232	Sales Development			
or					
	239	Marketing			

Job Opportunities

Desktop Publisher

Desktop Publisher Salesperson

Desktop Publishing Applications

TOTAL QUARTER HOURS CREDIT: 81

Floriculture - Certificate (Evening)

The Floriculture curriculum is designed to provide students with skills in designing and fashioning floral arrangements appropriate to particular events such as holidays, birthdays, weddings and banquets. The floral designer may be called on to decorate facilities for special events or to interpret clients' requirements for households and business establishments. The curriculum emphasizes buying and arranging flowers and the management of a retail flower shop, the art of salesmanship, effective communication and business management. Also stressed is the growing of flowers and plants and greenhouse management.

SUGGESTED CURRICULUM BY QUARTERS CERTIFICATE

			<u>Hours/Week</u>		<u>Qtr. Hrs.</u>
			<u>Class</u>	<u>Lab</u>	<u>Credit</u>
FIRST QUARTER (Fall)					
FLO	101	Floral Design I	3	4	5
HOR	274	Plant Propagation	<u>1</u>	<u>2</u>	<u>2</u>
			4	6	7
SECOND QUARTER (Winter)					
FLO	102	Floral Design II	3	4	5
HOR	275	Plant Propagation	<u>1</u>	<u>2</u>	<u>2</u>
			4	6	7
THIRD QUARTER (Spring)					
FLO	103	Floral Design III	3	4	5
PSY	204	Human Relations	<u>3</u>	<u>0</u>	<u>3</u>
			6	4	8
FOURTH QUARTER (Fall)					
FLO	220	Floral Design IV	2	4	4
HOR	284	Greenhouse Management	<u>1</u>	<u>2</u>	<u>2</u>
			3	6	6
FIFTH QUARTER (Winter)					
FLO	222	Floral Design V	1	4	3
HOR	285	Greenhouse Management	<u>1</u>	<u>2</u>	<u>2</u>
			2	6	5
SIXTH QUARTER (Spring)					
FLO	206	Floral Design VI	2	4	4
		Related Elective	<u>3</u>	<u>0</u>	<u>3</u>
			5	4	7
TOTAL QUARTER HOURS CREDIT: 40					

Job Opportunities

Flower Buyer

Floral Designer

Floral Salesperson

Flower Shop Supervisor

Owner/Manager of Retail Flower Shop

Nursery and Greenhouse Operator

General Office - Degree (Evening)

The purposes of the General Office curriculum are to: (1) prepare the individual to enter clerical/office occupations, (2) provide an educational program for individuals wanting education for upgrading (moving from one position to another) or retraining (moving from present position to a clerical position), and (3) provide an opportunity for individuals wanting to fulfill professional or general interest needs.

These purposes will be fulfilled through skill development in the areas of typewriting, filing and business machines. Through these skills and through development of personal competencies and qualities, individuals will be able to function effectively in office-related activities.

The unique nature of this program requires certain procedures to be followed:

1. New students may begin their programs any quarter. (Following otherwise normal admission procedures.)
2. Beginning courses will be offered each year. Advanced courses will be offered as need and demand require. Sequence courses should be taken in order.
3. Prerequisite requirements for certain courses may be waived on an individual basis with approval of the Evening Business Advisor.

Entry Level Job Opportunities

Data Typist

Clerk Typist

Typist

Payroll Clerk

File Clerk I

General Office Clerk

Posting Clerk

General Clerk

Appointment Clerk

Receptionist

Business Machine Operator

Advanced Level Job Opportunities

File Clerk II

Billing Typist

Accounting Clerk

Correspondence Clerk

Administrative Clerk

Personnel Clerk

Transcribing Machine Operator Supervisor

Duplicating Machine Operator III

Automatic Typewriter Operator

			<u>Hours/Week</u>		<u>Qtr. Hrs.</u>
			<u>Class</u>	<u>Lab</u>	
ENG	101	Composition I	3	0	3
ENG	102*	Composition II	3	0	3
ENG	103*	Report Writing	3	0	3
ENG	204	Oral Communications	3	0	3
ENG	206*	Business Communications	3	0	3
MAT	111	Mathematical Problem Solving	5	0	5
BUS	101	Introduction to Business	5	0	5
BUS	102	Keyboarding	2	3	3
BUS	103*	Document Formatting	2	3	3
BUS	104*	Document Production	2	3	3
BUS	110	Office Computation	3	2	4
BUS	113*	Word/Information Processing I	3	2	4
BUS	112*	Records Management	3	2	4
BUS	115	Business Law I	3	0	3
BUS	116*	Business Law II	3	0	3
BUS	120	Accounting I	5	2	6
BUS	121*	Accounting II	5	2	6
BUS	134	Professional Development	3	0	3
BUS	209	Elements of Transcription	3	0	3
BUS	212*	Word/Information Processing II	3	2	4
BUS	213*	Word/Information Processing III	3	2	4
BUS	214*	Adm. Office Procedures I	3	2	4
BUS	215*	Adm. Office Procedures II	3	2	4
BUS	219*	Credit and Collections	3	0	3
BUS	229*	Taxes I	3	2	4
BUS	232	Sales Development	3	0	3
COA	100	Intro. to Off. Automation Tech.	3	2	4
PSY	204	Human Relations	3	0	3
		Business Elective	3	0	3
		Humanities Elective	3	0	3

TOTAL QUARTER HOURS CREDIT: 109

*Prerequisite Required (See Course Description)

**Prerequisite Recommended (See Course Description)

Industrial Electricity - Certificate and Industrial Mechanics - Certificate (Evening)

The **Industrial Electricity** program is designed to prepare students for the installation, repair and maintenance of electrical equipment. The emphasis is on motors and related control systems, but students who take the basic courses will have sufficient knowledge and skill to work as helpers for electricians or repairmen in house wiring, small appliance repair, industrial maintenance, linemen and related jobs.

Job Opportunities

Electrical Apprentice - Entry Level

Electrician - Advanced Level

SUGGESTED CURRICULUM BY QUARTERS
CERTIFICATE

			<u>Hours/Week</u>		<u>Qtr. Hrs.</u>
			<u>Class</u>	<u>Lab</u>	<u>Credit</u>
FIRST QUARTER (Fall)					
MAT 1115	Electrical Math		5	0	5
ELN 1106	Instrument Familiarization		3	6	5
			8	6	10
SECOND QUARTER (Winter)					
DFT 1180	Drafting Trades I		2	2	3
ELC 1104A	Basic Electricity I		3	3	4
			5	5	7
THIRD QUARTER (Spring)					
ENG 1102	Communication Skills		3	0	3
ELC 1104B	Basic Electricity I		2	6	4
			5	6	7
FOURTH QUARTER (Fall)					
ELC 1105A	Basic Electricity II		3	3	4
			3	3	4
FIFTH QUARTER (Winter)					
ELC 1105B	Basic Electricity II		2	6	4
ELN 1118A	Industrial Electronics		2	3	3
			4	9	7
SIXTH QUARTER (Spring)					
ELC 1115	AC & DC Machinery		3	6	5
ELN 1118B	Industrial Electronics		1	3	2
			4	9	7
TOTAL QUARTER HOURS CREDIT: 42					

The curriculum in **Industrial Mechanics** prepares students with a broad background in industrial skills required by industry for its mechanics. The individual develops skills in the repair and maintenance of industrial equipment, basic welding and cutting, refrigeration and air conditioning, direct and alternating current, machines and their controls and related courses.

Entry Level Job Opportunities

Maintenance Machine Repairer

Maintenance Mechanic Helper

Millwright Helper

Factory or Mill Maintenance Repairer/Helper

SUGGESTED CURRICULUM BY QUARTERS
CERTIFICATE

			<u>Hours/Week</u>		<u>Qtr. Hrs.</u>
			<u>Class</u>	<u>Lab</u>	<u>Credit</u>
FIRST QUARTER (Fall)					
MAT 1101	Fundamentals of Math		5	0	5
WLD 1120A	Oxyacetylene Welding & Cutting		1	6	3
			6	6	8
SECOND QUARTER (Winter)					
DFT 1180	Drafting Trades I		2	2	3
WLD 1119A	Arc Welding I		2	3	3
			4	5	6
THIRD QUARTER (Spring)					
DFT 1104	Blueprint Reading: Mech.		1	2	2
MEC 1101A	Machine Shop Theory & Practice		2	6	4
			3	8	6
FOURTH QUARTER (Fall)					
ENG 1102	Communication Skills		3	0	3
MEC 1101B	Machine Shop Theory & Practice		1	6	3
			4	6	6
FIFTH QUARTER (Winter)					
ELC 1101	Industrial Electrical Practices		3	2	4
AHR 1121	Principles of Refrigeration & Air Conditioning		1	2	2
			4	4	6
SIXTH QUARTER (Spring)					
ELC 1102	Industrial Electrical Practices		3	2	4
AHR 1122	Principles of Refrigeration & Air Conditioning		1	2	2
			4	4	6
TOTAL QUARTER HOURS CREDIT: 38					
ELECTIVES					
ELC 1135	Pneumatic & Elec. Controls		1	3	2
MEC 1155	Mechanical Systems		1	3	2
(May be offered in lieu of AHR 1121 and 1122.)					

Machinist - Certificate (Evening)

The Machinist curriculum gives individuals the opportunity to acquire basic skills and related technical information necessary to gain employment as machinists. The machinist is a skilled metalworker who shapes metal by using machine tools and hand tools. Machinists must be able to set up and operate the machine tools found in a modern shop. The machinist is able to select the proper tools and materials required for each job and to plan the cutting and finishing operations in their proper order so that the work can be finished according to blueprint or written specifications. The machinist makes computations relating to dimensions of work, tooling, feeds and speeds of machining. Precision measuring instruments are used to measure the accuracy of work. The machinist also must know the characteristics of metals so that annealing and hardening of tools and metal parts can be accomplished in the process of turning a block of metal into an intricate precise part.

SUGGESTED CURRICULUM BY QUARTERS CERTIFICATE

			<u>Hours/Week</u>		<u>Qtr. Hrs.</u>
			<u>Class</u>	<u>Lab</u>	<u>Credit</u>
FIRST QUARTER (Fall)					
MAT 1101	Fundamentals of Math.		5	0	5
WLD 1120A	Oxyacetylene Welding & Cutting		1	6	3
			6	6	8
SECOND QUARTER (Winter)					
DFT 1180	Drafting Trades I		2	2	3
WLD 1119	Arc Welding I		2	6	4
			4	8	7
THIRD QUARTER (Spring)					
DFT 1104	Blueprint Reading: Mech.		1	2	2
MEC 1101A	Machine Shop Theory & Practice		2	6	4
			3	8	6
FOURTH QUARTER (Fall)					
ENG 1102	Communication Skills		3	0	3
MEC 1101B	Machine Shop Theory & Practice		1	6	3
			4	6	6
FIFTH QUARTER (Winter)					
DFT 1105	Blueprint Reading: Mech.		1	2	2
MAT 1103	Shop Math I		3	0	3
MEC 1102A	Machine Shop Theory & Practice		2	6	4
			6	8	9
SIXTH QUARTER (Spring)					
MEC 1102B	Machine Shop Theory & Practice		1	6	3
MEC 1115	Treatment of Ferrous Metal		2	3	3
			3	9	6

TOTAL QUARTER HOURS CREDIT: 42

Entry Level Job Opportunities

Machinist Apprentice
Die Maker Apprentice
Tool Maker Apprentice
Tool and Die Maker Apprentice
Machine Set-up Operator
Quality Control Foreman
Turret Lathe Set-up Operator
Tool Machine Set-up Operator
Electrical Discharge Machine Set-up Operator

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Welding - Certificate (Evening)

The Welding curriculum gives students sound understanding of the principles, methods, techniques and skills essential for successful employment in the welding field and metals industry. Welders join metals by applying intense heat, and sometimes pressure, to form a permanent bond between intersecting metals.

Welding offers employment in practically any industry - ship building, automotive, aircraft, guided missiles, heavy equipment, railroads, construction, pipefitting, production shops, job shops and many others.

SUGGESTED CURRICULUM BY QUARTERS CERTIFICATE

			<u>Hours/Week</u>		<u>Qtr. Hrs.</u>
			<u>Class</u>	<u>Lob</u>	<u>Credit</u>
FIRST QUARTER (Fall)					
MAT 1101	Fundamentals of Math.		5	0	5
WLD 1120A	Oxyacetylene Welding & Cutting		<u>1</u>	<u>6</u>	<u>3</u>
			6	6	8
SECOND QUARTER (Winter)					
DFT 1180	Drafting Trades I		2	2	3
WLD 1119	Arc Welding I		<u>2</u>	<u>6</u>	<u>4</u>
			4	8	7
THIRD QUARTER (Spring)					
DFT 1104	Blueprint Reading: Mech.		1	2	2
WLD 1121A	Arc Welding II		<u>1</u>	<u>5</u>	<u>3</u>
			2	7	5
FOURTH QUARTER (Fall)					
ENG 1102	Communication Skills		3	0	3
WLD 1121B	Arc Welding II		<u>1</u>	<u>5</u>	<u>3</u>
			4	5	6
FIFTH QUARTER (Winter)					
MEC 1101A	Machine Shop Theory & Practice		2	6	4
WLD 1124A	Pipe Welding		<u>1</u>	<u>6</u>	<u>3</u>
			3	12	7
SIXTH QUARTER (Spring)					
MEC 1101B	Machine Shop Theory & Practice		1	6	3
WLD 1123A	Inert Gas Welding		<u>1</u>	<u>6</u>	<u>3</u>
			2	12	6

TOTAL QUARTER HOURS CREDIT: 39

Entry Level Job Opportunities:

Arc Welder

Arc Welding Machine Operator

Gas Welder

Gas Welding Machine Operator

Welder/Assembler

Combination Welder

Course Descriptions



Course Descriptions

Course content for technical, vocational and certificate level courses is outlined in the course descriptions to follow. All courses are alphabetized. **All courses are to be pursued in a normal sequence with prerequisite courses taken as indicated.** Provided for each course is the following information: course number, title, number of class, laboratory and credit hours. (Clinical hours are shown for ADN courses.)

AGR 185 SOIL SCIENCE FERTILIZERS 3 2 4

A course dealing with the basic principles of efficient classification, evaluation and management of soils; core, cultivation and fertilization of the soil, and conservation of soil fertility. A review of the source, function, and the use of the major and minor plant food elements; commercial fertilizer ingredients; soil acidity, liming materials; application of fertilizer and liming materials.

AHR 1101 AUTOMOTIVE AIR CONDITIONING 2 3 3

General introduction to the principles of refrigeration; study of the assembly of components and connections necessary in the mechanisms and methods of operation and control; proper handling of refrigerants in charging the system.

AHR 1121 PRINCIPLES OF REFRIGERATION & AIR CONDITIONING 1 2 2

An introduction to the principles of refrigeration, terminology, the use and care of tools and equipment, and the identification and function of the component parts of a system. Other topics to be included will be the basic laws of refrigeration; characteristics and comparison of the various refrigerants; the use and construction of valves, fittings, and basic controls. Practice work includes tube bending, flaring and soldering. Standard procedures and safety measures are stressed in the use of special refrigeration service equipment and the handling of refrigerants.

AHR 1122 PRINCIPLES OF REFRIGERATION & AIR CONDITIONING 1 2 2

A continuation of AHR 1121. Prerequisite: AHR 1121

ART 101 HISTORY OF ART I 3 0 3

This course is a study of Western art from Prehistoric through the Middle Ages. Student research and classroom lecture focus on vocabulary and the principles of design. An accurate concept of time, dating, and historical context is stressed.

ART 111 HISTORY OF ART II 3 0 3

ART 111 is a continuation of ART 101. Western art from the Italian Renaissance through the Northern Baroque is studied. Major artists of each period are examined for individual style and personality. Prerequisite: ART 101

ART 121 HISTORY OF ART III 3 0 3

ART 121 is a continuation of ART 111. Western art from the Rococo through the present is studied. Art movements and individual artists are examined for influences for the future of art. Prerequisite: ART 111

AUT 1111 AUTO BODY REPAIR I 3 15 8

An introduction to basic components, tools, equipment and supplies of the auto body industry. Basic principles of automobile construction, design, and manufacturing. A thorough study of angles, crowns, and forming of steel into the complex contour of the present day vehicles. Application of basic principles of straightening and aligning of damaged areas. Also shrinking stretched metal.

AUT 1111A AUTO BODY REPAIR I 1 5 3

An introduction to basic components, tools, equipment and supplies of the auto body industry. The repolishing of small dents in panels which requires straightening, filling, priming and sanding is to be practiced by the student. Standard procedures and safety measures are stressed in the use of tools, equipment, correct mixtures, and supplies in the auto body industry.

AUT 1112 AUTO BODY REPAIR II 4 12 8

A thorough study of the requirements for a metal worker, including the use of essential tools, forming fender flanges, and beads. Filling, soldering, leading and straightening typical auto body damage. Acquisition of skills such as straightening and repairing doors, hoods, and deck lids. Also fitting and aligning of panels and windows. Prerequisites: AUT 1111, WLD 1103.

AUT 1112A AUTO BODY REPAIR II 2 6 4

An introduction to the requirements for a metal worker in the Auto Body Industry. Topics include Mig welding, door and trunk locks, small patch repairs, panel replacement and masking for priming. Safety stressed in the use of preparation materials and abrasives. Prerequisites: AUT 1111A, WLD 1103.

AUT 1113 METAL FINISHING AND PAINTING 5 12 9

An introduction to the process and development of skills in surface preparation, mixing and applying lacquer and enamels, painting fenders and panels, spot repairs and complete vehicle painting. Prerequisites: AUT 1112, WLD 1105.

AUT 1113A METAL FINISHING AND PAINTING 2 6 4

An introduction to the process and development of skills in surface preparation, mixing and applying lacquer and enamels, painting fenders and panels, spot repairs and complete vehicle painting. Prerequisite: AUT 1112A

AUT 1114 BODY SHOP APPLICATIONS 3 15 8

Application of all phases of training. Methods of removing and installing interior trim; painting of trim parts and accessories. Gloss removal and installation. Repairing and replacing damaged cooling system components. Repair, order writing, parts purchasing, estimates of damage, and developing the final settlement with the adjuster.

AUT 1114A BODY SHOP APPLICATIONS 2 6 4

Continue development of the skills in other Auto Body courses. The completion of the various projects already underway.

AUT 1115 AUTO FRAMES AND SUSPENSION 3 3 4

General information and instruction in the automotive frame and suspension systems, the method of operation and control and the safety of the vehicle. Straightening of frames, unitized underbodies and front wheel alignment. Prerequisite: AUT 1112

AUT 1121 BRAKING SYSTEMS 4 3 5

A complete study of various braking systems employed on automobiles and light weight trucks. Emphasis is placed on how they operate, proper adjustment, and repair.

AUT 1123 AUTOMOTIVE CHASSIS AND SUSPENSION SYSTEMS 4 9 7

Principles and functions of the components of automotive chassis. Practical job instruction in adjusting and repairing of suspension and steering systems. Units to be studied will be shock absorbers, springs, steering systems, steering linkage, and front end alignment.

Course Descriptions

AUT 1124 AUTOMOTIVE POWER TRAIN SYSTEMS 3 9 6

Principles and functions of automotive power train systems; clutches, transmission gears, torque converters, drive shaft assemblies, rear axles and differentials. Identification of troubles, servicing, and repair.

AUT 1125 AUTOMOTIVE SERVICING 3 9 6

Emphasis is on shop procedures necessary in determining the nature of troubles developed in the various component systems of the automobile. Troubleshooting of automotive systems, providing a full range of experiences in testing, adjusting, repairing and replacing.

AUT 1164 POWER TRAIN SYSTEMS I 2 3 3

A study of principles and functions of automotive power train systems; clutches, transmission gears, torque converters, drive shaft assemblies, rear axles and differentials. Servicing and repair of systems will be stressed.

AUT 1171 BRAKING SYSTEMS I 1 3 2

A study of the various braking systems employed on automotive vehicles. Emphasis is placed on how they operate, proper adjustments and repair.

AUT 1173 CHASSIS AND SUSPENSION 2 3 3

Principles and functions of the components of automotive chassis. Practical job instruction of adjusting and repairing of suspension and steering systems. Units to be studied will be shock absorbers, springs, steering systems, steering linkage and front alignment.

AUT 1175 AUTOMOTIVE TROUBLE SHOOTING I 2 5 4

Emphasis on shop procedures necessary in determining the nature of troubles developed in various component systems. Prerequisite: **Consent of Instructor**.

BCP 111 INTRODUCTION TO COMPUTER APPLICATIONS 3 2 4

Students review the history and the need for information processing, the basic information processing cycle and functions, the processing capabilities of computers, system development and program development. Key application areas in business, including word processing, transaction processing, data base systems, spreadsheets and financial reporting are examined. Hands-on use of microcomputers is utilized for an introductory acquaintance with the covered applications.

BCP 112 KEYBOARDING PROFICIENCY 0 2 1

Emphasis is on careful, accurate entry of data fields. Areas of concentration include entry of mixed alphanumeric data replicating such data fields as part numbers, on 10-digit keypad entry of numeric fields, and on review of a display screen for continuing verification of accuracy.

BCP 121 MICROCOMPUTERS & OFFICE AUTOMATION 3 2 4

Specific content of this course includes a background of the place the microcomputer is assuming as a business tool. To be covered will be situations in which microcomputers are used as stand-alone tools, as intelligent terminals within distributed processing systems, or as executive tools for data base utilization within a decision support context. Prerequisite: **BCP 111**.

BCP 122 MICROCOMPUTER PACKAGES 3 2 4

Students are trained in use of microcomputer processing packages on the basis of demand within the local market. Offerings can include, but will not be limited to, data base, spreadsheet, word processing and integrated software packages. Prerequisite: **BCP 111**.

BCP 131 MICROCOMPUTER APPLICATION DEVELOPMENT 3 2 4

This is a skill-development course in which students build applications, process transactions, create files, maintain files and produce outputs on microcomputers. Specific application instruction includes order entry, invoicing, accounts receivable, payables, purchasing, financial reporting, projections using spreadsheets and use of a data base package. Prerequisites: **BCP 111, BUS 120**.

BCP 132 DATA MEDIA RETENTION, USE & CONTROL 3 2 4

Topics to be covered include the need for and problems associated with the storage, protection, backup and recovery of computer systems. Storage methods, criteria, check-in and check-out procedures are covered. Labeling of tapes and disk packs, read/write controls and cataloging of media are reviewed. Prerequisite: **BCP 111**.

BCP 141 PROGRAM DESIGN & DEVELOPMENT 3 2 4

This is a language-independent, introductory course on computer program design and development. In this course, emphasis is on identification and solution of business problems through systems of computer programs. Programs are described and designed through such tools as flowcharts, structure charts and pseudocode. Prerequisite: **BCP 111**.

BCP 142 DATA ENTRY PRINCIPLES, CONTROLS & OPERATIONS 3 2 4

Knowledge content includes information about the role and function of a data entry section or group within a computer center. The principles of batch controls, input balancing, duplicated verification entry and other control techniques are covered. Students learn both initial data capture routines and also perform verification for files already captured. Prerequisite: **BCP 111**.

BCP 211 PROGRAMMING LANGUAGE I 3 2 4

Students learn to program from stated problems or specifications, applying previously mastered structured programming methods to produce results that are accurate, reliable and maintainable. Students acquire specific skills for modifying and maintaining existing programs. Skills to be mastered include file maintenance (applied to sequential, indexed and direct files), control break reporting and documentation of programs for maintainability. COBOL, RPG or BASIC are computer languages studied on the basis of demand within the local market. Prerequisite: **BCP 141**.

BCP 212 COMPUTER CENTER OPERATIONS 3 2 4

This course provides a survey of the jobs and opportunities in computer centers. Jobs surveyed include all the functions within a computer center, with emphasis on operations jobs such as console operator and peripheral operator. Also to be reviewed will be data entry, data control, output processing (burst, decollators) and data library functions. Prerequisite: **BCP 111**.

Course Descriptions

BCP 221 PROGRAMMING LANGUAGE II 3 2 4

This course is intended for students who wish to attain greater proficiency in a selected, high-level language. Emphasis is on more complex file structures and programming problems. Skills to be mastered include multiple file processing (sequential, index and direct), automatic report generation, string processing and use of operating system resources to support originally developed programs or subprograms. Prerequisites: **BCP 211**.

BCP 222 COMPUTER SYSTEMS DEVELOPMENT 3 2 4

This course surveys established and evolving methodologies for the development of business-oriented computer information systems. Students are exposed to an overview of a process, or structured, approach to the definition of needs, creation of specifications and implementation of new systems. Prerequisite: **BCP 211**.

BCP 223 OPERATING SYSTEMS CONCEPTS 3 2 4

Students will receive substantial computer lab time to learn about and apply the operating system functions and commands that are valuable or necessary in a working environment. Students will review the basics of initializing diskettes, and will move on to programming language, copying, file management, backup and recovery, sort and other routines. Operating systems will be reviewed along with multiprogramming, multi-user systems, data communication and establishing interfaces involving microcomputers, minicomputers and mainframes. Prerequisites: **BCP 121, BCP 141**.

BCP 231 OPERATING CONTROL LANGUAGE 3 2 4

This course uses OCL as the focal point for a relatively thorough review of the responsibilities and techniques of console operation. OCL consists of a series of commands to activate system software that controls processing queues, work priorities and I/O functions for a large minicomputer or mainframe system. This course should provide as much hands-on practice as possible. Prerequisites: **BCP 141, BCP 212**.

BCP 232 DATA MANAGEMENT CONCEPTS & PRACTICES 3 2 4

This course familiarizes students with basic models and capabilities of standard DBMS packages. Data bases, their roles and advantages are examined. Application requirements are explained through presentation of a set of data structures, or logical schema, for sample applications. Three major types of data models - hierarchical, network and relational - are reviewed as they apply to hypothetical sets of data objects. Prerequisite: **BCP 222**.

BCP 233 DATA COMMUNICATIONS & NETWORKING 2 2 3

This course provides the student with a comprehensive introduction to data communication techniques and applications. The material covered includes: a brief history, carriers, services and regulations; circuit types, data codes, interfaces, protocols and open system integration; hardware and software components, network types and services and data communications network management. It concludes with data communication system transactions and applications. Prerequisite: **BCP 221**.

BCP 234 SYSTEMS DEVELOPMENT PROJECT 3 2 4

Students will carry out an actual or assigned project as members of systems development teams, making this a capstone course for students planning careers involving traditional techniques for systems development. Students will be required to prepare both written and oral presentations on the system under development and to document systems development projects on a cumulative basis. Prerequisite: **Completion of six quarters of BCP**.

BIO 201 ANATOMY AND PHYSIOLOGY I 4 2 0 5

A study of normal structure and functions of the human body. Principles of chemistry as they apply to physiology are introduced. Basic concepts of the cell and anatomical divisions are included. Body systems discussed are the integumentary, lymphatic, muscular, skeletal, and urinary systems.

BIO 202 ANATOMY AND PHYSIOLOGY II 4 2 0 5

An examination of the anatomy and physiology of the nervous system, somatic and special senses, the digestive system, the blood, the cardiovascular system, the respiratory system, and the reproductive systems completes the study of the structures and function of the human body begun in Anatomy and Physiology I. Principles of chemistry are integrated as they related to physiology.

BIO 203 MICROBIOLOGY 4 2 0 5

Microbiology is a study of microscopic units of the body and of pathogenic microorganisms. Emphasis is placed on the etiology, virulence, resistance, control of spread, and immunity of common pathogens.

BUS 101 INTRODUCTION TO BUSINESS 5 0 5

A survey of the business world with particular attention devoted to the structure of the various types of business organization, methods of financing, internal organization, and management principles.

BUS 102 KEYBOARDING 2 3 3

A course designed to develop basic keyboarding skills with emphasis on correct technique and mastery of the alpha, numeric, and symbol keys. Horizontal and vertical centering, simple tabulation, and the production of basic documents will be introduced.

BUS 103 DOCUMENT FORMATTING 2 3 3

Continued development of basic typing skills. Emphasis is placed on increasing speed, improving accuracy and formatting various kinds of business correspondence, tabulations, reports and forms from unarranged and rough-draft copy. Prerequisite: **BUS 102 or Departmental Approval**.

BUS 104 DOCUMENT PRODUCTION 2 3 3

A continuation of BUS 103 with greater emphasis on production of a wide range of business communications from unarranged copy and self-composition utilizing the capabilities of the electronic typewriter. Speed and accuracy are further refined. Students will simulate working in a variety of business and professional offices through an integrated office project. Prerequisite: **BUS 103**.

BUS 106 SHORTHAND I 3 2 4

A beginning course in the theory and practice of reading and writing shorthand. Emphasis on phonetics, penmanship, word families, brief forms, and phrases.

Course Descriptions

BUS 107 SHORTHAND II	3 2 4	BUS 122 ACCOUNTING III	5 2 6
Continued study of theory with greater emphasis on dictation and elementary transcription. Prerequisite: BUS 106 or Departmental Approval.		Introduction to corporation accounting, including organization and operation, stockholders' equity, earnings, and dividends; long-term liabilities and investments. Topics include departmental accounting, branch accounting, job order cost system, funds statement and cash flow. Prerequisite: BUS 121	
BUS 108 SHORTHAND III	3 2 4	BUS 123 BUSINESS FINANCE	3 0 3
Continued study of theory with greater emphasis on speed development and mailable transcription. Introduction to office style dictation. Prerequisite: BUS 107.		A course designed to study the financing of business units such as individuals, partnerships, corporations, and trusts. A detailed study is made of short-term, long-term, and consumer financing. Prerequisite: BUS 120	
BUS 110 OFFICE COMPUTATIONS	3 2 4	BUS 134 PROFESSIONAL DEVELOPMENT	3 0 3
Introduction to the keyboard and the touch method of electronic calculator operation covering the basic operations of addition, subtraction, multiplication and division. Emphasis on using the electronic calculator to solve a wide range of problems commonly encountered in business. These problems include payroll records, invoicing and discounts, financing, merchandising and depreciation.		Designed to help people make the most of their potential over and beyond their acquired job skills. The course is tailored to the needs of the business career person. Emphasis is placed on grooming, nutrition, exercise and posture, personal and professional relationships, and business etiquette.	
BUS 112 RECORDS MANAGEMENT	3 2 4	BUS 195 SMALL BUSINESS OPERATIONS	3 0 3
A study of the fundamentals for classifying, storing, controlling, and retrieving business records. Theory and practice in the various filing control systems, such as alphabetic, numeric, geographic, and subject filing. Principles of management are applied to planning and controlling the records system. Prerequisite: BUS 102 recommended.		An introduction to the business world, problems of small business operation, basic business law, business forms and records, financial problems, ordering and inventorying, layout of equipment and offices, methods of improving business, and employer-employee relations.	
BUS 113 WORD/INFORMATION PROCESSING I	3 2 4	BUS 209 ELEMENTS OF TRANSCRIPTION	3 0 3
This course is designed to present an in-depth study of the concepts of word processing as well as enable the student to produce both basic and complex documents using word processing functions. In addition, the use of networking will be presented. Prerequisite: BUS 103 or Departmental Approval.		This course integrates the necessary skills for transcribing mailable copies. Emphasis is placed on developing a knowledge of English fundamentals, acquiring proofreading skills, and producing in correct format all written communications. The student will develop dictation and transcription techniques with hands-on experience on the appropriate equipment. Prerequisite: BUS 103 or Departmental Approval.	
BUS 115 BUSINESS LAW I	3 0 3	BUS 211 MACHINE TRANSCRIPTION	2 2 3
A course designed to acquaint the student with certain fundamentals and principles of business law, including law and its enforcement, consumer protection laws, contracts, sales, bailments, and negotiable instruments.		A course designed to develop the techniques and skills that are required for efficient machine transcription. In addition to transcription practice, the course offers the student the opportunity to increase correspondence expertise, to examine word processing concepts, to develop dictation techniques, and to master language arts. Prerequisite: BUS 209 or Departmental Approval.	
BUS 116 BUSINESS LAW II	3 0 3	BUS 212 WORD/INFORMATION PROCESSING II	3 2 4
A continuation of BUS 115 with greater emphasis on negotiable instruments. The student is introduced to substantive business law in the areas of agency and employment, business organizations, real property and inheritance, insurance and secured transactions. Prerequisite: BUS 115		This course presents a study of spreadsheet concepts and applications. An emphasis is placed on the use of the spreadsheet functions to solve various business problems. A brief overview of networking and operating systems will be covered. Prerequisite: BUS 113 or Departmental Approval.	
BUS 120 ACCOUNTING I	5 2 6	BUS 213 WORD/INFORMATION PROCESSING III	3 2 4
A beginning course in the basic principles and concepts of accounting. Emphasis on the collecting, summarizing, analyzing, and reporting of information for service and mercantile enterprises.		This course is designed to present a study of data base concepts and functions as well as enable the student to create and manipulate a data base for business needs. A review of networking and operating systems will be presented. Prerequisite: BUS 212 or Departmental Approval.	
BUS 121 ACCOUNTING II	5 2 6		
Further study of accrual accounting, including payroll, receivables, payables, inventories, systems design, and partnerships. Emphasis is placed on the recording, summarizing and interpreting data for management control rather than on bookkeeping skills. Prerequisite: BUS 120			

Course Descriptions

BUS 214 ADMINISTRATIVE OFFICE PROCEDURES I 3 2 4

This course is designed to develop the secretarial skills and abilities needed to perform at both the operational and managerial levels required in today's electronic office. The course content presents a balance between conventional and advanced electronic systems and procedures. Topics covered will be time management, the automated office environment, receptionist's duties, selection and care of equipment and supplies, processing incoming and outgoing mail, telecommunications, and rephotographics. Emphasis is placed on the development and exercise of decision-making ability and human relations skill through simulated projects. Prerequisites: **BUS 103, BUS 112, BUS 120, ENG 102, or Departmental Approval.**

BUS 215 ADMINISTRATIVE OFFICE PROCEDURES II 3 2 4

A continuation of BUS 214. Topics of study covered in this course include records management, travel, conference and meeting arrangements, research and organization of business data, financial and legal procedures, administrative duties, and career options. Emphasis is placed on the development and exercise of decision-making ability and human relations skill through simulated projects. Prerequisite: **BUS 214.**

BUS 220 ADVANCED OFFICE APPLICATIONS 2 3 3

A word processing simulation is used in this course, which consists of letters, memorandums, statistical tabulations, reports, and the use of stored text. Emphasis is placed on the development of individual production rates, increased keyboarding speed, and decision-making responsibilities. Prerequisite: **BUS 212 or Departmental Approval.**

BUS 222 INTERMEDIATE ACCOUNTING I 4 2 5

Thorough treatment of the field of general accounting, providing the necessary foundation for specialized studies that follow. The course includes, among other aspects, the balance sheet, income and surplus statements, fundamental processes of recording, cash and temporary investments, and analysis of working capital. Prerequisite: **BUS 122.**

BUS 223 INTERMEDIATE ACCOUNTING II 4 2 5

Continuation of BUS 222 with emphasis on investments, plant and equipment, intangible assets and deferred charges, long-term liabilities, paid-in capital, retained earnings, and special analytical processes. Prerequisite: **BUS 222**

BUS 225 COST ACCOUNTING 3 2 4

Nature and purposes of cost accounting; accounting for direct labor, materials, and factory burden; job cost, and standard cost principles and procedures; selling and distribution cost; budgets, and executive use of cost figures. Prerequisite: **BUS 122.**

BUS 226 PAYROLL RECORDS AND ACCOUNTING 3 0 3

The various phases of the Social Security Act and other laws relating to the payment of wages and salaries. Emphasis on the basic payroll systems and accounting methods used in computing wages and the time-keeping systems used to record time worked. Prerequisite: **BUS 120.**

BUS 229 TAXES 3 2 4

A study and application of federal and state income tax rules for individuals. Property and state sales taxes are also introduced. Practical experience with actual tax forms. Prerequisite: **BUS 120 or Departmental Approval.**

BUS 232 SALES DEVELOPMENT 3 0 3

This course emphasizes the need for creative selling in the American economy. The selling process is analyzed in terms of customer buying motives and behavior, techniques of making an effective sales presentation, and methods of building customer goodwill. Sales demonstrations allow students to develop individual skill in meeting selling problems encountered.

BUS 235 BUSINESS MANAGEMENT 3 0 3

The study of major functions of management such as planning, organizing, staffing, directing, and controlling. Clarification of the decision-making function versus the operating function. Role of management in business—qualifications and requirements.

BUS 236 BUSINESS PRACTICES AND PRINCIPLES FOR INTERIOR DESIGNERS 3 0 3

This course is designed to introduce the students of Interior Design to business organizations and procedures and how they are structured in relation to the practices of Interior Design. The student will study specific forms such as contracts, letters of agreement, invoices, etc., that relate to legal and economic as well as professional obligations.

BUS 239 MARKETING 5 0 5

A general survey of the field of marketing, with a detailed study of the functions, policies, and institutions involved in the marketing process.

BUS 247 RISK AND INSURANCE 3 0 3

The basic principles underlying risk insurance and the scope of coverage under the several divisions of insurance including life, health, fire, marine, casualty, automobile, and workmen's compensation coverage. The subject is considered from the viewpoints of personal business, social, and special group needs. The newer forms of coverage are given special attention.

BUS 269 AUDITING 3 2 4

Principles of conducting audits and investigations; setting up accounts based on audits; collecting data on working papers; arranging and systemizing the audit, and writing the auditing, and internal control. Prerequisite: **BUS 222.**

BUS 271 OFFICE MANAGEMENT AND PROCEDURES 5 0 5

An application of the principles of management to the planning, organization and controlling of office work, the direction and control of services and performance, simplification of procedures and methods, and establishment of standards, planning of physical facilities, and business forms. Prerequisite: **BUS 235 Recommended**

BUS 272 PRINCIPLES OF SUPERVISION 3 0 3

Basic responsibilities and duties of the supervisor and his relationship to superiors, subordinates, and associates. Emphasis on securing an effective work force and methods of supervision.

Course Descriptions

BUS 1103 SMALL BUSINESS OPERATIONS 3 0 3

An introduction to the business world, problems of small business operation, basic business law, business forms and records, financial problems, ordering and inventarying, layout of equipment and offices, methods of improving business, and employer-employee relations.

BUS 1122 SHOP MANAGEMENT 4 0 4

Shop organization and management to include setting up and operating auto body shop; estimating and repair order writing, parts and supplies purchasing, customer relations.

CAT 101 ADVERTISING PRINCIPLES 3 0 3

The aim of this course is to acquaint the student with the scope of the advertising field—its basic purposes and methods of achieving its objectives, its structure and organization, and its means of promoting and distributing its products and services. Involved also is the survey of general advertising forms and media to acquaint the student with their basic characteristics, functions, and requirements.

CAT 116 PHOTOGRAPHY I 2 6 4

An introduction to the photographic process. Experience includes basic camera and light meter controls, film and print processing and quality control factors. The student is acquainted with films, papers, chemicals, and print finishing procedures.

CAT 125 GRAPHIC DESIGN I 2 6 4

Course activities are coordinated with those of DES 122 to orient design principles to advertising and graphic design applications. Emphasis is placed on the proper execution of the steps involved in developing a graphic design solution. Students are introduced to the use of related tools and materials, to the operation of basic equipment such as the copy camera and the stat camera. Emphasis is continued on the development of technical skills in craftsmanship. Professional terminology is introduced. Use of computers for design is coordinated with studio projects. Prerequisites: DES 114, CGT 110.

CAT 207 GRAPHIC DESIGN II 2 9 5

Emphasis is placed on concept development and layout design execution, effective visual communication, and continued development of mechanical skills. An investigation into applications of design for various forms of advertising and graphic design is pursued through studio exercises. Expansion of the student's professional vocabulary is continued. Computers are used for design with studio projects. Prerequisites: CAT 125, DES 124.

CAT 209 GRAPHIC DESIGN III 3 6 5

Continued emphasis is placed on effective design for advertising and graphic design applications. Emphasis of studio projects is placed on design for media advertising. Projects become more complex in design requirements and quality of comprehensive execution is stressed. Computers are used for design when appropriate. Prerequisite: CAT 207.

CAT 211 GRAPHIC DESIGN IV 3 6 5

Emphasis is placed on effective graphic design on a professional level. Design projects encompass a variety of non-media forms such as corporate identity development, newsletters, brochures, etc. Fulfilling design specifications and executing comprehensive projects through photomechanical methods are stressed. Some projects are coordinated with CGT 222. Computers are used for design when appropriate. Prerequisite: CAT 209.

CAT 217 PHOTOGRAPHY II 2 6 4

A continuation of the practice of principles and procedures introduced in CAT 116. Emphasis is placed on quality control of the negative and the finished print. Emphasis is placed on pictorial and compositional quality. Prerequisite: CAT 116.

CGT 110 LETTERING AND TYPE 2 6 4

An introduction to the mechanics and aesthetics of typography. Students are introduced to techniques of hand lettering and to related terminology. Emphasis is placed upon the practice of hand lettering for advertising layout applications, the use of type as a design component and on the fundamentals of typographic measurement. Students are introduced to the operation of photolettering equipment. Use of computers for designing with type and for basics of type production is introduced. Prerequisite: DES 104.

CGT 214 GRAPHIC ARTS I 2 9 5

An introduction to methods of preparing art for printing. Emphasis is placed on the procedure and the use of tools and materials required for the execution of camera-ready mechanicals. Experience includes graphic arts darkroom procedures, fundamentals of image assembly and platemaking for offset printing. Students are also introduced to related professional terminology. Computers are used for the production of mechanical art when appropriate. Prerequisite: CAT 125.

CGT 216 GRAPHIC ARTS II 3 6 5

Preparation of art for printing is continued with greater emphasis on mechanical precision and accuracy. Students are introduced to small offset press operation and the preparation of art for printed effects such as reverses, screen tints, surprints, etc. Design projects are coordinated with this course. Students execute mechanical art, carry out pre-press production operations, and print graphic design projects developed in CAT 209. Expansion of the student's professional vocabulary is continued. Computers are used for the production of mechanical art when appropriate. Prerequisite: CGT 214.

CGT 218 ILLUSTRATION I 2 6 4

Illustration expands the basic drawing techniques to develop the skills needed to do presentation drawings in the design studio. Marker rendering is the emphasis for this course. Students learn to render small objects of various materials and surfaces in marker and pencil. Accuracy of drawing and media control are stressed. Computers are used to provide assistance in drawing and illustration. Prerequisite: DES 124.

Course Descriptions

CGT 220 ILLUSTRATION II	2 9 5	CJC 133 INTRODUCTION TO LAW ENFORCEMENT	3 0 3
A continuation of CGT 218. Emphasis is placed on comprehensive product illustrations in marker, ink line, and line and tone. Students are encouraged to develop speed in rendering as it would apply to the job situation. Additionally, the opportunity is provided for students to explore directions of individual interest in illustration and the use of computers for illustration. Prerequisite: CGT 218 .		A study of the history and philosophy of law enforcement and the components of the criminal justice system. Community and human relations, as well as ethics among members of the system, are emphasized.	
CGT 222 GRAPHIC ARTS III	3 6 5	CJC 135 CRIMINAL JUSTICE ISSUES	3 0 3
This course includes the introduction and practice of preparing art for multi-color printing and the principles and techniques of mechanical color separation. Students undertake the execution of more complex mechanical art and continue to print projects of their own design. Studio projects are coordinated with CAT 211. Expansion of the student's professional vocabulary is continued. Computers are used for printing production when appropriate. Prerequisite: CGT 216 .		This course examines contemporary issues facing the criminal justice practitioner. Its emphasis is on current topics and interests of the criminal justice system and its clients.	
CGT 223 SPECIAL DESIGN PROJECTS	3 9 6	CJC 141 JUVENILE DELINQUENCY	5 0 5
Advanced problems in graphic design. Emphasis is placed on professional portfolio development, resume production, and methods of seeking employment. Computers are used for studio projects when appropriate. Prerequisites: CAT 211, CGT 222 .		Delinquency as an individual and a social problem. Theories of delinquency causation. The involvement of law enforcement personnel in the juvenile courts. Current court procedures and policies pertaining to the handling of juveniles. Means of improving the relationship between the law enforcement officer and the juvenile offender.	
CJC 110 INTRODUCTION TO CRIMINAL JUSTICE	5 0 5	CJC 143 CRISIS INTERVENTION & MANAGEMENT	4 0 4
The philosophy and history of criminal justice agencies, law enforcement, courts and corrections, including their legal limitations in a democratic republic. The primary duties and responsibilities of the various agencies as well as the basic process of justice. An evaluation and overview of criminal justice as a career.		A course that introduces the student to theories and practices for the intervention, defusing, mediation, and referral of persons who are experiencing emotional, psychological and relationship problems. Substance abuse and social and individual crisis situations are discussed, and the student is presented with methods and techniques for handling crisis situations. This is accomplished through lecture, demonstration and practical exercises.	
CJC 112 CRIMINOLOGY	5 0 5	CJC 151 CRIMINAL JUSTICE ORGANIZATION & MANAGEMENT	5 0 5
This course studies criminal behavior and societies' reactions to it. Theories as to why persons commit crimes and criminal typologies are covered in detail.		The principles of organization and management are examined. Discussion of planning, organizing, coordinating, reporting, directing and budgeting are held.	
CJC 121 COURT PROCEDURE & EVIDENCE	3 0 3	CJC 153 SUBSTANCE ABUSE	3 0 3
This course discusses basic courtroom procedure from first appearance through final disposition. Rules of evidence are covered to include leading cases and their application to the criminal justice system.		The history and development of substance abuse in the United States. It involves historical perspective on abuse patterns and contemporary health, law enforcement and social problems resulting from substance abuse.	
CJC 122 COMMUNITY RELATIONS & ETHICS	3 0 3	CJC 155 LAW ENFORCEMENT OPERATIONS	3 0 3
The course examines ethics as applicable to the criminal justice practitioner. Factors relating to effective community relations, law, psychological and social factors, minorities, social change, planning and community relations, along with case studies are all examined.		Problems of police organization and management; the allocation of police resources; information systems; community-relations concerns; determinants of police policy. Major topics covered in this course include decision-making context of police administration; staff administration; evaluation of police programs; relation of personnel to policy; and specific programming considerations.	
CJC 125 CONSTITUTIONAL LAW	5 0 5	CJC 157 CRIMINALISTICS	1 4 3
An examination of the U.S. Constitution and its importance to American jurisprudence. The course examines constitutional amendments and court decisions pertinent to contemporary law enforcement, courts and corrections agencies in this country.		Relationships of forensic science to criminal investigation and development of new laboratory techniques. Proper methods of processing the crime scene for physical evidence and the subsequent collection, presentation and identification of evidence from the crime scene through introduction into court.	
CJC 131 CRIMINAL LAW	5 0 5	CJC 161 COUNSELING	5 0 5
Origin and history of common criminal law compared to modern statutory law. Classification of crimes, parties to crimes, elements of a crime, incomplete crime. Who can commit a crime and the defenses that excuse criminal responsibility. Crimes specifically covered include murder, rape, arson, robbery, burglary, kidnapping and assault.		The study of counseling from a criminal justice perspective. An examination of specific strategies and techniques designed to facilitate changed behavior. Emphasis on self-awareness and skills building.	

Course Descriptions

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| <p>CJC 165 JUDICIAL PROCESS 3 4 5
This course is designed to familiarize the criminal justice student with the judicial process including arrest, preliminary hearings, trial courts, state and appellate process and the legal records of the process.</p> <p>CJC 171 CRIMINAL INVESTIGATION I 3 2 4
This course introduces the student to the criminal investigation function; crime scene search; recording, collection and preservation of evidence; sources of information; interview and interrogation; case preparation and court presentation.</p> <p>CJC 173 INTERPERSONAL COMMUNICATIONS FOR CRIMINAL JUSTICE PERSONNEL 3 2 4
A course designed to improve interpersonal communication skills of criminal justice personnel. Emphasis is placed on developing skills in reflective listening, assertion and conflict management.</p> <p>COA 100 INTRODUCTION TO OFFICE AUTOMATION TECHNOLOGY 3 2 4
Introductory course designed to acquaint the student with the field of microcomputer office automation. Includes a historical review of office automation, basic terminology and study of fundamental components of an automated office.</p> <p>COA 101 PERSONAL COMPUTER APPLICATIONS 1 2 2
Introductory course designed to acquaint the student with multipurpose microcomputer software applications. Students will use an integrated software package to utilize text processing, electronic filing, spreadsheet analysis, and electronic scheduling functions.</p> <p>COA 102 KEYBOARDING 0 2 1
Introduction to keyboarding with emphasis on mastery of the keyboard to more efficiently use computer terminals.</p> <p>COA 105 BASIC PROGRAMMING 3 2 4
Elementary course designed to familiarize the student with the BASIC programming language. Students will enter, debug and run simple programs using the BASIC language. Emphasis is on understanding the relationship between computer code and office automation software.
Prerequisite: COA 100.</p> <p>COA 110 WORD PROCESSING FUNDAMENTALS 3 2 4
Introductory course designed to acquaint the student with microcomputer word processing software capabilities. Students will use a microcomputer word processing software package to produce memos, letters and reports. Students will practice inserting, deleting, changing, storing and retrieving text.
Corequisites: COA 100, COA 102 or Departmental Approval.</p> <p>COA 115 MICROCOMPUTER ACCOUNTING APPLICATIONS 3 2 4
The process of learning to use packaged applications software in accounting is explored. Emphasis on both the content of particular packages used and on the method of mastering purchased software.
Prerequisites: COA 100. Corequisite: BUS 122.</p> | <p>COA 120 SPREADSHEET FUNDAMENTALS 3 2 4
Introductory course designed to acquaint the student with microcomputer financial spreadsheet software capabilities. Students will use a microcomputer financial spreadsheet software package to design, construct and modify various types of spreadsheets and schedules.
Prerequisites: COA 100 or Departmental Approval.</p> <p>COA 130 DATA BASE FUNDAMENTALS 3 2 4
Introductory course designed to acquaint the student with microcomputer data base management software capabilities. Students will use a microcomputer data base management software package to create files, organize records, create column reports and use command files.
Prerequisite: COA 100 or Departmental Approval.</p> <p>COA 140 MICROCOMPUTER GRAPHICS 3 2 4
Introductory course designed to acquaint the student with microcomputer graphics software capabilities. Students will use a microcomputer graphics software package to produce visual displays of processed data. Students will also learn to evaluate, select, install, maintain and train users to utilize microcomputer graphics software.
Prerequisite: COA 100, COA 120 or Departmental Approval.</p> <p>COA 150 MICROCOMPUTER OPERATIONS 3 2 4
Introductory course designed to acquaint the student with microcomputer hardware operations. Students will use operating system commands to control input, output and CPU devices of the microcomputer system.
Prerequisites: COA 100, COA 105 or Departmental Approval.</p> <p>COA 205 OFFICE AUTOMATION SYSTEMS ANALYSIS 3 2 4
Advanced course designed to provide the student with an in-depth study of the initial investigation and feasibility study used to analyze microcomputer office automation systems.
Prerequisites: COA 110, 130, 140, 150.</p> <p>COA 210 WORD PROCESSING APPLICATIONS 3 2 4
Advanced course designed to provide the student with knowledge to evaluate, select, install, maintain and train users to utilize microcomputer word processing software.
Prerequisite: COA 110.</p> <p>COA 215 OFFICE AUTOMATION SYSTEMS DESIGN 3 2 4
Advanced course designed to provide the student with an in-depth study of the general and detailed design output, input and processing specifications used to design microcomputer office automation systems.
Prerequisite: COA 205.</p> <p>COA 220 SPREADSHEET APPLICATIONS 3 2 4
Advanced course designed to provide the student with knowledge to evaluate, select, install, maintain and train users to utilize microcomputer financial spreadsheet software.
Prerequisite: COA 120.</p> <p>COA 225 OFFICE AUTOMATION SYSTEMS IMPLEMENTATION 3 2 4
Advanced course designed to provide the student with an in-depth study of the implementation and evaluation specifications used to implement microcomputer office automation systems. Prerequisite: COA 215.</p> |
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Course Descriptions

COA 230 DATA BASE APPLICATIONS 3 2 4

Advanced course designed to provide the student with knowledge to evaluate, select, install, maintain and train users to utilize microcomputer data base management software. Prerequisite: **COA 130**.

COA 235 MICROCOMPUTER INTERFACING AND MAINTENANCE 3 2 4

Students will learn to expand microcomputer processor capabilities through interfacing and networking microcomputer hardware devices. Students will also learn diagnostic testing procedures to maintain microprocessor based information systems. Prerequisite: **COA 150**.

COA 245 SYSTEMS ARCHITECTURE 3 2 4

Advanced study of internal architecture of microprocessors. Emphasis is placed on current applications of microprocessors as well as future trends in the field. Prerequisite: **COA 235**.

COA 255 DATA COMMUNICATIONS 3 2 4

Advanced study of the concepts and technology of data communications in the context of computerized information systems. Includes a study of interfaces, local area networks, distributed processing, network management, security and trends in applications and technology. Prerequisite: **COA 245**.

DES 102 DESIGN I 3 6 5

The first in a sequence of three courses that introduces the basic concepts of principles and elements of design. Through the application of practical exercises, two and three dimensional assignments the student applies these concepts to develop creative and manipulative skills.

DES 104 VISUAL DESIGN I 3 6 5

This is the first course in a sequence of three visual design courses which will introduce design concepts, principles of design, and elements of design. Practical exercises and problems are undertaken to develop the creative and manipulative skills for both two and for three dimensional design. The foundation for perspective drawing is laid in this course. Students are introduced to computer graphics systems.

DES 108 BASIC DRAWING 2 4 4

A basic course in free and schematic drawing skills and concepts. Emphasis is placed on developing motor controls and the ability to see and understand form and spatial relationships.

DES 112 DESIGN II 3 6 5

The second course in the design sequence emphasizes the intuitive, creative process. Progressive problem-solving assignments directed towards choice and control of media, manipulative skills, as well as craftsmanship are stressed. Prerequisite: **DES 102**.

DES 114 VISUAL DESIGN II 3 6 5

This is the second in a series of three visual design courses. Color studies dominate the content of this course. Basic color theory is explored from both an academic and a practical approach. Craftsmanship and the development of motor skills is stressed. Students will work to develop visual sensitivity and a creative approach to problem solving. Design problems are undertaken which require the use and integration of typography as a part of the solution. Further experience with computer assisted design is provided. Prerequisite: **DES 104**.

DES 120 LIFE DRAWING I 0 6 2

Life Drawing is a study of figure drawing, using the live model as well as various texts, and includes a brief study of anatomy. The student learns basic drawing principles and techniques which are then applied to the live situation. Pencil and charcoal are the primary media used for this course.

DES 122 DESIGN III 3 6 5

The third course in the design sequence expands the foundation of basic design concepts to an advanced level. Selective problem-solving assignments and presentation techniques will be major directions of emphasis. Prerequisite: **DES 112**.

DES 124 VISUAL DESIGN III 3 6 5

The third course in the visual design sequence will expand the foundation of basic skills to an advanced level. Problem solving and presentation skills are a major emphasis for this course. The practical application of skills and principles learned earlier is stressed in this course. Students are exposed to more professional situations in which they must perform, and their use of computers in drawing and typesetting increases. Prerequisite: **DES 114**.

DES 125 COLOR THEORY AND APPLICATION 2 4 4

A study of color theory and color uses in interiors for all purposes: residential, commercial, institutional. Emphasis is placed on color schemes derived from the color wheel and intensity/value charts.

DES 203 INTRODUCTION TO INTERIOR DESIGN 2 9 5

This course will provide the opportunity to apply the principle of abstract design to plane surfaces and varied volumes that constitute the basic elements of interior environments. Prerequisites: **ART 121, DES 122, DES 125, DES 108**.

DES 205 HISTORY OF EARLY INTERIOR DESIGN 5 0 5

The fundamental aspects of interior design, architecture, and the related arts are examined through slides, lectures, and student research from ancient Egypt through the Renaissance. Emphasis is placed on residential architecture and development of vocabulary as it pertains to interior design.

DES 206 FURNITURE DESIGN AND CONSTRUCTION 2 3 3

Furniture joinery, materials, and fabrication techniques are important aspects of this course. Also learning to clearly illustrate construction and a finished product is necessary. Orthographic projection, model building, and perspective sketching are some skills required and used. Prerequisite: **DFT 108**.

DES 207 MARKET MATERIALS I 1 2 2

This course is a study of the characteristics and uses of fibers and materials and how they are woven, formed, or motted, how they are ornamented and finished.

DES 208 MARKET MATERIALS II 1 2 2

A study in detail with emphasis placed on interior fittings such as furniture, drapery fabric, wall coverings, and floor coverings and finishes. New additions to the lines of home furnishing merchandise are brought before the students, discussed, and analyzed from the standpoint of materials, construction and design. Frequent field trips will be made to manufacturers of these products and suppliers' showrooms of floor finishes and wall coverings, as well as manufacturers' representatives frequent lectures to the student and presentation of their products.

Course Descriptions

DES 212 RESIDENTIAL DESIGN	2 9 5	DFT 101 TECHNICAL DRAFTING	0 6 2
This course will introduce to the student a planned, flexible approach to Interior Design problem solving. Interior Design will include the following specific areas: concepts of period styles with stress put on authenticity, concepts of understanding of Interior design based on architectural modern styles. Combined with the individual interior design problems, customer approach and visual college presentation will be developed along with total specifications and cost accounting. Prerequisite: DES 203 .		The field of drafting is introduced as the student begins study of drawing principles and practices for print reading and describing objects in the graphic language. Basic skills and techniques of drafting included are: use of drafting equipment, lettering, free-hand orthographic and pictorial sketching, geometric construction, orthographic instrument drawing of principle views, and standards and practices of dimensioning. The principles of isometric, oblique, and perspective are introduced.	
DES 220 LIFE DRAWING II	0 6 2	DFT 102 TECHNICAL DRAFTING	0 6 2
A continuation of DES 120, this course provides the student with more instruction and practice in figure drawing from the live model. Basic anatomy and accuracy of drawing are stressed. Students also receive instruction in media control, color and composition. Prerequisite: DES 120 .		The field of drafting is introduced as the student begins study of drawing principles and practices for print reading and describing objects in the graphic language. Basic skills and techniques of drafting included are: use of drafting equipment, lettering, free-hand orthographic and pictorial sketching, geometric construction, orthographic instrument drawing of principle views, and standards and practices of dimensioning. The principles of isometric, oblique, and perspective are introduced. This course includes special design and drafting problems for Electronic Engineering Technology students.	
DES 222 RESIDENTIAL DESIGN	2 9 5	DFT 108 ARCHITECTURAL DRAFTING	0 6 2
This course is a continuation of DES 212. It includes a study of wall and floor coverings in historic and contemporary use, of continued use of period styles and contemporary styling in furniture, and draperies and accessories as used in interior design problems. The student should be prepared to execute a complete interior using standard presentation techniques. Included with presentation would be typed list of specifications listing each item that is used with complete description as to size, color, location within the finished installation. Also included in the specifications would be manufacturer and price. Prerequisite: DES 212 .		An approach in depth to the study of architectural drafting, development of techniques in architectural lettering, dimension, freehand sketching and instrument drawing. Drawing of construction details, using appropriate material symbols and conventions, and working drawings, including plans, elevations, sections, scale details and full size details will be prepared from preliminary sketches. Prerequisite: DFT 101 .	
DES 223 SURVEY OF DECORATIVE ARTS	5 0 5	DFT 140 LAYOUT DRAFTING	0 6 2
This survey will cover identification techniques of production, display and care of antique and contemporary art objects. A discussion of quality will be an inherent part of the course.		Continuation of drafting with emphasis placed on sample room layouts, both residential and commercial; recognizing existing problems, structural changes and remodeling. Problems will be given making use of architectural floor plans and their solutions with a prescribed number of furniture items and equipment. Prerequisite: DFT 108 .	
DES 231 COMMERCIAL DESIGN	2 9 5	DFT 1101 SCHEMATICS AND DIAGRAMS: POWER MECHANICS	1 2 2
This course includes a survey of basic office layouts and design. Source studies and related texts discussing such commercial interiors as banks, restaurants, motels and various office requirements noting equipment required in these different installations. Prerequisite: DES 212 .		Interpretation and reading of blueprints. Development of ability to read and interpret blueprints, charts, instruction and service manuals, and wiring diagrams. Information on the basic principles of lines, views, dimensioning procedures, and notes.	
DES 241 SURVEY OF TWENTIETH CENTURY DESIGN	3 0 3	DFT 1104 BLUEPRINT READING: MECHANICAL	1 2 2
This course will examine contemporary architecture, furniture, and decorative arts as they and their creators mirror the changing philosophies and values of the Twentieth Century.		Interpretation and reading of blueprints. Information on the basic principles of the blueprint: lines, views, dimensioning procedures and notes.	
DES 260 SPECIAL PROJECTS	2 12 6	DFT 1105 BLUEPRINT READING: MECHANICAL	1 2 2
Advanced problems in Interior Design. This course is designed to provide additional studio time at the end of the student's training period. The aim of the course is to allow for more in-depth investigation into areas of particular interest to an individual and/or to provide added opportunity for the upgrading of weaknesses apparent at this point. Prerequisites: BUS 236, DES 222, DES 231 .		Further practice in interpretation of blueprints as they are used in industry; study of prints supplied by industry; making plans of operations; introduction to drafting room procedures; sketching as a means of passing on ideas, information and processes. Prerequisite: DFT 1104 .	
DES 262 COMMERCIAL DESIGN	2 12 6	DFT 1106 BLUEPRINT READING: MECHANICAL	1 2 2
A continuation of DES 231 Commercial Design. Prerequisite: DES 231 .		Advanced blueprint reading and sketching as related to detail and assembly drawings used in machine shops. The interpretation of drawings of complex parts and mechanisms for features of fabrication, construction and assembly. Prerequisite: DFT 1105 .	

Course Descriptions

DFT 1110	BLUEPRINT READING: BUILDING TRADES	0 3 1	
	Principles of interpreting blueprints and trade specifications common to the building trades.		
DFT 1113	BLUEPRINT READING: ELECTRICAL	0 3 1	
	Interpretation of schematics, diagrams and blueprints of electrical installations using the National Electrical Code. Prerequisite: DFT 1110 .		
DFT 1180	DRAFTING TRADES I	2 2 3	
	Fundamental drafting principles with instruction and practice lettering, orthographic projection, working drawings. Introduction to the principles of sectioning, dimensioning, use of drawing instruments and the solution of geometrical problems are covered. This is an introductory course in drafting for students needing no knowledge of drawing principles for reading and describing objects in the graphic language.		
DTP 100	LAYOUT & DESIGN	3 6 5	
	This course provides an introduction to the fundamentals of design and page layout. The course focuses on page layout organization, typography and color. Use of computers is coordinated with student projects.		
DTP 105	GRAPHIC SOFTWARE INTRODUCTION	3 6 5	
	This course provides an introduction to the design and execution of pictorial graphics using a variety of software packages. The students will create and manipulate images with the computer.		
DTP 110	DESKTOP PUBLISHING I	3 6 5	
	This course provides instruction and hands-on training in the use of state-of-the-art microcomputers, laser printers and desktop publishing software. Students will learn to design and produce camera-ready, near typeset-quality reports, newsletters, business forms, etc.		
DTP 120	DESKTOP PUBLISHING II	3 6 5	
	This course provides advanced training in the use of microcomputer software to design and produce brochures, fliers, letterheads, etc. Emphasis will be placed on the integration of sophisticated text and graphic elements. Prerequisite: DTP 110 or Departmental Approval .		
DTP 130	DESKTOP PUBLISHING III	3 6 5	
	This course provides instruction for hands-on evaluation of software and hardware available for desktop publishing. Publications will be produced that integrate text, graphics and page layout. Prerequisite: DTP 120 or Departmental Approval .		
DTP 140	DESKTOP PRESENTATIONS	3 6 5	
	This course provides advanced training in desktop publications with projects designed for business presentations. Students will learn to create and manage presentations using various microcomputer software programs. Prerequisite: DTP 120 or Departmental Approval .		
ECO 102	ECONOMICS I	3 0 3	
	The fundamental principles of economics, including the institutions and practices by which people gain a livelihood. Included is a study of the laws of supply and demand and the principles bearing upon production, exchange, distribution, and consumption both in relation to the individual enterprise and to society at large.		
ECO 104	ECONOMICS II	3 0 3	
	Greater depth in principles of economics, including a penetration into the composition and pricing of national output, distribution of income, international trade and finance, and current economic problems. Prerequisite: ECO 102 .		
ECO 108	CONSUMER ECONOMICS	3 0 3	
	Designed to give practical help to the person who wants to do a better job of managing his personal finances. A study of personal financial planning, budgeting, buying on credit, borrowing money, investing savings, buying all forms of insurance, home ownership, and estate planning.		
EDP 104	INTRODUCTION TO COMPUTERS	3 2 4	
	Introductory course designed to acquaint the student with the field of data processing. Includes a historical review of data processing, basic terminology, and fundamental concepts of computers and programming. Laboratory exercises are devoted to familiarizing the student with data processing equipment.		
ELC 112	ELECTRICAL FUNDAMENTALS I	5 4 7	
	A study of units of measurement, electrical quantities, simple circuits, electromotive forces, current, power laws, basic electrical instruments and measurements, resistance, impedance and basic circuit components. Concepts taught are generally limited to fundamentals. Laboratory work will teach the proper use and care of basic hand tools and the basic manual skills used in working with electricity. Measurement techniques and safety practices will be stressed throughout. Corequisite: MAT 101 .		
ELC 113	ELECTRICAL FUNDAMENTALS II	5 4 7	
	A study of RLC circuits under steady state sine wave conditions. Included are the study of phase relationships, AC power, transformers and resonance. Prerequisites: ELC 112 , MAT 101 . Corequisite: MAT 102 .		
ELC 114	ELECTRICAL FUNDAMENTALS III	3 2 4	
	An advanced course in AC circuit theory. The course includes additional materials on resonant circuits, filter networks, bridges, special transformers, and three-phase rectifier circuits. Prerequisites: ELC 113 , MAT 102 .		
ELC 1101	INDUSTRIAL ELECTRICAL PRACTICES	3 2 4	
	This course is used to provide a basic knowledge of industrial electrical practices. Major topics to be covered are Direct Current, Alternating Current and Industrial Control Circuits. Students are to receive practical experience with switches, receptacles, meters, motors, generators, circuits, transformers, magnetic devices, and other applicable devices.		
ELC 1102	INDUSTRIAL ELECTRICAL PRACTICES	3 2 4	
	A continuation of ELC 1101 . Prerequisite: ELC 1101 .		
ELC 1104	BASIC ELECTRICITY I	5 9 8	
	This course gives an introduction to basic D. C. theories and principles of electricity, as well as to basic electric units, symbols, and Ohm's Law regarding series and parallel circuits.		
ELC 1104A	BASIC ELECTRICITY I	3 3 4	
	This course gives an introduction to basic D. C. theories and principles of electricity, as well as to basic electric units, symbols, and Ohm's Law regarding series and parallel circuits. Prerequisites: MAT 1115 , ELN 1106 .		

Course Descriptions

ELC 1104B BASIC ELECTRICITY I 2 6 4
A continuation of of ELC 1104A. Prerequisite: **ELC 1104A**.

ELC 1105 BASIC ELECTRICITY II 5 9 8
This course gives an introduction to alternating current theory, sine wave generation and analysis, induction, reactance, impedance, phase relations, transformers, and power factor corrections. Prerequisites: **ELC 1104, MAT 1115**.

ELC 1105A BASIC ELECTRICITY II 3 3 4
This course gives an introduction to alternating current theory, sine wave generation and analysis, induction, reactance, impedance, phase relations, transformers, and power factor corrections. Prerequisites: **ELC 1104B, MAT 1115**.

ELC 1105B BASIC ELECTRICITY II 2 6 4
A continuation of ELC 1105A. Prerequisite: **ELC 1105A**.

ELC 1115 AC AND DC MACHINERY 3 6 5
AC and DC motors, generators, voltage and current regulators, speed control, reversing and braking systems, and characteristics are studied. The student will physically set up and wire various systems and then collect data to determine characteristics and efficiency of system. Prerequisites: **ELC 1105, ELN 1111, ELN 1106**.

ELC 1125 INDUSTRIAL WIRING PRACTICES 5 6 7
Layout, planning, and installation of wiring systems in commercial and industrial complexes, with emphasis upon blueprint reading and symbols, and related National Electrical Codes, and the application of the fundamentals to practical experience in wiring, conduit preparation, and installation of simple systems. Prerequisites: **ELN 1111, ELC 1115, ELN 1118**.

ELC 1135 PNEUMATIC AND ELECTRICAL CONTROLS 1 3 2
This course is a study of the basic principles of pneumatic and hydraulic fluids. The student will gain a practical knowledge of pneumatic cylinders, hydraulic cylinders, pneumatic valves, hydraulic valves and the related electrical controls. Standard symbols, schematics and wiring diagrams will be used as they relate to pneumatic and hydraulic control systems. Prerequisite: **Consent of Instructor**.

ELM 225 INDUSTRIAL ELECTRONICS 5 4 7
A course to introduce the student to those devices, circuits and systems used in various manufacturing industries which may not be covered in conventional Electronics programs. Common types of motors including stepping motors and their characteristics will be covered. Circuits for control of D. C. and A. C. motors including thyristor and power MOSFET circuits will be covered. Computer interfacing to various sensors and motor controls will be studied. Automatic control systems such as robots will be covered. Prerequisites: **ELN 220, ELN 224**.

ELN 111 INTRODUCTION TO TECHNOLOGY 3 2 4
A course to introduce the electronics student to the electronics industry. A brief history of Electricity and Electronics will be given. The impact of Electronics on society will be presented. In the lab the student will be introduced to the basic tools of the Electronics Technician.

ELN 118 DIGITAL ELECTRONICS I 3 4 5
Introductory Digital Electronics. Emphasizes the study of combinational and sequential logic circuits using discrete and integrated components. Topics include Binary Arithmetic, numbering systems, Boolean Algebra, and basic logic gates. Laboratory exercises involve use of TTL and CMOS combinational circuits.

ELN 131 ELECTRONICS I 3 4 5
A first course in Electronics. Course includes an introduction to electronics, a study of solid state physics necessary for an understanding of semiconductor device operation, semiconductor device volt-ampere characteristics, and basic circuits using these devices. Corequisite: **ELC 113**.

ELN 132 ELECTRONICS II 5 4 7
A second course in Electronics. Course includes uses of discrete semiconductor devices in basic circuits such as small and large signal amplifiers, power supplies, and feedback circuits. Prerequisite: **ELN 131**.

ELN 219 DIGITAL ELECTRONICS II 3 4 5
Continued study of Digital Circuits including flip-flops, asynchronous and synchronous counters, arithmetic operations, registers and basic storage devices. Emphasis is placed on timing, interfacing various families of integrated circuits and reading and interpreting manufacturers' specifications. Typical applications in industry will be presented. Prerequisite: **ELN 118, ELN 132**.

ELN 220 ELECTRONIC SYSTEMS I 4 4 6
A general survey of electronic systems with emphasis on their description in block diagram format. Systems to be studied are those used in communications, computing, measurement, automatic control, and others of a specific nature as appropriate. Prerequisite: **ELN 132**.

ELN 222 ELECTRONIC SYSTEMS II 5 4 7
Introduction to fundamental aspects of electronic communication systems with special emphasis on need for modulation, types of modulation, frequency spectrum and bandwidth requirements. Qualitative study of the principles of AM, SSB, and FM including the generation and detection of signals and their frequency spectrum. Transmission and propagation of radio signals will be studied. Prerequisite: **ELN 220**.

ELN 224 ELECTRONICS SYSTEMS III: MICROPROCESSORS 5 4 7
This course deals with the theory and applications of microprocessors. Emphasis is placed on typical applications of the microprocessor to the electronic industry. Laboratory exercises will include "hands-on" assignments with a typical microprocessor which is in current use in the electronics industry. Prerequisite: **ELN 219**.

ELN 226 TROUBLESHOOTING 2 4 4
A course to sharpen the students' troubleshooting skills for entry level electronic technician jobs. Troubleshooting techniques, use of test equipment, and use of built in self diagnostic circuits will be covered. Emphasis will be on more complex circuits and systems rather than on simple circuits. Prerequisite: **ELN 222, ELN 224 or a thorough working knowledge of electronic devices and their circuits**

Course Descriptions

ELN 246 ELECTRONICS DESIGN PROJECT 0 6 3

A laboratory class where the student puts into practice various skills learned in the Electronics Engineering Technology program. The student will obtain parts for assembly, and test a piece of electronics equipment as prescribed by the instructor. A project report will be submitted at the end of the course. Prerequisites: **ELN 222, ELN 224.**

ELN 1106 INSTRUMENT FAMILIARIZATION 3 6 5

Functional use of various tools and test equipment used in the electrical field.

ELN 1111 ELECTRO-MECHANICAL RELAYS AND SYMBOLS 3 6 5

Introduction to various types of relays (AC and DC), operating principles and characteristics. Various symbols are introduced. Maintenance and construction of relays are studied. Prerequisites: **ELN 1106, ELC 1104, MAT 1115.**

ELN 1118 INDUSTRIAL ELECTRONICS 3 6 5

Introduction to the theory and applications of solid state devices used in industry, especially solid state control circuit for motors and related equipment. Prerequisites: **ELC 1105, ELN 1111.**

ELN 1118A INDUSTRIAL ELECTRONICS 2 3 3

Introduction to the theory and applications of solid state devices used in industry, especially solid state control circuit for motors and related equipment. Prerequisites: **ELC 1105, ELN 1111.**

ELN 1118B INDUSTRIAL ELECTRONICS 1 3 2

A continuation of ELN 1118A. Prerequisite: **ELN 1118A.**

ELN 1119 INDUSTRIAL ELECTRONICS 3 6 5

A continuation of Industrial Electronics including programmable controllers. Prerequisites: **ELN 1118, ELC 1115.**

ENG 099 GRAMMAR AND WRITING 3 0 3

A review of traditional English grammar and mechanics of the written language will enable the student to write sentences and paragraphs, culminating in multi-paragraph compositions. Practice in organizing units of thought is an important part of the course.

ENG 101 COMPOSITION I 3 0 3

Designed to aid students in the improvement of communication skills to express ideas and information. Emphasis is on the whole composition—thesis and support—with attention to grammar as the need arises. Intended to stimulate students to apply the accepted principles of English usage in their writing.

ENG 102 COMPOSITION II 3 0 3

Continuation of ENG 101 with emphasis on paragraph development, sentence combining, unity, and coherence. Prerequisite: **ENG 101.**

ENG 103 REPORT WRITING 3 0 3

Practical application in the preparation of various kinds of reports—proposals, process descriptions, investigative reports, etc. Study of job application procedures, business letters, and memos. Prerequisite: **ENG 102.**

ENG 203 PROOFREADING & EDITING 3 0 3

This course emphasizes the procedures and skills needed for controlling the accuracy and quality of documents. The students will learn to proofread, use proofreader's marks and symbols and produce a quality document which has been proofread thoroughly for appearance and format, accuracy and content, correctness of language usage and punctuation and grammar.

ENG 204 ORAL COMMUNICATIONS 3 0 3

A study of basic concepts and principles of oral communications to enable the student to communicate effectively with others. Emphasis is placed on the speaker's attitude, improving diction and voice, and developing and delivering effective oral presentations.

ENG 206 BUSINESS COMMUNICATIONS 3 0 3

A comprehensive study of the principles of effective business communications and the application of these principles to business reports, memorandums, and letters involving credit, collections, adjustments, complaints, orders, acknowledgements, remittances, and inquiry. Prerequisite: **ENG 102.**

ENG 212 THEMES IN LITERATURE 3 0 3

This course will examine selected literature—poetry, drama, short stories, and novels for their revelation of human nature. Class discussion of readings, short compositions, and role playing will enable students to appreciate the application of literature to their own personal and professional life.

ENG 222 JOURNALISM 3 0 3

Designed to teach the techniques of news writing, including story structure, newspaper style, writing leads, and other aspects of journalistic writing. Spelling, accuracy of facts, and objectivity are stressed.

ENG 1101 READING IMPROVEMENT 2 0 2

Instruction will focus on study skills, test taking skills, locating and organizing information, using context clues and critical reading.

ENG 1102 COMMUNICATIONS SKILLS 3 0 3

Designed to develop effective communication skills for the job market through exercises in reading, writing, listening, thinking and speaking. Prerequisite: **ENG 1101**

FLO 101 FLORAL DESIGN I 3 4 5

An introduction to the floral industry. A basic study of floral supplies, tools, products and equipment. Students will learn how to tie bows, wrap potted plants, construct simple bud-vases and novelty/holiday arrangements.

FLO 102 FLORAL DESIGN II 3 4 5

A course dealing with the geometric design of floral arrangements. With the use of fresh and permanent materials students will design basic floral arrangements and holiday novelty items. Flower identification and proper care and handling of perishable products will be emphasized. Prerequisites: **FLO 101, FLO 112**

FLO 103 FLORAL DESIGN III 3 4 5

Advanced geometric designs with the use of fresh and permanent materials. Holiday arrangements and caskets will be constructed. National, international and local trade organizations will be discussed. Prerequisite: **FLO 102**

Course Descriptions

FLO 112 FLORAL ART AND COLOR 3 0 3
The study of floral design as an art form. Students will learn color theory and design principles, as well as the history of floral arrangement and visual merchandising techniques.

FLO 199 WORK EXPERIENCE (OPTIONAL) 0 40 4
This course consists of one quarter of supervised cooperative work experience. The objective of this course is to provide the student practice in a working environment. This period of time will enable the student to use the equipment and perform the processes and services under close supervision and with responsibilities commensurate with his/her capabilities. This cooperative work experience period will be carefully planned and closely supervised by both the educational institution, and the agency or business.

FLO 204 FLORAL DESIGN IV 3 6 6
A study of current styles of floral design based on changing trends, with continued study and exercises in floral arranging using fresh and permanent flowers and greens.
Field Trip Required. Prerequisite: **FLO 103**

FLO 205 FLORAL DESIGN V 2 8 6
Emphasis is placed on design of sympathy arrangements: sprays, wreaths, baskets and others will be constructed using fresh and permanent materials. Holiday as well as all occasion arrangements and novelty items will be constructed.
Prerequisite: **FLO 204**

FLO 206 FLORAL DESIGN VI 2 4 4
Emphasis will be placed on the design of wedding arrangements: bouquets, corsages, head pieces, altar arrangements and others. The arrangements will be constructed in fresh and permanent materials. Each student will continue to develop his/her artistic ability, creating arrangements for many different situations.
Prerequisite: **FLO 205**

FLO 220 FLORAL DESIGN IV 2 4 4
A study of current styles of floral design based on changing trends, continued study and exercises in floral arrangements using fresh and permanent flowers and greens.

FLO 221 SPECIALTY PURCHASING 3 0 3
Presents the fundamental principles of buying those supplies required by the florist. Where and how to buy perishable and nonperishable items and how to markup and price those products. Required field trips to wholesale operations.

FLO 222 FLORAL DESIGN V 1 4 3
Emphasis is placed on the design of sympathy arrangements: sprays, wreaths, baskets and others will be constructed using fresh and permanent materials. Holiday as well as all occasion arrangements and novelty items will be constructed.

FLO 237 FLORAL SHOP OPERATION AND MANAGEMENT 4 6 7
Introduction to the business management world. Special attention is given to reading a profit and loss statement and instituting a system of keeping records for a small business. Mini courses in credit, income taxes, and payroll are studied for effective operations of a small business.

HOR 150 GENERAL HORTICULTURE 3 2 4
An introductory general botany and plant science course covering the fundamental principles of the reproduction, growth, functions and development of plants. Career exploration in the floriculture industry, greenhouse structures and equipment and an introduction into growing floricultural crops will be covered.

HOR 160 PLANT IDENTIFICATION I 5 0 5
A study of identification, classification, adaptation, and the nomenclature including the uses and care of tropical plants sold in the floral and horticultural industries.

HOR 161 PLANT IDENTIFICATION II 3 0 3
A study of the identification, adaptation and nomenclature of ornamental trees, shrubs, vines, and ground covers. Emphasis is given to the effects on design, planting and care of these landscape ornamentals.

HOR 170 PLANT DISEASE AND PEST CONTROL 5 2 6
To study the major causes of disease in plants including bacteria, nematodes, viruses and parasitic seed plants. Emphasis will be placed on recognition of symptoms of the main types of diseases affecting crops in North Carolina and the methods by which these diseases may be controlled. Proper use of fungicides, soil fumigants and other practical control measures will be covered. Also a study of the more common greenhouse and ornamental insect pests will be made. Insect anatomy and destruction techniques will be covered. Prerequisite: **HOR 150**

HOR 180 PLANT IDENTIFICATION I 3 0 3
A study of identification, classification, adaptation and nomenclature including the use and care of house plants and outside ornamentals utilized in the horticultural industry.

HOR 224 LANDSCAPE MAINTENANCE 2 4 4
The principles and techniques of maintaining lawns, shrubs, trees, flowers, bulbs, and other plantings, and equipment used in landscape maintenance are taught. Included are fertilization, disease control, pruning, irrigation, proper use of various herbicides and pesticides, and maintenance of small engines.

HOR 251 LANDSCAPE PLANNING 2 2 3
An introductory study of the basic landscape design principles. Included are design techniques, landscape symbols and measuring landscape areas and drawing working landscape plans. The course is oriented toward an understanding of certain basic principles, fundamental to all landscape design endeavors. Prerequisite: **HOR 260**.

HOR 254 PLANT PROPAGATION 2 4 4
A study of basic concepts and principles of sexual and asexual propagation. Techniques are learned through practical exercises conducted in laboratory sessions. Emphasis is given to those propagation methods utilized in the horticultural industry. Prerequisite: **HOR 150**.

HOR 259 GARDEN CENTER OPERATIONS 2 2 3
A course covering all phases of garden center operations. Areas of study include layout, stocking, product knowledge, traffic flow, seasonal fluctuations, risks, diversifications, merchandising and preparing and maintaining live plants for sale. Ample time will be devoted to visitation of established garden center operations. Prerequisites: **BUS 232, ENG 204**.

Course Descriptions

HOR 260 LANDSCAPE CONSTRUCTION 2 4 4

The principles and techniques of maintaining lawns, shrubs, trees, flowers, bulbs, other plantings and equipment used in landscape maintenance. Included is fertilization, disease control, pruning, irrigation, proper use of various herbicides and pesticides and maintenance of small engines.
Prerequisites: HOR 161, HOR 170, AGR 185.

HOR 274 PLANT PROPAGATION 1 2 2

A study of basic concepts and principles of sexual and asexual propagation. Techniques are learned through practical exercises conducted in laboratory sessions. Emphasis is given to those propagation methods widely utilized in the nursery industry.

HOR 275 PLANT PROPAGATION 1 2 2

A continuation of HOR 274.

HOR 283 GREENHOUSE MANAGEMENT 2 4 4

Fundamentals and practices in greenhouse plant production. Construction and management of plastic and glass greenhouses, including the control of heat, light, ventilation, and humidity. Crop studies include bush cut flower and pot plant crops.

HOR 284 GREENHOUSE MANAGEMENT 1 2 2

First half of HOR 283.

HOR 285 GREENHOUSE MANAGEMENT 1 2 2

Second half of HOR 283

HUM 215 HUMANITIES SEMINAR 3 0 3

This is a speaker-discussion oriented course designed to increase the students' overall awareness in the areas of art, music, drama, literature, religion and medicine so that guest lecturers and discussion periods comprise the class. Students may hear presentations covering the broad variety of subjects aimed at increasing their understanding of what makes us human. It is an elective course serving all technical curricula.

MAT 097 COMPUTATION 5 0 5

Basic operations of addition, subtraction, multiplication, and division are reviewed with emphasis placed on fractions, decimals, percentages, and ratio and proportion. Elementary algebra and geometry are introduced.

MAT 099 INTRODUCTION TO ALGEBRA AND TRIGONOMETRY 5 0 5

Basic operations are reviewed with special emphasis on common fractions and decimal fractions. Fundamental algebraic operations, as they apply to integers, polynomials, factoring, rational numbers, fractions, linear equations, systems of linear equations, exponents and radicals are introduced.

MAT 101 ALGEBRA AND TRIGONOMETRY I 5 0 5

The real number system is developed as an extension of natural numbers. Fundamental algebraic operations, the rectangular coordinate system, as well as fundamental trigonometric concepts and operations are introduced.
Prerequisite: MAT 099 proficiency level.

MAT 102 ALGEBRA AND TRIGONOMETRY II 3 0 3

Vectors and oblique triangles are introduced. The complex numbers, exponents, radicals, and exponential and logarithmic functions are studied in depth.
Prerequisite: MAT 101.

MAT 103 ADVANCED MATHEMATICS I 3 0 3

Advanced algebraic and trigonometric topics including equations of higher degree, progressions, trigonometric identities and inverse trigonometric functions are studied in depth. The concept of the derivative is introduced.
Prerequisite: MAT 102.

MAT 111 MATHEMATICAL PROBLEM SOLVING 5 0 5

Computational skills are reviewed. Reasoning and logical thinking skills are developed through extensive problem solving. Mental calculations and estimation are stressed throughout the course. Prerequisite: MAT 097 proficiency level.

MAT 201 ADVANCED MATHEMATICS II 3 0 3

A continuation of MAT 103. The process of integration is introduced as well as the concept of the integral as the area under a curve. Numerous types of problems are solved which require differentiation or integration.
Prerequisite: MAT 103.

MAT 1101 FUNDAMENTALS OF MATHEMATICS 5 0 5

Analysis of basic operations: addition, subtraction, multiplication and division. Fractions, decimals, powers and roots, percentages, ratio and proportion. Introduction to algebra used in trades. Practice in depth.

MAT 1103 SHOP MATH I 3 0 3

Fundamental properties and definitions: plane and solid geometric figures, selected general theorems, geometric construction of lines, angles and plane figures. Areas of plane figures, volumes of solids. Geometric principles are applied to shop operations. Prerequisite: MAT 1101.

MAT 1104 SHOP MATH II 3 0 3

Trigonometric ratios: solving problems with right triangles, using tables, and solution of oblique triangles using law of sines and law of cosines. All topics are applied to practical problems. Prerequisite: MAT 1103.

MAT 1115 ELECTRICAL MATH 5 0 5

A study of fundamental concepts of algebra: basic operations of addition, subtraction, multiplication, and division; solution of first order equations, use of letters and signs, grouping, factoring, exponents, ratio, and proportions; solutions of equations, algebraically and graphically; a study of logarithms and use of tables; and introduction to trigonometric functions and their application to right angles; and a study of vectors for use in alternating current.

MAT 1123 SHOP MATH III 3 0 3

Introduces gear ratio, lead screw and indexing problems with emphasis on application to the machine shop. Practical applications and problems furnish the student with experience in geometric propositions and trigonometric relations to shop problems; concludes with an introduction to compound angle problems. Prerequisite: MAT 1104.

MEC 1101 MACHINE SHOP THEORY & PRACTICE 3 12 7

An introduction to the machinist trade and the potential it holds for craftsmen. Identification, care, and use of basic hand tools and precision measuring instruments, with introduction to basic machine tool operations namely turning, drilling, sawing, grinding (offhand) and milling. Elementary layout procedures and processes of the lathe, drill press, bandsaws, grinding and milling machines will be introduced both in theory and practice.

Course Descriptions

MEC 1101A MACHINE SHOP THEORY & PRACTICE 2 6 4

An introduction to the machinist trade and the potential it holds for craftsmen. Identification, care, and use of basic hand tools and precision measuring instruments, with introduction to basic machine tool operations namely turning, drilling, sawing, grinding (offhand) and milling. Elementary layout procedures and processes of the lathe, drill press, bandsaws, grinding and milling machines will be introduced both in theory and practice.

MEC 1101B MACHINE SHOP THEORY & PRACTICE 1 6 3

A continuation of MEC 1101A. Prerequisite: MEC 1101A.

MEC 1102 MACHINE SHOP THEORY & PRACTICE II 3 12 7

Advanced work on the engine lathe, turning, boring, threading, tapers etc. Operations in precision layout procedures and methods. Basic operations on grinders and drilling machines with students selecting projects that encompass all the operations, tools, and procedures used thus far in this course. Introduction to basic surface grinding along with simple turret lathe procedures. Prerequisite: MEC 1101.

MEC 1102A MACHINE SHOP THEORY & PRACTICE 2 6 4

Advanced work on the engine lathe, turning, boring, threading, tapers etc. Operations in precision layout procedures and methods. Basic operations on grinders and drilling machines with students selecting projects that encompass all the operations, tools, and procedures used thus far in this course. Introduction to basic surface grinding along with simple turret lathe procedures. Prerequisite: MEC 1101A.

MEC 1102B MACHINE SHOP THEORY & PRACTICE 1 6 3

A continuation of MEC 1102A. Prerequisite: MEC 1102A.

MEC 1103 MACHINE SHOP THEORY & PRACTICE III 4 12 8

Advanced work on milling machines and its accessories. Introduction to basic indexing and terminology with additional processes on calculating, cutting, measuring of spur, worm gears, and worm wheels. The student will use precision tools and measuring instruments namely: Vernier height gage, protractors, gage blocks, sine bars, etc. The student should be able to do precision grinding on surface grinders. The tool and cutter grinder will be introduced. Prerequisite: MEC 1102.

MEC 1104 MACHINE SHOP THEORY & PRACTICE IV 4 12 8

Development of class projects using previously learned procedures in planning, blueprinting reading, machine operations, final assembly and inspection. Additional processes on the surface grinder, tool and cutter grinder, sine chuck, and the radius tangent dresser, advanced milling operations, cutting of acme threads on the lathe, etc. Special procedures and operation processes with equipment along with observing good and safe work practices. Prerequisite: MEC 1103.

MEC 1115 TREATMENT OF FERROUS METALS 2 3 3

Investigates the properties of ferrous metals and tests to determine their uses. Instructions will include some chemical metallurgy to provide a background for the understanding of the physical changes and causes of these changes in metals. Physical metallurgy of ferrous metals, producing iron and steel, theory of alloys, shaping and forming, heat treatments for steel, surface treatments, alloy of special steel, classification of steels, and cast iron will be topics for study.

MEC 1116 TREATMENT OF NON-FERROUS METALS 2 3 3

Continuation of the study of physical metallurgy. The non-ferrous metals: bearing metals, (brass, bronze, lead), light metals (aluminum), light powder metallurgy, titanium, zirconium, niobium and vanadium are included in this course. Heat treating and Rockwell Hardness Testing are also covered. Prerequisite: MEC 1115.

MEC 1155 MECHANICAL SYSTEMS 1 3 2

An introduction to mechanical systems including the use, design and/or preventive maintenance for gears, sprockets, vacuum pumps, air compressors, piping, bearings, lubrication, vibratory bowls and tracks and conveying systems.

NUR 101 INTRODUCTION TO NURSING 3 0 0 3

The student is introduced to the major concepts permeating the curriculum. The organizing framework and primary emphasis is the nursing process incorporating Roy's Adaptation Model and Gordon's Functional Health Patterns. Legal-ethical aspects of nursing practice are also included.

NUR 102 PRINCIPLES OF NURSING PRACTICE 5 6 or 4 7

An introductory course which provides the opportunity for students to gain knowledge of basic concepts and principles of nursing practice. Using Gordon's Functional Health Patterns as an organizing framework, theory related to selected basic nursing skills will be presented. Supervised practice of these skills will occur in the on-campus laboratory and clinical settings. Incorporation of knowledge from NUR 101 as well as biological and psychological support courses will be emphasized. The acute care setting will be utilized for clinical learning.

NUR 103 ADULT-CHILD HEALTH NURSING I 6 0 11 9

Designed to build upon basic principles and practice of nursing presented in NUR 101 and NUR 102. Student learning is directed toward utilization of the nursing process with increasing skill to promote effective adaptation of clients across the lifespan who are experiencing common alterations in health related to safety; health management; spirituality; grief; sleep; fluid, electrolyte, and acid-base balance; and infection, immunity, and healing. Incorporation of knowledge from biological and psychological support courses will be emphasized. Finally, the student will be introduced to common stressors in nursing practice and recommended coping strategies. The acute care setting will be utilized for clinical learning.

Prerequisites: NUR 101, NUR 102, NUR 117, BIO 201, PSY 103

Course Descriptions

NUR 104 ADULT-CHILD HEALTH NURSING II 8 0 11 11
Builds upon concepts studied in NUR 103. Student learning is directed toward utilization of the nursing process with increasing skill to promote effective adaptation of clients across the lifespan who are experiencing common alterations in health related to circulation and oxygenation. Incorporation of knowledge from biological and psychological support courses will be emphasized. Acute and ambulatory care settings will be utilized for clinical learning. Prerequisites: **NUR 103, BIO 202, NUT 115.**

NUR 117 PHARMACOLOGY 3 0 0 3
Provides the foundation of knowledge necessary to safely administer medications. Topics of discussion include history, sources and physical and chemical properties of drugs, as well as the ways in which drugs affect the body. Students are prepared to administer medications by emphasizing mathematical conversion between systems, interpretation of drug orders and nursing responsibilities. Broad drug classifications provide the framework for studying the use of drugs as therapeutic agents. Supervised practice opportunities are provided in the classroom setting.

NUR 201 ADULT-CHILD HEALTH NURSING III 6 0 11 9
Builds upon concepts studied in NUR 104. Student learning is directed toward utilization of the nursing process with increasing skill to promote effective adaptation of clients across the lifespan who are experiencing common alterations in health related to elimination, mobility, ambulation and exercise, and cognition and perception. Incorporation of knowledge from biological, psychological and social science support courses will be emphasized. Acute and long-term care settings will be utilized for clinical learning. Prerequisites: **NUR 104, BIO 203.**

NUR 202 ADULT-CHILD HEALTH NURSING IV 5 0 11 8
Builds upon concepts studied in NUR 201. Student learning is directed toward utilization of the nursing process with increasing skill to promote effective adaptation of clients across the lifespan who are experiencing common alterations in health related to sexuality, reproduction and family relationships. Incorporation of knowledge from biological, psychological and social science support courses will be emphasized. Acute and ambulatory care settings will be utilized for clinical learning. Prerequisites: **NUR 201, PSY 101, SOC 101.**

NUR 203 ADULT-CHILD HEALTH NURSING V 5 0 8 7
Builds upon concepts studied in NUR 202. Student learning is directed toward utilization of the nursing process with increasing skill to promote effective adaptation of clients across the lifespan who are experiencing common alterations in health related to pattern of relationships, thought process, coping-stress tolerance and self-perception-self-concept. Incorporation of knowledge from biological, psychological and social science support courses will be emphasized. Acute and ambulatory care settings will be utilized for clinical learning. Prerequisite: **NUR 202.**

NUR 204 ADULT-CHILD HEALTH NURSING VI 6 0 13 10
Builds upon concepts studied in NUR 203. Student learning is directed toward skillful utilization of the nursing process to promote effective adaptation of clients across the lifespan who are experiencing common alterations in health related to nutrition, skin integrity and metabolic functioning. Incorporation of knowledge from biological, psychological, and social science support courses will be emphasized. The final nursing course is further structured to assist students in the role transition from student nurse to graduate nurse. This is facilitated by a concurrent course in nursing leadership as well as learning opportunities designed to assist students to acquire skills necessary to coordinate delivery of care to groups of clients and function as an effective health team member. Acute and ambulatory care settings will be utilized for clinical learning. Prerequisite: **NUR 203.** Corequisite: **NUR 219.**

NUR 217 PROFESSIONAL ISSUES 3 0 0 3
Provides the opportunity for students to explore historical and current issues and trends in nursing education and practice and the health care delivery system as a whole. Prerequisite: **NUR 202.**

NUR 219 NURSING LEADERSHIP: CONCEPTS & PRACTICE 3 0 0 3
Emphasizes basic concepts and principles of leadership and management. Classroom and concurrent clinical learning opportunities in NUR 204 are designed to assist students to acquire skills necessary to coordinate delivery of care to groups of clients and function as an effective health team member. Prerequisite: **NUR 203.** Corequisite: **NUR 204.**

NUT 115 BASIC NUTRITION 3 0 0 3
Includes the study of nutrients, how they are used by the body, and food sources necessary to achieve a balanced diet throughout the life cycle. Physiological processes of digestion, absorption, and metabolism are discussed as they relate to each nutrient. Psychosocial, cultural, and economic influences on dietary patterns are emphasized throughout the course.

PEL 130 ELECTRICITY FOR PHOTOELECTRONICS 2 2 3
A study of electricity and its use. Areas covered will include use of measurement devices, basic component identification, and simple circuit analysis and construction.

PEL 140 BASIC ELECTRONICS 2 2 3
This course gives a general overview of electronics with emphasis on electronic circuits, devices, and techniques that are encountered in photographic and photo-finisher equipment and systems. Topics covered include inductance, capacitance, reactance, resonance, electron tubes, semiconductor fundamentals and devices. Digital circuit fundamentals, laser, and light sources, sound conversion devices are also introduced in this course. Prerequisite: **PEL 130.**

PEL 252 PHOTOELECTRONICS I 1 2 2
An opening course in Photo-electronics. Course includes the analysis of schematic diagrams, identifying electronic and electro-mechanical components and exploring their function and application in photographic processing and finishing equipment.

Course Descriptions

PEL 253	ELECTRONIC TEST EQUIPMENT OPERATION & USE	1 2 2	
	Students will study and practice the operation, function, and application of digital and analog volt ohm meters, oscilloscopes, RF signal generators, function generators, AC/DC power supplies, and associated test equipment used in troubleshooting photographic processing and finishing equipment.		
PEL 254	ELECTRONIC TECHNOLOGY I	1 2 2	
	An opening course in Electronic Technology. Course includes the study and practice of proper safety procedures, identifying and using proper tools, removing and/or replacing electronic components in photographic processing and finishing equipment using proper soldering techniques. Course also includes the application of semiconductor devices in basic circuits such as amplifiers, power supplies, feedback circuits. Prerequisite: PEL 140 .		
PEL 260	ELECTRONIC IMAGING SYSTEMS	2 2 3	
	A study of the theory of converting images to electrical signals which may be displayed or stored electronically. Areas covered will include magnetic recording and playback, CRT/LED/LCD displays, and digital-optical recording and playback systems. Prerequisite: PEL 140 .		
PEL 262	PHOTOELECTRONICS II	1 2 2	
	A second course in photo-electronics. Course includes an analysis of electronic circuitry, control systems, microprocessor control systems for photographic processors and printers. Prerequisite: PEL 252 .		
PEL 263	DIGITAL IMAGE PROCESSING	2 4 4	
	Techniques of image capture. Generation, manipulation, storage, and transmission of the digital image. Integration of images from photographic, graphic arts, and computer sources. Film recording and printer reproduction of the digital image. Prerequisite: PEL 140 .		
PEL 264	ELECTRONIC TECHNOLOGY II	1 4 3	
	A second course in electronic technology. Course includes a study of operational amplifiers, multistage amplifiers, field effect transistors, TTL, integrated circuits, and positive and negative feedback. Prerequisites: PEL 253, PEL 254 .		
PEL 265	ELECTRO-MECHANICAL & INDUSTRIAL CONTROLS	1 2 2	
	Course includes an analysis of different types and uses of AC/DC motors, clutches, braking devices, and drive systems for photofinishing equipment. Pilot devices such as push button switches, pressure switches, float switches, etc., are discussed. Magnetic devices such as relays and motor starters are studied.		
PEL 267	VIDEO PRODUCTION	2 4 4	
	Introduction to the basic equipment and operations of videotape production including the video camera, recorder, switches, special effects, generator, editing equipment, and lighting for location. Introduction to video application in weddings, insurance records, real estate sales, etc.		
PEL 271	DIGITAL TECHNIQUES	3 0 3	
	Students perform calculations using binary, octal, hexadecimal numbering systems. A study of asynchronous and synchronous counters, registers, and basic storage devices is also done.		
PEL 272	PHOTOELECTRONICS III	1 4 3	
	A third course in photo-electronics. Course includes an analysis of electronic circuitry, control systems for film cutters, paper cutters and processing equipment. Prerequisite: PEL 262 .		
PEL 273	SYSTEMS ENGINEERING TECHNIQUES	1 2 2	
	Students will perform a systems analysis and integration of industrial photographic processing and finishing systems. Apply all troubleshooting skills and techniques and repair and/or service computer controlled photographic printers, film/paper cutters, splitters, and processors in a photographic processing and finishing system.		
PEL 274	ELECTRONIC TECHNOLOGY III	1 4 3	
	A third course in electronic technology. Course includes a study of digital electronics, concepts and applications, microprocessor operation, configuration, and application related to photofinishing equipment. Lab projects using integrated circuits will be performed. Students will build counters, registers, encoders, decoders, and test for proper operation using test equipment. Prerequisite: PEL 264 .		
PEL 277	INTRODUCTION TO PHOTOELECTRONICS	1 4 3	
	Students will study and practice safety procedures, proper use of tools and test equipment, removal and replacement of electronic components using proper soldering techniques, analyze schematic and wiring diagrams, identify components, perform analysis, operation, and servicing in the general sense of photographic processing and finishing systems.		
PEL 280	CONTROLLED WORK EXPERIENCE - PHOTOELECTRONICS	1 40 4	
	A program of eleven class hours followed by 300 to 400 work hours in the industry. The objective of this program is to familiarize the student with the attitudes and performance standards required by the industry as well as to further the student's technical skills. A job description for each position is established prior to employment and the student's performance is supervised and evaluated by a program coordinator and by a supervisor-designate of the employer. Prerequisite: Permission of the coordinator. Successful completion of all courses scheduled prior to PEL 280 is usually required.		
PFN 110	PROCESS CONTROL	2 8 6	
	Study of photographic quality control systems. Measurement, evaluation, and control of photographic processes using densitometry, sensitometry, and related monitoring systems. Control systems for continuous processing of film and papers.		
PFN 110A	PROCESS CONTROL	2 4 4	
	An abbreviated study of quality control systems for continuous processing of film and papers. Not for Laboratory Management or Photo-Electronics students.		
PFN 127	INTRODUCTION TO MACHINE PROCESSING	2 8 6	
	Photographic processing mechanisms. Nomenclature, design and function of various machines currently used in the photofinishing, professional finishing, and school finishing industries. Prerequisite: PFN 110 .		

Course Descriptions

PFN 128 INTRODUCTION TO MACHINE PRINTING 2 8 6

Study of automated printers: nomenclature, design, function, modification, and production uses. Printers for black-and-white and color; additive and subtractive color printing methods. Exposure control and color balance of printers. Multiple-exposure package printers.

PFN 134 ADVANCED PHOTOFINISHING PROCESSES 2 12 8

Study and use of various processing systems. Emphasis on student's experience of work in processing and quality control with black-and-white and color negative, positive, and transparency materials. Prerequisite: **PFN 127**.

PFN 143 CUSTOM COLOR PRINTING I 1 4 3

Introduction to materials, processes and techniques used in custom printing. Emphasis will be on proper color balance, cropping, dodging, burning and print finishing. All projects will be done on color paper. Prerequisite: **PHO 111**.

PFN 144 MINI-LAB OPERATION, MAINTENANCE & MANAGEMENT 2 4 4

Students will study and practice proper safety procedures, silver recovery operations, film processors, paper processors, color printer, density and color theory, chemicals and chemical mixing, start-up and shut down procedures, quality control, densitometry, printing procedures, color balancing procedures and maintenance of mini-lab equipment.

PFN 147 PHOTOGRAPHIC MACHINE MAINTENANCE 2 12 8

Printer set-up procedures, operation, maintenance, adjustment, installation of accessories. Study of wiring diagrams, operations sequence. Maintenance of processor control, drive and replenishment systems. Prerequisite: **PFN 134**.

PFN 250 CONTROLLED WORK EXPERIENCE-PHOTOFINISHING 1 40 4

A program of eleven class hours followed by 300 to 400 work hours in the industry. The objective of this program is to familiarize the student with the attitudes and performance standards required by the industry as well as to further the student's technical skills. A job description for each position is established prior to employment and the student's performance is supervised and evaluated by a program coordinator and by a supervisor-designate of the employer. Prerequisite: **Permission of the coordinator. Successful completion of all courses scheduled prior to PFN 250 is usually required.**

PFN 260 PRODUCTION SUPERVISION 0 8 4

Experience in supervision of actual photofinishing production with Randolph Community College's plant. Scheduled assignments give the student responsibility for management of manpower, morale, job communications, production evaluation, inventory control, cost control, in all areas of photofinishing operations. Prerequisites: **PFN 144, PFN 147**.

PFN 263 CUSTOM COLOR PRINTING II 1 4 3

Actual printing and processing a variety of sizes up to 30 inch x 40 inch. Production printing on rolls and individual cut sheets will be done. Use of various electrical systems for determination of color balance. Quality assurance program matching print quality to the standards of the industry. Emphasis on craftsmanship. Prerequisite: **PFN 143**.

PFN 264 CUSTOM PROCESSING II 1 4 3

Processing of a variety of films; black & white, color, color and black & white internegative and interpositives, Ektachrome duplicating, print films, Durotrons and mural printing will be done by the student. Prerequisite: **PFN 144**.

PFN 270 PHOTOFINISHING LABORATORY MANAGEMENT 1 4 3

Lectures on cost analysis, waste control, labor cost and control, employer-employee relations, labor unions and chemical management. Labs will be in laboratory production management. Prerequisite: **PFN 260**.

PHI 121 CONTEMPORARY MORAL ISSUES 3 0 3

Philosophical readings and discussion of such current topics as abortion, euthanasia, capital punishment, pornography and censorship, sexual morality, preferential hiring, environmental ethics, population control and the morality of war. Explores the ethical aspects of making decisions about these topics.

PHO 111 FUNDAMENTALS OF PHOTOGRAPHY 4 8 8

Introduction to the principles governing image formation. Light, optics camera mechanics, latent image, development, and basic densitometry are studied to establish the technical relationship of subject and photographic image. Assignments stress consistent exposure and darkroom techniques.

PHO 112 DESIGN LABORATORY I 0 4 2

Introduction to the elements of design through constructive laboratory projects, photographic assignments, and a comprehensive study of contemporary photography. Emphasis on the student's acquiring basic skills in organizing picture space.

PHO 113 PHOTOCHEMISTRY 4 2 5

Brief review of basic chemistry followed by detailed study of reactions specific to photographic processes. Basic photographic laboratory methods and calculations are introduced.

PHO 114 PHOTOGRAPHIC CORRECTIONS & FINISHING I 0 4 2

Introduction to chemical and physical methods for corrections on negatives and prints with bleaches, dyes, opoques, pencils, etc. with initial emphasis on spotting techniques for prints. Introduction to various mounting and presentation techniques.

PHO 122 DESIGN LABORATORY II 0 4 2

Continuation of study of elements of design with emphasis on color. Study of the effects of various media on translation from object to image, with emphasis on photographic and digital imaging systems. Prerequisite: **PHO 112**.

PHO 123 MATERIALS AND PROCESSES I 4 2 5

Detailed study of the primary materials and processes of current black and white photography. Theories and mechanics of light in relation to effect on emulsions. Development in terms of its effect on scene contrast. Printing systems in relation to the reproduction of tone. Students assignments demonstrate controls available for producing high quality black and white prints from a variety of scenes. Prerequisites: **PHO 111, PHO 113**.

Course Descriptions

PHO 123A MATERIALS AND PROCESSES I 4 0 4

An abbreviated study of the primary materials and processes of current black and white photography. Not for Biomedical, Commercial, Photojournalism, or Portrait Studio Management students. Prerequisites: **PHO 111, PHO 113.**

PHO 124 PHOTOGRAPHIC CORRECTIONS & FINISHING II 0 4 2

Continuation of PHO 114 with emphasis on corrective techniques for the negative. Introduction of the airbrush. Prerequisite: **PHO 114.**

PHO 125 BASIC OBJECT LIGHTING 1 4 3

Introduction to the basic techniques used in studio lighting for illustration. Electronic flash and quartz light sources are studied and applied in assignments emphasizing controlled lighting of geometric forms. Prerequisite: **PHO 111.**

PHO 126 BASIC PORTRAIT LIGHTING 1 4 3

Introduction to basic techniques used in studio lighting for portraiture. Electronic flash is studied and applied in assignments emphasizing controlled lighting of facial contour. Prerequisite: **PHO 111.**

PHO 131 VIEW CAMERA I 1 4 3

Comprehensive study of the view camera and its capabilities: camera types, nomenclature, components, systems, and movements. Introduction to sheet film handling and processing. Emphasis on the student's acquiring a thorough working knowledge and control of placement of plane of focus, depth of field, and shape modification. Prerequisite: **PHO 125.**

PHO 132 DESIGN LABORATORY III 0 4 2

Continued study of media effects on illustration and visual communication. Analysis of style. Emphasis on the student's acquiring advanced skills in organizing picture space for specific purposes of narrative or impact. Prerequisite: **PHO 122.**

PHO 133 MATERIALS AND PROCESSES II 2 4 4

Detailed study of the primary materials and processes of current color photography. Qualities of light, methods of light analysis, and effect on color emulsions. Color processing in terms of effect on scene contrast and color balance. Color printing systems in relation to reproduction of color in print materials. Student assignments demonstrate the effects of a variety of lighting conditions upon the reproduction of color transparency and print materials. Prerequisite: **PHO 123.**

PHO 133A MATERIALS AND PROCESSES II 2 0 2

An abbreviated study of the primary materials and processes of current color photography. Not for Biomedical, Commercial, Photojournalism, or Portrait Studio Management students. Prerequisite: **PHO 123A**

PHO 135 PRODUCT LIGHTING 1 4 3

Introduction of lighting techniques used in the illustration of glass, metals, leather, wood, fabrics, and other product surfaces. Prerequisite: **PHO 125.**

PHO 136 PORTRAIT/CANDIDS PACKAGE 2 4 4
PHOTOGRAPHY

Introduction to specialty techniques and equipment used in volume portrait photography and candid photography for receptions, parties, groups, etc. Long roll camera. Discussion of dealing in volume photography, buying laboratory services, packages, and promotions. Prerequisite: **PHO 126.**

PHO 141 VIEW CAMERA II 1 4 3

Continued study of the view camera with emphasis on applications for tabletop photography and architectural interiors and exteriors. Study of object distance/focal length choices for exact control of image size and perspective relationships. Shooting to size. Advanced in-camera techniques. Prerequisite: **PHO 131.**

PHO 148 SMALL FORMAT PHOTOGRAPHY 2 4 4

Introduction to the small format camera and survey of its applications in photojournalism, industrial photography, and audiovisual production. Instruction in portable lighting, special exposure techniques, and modification of film processing prepares the student to work under adverse location conditions. Study includes a survey of the major small format systems in current use. Prerequisites: **PHO 125, PHO 126.**

PHO 149 GRAPHICS MATERIALS & APPLICATIONS 2 4 4

Study of high contrast photo-sensitive materials and the reproduction processes used in the graphic arts industry. Methods for transforming line copy and continuous tone copy are introduced in assignments requiring actual preparation of materials used in the visual communications field. Prerequisite: **PHO 111.**

PHO 250 CONTROLLED WORK EXPERIENCE- PHOTOJOURNALISM 1 40 4

A lecture/workshop series on campus followed by 300 to 400 work hours in photojournalism or related areas. The objectives of this course are to provide students with actual work experience in a business relevant to their career goals, and to demonstrate through observation the attitudes and work habits required by the industry. Evaluation of each student's performance is determined by both the supervisor on the job and the course coordinator. Prerequisite: **Permission of the coordinator. Successful completion of all courses scheduled prior to PHO 250 is usually required.**

PHO 251 PORTRAIT PHOTOGRAPHY I 1 6 3

Introduction to the lighting, camera, and accessory equipment used in contemporary studio and location portrait photography, with emphasis on control of lighting for enhancement of the subject. Practice in camera and darkroom techniques for effects of diffusion, vignetting, etc. Means of approach and posing of men, women, and children in the single-subject portrait. Introduction to cosmetics. Discussion of promotion, display, and direct sales methods. Prerequisites: **PHO 126, PHO 143.**

PHO 252 COMMERCIAL PHOTOGRAPHY I 2 30 or 40 10

Introduction to the techniques of photography used in the illustration of models, home furnishings, and food. Specialty lighting, posing, styling, and detailing required in these subject areas. This course includes a five-week period during which students are assigned to work as assistants to photographers in commercial studios. Prerequisites: **PHO 141, PHO 148.**

Course Descriptions

PHO 253 WEDDING PHOTOGRAPHY 1 4 3

Study of the range of techniques used in producing wedding candids and the formal bridal portrait. The student learns to work within the protocol of various religious services through assignments at staged wedding ceremonies. Darkroom techniques for popular montage prints and other special effects. Discussion of sales packages and album sources. In conjunction with this course, special classes in all coloring are offered at student request. Prerequisites: **PHO 148, PFN 143.**

PHO 256 MACROPHOTOGRAPHY/PHOTOMICROGRAPHY 1 4 3

Study of equipment and techniques used in production of magnified images by direct photographic means. Study of light systems, camera systems, and the compound microscope used in high-magnification photography. Specimen preparation. Prerequisite: **PHO 148.**

PHO 258 INDIVIDUAL STUDY 0 4 2

A course for students desiring study in a specialty area not addressed by the scheduled curricula. Prior to enrolling in this course, the student must make a specific proposal in writing to the department chairman regarding the area of study and the work to be done. If the proposal is approved, the chairman will assign a faculty member to assist in, monitor, and evaluate the student's work. Prerequisite: **Successful completion of all courses scheduled prior to fifth quarter.**

PHO 259 INDIVIDUAL STUDY 0 4 2

A course for students desiring study in a specialty area not addressed by the scheduled curricula. Prior to enrolling in this course, the student must make a specific proposal in writing to the department chairman regarding the area of study and the work to be done. If the proposal is approved, the chairman will assign a faculty member to assist in, monitor, and evaluate the student's work. PHO 259 may be used as a means for the student to address a second separate area of study concurrent with PHO 258 or may be used in conjunction with PHO 258 if the student wishes to approach an area of study requiring more time and effort than acknowledged by two credit hours.

Prerequisite: **Successful completion of all courses scheduled prior to fifth quarter.**

PHO 261 PORTRAIT PHOTOGRAPHY II 1 12 5

Emphasis on mastery of technique and production of portraits of highest quality. Introduction of posing for group portraits. Special applications of airbrush and dye corrections. Advanced camera and darkroom techniques. The student compiles a sourcebook for backdrops, cosmetics, albums, specialized camera accessories, retouching supplies, etc. Prerequisite: **PHO 251.**

PHO 262 COMMERCIAL PHOTOGRAPHY II 2 18 11

Study and practice in the techniques of product photography for catalog publication. Use of space, continuity of lighting, and effective accessorizing are emphasized in assignments covering product categories of furniture, jewelry, soft goods, gift wares, housewares, and sporting goods. Study of various catalogs being produced in the present market. Prerequisite: **PHO 252.**

PHO 265 PHOTOJOURNALISM I 4 16 12

Comprehensive instruction and practice in exposure and processing techniques applied in newspaper photography. Treatment of content and coverage in spot news, general news, sports, and similar events. Assignments emphasize coverage of real events where possible. Unexpected "events" on campus help condition the student's response to rapidly changing, often difficult, picture situations. Field trips familiarize the student with various newspaper operations. Prerequisite: **PHO 148.**

PHO 265A PHOTOJOURNALISM I 2 12 8

An abbreviated study and practice in exposure and processing techniques applied in location photography with small format. Assignments emphasize coverage of real events where possible. Not for Photojournalism students. Prerequisite: **PHO 148.**

PHO 268 AUDIO-VISUAL PRODUCTION 2 4 4

Detailed study of audiovisual production methods including graphic and photographic techniques, control for image continuity and pacing, title slide production, script writing and audio production. Survey of major systems for audiovisual production and presentation in current use. Prerequisites: **PHO 148, PHO 149.**

PHO 270 INTERNSHIP 0 40 4

Internship of eleven weeks, forty hours per week, during which the student studies and works under the supervision of biomedical photographers or participating medical facilities. The student assists in various areas of production and participates in surgical photography, patient photography, and similar assignments which can not be provided in the school setting. Prerequisite: **Permission of the coordinator. Successful completion of all courses scheduled prior to the seventh quarter is usually required.**

PHO 271 PORTRAIT PHOTOGRAPHY III 1 12 5

Comprehensive practice in operations of the portrait studio. Methods of dealing with clients, employers, employees, and co-workers in the studio setting. Planning for employment. Planning for the opening of a studio business. Student research into the potential photographic market of selected areas. Prerequisite: **PHO 261.**

PHO 272 COMMERCIAL PHOTOGRAPHY III 2 30 or 40 10

Comprehensive study of the techniques of photography for advertising in the areas of food, fashion, interiors, and industry. Methods of working with art directors, designers, agencies, and clients. Study of advertising photography in contemporary publications. This course includes a five-week period during which the students are assigned to work as assistants to photographers at commercial studios. Prerequisite: **PHO 262.**

PHO 274 ADVANCED PHOTOGRAPHIC CORRECTIONS AND FINISHING 0 8 4

Continuation of PHO 124 with emphasis on mastery skills in negative and print corrections. Dye corrections on transparencies. Extensive practice with the airbrush for major alterations of the photographic image. Restoration. Special corrective techniques for portraiture and commercial photography. Prerequisite: **PHO 124.**

Course Descriptions

PHO 275 PHOTOJOURNALISM II 4 16 12
Continuation of PHO 265 with emphasis on greater depth and scope of photographic reporting. Examination of the use of photographs in published feature articles and picture stories. Comprehensive assignments in black and white and in color are evaluated by student and faculty groups for content and clarity. Production of storyboards for portfolio use. Prerequisite: **PHO 265**.

PHO 278 INDIVIDUAL STUDY 0 4 2
A course for students desiring study in a specialty areas not addressed by the scheduled curricula. Prior to enrolling in this course, the student must make a specific proposal in writing to the department chairman regarding the area of study and the work to be done. If the proposal is approved, the chairman will assign a faculty member to assist in, monitor, and evaluate the student's work. Prerequisite: **Successful completion of all courses scheduled prior to seventh quarter.**

PHO 279 INDIVIDUAL STUDY 0 4 2
A course for students desiring study in a specialty area not addressed by the scheduled curricula. Prior to enrolling in this course, the student must make a specific proposal in writing to the department chairman regarding the area of study and the work to be done. If the proposal is approved, the chairman will assign a faculty member to assist in, monitor, and evaluate the student's work. PHO 279 may be used as a means for the student to address a second separate area of study concurrent with PHO 278 or may be used in conjunction with PHO 258 if the student wishes to approach an area of study requiring more time and effort than acknowledged by two credit hours. Prerequisite: **Successful completion of all courses scheduled prior to seventh quarter.**

PHO 280 INTERNSHIP 0 40 4
Continuation of PHO 270. Internship of eleven weeks, forty hours per week, during which the student studies and works under the supervision of biomedical photographers at participating medical facilities. Prerequisite: **PHO 270**.

PHY 101 PHYSICS I 3 2 4
A fundamental course covering Newton's Laws of Motion, momentum, circular motion at constant speed, statics, and rotational motion with angular acceleration. Laboratory experiments and specialized problems dealing with these topics are part of this course. Prerequisite: **MAT 101**.

PHY 102 PHYSICS II 3 2 4
Major areas covered in this course are work, energy, and power. Instruction also includes such topics as gases, fluid statics, fluid dynamics, and elastic properties of solids. Prerequisite: **PHY 101**.

PHY 104 PHYSICS III 3 2 4
A survey of the concepts involving wave motion leads to a study of sound, its generation, transmission and detection. The principles of wave motion also serve as an introduction to a study of light, illumination, and the principles involved in optical instruments. Prerequisites: **PHY 102**.

PHY 1101 APPLIED SCIENCE 3 2 4
An introduction to physical principles and their application in industry. Topics in this course are heat and thermometry, and principles of force, motion, work, energy, and power.

PME 1101 INTERNAL COMBUSTION ENGINES 6 12 10
Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work. Study of the construction and operation of components of internal combustion engines. Testing of engine performance; servicing and maintenance of piston, valves, cams and camshafts, fuel and exhaust systems, cooling systems, proper lubrication; and methods of testing, diagnosing and repairing.

PME 1102 ENGINE ELECTRICAL & FUEL SYSTEMS 5 12 9
A thorough study of the electrical and fuel systems of the automobile. Battery cranking mechanism, generator, ignition, accessories and wiring; fuel pumps, carburetors, and fuel injectors. Characteristics of fuels, types of fuel systems, special tools, and testing equipment for the fuel and electrical system.

PME 1150 INTERNAL COMBUSTION ENGINES I 3 6 5
Development of knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work. Study of the construction and operation of components of internal combustion engines. Methods of testing and repairing various engine components.

PME 1152 AUTOMOTIVE FUEL SYSTEMS 2 6 4
The fuel systems of the automobile, fuel pumps, carburetors and injectors will be studied. The characteristics of fuels, types of fuel systems, special tools, and testing equipment for fuel systems will also be studied.

PME 1153 AUTOMOTIVE ELECTRICAL SYSTEMS 3 6 5
The course is a study of the electrical system of the automobile including: battery cranking mechanism, generator, ignition, accessories and wiring. Also being studied will be special tools and testing equipment for the electrical system.

POL 102 STATE & LOCAL GOVERNMENTS 3 0 3
State and local government, state-federal interrelationships, the functions and prerogatives of the branches. Problems of administration, legal procedures, law enforcement, police power, taxation, revenues and appropriations. Special attention will be given to North Carolina.

POL 103 AMERICAN GOVERNMENT 3 0 3
A study of American government with emphasis on basic concepts, structures, powers, procedures and problems.

PSC 101 BASIC LAW ENFORCEMENT TRAINING 8 12 12
This course will provide comprehensive training in topics required for certification of law enforcement personnel in North Carolina. Some topics include constitutional, criminal, ABC, motor vehicle and juvenile laws, laws of arrest search and seizure, arrest procedures, civil process, traffic accident investigation, defensive tactics, firearms, supplemental custody procedures, and other related topics.

PSC 102 BASIC LAW ENFORCEMENT TRAINING 8 12 12
A continuation of PSC 101. Prerequisite: **PSC 101**.

PSY 101 GENERAL PSYCHOLOGY 3 0 0 3
General Psychology introduces the basic principles of human behavior. It includes a brief history of psychology as a science, knowledge of basic psychological processes, personality and social behavior and behavior modifications. Emphasis is placed on the understanding of self and relationships with others.

Course Descriptions

PSY 103 HUMAN GROWTH & DEVELOPMENT 3 0 0 3
Human Growth and Development presents the life span-conception through childhood, adolescence, adulthood, aging, and dying. Emphasis is given to the factors influencing the stages of development and the importance of experiences in establishing patterns of behavior, attitudes, and interpersonal skills. The course is designed to enhance understanding of self as well as families and clients.

PSY 149 ABNORMAL PSYCHOLOGY 3 0 3
Discuss the behavior and treatment of persons displaying psychological disorders such as neurosis, psychosis, alcoholism, sociopathology and sexual psychopathy.

PSY 204 HUMAN RELATIONS 3 0 3
A course designed to acquaint the student with basic human psychology, with emphasis on the importance of effective human relationships in business situations as well as in daily living.

PSY 1101 HUMAN RELATIONS 3 0 3
A study of basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships within the work situation.

RED 099 REASONING AND VOCABULARY 4 0 4
Directed applications to a variety of reading situations enables the student to obtain maximum comprehension of printed materials. Special emphasis is placed on building vocabulary, increasing reading rate and critically analyzing materials with a focus on locational and study skill development. Attention is given to word identification and word parts.

SOC 101 INTRODUCTION TO SOCIOLOGY 3 0 0 3
This course involves a general survey of the field of sociology. It also examines major sociological concepts of the disciplines; differentiates sociology from other disciplines; and surveys substantive topics such as culture, personality, social stratification, institutions, community, social change, collective behavior, social problems, and other major areas of sociological concern.

SPA 101 SPANISH I 3 0 3
Fundamentals of the Spanish language with an emphasis on speaking.

SPA 102 SPANISH II 3 0 3
Continuation of Spanish I.

WLD 1101 BASIC WELDING 0 3 1
Welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembling and operating the welding equipment. Practice will be given for surface welding; bronze welding; silver solder, and flame-cutting methods applicable to mechanical repair work. (For Automotive Mechanics)

WLD 1103 BASIC WELDING 3 3 4
Welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembling and operating the welding equipment. Practice will be given for surface welding; bronze welding; silver soldering, and flame-cutting methods applicable to mechanical repair work. (For Automotive Body Repair)

WLD 1105 AUTO BODY WELDING 2 6 4
Welding practices on material applicable to the installation of body panels and repairs to doors, fenders, hoods, and deck lids. Students run beads, do butt and lap welding. Perform tests to detect strengths and weaknesses of welded joints. Emphasis on safety procedures throughout the course. Mig Welding. Prerequisite: **WLD 1103**.

WLD 1119 ARC WELDING I 2 6 4
Safety in the use and set up of equipment, types of welding machines, and what to look for when buying welding equipment. Welding will be started in the flat position and student will advance at own pace through as many positions as possible.

WLD 1119A ARC WELDING I 2 3 3
Safety in the use and set up of equipment, types of welding machines, and what to look for when buying welding equipment. Welding will be started in the flat position and student will advance at own pace through as many positions as possible.

WLD 1120A OXYACETYLENE WELDING & CUTTING 1 6 3
Introduction to the history of oxyacetylene welding, the principles of welding and cutting, nomenclature of the equipment, assembly of units. Welding procedures such as practice of puddling and carrying the puddle, running flat beads, butt welding in the flat, vertical and overhead position, brazing, hard and soft soldering. Safety procedures are stressed throughout the program of instruction in the use of tools and equipment. Students perform mechanical testing and inspection to determine quality of the welds.

WLD 1121A ARC WELDING II 1 5 3
Student will start when they finished in Arc Welding I and will continue at own pace in the shop. Discussion of different types of metals, welding electrodes, heat needs to melt, control, and situations they may encounter. Prerequisite: **WLD 1119**.

WLD 1121B ARC WELDING II 1 5 3
A continuation of WLD 1121A. Prerequisite: **WLD 1121A**.

WLD 1123A INERT GAS WELDING 1 6 3
Introduction and practical operations in the use of inert-gas-shield arc welding. A study will be made of the equipment, operation, safety and practice in the various positions. A thorough study of such topics as principles of operation, shielding gases, filler rods, process variations and applications, manual and automatic welding.

WLD 1124A PIPE WELDING 1 6 3
Designed to provide practice in the welding of pressure piping in the horizontal, vertical, and horizontal fixed position using shielded metal arc welding processes according to Sections VIII and IX of the ASME code. Prerequisite: **WLD 1121B**.

Continuing Education

Randolph Community College's Continuing Education Division offers courses in a variety of program areas. These areas include occupational, community service (academic, practical skills, avocational, cultural), Learning Skills Center (Basic Education, Adult High School Diploma, General Educational Development (GED), Human Resources Development (HRD), English As A Second Language (ESL), Compensatory Education). Business and industry training programs within the Continuing Education Division are the Small Business Center, Focused Industry Training, New and Expanding Industry Training and In-Plant Training. Also, the Visiting Artist Program is based in this Division.

Occupational Extension

This program area consists of courses that teach employment-related skills required to obtain and upgrade jobs. Typical courses are archaeological technician, emergency medical technician, supervisory/management skills, fire and police upgrading, general contractors licensing, real estate, insurance, etc.

Community Service

This program includes courses in academic subjects (math, languages, religion, economics, etc.), practical skills and avocational areas. Practical skills can be used to supplement income, such as sewing, wallpaper hanging, bicycle repair, beekeeping. Avocational courses are often like hobbies, such as basketweaving, ceramics, dance, crafts.

Learning Skills Center

In the Learning Skills Center, located in the Learning Resources Center, students find all classes which lead to the **Adult High School Diploma** and the **General Educational Development (GED) Certificate** (reading, writing, math, social studies, science and vocational subjects). RCC has agreements with both Randolph County and Asheboro City Schools to award the adult high school diploma. In the Learning Skills Center, staff and faculty assess students' skills and place them in appropriate learning settings where they may progress at their own pace.

In **English As A Second Language**, non-English speaking students may learn to speak, read and write English as a second language and/or find assistance as they work to receive their United States citizenship. These courses are free. Study materials are provided at no cost.

In **Human Resources Development**, adults who are unemployed or who wish to change their area of employment find help. The program goal is to help place participants in meaningful employment. HRD instructors help students explore their interests and opportunities and develop job-seeking skills, such as interviewing and resume preparation.

The **Compensatory Education** program benefits mentally-handicapped adults and focuses on skills that enable the students to become more independent and self directing. The program is free and open to any qualified adult who is 18 or older.

Programs offered through the Learning Skills Center are available throughout Randolph County in facilities provided by businesses, community centers, churches and schools. The programs are offered wherever there are sufficient numbers of students interested in attending.

Business and Industry Training

Many training programs and services are available to area businesses and industries, governmental agencies and public service organizations.

The **Small Business Center**, sponsored by RCC and in cooperation with the area chambers of commerce, assists small business owners/operators and prospective operators. Services include seminars, workshops, continuing education courses, one-to-one consultation and referral. The Center provides information and resources, such as audiotapes, videotapes and computer software packages. Courses offered regularly through the Center include marketing, management, recordkeeping, and how to start and manage a small business.

Continuing Education



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Focused Industry Training, funded by special legislative appropriation, enables the College's Continuing Education Division to assist new industries with employee training, even with a small number of trainees. This program helps with the recruitment of new industry.

The **In-Plant Training Program** takes RCC into industrial settings where instructors provide on-the-job skills training. Students learn on the job while they are being trained for new or changing product lines.

Business and industry programs are available to all area firms. Call the College for more information on the Continuing Education Division's business and industry programs.

Visiting Artist Program

The Visiting Artist Program, funded jointly by the North Carolina Arts Council and North Carolina Department of Community Colleges, began at RCC in 1972. The purpose of the program is to provide the community with entertainment through various art forms. The visiting artist serves as a consultant to the community and is available to schools, churches, civic clubs and other community organizations to give programs, lectures, concerts and to conduct workshops. The visiting artist has practice time and off-campus experiences to broaden his/her talents.

Board of Trustees



The Randolph Community College Board of Trustees is made up of thirteen members - four appointed by the Governor, four by the Randolph County and City Boards of Education, and four by the County Commissioners. The Student Government Association President of the College serves as a nonvoting member of the Board. Following is the current Board of Trustees:

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Recruiter/Job Developer, Basic Skills Education

Gray Gaskins

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Instructor Coordinator/Assessment Retention Specialist

Angela Moore

Compensatory Education Instructor **Richard Anderson**

Literacy Skills Instructor/Recruiter **Lee Malpass**

Literacy Skills Instructor **Sandra Jones**

Tutor/Counselor for JTPA **Linda King**

Instructor, Learning Skills Center **Bill Baldwin**

Instructor, Learning Skills Center **Patsy Barker**

Director, Adult High School Programs **Carl Zeigler**

Secretary, Learning Skills Center **Betsy Kinney**

Visiting Artist **Michael Stephenson**

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Dean of Instructional Affairs **John Karriker**

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Secretary of the Learning Resources Center **Arlene Phillips**

Reference Librarian **Leigh Moser**

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Director of Audiovisual Services **Celia Hurley**

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Audiovisual/Graphics Assistant **Daniel Thornburg**

Offset Press Operator **Betty Peoples**

Student Development

Dean of Student Development **John L. Roberson**

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Secretary/Receptionist **Brenda Hall**

Registrar **Carol Elmore**

Secretary **Pat Mabe**

Financial Aid Officer **Lynne Finlon**

Student Development Counselor **Mary Morgan**

Career Center Assistant/Job Placement **Jane White**

Student Development Counselor **Ned Tonkin**

Evening Counselor **Ron Bushnell**

Admissions Counselor-Field Representative

Sherry Thompson

Randolph Community College Faculty

Art and Design Department

Henry Harsch, Departmental Chairman and Instructor, Commercial Graphics; B.S., M.A., East Carolina University
Joe R. Covington, Jr., Instructor, Commercial Graphics; Bachelor of Product Design, North Carolina State University

Gerald T. Hampton, Instructor, Drafting; B.S., North Carolina State University

Charles L. Johnson, Instructor, Interior Design; B.F.A., Virginia Commonwealth University

Lawrence C. Norrls, Instructor, Interior Design; B.F.A., Atlanta College of Art/ M.F.A., East Carolina University

Lenton T. Slack, Instructor, Interior Design; B.F.A., Virginia Commonwealth University

Carl M. Yontz, Instructor, Commercial Graphics; B.A., Western Carolina University/ M.B.A., University of North Carolina at Greensboro

Business Department

Evelyn G. Durham, Departmental Chairperson and Instructor, Business; B.S.S.A., University of North Carolina at Greensboro

Amy A. Brantley, Instructor, Business; A.A.S., Randolph Community College/ B.T., Appalachian State University

Molr L. Cahill, Instructor, Business; B.A., Elon College/ M.S.B.E., University of North Carolina at Greensboro

Lee J. Jordan, Jr., Instructor, Business; B.S., High Point College

Raymond E. Saunders, Instructor, Business; A.A.S., Guilford Technical Community College/ B.A., University of South Carolina/ M.S., North Carolina Agricultural and Technical State University

Margaret W. Willett, Instructor, Business; B.A., Elon College/ M.S., Old Dominion University

College Preparatory Department

Angelia I. Artis, Instructor, Math; B.S., North Carolina Agricultural and Technical State University

Kathy D. Dollyhigh, Instructor Reading; B.A., M.Ed., University of North Carolina at Greensboro

David M. Heskett, Instructor, English; B.A., Stanford University/ M.A., San Francisco State University

Computer Technology Department

Phyllis E. Helms, Departmental Chairperson and Instructor, Computer Office Automation Technology; B.A., University of North Carolina at Chapel Hill/ A.A.S., Alamance Community College

Deborah A. Christenberry, Instructor, Desktop Publishing; B.S., Western Carolina University/ M.S., Virginia Polytechnic Institute and State University

Roger L. Harmon, Instructor, Computer Office Automation Technology; B.T., Appalachian State University/ A.A.S., Randolph Community College

Electronics-Electrical Department

Eugene B. Hicks, Departmental Chairman and Instructor, Electronics; B.E.E., Auburn University

M. William Baggett, Instructor, Industrial Electricity

Robert H. Lindley, Instructor, Math-Electronics; B.A., University of North Carolina at Chapel Hill/ B.S., Air Force Institute of Technology

Floriculture Department

Samuel E. Groce, Instructor, Floriculture; B.S., M.Ed., North Carolina State University

Betty Ann Wernicke, Instructor, Floriculture; A.A.S., State University of New York, Agricultural and Technical College at Cobleskill

General Education Department

Joyce P. Harrington, Departmental Chairperson and Instructor, English; B.S., M.A., Appalachian State University

Doris W. Gibbs, Instructor, English; A.B., University of North Carolina at Chapel Hill/ M.A., Appalachian State University

Kathy B. Ketchie, Instructor, Math; B.A., Lenoir Rhyne College/ M.S., North Carolina Agricultural and Technical State University

Linda G. Rapp, Instructor, Math-Physics; B.A., M.A., University of North Carolina at Greensboro

Mildred C. Sawyer, Instructor, English; A.A., Southern Pilgrim College/ B.A., Greenville College/ M.Ed., University of North Carolina at Greensboro

Health Occupations Department

Karen L. Gallimore, Departmental Chairperson, Health Occupations; B.S.N., M.S.N., University of North Carolina at Greensboro

Lucille D. Barrington, Instructor, Associate Degree Nursing B.S.N., M.S.N., University of North Carolina at Greensboro

Carolyn M. McKenzie, Instructor, Associate Degree Nursing; B.S.N., University of North Carolina at Charlotte/ M.S.N., University of North Carolina at Greensboro

Sue Ellen Miller, Instructor, Associate Degree Nursing B.S.N., University of North Carolina at Greensboro

Lynn C. Tesh, Instructor, Associate Degree Nursing B.S.N., M.S.N., University of North Carolina at Greensboro

Jeannine H. Woody, Instructor, Associate Degree Nursing B.S.N., M.S.N., University of North Carolina at Greensboro

Photography Department

Robert A. Helst, Jr., Departmental Chairman and Instructor, Photography; B.S., Rochester Institute of Technology

Cecil P. Allen, Instructor, Photofinishing

Samuel H. Bogoslan, Instructor, Photography

Jerry M. Howell, Instructor, Photography; B.A., Duke University/ M.F.A., University of North Carolina at Greensboro

Gilbert F. Jones, Instructor, Photography; B.P.A., Los Angeles Art Center School

Terry J. Oliver, Instructor, Photoelectronics; M.S., St. John's University/ B.S., Ph.D., Pacific Western University/ A.A., A.S., Thomas A. Edison State College/ B.S., The University of the State of New York

Gregory T. Stewart, Instructor and Lab Manager, Photography; A.A.S., Randolph Community College

Glenda C. Martin, Assistant Lab Manager; A.A.S., Davidson Community College

Power Mechanics Department

James R. Hanson, Instructor, Automotive Mechanics

Robert W. Johnson, Instructor, Automotive Body Repair

Mitchell L. Kiser, Instructor, Machinist; Diploma, Randolph Community College

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Transcript Release Form

Attention Applicant:

It is your responsibility to have a copy of your transcript forwarded to us from each school you have attended, including high school.

If you are a current high school senior, you must have a transcript forwarded to us now and a final copy forwarded to us upon graduation. If you are currently attending college, you must have a transcript forwarded to us now and a final copy forwarded to us upon graduation or completion of the semester.

I have applied for the _____
program at Randolph Community College. Please submit an official
copy of my transcript to the address below:

Mrs. O'Dene Suggs
Admissions Officer
Randolph Community College
P. O. Box 1009
Asheboro, NC 27204-1009

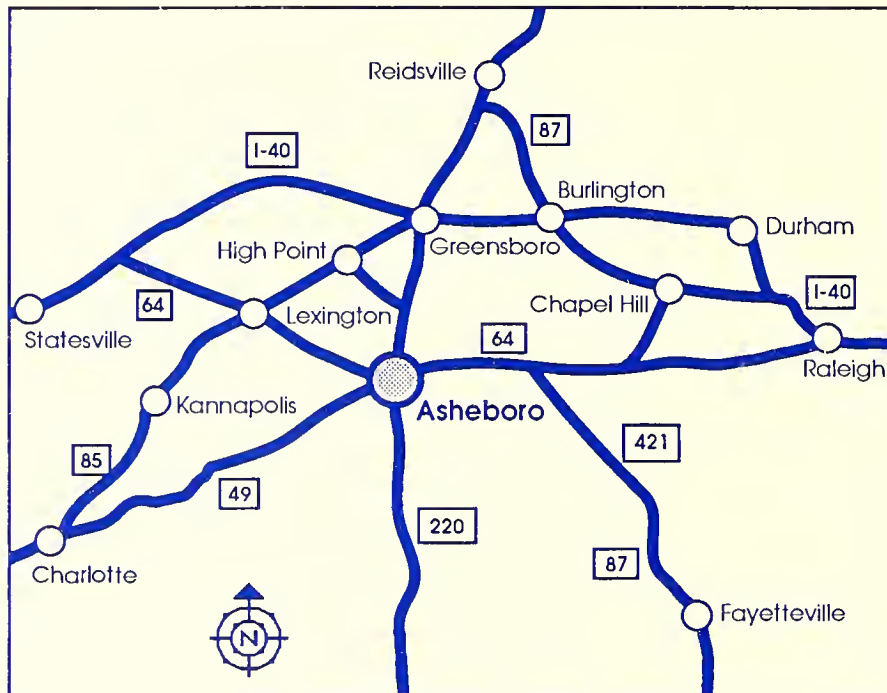
I hereby authorize _____
(name of school/college)
to release a transcript (or GED scores) to Randolph Community College.

Social Security Number _____		Dates of attendance _____	
Name (include name used while attending school) _____		Date of Birth _____	Current Phone No. _____
Address _____		Signature of Applicant _____	
City _____	State _____	Zip _____	Date of Signature _____

Attention Counselor:

Please send a current transcript upon receipt of this form and a completed transcript upon the student's graduation or completion of the semester.

Attach this form to the transcript.



Randolph Community College is located in Asheville, North Carolina. As indicated on this map, Asheville is within easy driving distance from many major North Carolina cities such as Greensboro, Raleigh, High Point, etc. Please visit our campus sometime in the future.



**Randolph
Community
College**

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