

Randolph Community College

1993-94
Catalog



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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, age or handicap.

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, N.C. 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, N.C. 27204-1009, or call the Information Center, (919) 629-1471.



**Randolph
Community
College**

PO Box 1009
Asheboro, NC
27204-1009

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Photo by RCC Photography student Pam Adams.

The College

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.

Continuing Education curricula include a state-approved Adult High School Equivalency Program and a variety of preparatory level programs. The College is a member of the American Association of Community Colleges. Degree, diploma and preparatory programs (including high school) 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.

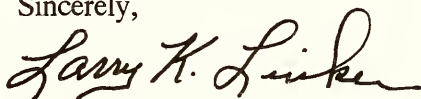
We believe that this nation will remain a great and strong nation, an innovator and a leader in world affairs, so long as its people are an educated people. Furthermore, we believe that, in the American tradition, each student has the right, as an individual, to the very best educational opportunity 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

As president of Randolph Community College, I welcome you to use this Catalog to discover more about RCC, its programs and its services for students. It reflects our pride in our College and our comprehensive educational opportunities for all people.

I also encourage you to take a closer look at RCC and experience the friendly atmosphere and learn more about our exciting programs. Visit our campus and discover for yourself why such a wide variety of people attend RCC each year to help fulfill their goals and dreams.

Sincerely,



Dr. Larry K. Linker

President of the College





Photo by RCC Photography student Shane Baskin.

1993 – 1994 Curriculum Calendar

Fall Quarter

August 11 (W) – Early Registration

August 30, 31 (M, T) – Registration

September 7 (T) – Classes Begin

September 7, 8 (T, W) –

Late Registration

September 8 (W) – Last day to register, add courses or change course sections.

October 19, 20 (T, W) – Fall Break for Students, Professional Development for All Employees

October 21 (Th) – Last day to withdraw from a course without penalty.

November 18 (Th) – Early Registration for Winter Quarter

November 22, 23, 24 (M, T, W) – Final Exams

November 24 (W) – End of Fall Quarter

November 25, 26 (Th, F) – Thanksgiving Holidays

Winter Quarter

November 29 (M) – Registration

December 1 (W) – Classes Begin

December 1, 2 (W, Th) –

Late Registration

December 2 (Th) – Last day to register, add courses or change course sections.

December 17 (F) – Christmas Holidays Begin

January 3 (M) – Classes Resume

January 26 (W) – Last day to withdraw from a course without penalty.

February 17 (Th) – Early Registration for Spring Quarter

February 25, 28, March 1 (F, M, T) – Final Exams

March 1 (T) – End of Winter Quarter

Spring Quarter

March 7 (M) – Registration

March 8 (T) – Classes Begin

March 8, 9 (T, W) –

Late Registration

March 9 (W) – Last day to register, add courses or change course sections.

March 31 (Th, 10 p.m.) – Easter Holidays Begin

April 5 (T) – Classes Resume

April 21 (Th) – Last day to withdraw from a course without penalty.

May 19 (Th) – Early Registration for Summer Quarter

May 23, 24, 25 (M, T, W) – Final Exams

May 25 (W) – End of Spring Quarter

Summer Quarter

May 30 (M) – Registration

June 1 (W) – Classes Begin

June 1, 2 (W, Th) –

Late Registration

June 2 (Th) – Last day to register, add courses or change course sections.

July 1 (F) – Summer Break Begins

July 11 (M) – Classes Resume

July 20 (W) – Last day to withdraw from a course without penalty.

August 10, 11 (W, Th) – Early Registration for Fall Quarter

August 19, 22, 23 (F, M, T) – Final Exams

August 23 (T) – End of Summer Quarter

August 28 (Sun) – Graduation

Correspondence Directory

Locale

Situated near 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 in Asheboro just south of the interchange of highways 220, 64 and 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, with a population of just over 16,000, is the home of the North Carolina State Zoological Park located off U.S. 64, 5 miles southeast of Asheboro. Countywide, the College draws from a population base of over 107,000.

Inquiries

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

Admissions

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

Financial Aid

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

Counseling Services

Ron Bushnell, Student Development Evening Counselor – Academic Counseling
Mary S. Morgan, Student Development Counselor – Career Development and
Academic Counseling
Ned Tonkin, Student Development Counselor – 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
Helen Bonsall, Dean of Instruction – Information on Courses of Study,
Correspondence Regarding Curricula, Teaching Positions

Transcripts

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

Helen Bonsall, Dean of Instruction – General Library Services, Production and Media Facilities, Coordination of All Learning Resources

Business Matters

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



Photo by RCC Photography student Pam Adams.

Curricula

Associate Degree

Accounting
Administrative Office Technology
Associate Degree Nursing
Business Administration
Business Computer Programming
College Transfer (UNCG Extension)
Commercial Graphics
Criminal Justice—Protective
Services Technology
Electronics Engineering Technology
Floriculture
Interior Design
Microcomputer Systems Technology
Photofinishing
Photography Technology

Diploma

Automotive Body Repair
Automotive Mechanics
Business Administration—
Immured Program
Desktop Publishing
Industrial Electricity
Microcomputer Systems Technology
Machinist
Photofinishing
Photography Technology

Certificate

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

College Preparatory Studies

College Preparatory Studies

Continuing Education Programs

Academic Extension
Adult Basic Education (ABE)
Adult High School – Adult High
School Diploma Program &
General Educational
Development (GED)
Avocational Extension
Basic Accomplishments In Literacy
(BAIL)/JTPA
Compensatory Education
English as a Second Language (ESL)
Focused Industry Training

Human Resources Development (HRD)
In-Plant Training
Job Opportunities & Basic Skills
(JOBS)
New & Expanding Industries Training
Occupational Extension
Practical Skills Extension
Small Business Center
State Legalization Impact Assistance
Grant (SLIAG)
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 help meet 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 General Educational Development (GED) certificate and 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 Associate in Applied Science and Associate in General Education degrees.

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.

Diplomas & 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 no fewer than 16 quarter credit hours, but less than 64.

Degrees, Diplomas & Certificates 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.

Tech Prep

The Tech Prep (Technical Preparation) program is a course of study designed to meet the need for high school graduates to have more technically oriented educational backgrounds. Through a blending of higher level academic and vocational courses, Tech Prep prepares students for the advanced courses required by two-year technical programs at the community college.

There are four major career cluster areas in the Tech Prep program: Agricultural/Mechanical/Industrial, Health & Human Services, Business/Marketing, and Design Technology.

The faculty and administration of Randolph Community College and the faculty and administration of Asheboro City/Randolph County Schools entered into an articulation agreement to provide advanced placement for high school graduates who complete the requirements listed below.

<u>Asheboro City/Randolph County Schools</u>	<u>Randolph Community College</u>
Principles of Technology I -----	Physics 1101
Welding (Agriculture) -----	Welding 1119
Horticulture I -----	Horticulture 150
Trade & Industrial Drafting -----	Drafting 101 <i>or</i> Drafting 102 <i>or</i> Drafting 1180
Typewriting/Keyboarding -----	Business 102 <i>or</i> Microcomputer Systems Technology 102
Advanced Typewriting/Word Processing <i>or</i> -----	Business 102 <i>and</i> Business 103
Administrative Support Occupations I & II	
Computerized Accounting I <i>or</i> -----	Business 120
Computerized Accounting II	
Computer Applications -----	Business Computer Programming 111 <i>or</i> Microcomputer Systems Technology 100

Advanced placement must be requested within two years of high school graduation.

For more information, contact your high school guidance counselor or the dean of Student Development at Randolph Community College.

Cooperative Programs

The purpose of the cooperative programs (Huskins and Dual Enrollment) is to enrich a high school student's education by offering enrollment in college level academic, technical, advanced vocational and college transfer courses not otherwise available at the high school.

Huskins

To be eligible for the Huskins program students must be:

1. Juniors or seniors in high school.
2. At least 16 years of age.
3. Amply prepared for the demands of a collegiate level course.
4. Able to benefit from the enrichment opportunity.
5. Recommended by their high school counselor.

Randolph Community College currently offers three Huskins Bill Cooperative Program courses of study: Machinist, Criminal Justice and Industrial Electricity. Eligible students from the high school take one class per quarter (fall, winter and spring) in their chosen area and attend classes in the afternoon at RCC.

Dual Enrollment

To be eligible for Dual Enrollment students must be:

1. At least 16 years of age.
2. Recommended by the high school principal **and** approved by the president of the community college.
3. Taking at least three high school courses and making satisfactory progress toward graduation. (Or, in the case of courses offered in the summer, must have taken at least three high school courses during the preceding year and made appropriate progress toward graduation.)

Students eligible for Dual Enrollment can take any course offered in the vocational, technical or college transfer program as long as it does not duplicate coursework at the high school.

Placement Testing in Cooperative Programs

For the Huskins student enrolled in technical courses, the placement testing will be waived until the student enters the following fall and declares his/her major and special student status is removed. The student will then be required to take placement testing or present SAT scores for exemption.

For the Dual Enrollment student taking technical level or college transfer coursework, he/she must take the appropriate placement test or present SAT scores acceptable to allow for the usual exemption from placement testing.

Those Dual Enrollment students who do not achieve the current cut-off score(s) on the placement tests will need to work with the RCC counselor to decide what classes they are eligible for.

Students seeking admission as Dual Enrollment students must make an appointment for placement testing before the registration dates. Call the Student Development office for placement testing times and dates, (919) 629-1471.

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 18 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.

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 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.

The Student Development office measures general achievement as part of its admission procedure. 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. Students who show need in content areas (math, English and reading) are placed into the appropriate College Preparatory Studies course. 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.

Randolph Community College does not allow curriculum students to retake placement tests. At the time of testing, the test administrator will help applicants who are affected by any situation that might reduce test performance to make arrangements for alternate testing. Applicants with diagnosed learning disabilities are especially encouraged to make an appointment for untimed testing. It is the applicant’s responsibility to make the test administrator aware of any special testing needs. For a statement of the retest policy that applies to

Associate Degree Nursing students, please read the next section and contact RCC's Health Occupations department.

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, Photography Technology, Commercial Graphics, Interior Design, Floriculture and Industrial Electricity**. These test results are used for counseling and advising only.

Associate Degree Nursing Admissions Requirements

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

1. High school diploma or equivalent.
2. High school biology or equivalent course with a grade of "C" or better. (Applicants with a GED or high school diploma who did not complete high school biology with a grade of "C" or better must take the equivalent course offered in the Learning Skills Center and make a grade of "C" or better or present evidence of completion of a college level biology course with a grade of "C" or better.)
3. At least one high school math with grade of "C" or better OR score of 50 or more on GED mathematics. (Applicants who did not complete a high school math course with a grade of "C" or better or those who have a GED mathematics score less than 50 must complete MAT 097 or a comparable course with a grade of "C" or better.)
4. 12.0 grade level on California Achievement Test
 - a. Reading vocabulary
 - b. Reading comprehension
 - c. Language mechanics
 - d. Language expression
 - e. Mathematics computation

(Applicants who do not score 12.0 or greater must take the appropriate college preparatory course(s) and score 12.0 or greater on subsequent retest. Retesting is available a maximum of two times during one calendar year. A three-month waiting period between test sessions is mandatory.)

5. Personal interview with nursing admissions committee.
6. Complete Health History Form.
- * 7. Satisfactory medical examination.
- * 8. CPR certification.
- * 9. Evidence of health/accident insurance.

*Must be complete within 30 days of entering nursing courses with a clinical/laboratory component. All admissions to the ADN program are conditional pending receipt of satisfactory medical examination and evidence of CPR certification and health/accident insurance.

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

Additional admission policies and procedures specific to the ADN program are contained in the ADN information packet and published in the Nursing Student Handbook.

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. 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 months prior to the quarter in which they wish to enroll. Applications can be obtained from high school counselors and from Student Development. 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 RCC's Information Center, (919) 629-1471.

Accommodations for Learning Disabled Students

In order to receive accommodations, learning disabled students must identify themselves to the admissions counselor before placement testing and to each course instructor at the beginning of the quarter in compliance with Section 504 of the Vocational Rehabilitation Act of 1974.

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 and high school transcripts. Students transferring from other colleges or post-high school institutions must submit official transcripts from all such institutions attended. For transcript release forms, call the Information Center, (919) 629-1471.

International Student Admissions

Application materials for admission must be received from international students two 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. Certain days are set aside in the academic calendar for the purpose of registration. On these days, personnel are available to aid students in completing forms and to collect tuition and fees. **Registration is not complete until all tuition and fees are paid.**

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 and the departmental chairperson. 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 may impose additional requirements upon successful completion of the proficiency examination.) Copies of the proficiency examinations must be filed with the dean of Instruction who will provide results of these exams to Student Development to record on the student's permanent record. A proficiency examination may only be attempted once per course.

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 & 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 percent 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.

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 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. Students who have completed course requirements and graduated from a curriculum may not repeat a course within that curriculum for credit, but students may repeat a course in that curriculum through an audit procedure. Students may not repeat a course where they have previously received a grade of "B" or better in order to raise their quality point average. Under special conditions, certain courses can be repeated in the Learning Skills Center. Students should contact faculty advisors to determine eligibility for repeating course work 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.

Registration for an 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.

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" for 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

- Students must complete all required courses within their curriculum as published in the Catalog at the time of their initial enrollment.
- Students must have an overall GPA of 2.0 and a 2.0 average in their major courses as defined by the Curriculum Standards.
- Nursing students must maintain a 2.0 GPA in all nursing and nursing-related courses with no grade less than a “C.”

Graduation exercises are held at the end of the summer quarter. The specific date is listed in the College Calendar.

Candidates for graduation are required to participate in graduation exercises to receive a degree, diploma or certificate. Exceptions to this requirement may be made only if justifiable reasons are presented in writing to the Student Development office. In the event of approval, the candidate will then be allowed to graduate in absentia.

Students must make application for a degree, diploma or certificate with the registrar. Students with questions regarding graduation should contact the registrar’s office.

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/semester, 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.

		Quality 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

Grade reports are 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 one through 11 credit hours are considered part-time students.

Recognition of Honor Students

Students enrolled full time (12 credit hours daytime/six 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 contacts the admissions office for a change of program form. (2) After counseling and faculty advising, the student follows the regular admissions procedures with prior credit being recognized and course prerequisites being observed.

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 follow:

Grade Point Average Scale for Satisfactory Progress

Attempted Credit Hours	Certificate Prog. GPA	Diploma Prog. GPA	Degree Prog. GPA	College Trans. 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		1.95	1.85	2.00
65 – 83		2.00	1.90	
84 – 98			1.95	
99 – 125			2.00	

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.

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.

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.

Residency Requirements for Graduation

Students transferring from other schools must complete 25 percent of their course requirements at Randolph Community College in order to qualify for graduation.

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 this statement follow:
 - 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 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 environments 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 \$1300 per year for tuition, books and supplies, depending on the major selected. Supplies will be more costly in majors like 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.

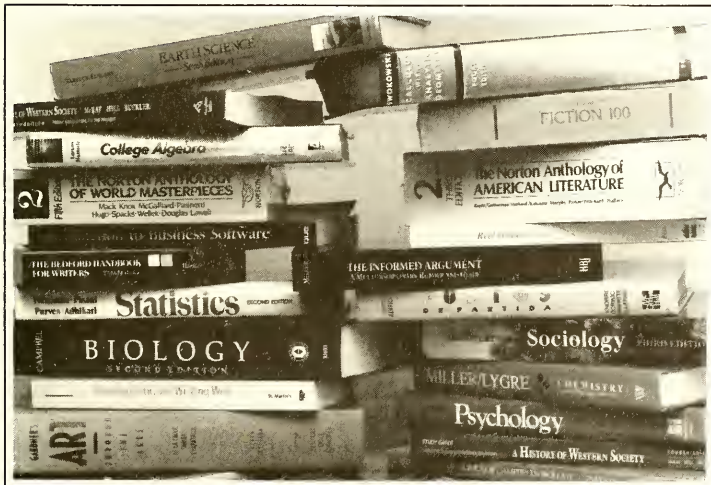


Photo by RCC Photography student Doug Hill.

Tuition & Activity Fees

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

Quarter Hours

In-State	14 and up	\$185.50/Quarter
	1 through 13	\$13.25/Credit Hour
Out-of-State	14 and up	\$1,505/Quarter
	1 through 13	\$107.50/Credit Hour

*Activity Fee – \$.60 per credit hour (\$7.20 maximum per quarter)

Semester Hours

In-State	14 and up	\$277.90/Semester
	1 through 13	\$19.85/Credit Hour
Out-of-State	14 and up	\$2,257.50/Semester
	1 through 13	\$161.25/Credit Hour

*Activity Fee – \$.90 per credit hour (\$10.80 maximum per semester)

*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.

Continuing Education 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

Compensatory Education – No fee

ESL – No fee

Classroom GED – Cost of text only

HRD – No fee

Occupational Extension – \$35 plus materials

Community Service – Fees are determined by course length. For courses consisting of 31 hours or more of instruction, the fee is \$35; 21-30 hours, \$30; 11-20 hours, \$20; 6-10 hours, \$10; 1-5 hours, \$5.

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.

Institutional Refund Policy

If approved by the dean of Student Development and the dean of Administrative Services, refunds of two-thirds of the tuition and activity fee may be made in cases where the student is compelled by unavoidable reasons to withdraw within 10 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 10-day period except in cases where the student is a veteran or a war orphan receiving benefits under the U.S. 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. Student insurance and any other fees that are not designated as tuition are not refundable, unless a class does not make.

In accordance with the N.C. Administrative Code (p. 78) 2D.0203 (d)—“Registration fee refunds (for Continuing Education extension courses) shall not be made unless a class fails to make.”

One hundred percent of book costs will be refunded for books returned to the Campus Store when the store is in error. Refunds will not be made later than 10 days after registration. All questions concerning book and supply returns should be directed to the Campus Store.

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 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 12-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 10 working days after the initial residency determination of status.

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.

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 North Carolina 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 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 Stafford Loan funds are as follows.

1. A student must be a U.S. 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 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/semester of probationary status if satisfactory performance is not achieved. Students must apply for readmission after having been suspended. If readmitted, students may not receive financial aid for the quarter/semester in which they return to the institution. After satisfactory progress has been made, students may begin to receive assistance.
5. A student receiving federal financial aid must have on file with the institution a statement of educational purpose, a signed statement of Selective Service status, and must not be in default on any student federal loan or owe a refund on any Title IV grant at any educational institution. Individual situations may require additional documentation.

Students may apply, but may not receive financial aid at RCC until they have first been accepted for admission by the admissions office. A student may not receive financial aid for a course which he/she has already received credit, 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 Stafford Loan) 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.
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 Stafford Loan overpayments will not be allowed to receive any Pell or any other institutionally awarded financial assistance until the overpayment has been repaid in full.
6. Financial need will be reevaluated each year and appropriate increases or decreases in the amount of the assistance offered will be made. For the purpose of this reevaluation, a new application is required through needs analysis.

Financial aid will be considered and awarded according to the student's appropriate classification: **Regular Student** – Continuing programs of the College leading to an associate degree 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** – Not a United States citizen or permanent resident. **Special students, foreign students and students enrolled for less than six credit hours are not eligible for financial aid.**

Following are 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 United States citizens who attend postsecondary 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, available in the financial aid office. Within six weeks after the student has mailed the application, 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 there obtain his/her scheduled award information. Determination of the grant amount is made by the information provided on the student's SAR and materials furnished by the ACT-FFS to those institutions approved to administer Pell Grant funds.

Pell Grants are disbursed quarterly and/or semesterly by a voucher system except during summer terms. The student will be able to register, receive books and charge these initial costs toward the Pell Grant (provided the student has completed all of his/her paperwork). If there are any Pell monies remaining, when these other charges are subtracted, this balance will go to the student upon his/her completion of the Attendance Report at mid-quarter/semester as required by the financial aid office. Completion of the Attendance Report is the student's responsibility and failure to do so may result in the revoking of the student's aid.

Supplemental Educational Opportunity Grant

The financial aid office will award the Supplemental Educational Opportunity Grant to eligible students on an individual basis. Student eligibility is determined from a student submitting an ACT-FFS as a needs analysis

statement. This grant varies in amount and is awarded based upon student need. As monies are limited in this fund, students are encouraged to apply early.

N.C. Student Incentive Grant

College Foundation Inc., P. O. Box 12100, Raleigh, N.C. 27605-2100, is the source for the N.C. Student Incentive Grant. Application for this grant is made through the ACT-FFS. To be eligible to receive these funds, 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, home area, etc. The first step in applying is to complete and mail in the ACT-FFS and then complete an application for institutional scholarships, available in the financial aid office.

College Work/Study

Randolph Community College participates in the federally-funded College Work/Study (CWS) Program, which gives part-time employment to students who need the income to help meet the costs of postsecondary education. Work/Study employment is available on the campus on a part-time basis while classes are in session (usually 5-20 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 notifying the financial aid office of interest in CWS employment.

Special Work Aid

The College has established an institutional complement to the federal college work/study program to aid those needy students not eligible for the federal 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 and notify the financial aid office of interest in campus employment.

Federally Insured Student Loan Programs

Student Loan Programs, College Foundation Inc., P. O. Box 12100, Raleigh, N.C. 27605-2100, is the source of information concerning the state of North Carolina lender under the Federally Insured Student Loan Program. To be eligible to apply, a student must (a) be enrolled or accepted for enrollment on at least a half-time basis, and (b) demonstrate financial need through the ACT-FFS application.

Students are eligible to borrow amounts equal to the cost of education less any other financial assistance received, provided that this amount does not exceed the federal maximum borrower rates.

The maximum rates apply to the 12-month period beginning with fall term and extending through the end of the summer term of the next calendar year. Students requesting loans for summer enrollment must do so on separate applications from those loan requests for the remaining periods of the academic year.

Students interested in this program should contact the financial aid office for particulars such as current interest rate, yearly amounts available, repayment information, method of disbursement, loan debt counseling and management, and varying loan types (Stafford Loan, Supplemental Loan for Students, and Parent Loan for Undergraduate Students).

Short-Term Emergency Loans

Short-term emergency 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 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 through Veterans Administration, 251 North Main Street, Winston-Salem, N.C. 27102, 1-800-827-1000.

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 the financial aid office 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 eight to ten weeks 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.

No student receiving Veterans Educational Benefits will be certified by the institution until all admissions criteria have been met and transfer credit evaluated.

Further, students receiving educational benefits will immediately be decertified for failure to submit monthly attendance reports.

N.C. 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, 325 N. Salisbury St., Raleigh, N.C. 27603.

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 regional office.

VA Standards of Progress, Attendance & 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. When performance meets the level of satisfactory progress, the veteran may be recertified.

Veterans Pay Schedule

For accuracy, a veteran should contact his/her regional office or representative for an assessment of benefits to be received. Benefits will vary according to many criteria.

Selected Reserve Education 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.

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

North Carolina provides assistance to North Carolina students who have a mental or physical disability which is a handicap to employment. There must also be a reasonable expectation that through this service the student becomes gainfully employed. For further information, students should contact the District Vocational Rehabilitation office nearest them or the N.C. Division of Vocational Rehabilitation Services, P. O. Box 26053, Raleigh, N.C. 27611-6053.

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. These inquiries are the responsibility of the student, and may begin with high school scholarships or church affiliated funding.

Social Security Benefits

Information concerning these educational benefits may be obtained from the Social Security Administration office.

Standards of Progress

Financial aid recipients must meet satisfactory progress standards that are both **qualitative** and **quantitative** in their progress toward attaining their degree/diploma.

The **qualitative** measurement of satisfactory progress at RCC, which follows, is in accordance to the federal regulations dated October 6, 1983, Vol. 48 668.16 Section 3-i.

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 25.

A student with six or more credit hours under a specified curriculum of study in a degree or diploma program who falls 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.



Photo by RCC Photography student Pam Adams.

The **quantitative** measurement of satisfactory progress at RCC, which follows, is in accordance to the federal regulations dated October 6, 1983, Vol. 48, 668.16 Section 3-ii:

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 postsecondary 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 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.

Traffic & Parking Regulations

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.

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.

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.

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

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.

Campus Security

Randolph Community College strives to provide a safe environment conducive to the overall educational mission of the College for students, faculty, staff and visitors. The success of this mission will not be complete without all individuals at the College recognizing that they must assume some of the responsibility for their own personal safety. Working together as a campus community is essential for crime prevention.

For your benefit, the following summary should aid in the understanding of and participation in ensuring a safe campus. Also, any suggestions for improved security measures should be directed to RCC's Health & Safety Committee or dean of Administrative Services.

Reporting Criminal Actions

All known or suspected violations of federal and North Carolina criminal laws which occur on the Asheboro Campus, Archdale Campus or any facility controlled by Randolph Community College should be reported to the dean of Administrative Services (or the director of curriculum programs after 5 p.m.). Local law enforcement assistance (e.g., Asheboro Police Department or Archdale Police Department) will be summoned as necessary to aid in the investigation and documentation of such reported violations.

Security Alert

Through cooperative agreements with local law enforcement agencies, the College will be notified of any criminal activities which have occurred in the vicinity of the campus whereby there is a recommendation for the campus community to be on alert. Should an alert be necessary, notices will be posted promptly throughout the facilities in high visibility areas. Full-time and part-time instructors also will be given a copy of the alert to read to the students at the beginning of each class period.

Access to Campus Facilities

All RCC campus locations are open to faculty, staff, students and visitors during normal operating hours (7:30 a.m. until 10 p.m. Monday through Thursday and 7:30 a.m. until 5 p.m. on Friday). Anyone desiring access during nonoperational periods must secure permission and usage guidelines from the office of the vice president. Also, the issuance and control of keys will be managed through the office of the vice president.

Security Personnel

The Asheboro Campus employs one non-sworn security officer during the hours of 6 p.m. until 10:30 p.m. Monday through Thursday. As a non-sworn officer, no authority to effect an arrest exists. Therefore, an arrest (if necessary) will be referred to a sworn officer of the local police department.

Criminal Activity at Off Campus Student Organizations

Criminal incidents occurring off campus to students participating in a College function should be reported to the law enforcement agency having jurisdiction. The dean of Administrative Services should be notified as soon as possible of such incidents by calling (919) 629-1471 during operational hours or (919) 629-1473 during nonoperational hours.

History of Reported Crimes

Following are statistics regarding reported crimes at RCC during the years as noted:

<u>Offense</u>	Academic Year <u>1991-92</u>	Academic Year <u>1990-91</u>	Academic Year <u>1989-90</u>
Murder	0	0	0
Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Weapons Violations	0	0	0

Appearance & Standards of Behavior

Students at Randolph Community College are considered responsible adults; therefore, the 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.

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.

Students are not to bring their children to class with them, or leave children on campus unattended.

Students who engage in such acts 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 who negligently lose, damage, destroy, sell or otherwise dispose of school property or live projects 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.

The possession of firearms and other dangerous weapons are prohibited on Randolph Community College campuses and any other site being utilized by the College. Law enforcement officers who are on duty and engaged in a College program will be an exception to this policy.

Under no conditions will illegal drugs, alcoholic beverages or narcotics be permitted in or on the school premises. No one under the influence of illegal drugs, alcohol or narcotics will be allowed on school premises. Following is RCC's Drug & Alcohol policy in detail:

Drug & Alcohol Statement of Policy

Drug and alcohol abuse poses a serious threat to our society. The problems are complex with no easy solutions. Randolph Community College, in an effort to protect the well-being of its students and employees, the educational environment, and the properties of the College and students and employees, does strictly enforce the following policies in regard to the illegal use, possession, or distribution of drugs and alcohol.

No student or employee shall illegally own, possess, use, transport, distribute, manufacture, sell or be under the influence of any narcotic drug, alcoholic beverage or any other controlled substance (as defined by the North Carolina General Statutes or 21 U.S.C. subsection 812) while on College premises or during the time when the student or employee is participating in any College-sponsored activities. Use of drugs as prescribed by a registered physician is not a violation of policy. However, individuals shall be held strictly accountable for their behavior while under the influence of prescribed drugs.

Any student or employee violating the above policies will be subject to disciplinary action (consistent with local, state and federal law) up to and including expulsion, termination and referral for prosecution.

Individual counseling sessions will be available in Student Development during normal operating hours. Students should contact Student Development for further information.

The College also has a cooperative agreement with the Randolph County Mental Health Center as an added resource for counseling or assistance.

See the College's Student Handbook for details about legal sanctions, resources, and commonly used drugs and warning signs.

Sexual Harassment

Students have a right to study in an environment free of discrimination, which encompasses freedom from sexual harassment. Randolph Community College prohibits sexual harassment of its students in any form.

Such conduct may result in disciplinary action up to and including dismissal. Specifically, no instructor shall threaten or insinuate, either explicitly or implicitly, that any student's submission to or rejection of sexual advances will in any way influence any decision regarding the student's grades or educational development.

Other sexually harassing conduct, whether physical or verbal, committed by instructional or noninstructional personnel is also prohibited. This includes offensive sexual flirtation, advances, propositions, continual or repeated abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual, and the display in the workplace of sexually suggestive objects or pictures.

Students should report such conduct to the dean of Student Development. Where investigations confirm the allegations, appropriate corrective action will be taken.

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.

Closing of School Due to Adverse Weather

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

Adult Programs, Day & Evening

Programs will be canceled 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 canceled 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 \$8.50 per year. For help in obtaining information on health services, contact the Student Development office or the business 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 overall 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.

Student Governance

Students are involved in College decision making through their participation on standing committees of the College and ad hoc committees 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.

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 Center

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

It is the duty of both students and staff to help keep the lounge area as neat and clean as possible at all times. Good housekeeping practices should be maintained. All food and drinks are to be confined to the food service dining area.

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 the 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 Instruction
3. One member from the English faculty
4. Two representatives from the student body, one from curriculum and one from 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.

Campus Facilities

Randolph Community College's main campus in Asheboro includes seven major buildings. 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 Store, 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. The Business Education Center is an 11,800-square-foot modern facility with classrooms, labs and offices for the College's Business Department. The Design Center currently houses Commercial Graphics and Interior Design. A 14,500-square-foot Computer Technology Center houses the College's administrative computers and computer curricula.

Randolph Community College Archdale Campus

The facilities at the Archdale Campus include a 7,600-square-foot primary classroom building and a 3,000-square-foot metal building. The campus is located at 110 Park Drive, adjacent to the city of Archdale's Creekside Park. The main building houses five classrooms, a reception/office area and a student break area. The metal building houses two general purpose shop areas. The campus is open Monday – Thursday, 8 a.m. – 10 p.m., and 8 a.m. – 5 p.m. on Friday.

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, both located in the Student Center. The Campus Store is open Monday – Thursday, 8 a.m. – 8 p.m., and 8 a.m. – 4 p.m. on Friday. The food service is open Monday – Thursday, 7 a.m. – 3 p.m. and 5:30 – 8:30 p.m., and 7 a.m. – 1:45 p.m. on Friday.

R. Alton Cox Learning Resources Center (LRC)

The LRC includes the library, Audiovisual Services and the Learning Skills Center. Also housed in the LRC are a theater with 204-seat capacity and a conference room which is available for small group meetings.

Library

The library collection includes more than 30,000 volumes to support the total instructional program of the College. Approximately 1,000 new volumes are acquired each year. Other library holdings include subscriptions to over 240 periodicals, over 4,500 audiovisual programs and a variety of microforms, pamphlets and other materials. State-of-the-art reference services provide the user with access to research and recreational materials in the library as well as materials throughout the southeastern United States. The library is open to the College and community Monday – Thursday, 8 a.m. – 10 p.m., and 8 a.m. – 5 p.m. on Friday.

Audiovisual Services

AV Services is located on the second floor of the LRC and is available to all College faculty, staff and students. AV Services contains audiovisual equipment, graphic design services and printing facilities, and it provides a variety of services including teleconferencing, the printing of résumés and audio and video cassette duplication. AV Services is open Monday – Thursday, 8 a.m. – 7 p.m., and 8 a.m. – 5 p.m. on Friday.

The Continuing Education Learning Skills Center

The Continuing Education Learning Skills Center is located on the second floor of the Learning Resources Center. The center is open from 8 a.m. – 10 p.m. Monday through Thursday, and 8 a.m. – 5 p.m. on Friday. Professional assistance is available in the Learning Skills Center during all hours of operation.

The Learning Skills Center offers assessment of each student's skills in reading, English and math prior to placement in an appropriate course of study. Each student is counseled concerning the various classes and labs that are available and takes an active part in deciding on an instructional plan that will help him/her attain individual educational goals.

A variety of programs is available to help adults learn, whether their goal is to learn to read and perform mathematical computations or to complete high school by taking the Adult Diploma Program or the GED tests. Other programs

include classes for those who need to learn to speak, read and write in English; classes to help adults who have mental retardation to become more independent and to maintain employment; classes to help adults who are unemployed or underemployed know how to get and keep a job. A variety of instructional approaches is used by the staff to meet the wide range of educational needs of adults.

In addition to these labs and classes, there are self-paced courses of study in a wide variety of subjects. The counselor on duty will assist with helping adults get started in a course of their own choosing.

College Preparatory Studies

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

The Student Development office measures general achievement as part of its admission procedure. 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. Students who show need in content areas (math, English and reading) are placed into the appropriate College Preparatory Studies course. 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.

In addition to the formal classroom 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.

EDU 100, Student Success Skills, is offered fall, winter and spring quarters, alternating between day and evening to provide an opportunity for students to learn and adopt methods to be successful in college. It is offered both day and evening during the summer. The Student Success Skills class is included in the student's grade point average.

COLLEGE PREPARATORY STUDIES

Courses Offered

		<u>Hours/Week</u>		<u>Sem./Qtr. Hrs.</u>
		<u>Class</u>	<u>Lab</u>	<u>Credit</u>
Technical Curricula				
MAT 097	Computation (for entry into MAT 111)	5	0	5
MAT 099	Introduction to Algebra & Trigonometry (for entry into MAT 101; removes math deficiency for entry into Electronics Engineering Technology)	5	0	5
ENG 099	Grammar & Writing	3	0	3
RED 099	Reasoning & Vocabulary (ENG 099 and/or RED 099 may be prerequisites for ENG 101 based on results of placement testing.)	3	0	3
EDU 100	Student Success Skills	0	2	1
College Transfer (UNCG Extension)				
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 course work. 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

Certificates, diplomas or degrees are offered in the following areas of study by Randolph Community College. Programs are described on pages 51 – 112. Individuals interested in any of the following curriculum programs should contact the admissions office 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
- Criminal Justice—Protective Services Technology
- Electronics Engineering Technology
- Floriculture
- Interior Design
- Microcomputer Systems Technology
- Photofinishing
- Photography Technology

Diploma

- Automotive Body Repair
- Automotive Mechanics
- Business Administration—Immured Program
- Desktop Publishing
- Industrial Electricity
- Machinist
- Photofinishing
- Photography Technology

Certificate

- Automotive Body Repair
- Automotive Mechanics
- Basic Law Enforcement Training
- Floriculture
- Industrial Electricity
- Industrial Mechanics
- Machinist
- Real Estate Appraisal
- Welding

Accounting - Degree (Day & 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 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.

Entry-Level Job Opportunities

- Assistant Cost Accountant
- Accountant
- Estimator
- Bookkeeper
- Accounting Clerk
- Assistant Office Manager
- Assistant Credit Manager

Advanced-Level Job Opportunities

- Budget Accountant
- Cost Accountant
- Property Accountant
- Systems Accountant
- Office Manager
- Department Manager
- Accounting Manager
- Business Manager
- Credit & Collections Manager

ACCOUNTING – DAY

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 120	Accounting I	<u>5</u>	<u>2</u>	<u>6</u>
		20	5	22
Second Quarter (Winter)				
ENG 101	Composition I	3	0	3
ECO 102	Economics I	3	0	3
BUS 109	Introduction to Business Computer Applications	3	2	4
BUS 110	Office Computations	2	2	3
BUS 121	Accounting II	<u>5</u>	<u>2</u>	<u>6</u>
		16	6	19
Third Quarter (Spring)				
ENG 102	Composition II	3	0	3
ECO 104	Economics II	3	0	3
BUS 122	Accounting III	5	2	6
BUS 226	Payroll Records & Accounting	3	0	3
	Humanities Elective	<u>3</u>	<u>0</u>	<u>3</u>
		17	2	18
Fourth Quarter (Fall)				
ENG 206	Written Communications	3	0	3
BUS 123	Business Finance	3	0	3
BUS 212	Word/Information Processing II (Spreadsheet)	3	2	4
BUS 225	Cost Accounting	<u>3</u>	<u>2</u>	<u>4</u>
		12	4	14
Fifth Quarter (Winter)				
BUS 115	Business Law I	3	0	3
BUS 222	Intermediate Accounting I	4	2	5
BUS 229	Taxes	3	2	4
BUS 235	Business Management I	3	0	3
PSY 204	Human Relations	<u>3</u>	<u>0</u>	<u>3</u>
		16	4	18
Sixth Quarter (Spring)				
BUS 116	Business Law II	3	0	3
BUS 223	Intermediate Accounting II	4	2	5
BUS 237	Business Management II	3	0	3
BUS 269	Auditing	3	2	4
	*Related Elective	<u>3</u>	<u>2</u>	<u>4</u>
		16	6	19
*Related Electives (Select 1)				
MST 115	Microcomputer Accounting Applications			
MST 130	Database Fundamentals			
MST 150	Microcomputer Operations			
TOTAL QUARTER HOURS CREDIT: 110				

ACCOUNTING – EVENING

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)				
BUS 102	Keyboarding	2	3	3
BUS 120	Accounting I	<u>5</u>	<u>2</u>	<u>6</u>
		7	5	9
Second Quarter (Winter)				
BUS 109	Introduction to Business Computer Applications	3	2	4
BUS 121	Accounting II	<u>5</u>	<u>2</u>	<u>6</u>
		8	4	10
Third Quarter (Spring)				
BUS 110	Office Computations	2	2	3
BUS 122	Accounting III	5	2	6
	Humanities Elective	<u>3</u>	<u>0</u>	<u>3</u>
		10	4	12
Fourth Quarter (Summer)				
BUS 226	Payroll Records & Accounting	3	0	3
MAT 111	Mathematical Problem Solving	<u>5</u>	<u>0</u>	<u>5</u>
		8	0	8
Fifth Quarter (Fall)				
ENG 204	Oral Communications	3	0	3
BUS 212	Word/Information Processing II (Spreadsheet)	3	2	4
BUS 225	Cost Accounting	<u>3</u>	<u>2</u>	<u>4</u>
		9	4	11
Sixth Quarter (Winter)				
ENG 101	Composition I	3	0	3
BUS 222	Intermediate Accounting I	4	2	5
ECO 102	Economics I	<u>3</u>	<u>0</u>	<u>3</u>
		10	2	11
Seventh Quarter (Spring)				
ENG 102	Composition II	3	0	3
BUS 223	Intermediate Accounting II	4	2	5
ECO 104	Economics II	<u>3</u>	<u>0</u>	<u>3</u>
		10	2	11
Eighth Quarter (Summer)				
PSY 204	Human Relations	<u>3</u>	<u>0</u>	<u>3</u>
		3	0	3
Ninth Quarter (Fall)				
ENG 206	Written Communications	3	0	3
BUS 101	Introduction to Business	5	0	5
BUS 123	Business Finance	<u>3</u>	<u>0</u>	<u>3</u>
		11	0	11
Tenth Quarter (Winter)				
BUS 115	Business Law I	3	0	3
BUS 229	Taxes	3	2	4
BUS 235	Business Management I	<u>3</u>	<u>0</u>	<u>3</u>
		9	2	10
Eleventh Quarter (Spring)				
BUS 116	Business Law II	3	0	3
BUS 237	Business Management II	3	0	3
BUS 269	Auditing	<u>3</u>	<u>2</u>	<u>4</u>
		9	2	10
Twelfth Quarter (Summer)				
	*Related Elective	<u>3</u>	<u>2</u>	<u>4</u>
		3	2	4
*Related Electives (Select 1)				
MST 115	Microcomputer Accounting Applications			
MST 130	Database Fundamentals			
MST 150	Microcomputer Operations			
TOTAL QUARTER HOURS CREDIT: 110				

Administrative Office Technology - Degree (Day & Evening)

This 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.

Entry-Level Job Opportunities

- Typist/Transcriber
- Corresponding Secretary
- Data Entry Clerk
- Information Processing Specialist
- Receptionist
- Telephone Receptionist/Message Operator
- Secretary
- Word Processing Operator

Advanced-Level Job Opportunities

- Administrative Assistant
- Administrative Office Manager
- Administrative Secretary
- Executive Assistant
- Office Automations Specialist
- Supervisor, Communications Training Coordinator
- Word Processing Supervisor/Manager

ADMINISTRATIVE OFFICE TECHNOLOGY - DAY

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
BUS 101	Introduction to Business	5	0	5
BUS 102	Keyboarding	2	3	3
BUS 146	Speedwriting	3	2	4
MAT 111	Mathematical Problem Solving	<u>5</u>	<u>0</u>	<u>5</u>
		18	5	20
Second Quarter (Winter)				
ENG 101	Composition I	3	0	3
BUS 103	Document Formatting	2	3	3
BUS 109	Introduction to Business Computer Applications	3	2	4
BUS 115	Business Law I	3	0	3
BUS 110	Office Computations	<u>2</u>	<u>2</u>	<u>3</u>
		13	7	16
Third Quarter (Spring)				
ENG 102	Composition II	3	0	3
BUS 104	Document Production	2	3	3
BUS 113	Word/Information Processing I (Word Processing)	3	2	4
BUS 209	Business English	3	0	3
	*Related Elective	<u>3</u>	<u>0</u>	<u>3</u>
		14	5	16
Fourth Quarter (Fall)				
ENG 206	Written Communications	3	0	3
BUS 212	Word/Information Processing II (Spreadsheet)	3	2	4
BUS 120	Accounting I	5	2	6
BUS 211	Machine Transcription	2	2	3
BUS 112	Records Management	<u>3</u>	<u>2</u>	<u>4</u>
		16	8	20
Fifth Quarter (Winter)				
BUS 121	Accounting II	5	2	6
BUS 213	Word/Information Processing III	3	2	4
BUS 271	Office Management & Procedures	5	0	5
PSY 204	Human Relations	3	0	3
ECO 102	Economics I	<u>3</u>	<u>0</u>	<u>3</u>
		19	4	21
Sixth Quarter (Spring)				
BUS 134	Professional Development	3	0	3
BUS 226	Payroll Records & Accounting	3	0	3
BUS 214	Administrative Office Procedures I	5	0	5
	Humanities Elective	3	0	3
	*Related Elective	<u>3</u>	<u>0</u>	<u>3</u>
		17	0	17
*Related Electives (Select 2)				
BUS 116	Business Law II	ECO 104	Economics II	
BUS 122	Accounting III	MST 115	Microcomputer Accounting Appl.	
BUS 239	Marketing	MST 150	Microcomputer Operations	
DTP 110	Desktop Publishing I			
TOTAL QUARTER HOURS CREDIT: 110				

ADMINISTRATIVE OFFICE TECHNOLOGY – EVENING

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)				
BUS 102	Keyboarding	2	3	3
BUS 101	Introduction to Business	<u>5</u>	<u>0</u>	<u>5</u>
		7	3	8
Second Quarter (Winter)				
BUS 103	Document Formatting	2	3	3
BUS 109	Introduction to Business Computer Applications	<u>3</u>	<u>2</u>	<u>4</u>
		5	5	7
Third Quarter (Spring)				
BUS 104	Document Production	2	3	3
BUS 113	Word/Information Processing I (Word Processing)	3	2	4
BUS 209	Business English	<u>3</u>	<u>0</u>	<u>3</u>
		8	5	10
Fourth Quarter (Summer)				
MAT 111	Mathematical Problem Solving	5	0	5
PSY 204	Human Relations	<u>3</u>	<u>0</u>	<u>3</u>
		8	0	8
Fifth Quarter (Fall)				
ENG 204	Oral Communications	3	0	3
BUS 146	Speedwriting	3	2	4
BUS 112	Records Management	<u>3</u>	<u>2</u>	<u>4</u>
		9	4	11
Sixth Quarter (Winter)				
ENG 101	Composition I	3	0	3
BUS 115	Business Law I	3	0	3
BUS 271	Office Management & Procedures	<u>5</u>	<u>0</u>	<u>5</u>
		11	0	11
Seventh Quarter (Spring)				
ENG 102	Composition II	3	0	3
BUS 134	Professional Development	3	0	3
	Humanities Elective	<u>3</u>	<u>0</u>	<u>3</u>
		9	0	9
Eighth Quarter (Summer)				
BUS 110	Office Computations	2	2	3
	*Related Elective	<u>3</u>	<u>0</u>	<u>3</u>
		5	2	6
Ninth Quarter (Fall)				
ENG 206	Written Communications	3	0	3
BUS 211	Machine Transcription	2	2	3
BUS 212	Word/Information Processing II (Spreadsheet)	<u>3</u>	<u>2</u>	<u>4</u>
		8	4	10
Tenth Quarter (Winter)				
BUS 120	Accounting I	5	2	6
BUS 213	Word/Information Processing III	3	2	4
ECO 102	Economics I	<u>3</u>	<u>0</u>	<u>3</u>
		11	4	13
Eleventh Quarter (Spring)				
BUS 214	Administrative Office Procedures I	5	0	5
BUS 121	Accounting II	5	2	6
	*Related Elective	<u>3</u>	<u>0</u>	<u>3</u>
		13	2	14
Twelfth Quarter (Summer)				
BUS 226	Payroll Records & Accounting	3	0	3
		3	0	3

*Related Electives (Select 2)

BUS 116	Business Law II	ECO 104	Economics II
BUS 122	Accounting III	MST 115	Microcomputer Accounting Appl.
BUS 239	Marketing	MST 150	Microcomputer Operations
DTP 110	Desktop Publishing I		

TOTAL QUARTER HOURS CREDIT: 110

Associate Degree Nursing - Degree (Day)

The Associate Degree Nursing curriculum is designed to prepare graduates to integrate the principles and theories of nursing and the sciences in utilizing the nursing process in the practice of nursing. The practice of nursing by Associate Degree Nursing graduates consists of assessing the patient's physical and mental health, including the patient's reaction to illness and treatment regimens; recording and reporting the results of the nursing assessment; planning, initiating, delivering and evaluating appropriate nursing acts; teaching, delegating to or supervising other personnel in implementing the treatment regimen; collaborating with other health care providers in determining the appropriate health care for a patient; implementing the treatment and pharmaceutical regimen prescribed by any person authorized by state law to prescribe such a regimen; providing teaching and counseling about the patient's health care; reporting and recording the plan for care, nursing care given and the patient's response to that care; and supervising, teaching and evaluating those who perform or are preparing to perform nursing functions.

Graduates are eligible to take the National Council Licensure Examination (NCLEX-RN) which is required for practice as a registered nurse.

Individuals desiring a career in registered nursing should take biology, algebra and chemistry courses prior to entering the program.

Job Opportunity

Registered Nurse

The North Carolina Board of Nursing has the legal authority to deny licensure if the Board determines that the applicant: (1) has given false information or has withheld material information from the Board in procuring or attempting to procure a license to practice nursing; (2) has been convicted of or pleaded guilty or nolo contendere to any crime which indicates that the nurse is unfit or incompetent to practice nursing or that the nurse has deceived or defrauded the public; (3) has a mental or physical disability or uses any drug to a degree that interferes with his or her fitness to practice nursing; (4) engages in conduct that endangers the public health; (5) is unfit or incompetent to practice nursing by reason of deliberate or negligent acts of omissions regardless of whether actual injury to the patient is established; (6) engages in conduct that deceives, defrauds, or harms the public in the course of professional activities or services; or (7) has willfully violated any provision of this Article or of regulations enacted by the Board. (General Statutes Chapter 90 Article 9 Section 7 90-171.37)

Advanced Placement for Licensed Practical Nurses

Licensed practical nurses requesting advanced placement will be granted credit for NUR 102 Principles of Nursing Practice, NUR 103 Adult-Child Health Nursing I, and NUR 117 Pharmacology, under the following conditions:

1. Currently licensed as LPN in North Carolina.
2. Graduate of an approved practical nurse program with no grade less than "C" in all nursing courses.
3. At least six months recent work experience in a position which includes responsibilities representative of the legal scope of practice for LPNs.

LPNs who receive credit for NUR 102, 103 and 117 are accountable for stated objectives in those courses. Therefore, LPNs requesting advanced placement will be provided course outlines for NUR 102, 103 and 117 for review. Should the LPN identify deficiencies following this review, he/she may choose to either audit or take for credit course(s) where deficiencies exist.

Transfer credit for comparable related and general education courses taken in a practical nurse program will be granted according to general college policies.

ADN Extended Tract

Associate Degree Nursing students desiring to extend the curriculum beyond seven quarters are eligible to take the following courses prior to entering the nursing major, with approval of their nursing faculty advisor.

		<u>Hours/Week</u>		<u>Qtr. Hrs</u>
		<u>Class</u>	<u>Lab</u>	<u>Credit</u>
First Quarter (Fall)				
BIO 201	Anatomy & Physiology I	4	2	5
PSY 103	Human Growth & Development	3	0	3
ENG 204	Oral Communications	<u>3</u>	<u>0</u>	<u>3</u>
		10	2	11
Second Quarter (Winter)				
BIO 202	Anatomy & Physiology II	4	2	5
ENG 101	Composition I	3	0	3
ECO 102	Economics I	<u>3</u>	<u>0</u>	<u>3</u>
		10	2	11
Third Quarter (Spring)				
BIO 203	Microbiology	<u>4</u>	<u>2</u>	<u>5</u>
		4	2	5
Fourth Quarter (Summer)				
PSY 101	General Psychology	3	0	3
SOC 101	Introduction to Sociology	<u>3</u>	<u>0</u>	<u>3</u>
		6	0	6

ASSOCIATE DEGREE NURSING – DAY

Suggested Curriculum By Quarters - Degree

		<u>Hours/Week</u>			<u>Qtr. Hrs.</u>
		<u>Class</u>	<u>Lab</u>	<u>Clinical</u>	<u>Credit</u>
First Quarter (Fall)					
NUR 101	Introduction to Nursing	3	0	0	3
NUR 102	*Principles of Nursing Practice	5	6	or 4	7
NUR 117	Pharmacology	3	0	0	3
BIO 201	Anatomy & Physiology I	4	2	0	5
PSY 103	Human Growth & Development	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
* Students are scheduled in lab for six weeks at six hours per week		18	8	0	21
and in clinical for five weeks at four hours per week.				<i>or</i>	
			2	4	
Second Quarter (Winter)					
NUR 103	Adult-Child Health Nursing I	6	0	11	9
NUT 115	Basic Nutrition	3	0	0	3
BIO 202	Anatomy & Physiology II	4	2	0	5
ENG 101	Composition I	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		16	2	11	20
Third Quarter (Spring)					
NUR 104	Adult-Child Health Nursing II	7	0	11	10
BIO 203	Microbiology	<u>4</u>	<u>2</u>	<u>0</u>	<u>5</u>
		11	2	11	15
Fourth Quarter (Summer)					
NUR 201	Adult-Child Health Nursing III	7	0	11	10
PSY 101	General Psychology	3	0	0	3
SOC 101	Introduction to Sociology	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		13	0	11	16
Fifth Quarter (Fall)					
NUR 202	Adult-Child Health Nursing IV	5	0	11	8
ENG 204	Oral Communications	3	0	0	3
PHI 121	Contemporary Moral Issues	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		11	0	11	14
Sixth Quarter (Winter)					
NUR 203	*Adult-Child Health Nursing V	5	0	8	7
ECO 102	Economics I	3	0	0	3
	**Humanities Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
*Students are scheduled in clinical seven weeks at 12 hours per week		11	0	8	13
with one additional day which is four hours in length.					
**Recommended Course - ENG 212 Themes in Literature					
Seventh Quarter (Spring)					
NUR 204	Adult-Child Health Nursing VI	6	0	13	10
NUR 217	Professional Issues	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		9	0	13	13
TOTAL QUARTER HOURS CREDIT: 112					

Automotive Body Repair - Diploma (Day); 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 business.

Job Opportunities

Automobile Accessories Installer	Painter Helper, Automotive
Automobile-Repair-Service Estimator	Painter, Transportation Equipment
Appraiser, Automobile Damage	Automobile Body Customizer
Automatic Window & Glass Installer	Automobile Body Repair Technician

AUTOMOTIVE BODY REPAIR – DAY 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
WLD1105	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 & 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 & Suspensions	3	3	4
BUS 1122	Shop Management	4	0	4
		10	18	16
TOTAL QUARTER HOURS CREDIT: 69				

AUTOMOTIVE BODY REPAIR – EVENING

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)				
AUT 1111A	Auto Body Repair I	1	5	3
WLD1103	Basic Welding	<u>3</u>	<u>3</u>	<u>4</u>
		4	8	7
Second Quarter (Winter)				
AUT 1112A	Auto Body Repair II	<u>2</u>	<u>6</u>	<u>4</u>
		2	6	4
Third Quarter (Spring)				
AUT 1113A	Metal Finishing & Painting	<u>2</u>	<u>6</u>	<u>4</u>
		2	6	4
Fourth Quarter (Summer)				
AUT 1114A	Body Shop Applications	<u>2</u>	<u>6</u>	<u>4</u>
		2	6	4
TOTAL QUARTER HOURS CREDIT: 19				

Automotive Mechanics - Diploma (Day); Certificate (Evening)

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 business.

Entry-Level Job Opportunities

- General Mechanic
- Tune-Up Mechanic
- Front-End Mechanic
- Automatic Transmission Mechanic
- Brake Mechanic

Advanced-Level Job Opportunities

- Shop Supervisor
- Shop Foreman

AUTOMOTIVE MECHANICS – DAY 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 & Fuel Systems	5	12	9
AUT 1121	Braking Systems	4	3	5
MAT 1101	Fundamentals of Mathematics	5	0	5
		14	15	19
Second Quarter (Winter)				
PME 1101	Internal Combustion Engines	6	12	10
DFT 1101	Schematics & Diagrams: Power Mechanics	1	2	2
ENG 1101	Reading Improvement	2	0	2
WLD 1101	Basic Welding	0	3	1
PSY 1101	Human Relations	3	0	3
		12	17	18
Third Quarter (Spring)				
AUT 1123	Automotive Chassis & 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	3	0	3
		15	14	20
Fourth Quarter (Summer)				
AUT 1124	Automotive Power Train Systems	3	9	6
AUT 1125	Automotive Servicing	3	9	6
		6	18	12
TOTAL QUARTER HOURS CREDIT: 69				

AUTOMOTIVE MECHANICS – EVENING

Suggested Curriculum By Quarters - Certificate

		<u>Hours/Week</u>		Qtr. Hrs.
		<u>Class</u>	<u>Lab</u>	<u>Credit</u>
First Quarter (Fall)				
PME 1150	Internal Combustion Engines I	3	6	5
MAT 1101	Fundamentals of Mathematics	<u>5</u>	<u>0</u>	<u>5</u>
		8	6	10
Second Quarter (Winter)				
PME 1152	Automotive Fuel Systems	2	6	4
WLD 1101	Basic Welding	<u>0</u>	<u>3</u>	<u>1</u>
		2	9	5
Third Quarter (Spring)				
PME 1153	Automotive Electrical Systems	3	6	5
ENG 1102	Communication Skills	<u>3</u>	<u>0</u>	<u>3</u>
		6	6	8
Fourth Quarter (Summer)				
AHR 1101	Automotive Air Conditioning	<u>2</u>	<u>3</u>	<u>3</u>
		2	3	3
Fifth Quarter (Fall)				
AUT 1173	Chassis & Suspension	2	3	3
AUT 1171	Braking Systems I	<u>1</u>	<u>3</u>	<u>2</u>
		3	6	5
Sixth Quarter (Winter)				
AUT 1164	Power Train Systems I	<u>2</u>	<u>3</u>	<u>3</u>
		2	3	3
Seventh Quarter (Spring)				
AUT 1175	Automotive Trouble Shooting I	<u>2</u>	<u>5</u>	<u>4</u>
		2	5	4
TOTAL QUARTER HOURS CREDIT: 38				

Basic Law Enforcement Training Program - Certificate (Day & Evening)

The Basic Law Enforcement Training curriculum certificate program prepares individuals to take the Basic Training Law Enforcement Officers certification examination mandated by the North Carolina Criminal Justice Education and Training Standards Commission and/or it prepares individuals to take the Justice Officers Basic Training certification examination mandated by the North Carolina Sheriff's Education and Training Standards Commission. Successful completion of this curriculum certificate program requires that the student satisfy the minimum requirements for certification by the Criminal Justice Commission and/or the Sheriff's Commission. The student satisfactorily completing this program should possess at least the minimum degree of general attributes, knowledge, and skills to function as an inexperienced law enforcement officer.

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

This program is offered during the day in the spring quarter only, and during the evening in the fall and winter quarters.

The following topics are included in this program:

1. Course Orientation
2. Constitutional Law
3. Laws of Arrest, Search & 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 & Testifying in Court
30. Dealing with Victims & the Public
31. Physical Activity
32. Civil Process for Basic Law Enforcement
33. Supplemental Custody

Job Opportunities

College or University Officer
 Deputy Sheriff
 Industrial Security Officer
 Investigator
 Police Officer
 Park Security Officer
 Private Security Officer
 Retail Security Officer

BASIC LAW ENFORCEMENT TRAINING – DAY

Suggested Curriculum By Quarter - Certificate

		<u>Hours/Week</u>		Qtr. Hrs.
		<u>Class</u>	<u>Lab</u>	<u>Credit</u>
Spring Quarter				
PSC 101	Basic Law Enforcement Training I	8	15	13
PSC 102	Basic Law Enforcement Training II	8	15	13
TOTAL QUARTER HOURS CREDIT: 26		16	30	26

BASIC LAW ENFORCEMENT TRAINING – EVENING

Suggested Curriculum By Quarters - Certificate

		<u>Hours/Week</u>		Qtr. Hrs.
		<u>Class</u>	<u>Lab</u>	<u>Credit</u>
First Quarter (Fall)				
PSC 101	Basic Law Enforcement Training I	8	15	13
Second Quarter (Winter)		8	15	13
PSC 102	Basic Law Enforcement Training II	8	15	13
TOTAL QUARTER HOURS CREDIT: 26		8	15	13

Transfer Credit Upon Completion of Basic Law Enforcement Training Program into the Criminal Justice Degree Program

CJC 121	Court Procedures & Evidence	3 credits
CJC 155	Law Enforcement Operations	3 credits
CJC 143	Crisis Intervention	4 credits
CJC 171	Criminal Investigation	5 credits
CJC 167	Traffic Accident Investigation	5 credits

Upon recommendation of the BLET director and approval of the dean of Student Development, an additional three credits will be awarded for comparable college credit course work.

Total credit allowed for transfer into the Criminal Justice—Protective Services Technology degree program – 23 credits.

Business Administration - Degree (Day & Evening)

The Business Administration curriculum is designed to prepare individuals for entry into management positions.

The curriculum develops competencies in the application of management principles. Emphasis is placed on skill development in the areas of management functions, computer applications and analysis, critical thinking and decision-making techniques, marketing, finance, legal aspects of business, oral and written communications and the utilization of human resources.

Through the development of management competencies, the graduate will be able to function as a contributing member of a management team.

Entry-Level Job Opportunities

Assistant Sales Manager	Assistant Traffic Manager
Assistant Purchasing Manager	Customer Service Representative
Assistant Personnel Manager	Management Trainee

Advanced-Level Job Opportunities

Purchasing Agent	Personnel Manager
Sales Manager	Credit & Collection Manager
Public Relations Representative	Branch Manager
Training Manager	Traffic Manager
General Supervisor	Market Manager
Credit Card Operations Manager	Office Manager
Operations Officer	Department Manager
Loan Officer	Warehouse Manager
Customer Service Manager	

Business Administration—Immured Program

Correctional education is provided through Randolph Community College to the Randolph Corrections Unit for the purpose of providing postsecondary academic education that enables inmates to enhance and maintain their personal growth and development in order that they function effectively in prison and upon returning to the community. At this time the College offers a diploma in Business Administration.

BUSINESS ADMINISTRATION – DAY

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
BUS 101	Introduction to Business	5	0	5
BUS 102	Keyboarding	2	3	3
BUS 110	Office Computations	2	2	3
MAT 111	Mathematical Problem Solving	<u>5</u>	<u>0</u>	<u>5</u>
		17	5	19
Second Quarter (Winter)				
ENG 101	Composition I	3	0	3
BUS 109	Introduction to Business Computer Applications	3	2	4
BUS 115	Business Law I	3	0	3
ECO 102	Economics I	3	0	3
BUS 235	Business Management I	<u>3</u>	<u>0</u>	<u>3</u>
		15	2	16
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 237	Business Management II	3	0	3
	*Related Elective	<u>3</u>	<u>0</u>	<u>3</u>
		15	0	15
Fourth Quarter (Fall)				
ENG 206	Written Communications	3	0	3
BUS 120	Accounting I	5	2	6
BUS 123	Business Finance	3	0	3
BUS 232	Sales Development	3	0	3
BUS 212	Word/Information Processing II (Spreadsheet)	<u>3</u>	<u>2</u>	<u>4</u>
		17	4	19
Fifth Quarter (Winter)				
BUS 121	Accounting II	5	2	6
BUS 271	Office Management & Procedures	5	0	5
BUS 229	Taxes	3	2	4
BUS 247	Risk & Insurance	3	0	3
PSY 204	Human Relations	<u>3</u>	<u>0</u>	<u>3</u>
		19	4	21
Sixth Quarter (Spring)				
BUS 122	Accounting III	5	2	6
BUS 226	Payroll Records & Accounting	3	0	3
BUS 239	Marketing	5	0	5
	*Related Elective	3	0	3
	Humanities Elective	<u>3</u>	<u>0</u>	<u>3</u>
		19	2	20
*Related Electives (Select 2)				
BUS 146	Speedwriting			
BUS 209	Business English			
BUS 113	Word/Information Processing I (Word Processing)			
BUS 134	Professional Development			
BUS 195	Small Business Management			
MST 130	Database Fundamentals			
MST 115	Microcomputer Accounting Applications			
MST 150	Microcomputer Operations			
TOTAL QUARTER HOURS CREDIT: 110				

BUSINESS ADMINISTRATION – EVENING

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)				
BUS 101	Introduction to Business	5	0	5
BUS 102	Keyboarding	2	3	3
		<u>7</u>	<u>3</u>	<u>8</u>
Second Quarter (Winter)				
BUS 109	Introduction to Business Computer Applications	3	2	4
BUS 115	Business Law I	3	0	3
ECO 102	Economics I	3	0	3
		<u>9</u>	<u>2</u>	<u>10</u>
Third Quarter (Spring)				
BUS 116	Business Law II	3	0	3
ECO 104	Economics II	3	0	3
BUS 110	Office Computations	2	2	3
		<u>8</u>	<u>2</u>	<u>9</u>
Fourth Quarter (Summer)				
MAT 111	Mathematical Problem Solving	5	0	5
PSY 204	Human Relations	3	0	3
		<u>8</u>	<u>0</u>	<u>8</u>
Fifth Quarter (Fall)				
BUS 212	Word/Information Processing II (Spreadsheet)	3	2	4
BUS 232	Sales Development	3	0	3
ENG 204	Oral Communications	3	0	3
		<u>9</u>	<u>2</u>	<u>10</u>
Sixth Quarter (Winter)				
ENG 101	Composition I	3	0	3
BUS 235	Business Management I	3	0	3
BUS 229	Taxes	3	2	4
		<u>9</u>	<u>2</u>	<u>10</u>
Seventh Quarter (Spring)				
ENG 102	Composition II	3	0	3
BUS 237	Business Management II	3	0	3
BUS 239	Marketing	5	0	5
		<u>11</u>	<u>0</u>	<u>11</u>
Eighth Quarter (Summer)				
BUS 247	Risk & Insurance	3	0	3
	*Related Elective	3	0	3
		<u>6</u>	<u>0</u>	<u>6</u>
Ninth Quarter (Fall)				
ENG 206	Written Communications	3	0	3
BUS 120	Accounting I	5	2	6
BUS 123	Business Finance	3	0	3
		<u>11</u>	<u>2</u>	<u>12</u>
Tenth Quarter (Winter)				
BUS 121	Accounting II	5	2	6
BUS 271	Office Management & Procedures	5	0	5
		<u>10</u>	<u>2</u>	<u>11</u>
Eleventh Quarter (Spring)				
BUS 122	Accounting III	5	2	6
	*Related Elective	3	0	3
	Humanities Elective	3	0	3
		<u>11</u>	<u>2</u>	<u>12</u>
Twelfth Quarter (Summer)				
BUS 226	Payroll Records & Accounting	3	0	3
		<u>3</u>	<u>0</u>	<u>3</u>
*Related Electives (Select 2)				
BUS 146	Speedwriting			
BUS 209	Business English			
BUS 113	Word/Info. Proc. I (Word Proc.)			
BUS 134	Professional Development			
BUS 195	Small Business Management			
MST 130	Database Fundamentals			
MST 115	Microcomputer Accounting Appl.			
MST 150	Microcomputer Operations			
TOTAL QUARTER HOURS CREDIT: 110				

Business Computer Programming - Degree (Day & 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, flowcharting, programming procedures and languages and types, uses and operation of equipment.

Entry-level jobs as a 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.

Entry-Level Job Opportunities

- Computer Operator
- Computer Programmer
- Computer Programmer Trainee
- Data Control Clerk

Advanced-Level Job Opportunities

- Data Processing Manager/Supervisor
- Computer Operations Manager/Supervisor
- Computer Programmer/Analyst
- Systems Analyst

BUSINESS COMPUTER PROGRAMMING – DAY

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)				
BCP 111	Introduction to Computer Applications	3	2	4
MST 102	Keyboarding	0	2	1
MAT 111	Mathematical Problem Solving	5	0	5
BUS 101	Introduction to Business	<u>5</u>	<u>0</u>	<u>5</u>
		13	4	15
Second Quarter (Winter)				
BCP 141	Program Design & Development	3	2	4
BUS 109	Introduction to Business Computer Applications	3	2	4
BUS 120	Accounting I	5	2	6
ENG 101	Composition I	<u>3</u>	<u>0</u>	<u>3</u>
		14	6	17
Third Quarter (Spring)				
BCP 211	COBOL Programming I	3	4	5
BCP 151	BASIC Programming I	3	4	5
BUS 121	Accounting II	5	2	6
ENG 102	Composition II	<u>3</u>	<u>0</u>	<u>3</u>
		14	10	19
Fourth Quarter (Summer)				
BCP 216	COBOL Programming II	3	4	5
BCP 156	BASIC Programming II	3	4	5
BCP 212	Computer Center Operations	3	2	4
ENG 103	Report Writing	<u>3</u>	<u>0</u>	<u>3</u>
		12	10	17
Fifth Quarter (Fall)				
BCP 214	RPG Programming I	3	4	5
BCP 219	Systems Analysis	3	2	4
BCP 218	File Management	3	2	4
ENG 204	Oral Communications	<u>3</u>	<u>0</u>	<u>3</u>
		12	8	16
Sixth Quarter (Winter)				
BCP 224	RPG Programming II	3	4	5
BCP 229	Systems Design	3	2	4
PSY 204	Human Relations	3	0	3
	Elective	<u>3</u>	<u>0</u>	<u>3</u>
		12	6	15
Seventh Quarter (Spring)				
BCP 223	Operating Systems Concepts	3	2	4
BCP 234	Systems Development Project	4	6	7
MST 255	Data Communications	3	2	4
	Humanities Elective	<u>3</u>	<u>0</u>	<u>3</u>
		13	10	18
TOTAL QUARTER HOURS CREDIT: 117				

BUSINESS COMPUTER PROGRAMMING – EVENING

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)				
BCP 111	Introduction to Computer Applications	3	2	4
MST 102	Keyboarding	0	2	1
BUS 101	Introduction to Business	<u>5</u>	<u>0</u>	<u>5</u>
		8	4	10
Second Quarter (Winter)				
BCP 141	Program Design & Development	3	2	4
BUS 109	Introduction to Business Computer Applications	<u>3</u>	<u>2</u>	<u>4</u>
		6	4	8
Third Quarter (Spring)				
BCP 151	BASIC Programming I	3	4	5
BCP 211	COBOL Programming I	<u>3</u>	<u>4</u>	<u>5</u>
		6	8	10
Fourth Quarter (Summer)				
BCP 156	BASIC Programming II	3	4	5
BCP 216	COBOL Programming II	<u>3</u>	<u>4</u>	<u>5</u>
		6	8	10
Fifth Quarter (Fall)				
BCP 214	RPG Programming I	3	4	5
BCP 218	File Management	<u>3</u>	<u>2</u>	<u>4</u>
		6	6	9
Sixth Quarter (Winter)				
BCP 224	RPG Programming II	3	4	5
ENG 101	Composition I	<u>3</u>	<u>0</u>	<u>3</u>
		6	4	8
Seventh Quarter (Spring)				
MST 255	Data Communications	3	2	4
ENG 102	Composition II	3	0	3
BCP 212	Computer Center Operations	<u>3</u>	<u>2</u>	<u>4</u>
		9	4	11
Eighth Quarter (Summer)				
MAT 111	Mathematical Problem Solving	5	0	5
ENG 103	Report Writing	3	0	3
PSY 204	Human Relations	<u>3</u>	<u>0</u>	<u>3</u>
		11	0	11
Ninth Quarter (Fall)				
BUS 120	Accounting I	5	2	6
BCP 219	Systems Analysis	3	2	4
ENG 204	Oral Communications	<u>3</u>	<u>0</u>	<u>3</u>
		11	4	13
Tenth Quarter (Winter)				
BUS 121	Accounting II	5	2	6
BCP 229	Systems Design	<u>3</u>	<u>2</u>	<u>4</u>
		8	4	10
Eleventh Quarter (Spring)				
BCP 223	Operating Systems Concepts	3	2	4
	Humanities Elective	<u>3</u>	<u>0</u>	<u>3</u>
		6	2	7
Twelfth Quarter (Summer)				
BCP 234	Systems Development Project	4	6	7
	Elective	<u>3</u>	<u>0</u>	<u>3</u>
		7	6	10

TOTAL QUARTER HOURS CREDIT: 117

College Transfer (UNCG Extension) - Degree (Day & Evening)

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 sciences and/or to provide the student with the freshman and sophomore level of course work 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 listed 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 ENG 101X is required of all programs. In addition to this, students should consult the UNCG catalog, or the catalog of any other college they wish to attend, 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 four-year institutions which accept extension credits from UNCG.

The courses that follow 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.

Requirements for Associate of General Education

<u>Course</u>	<u>Semester Hours Credit</u>
English 101X	3
English 102X	3
Math 112, 119, 121 or 191, or CSC 136	6
Spanish 101X & 102X; or Spanish 203 & 204	6
Biology 101 & 107 (lab)	4
Biology 102 & 108 (lab)	4
Health 201	3
Humanities (As listed in UNCG Catalog)	9
Social & Behavioral Sciences	9
Electives	<u>17</u>
Total Semester Hours Credit:	64

COLLEGE TRANSFER (UNCG EXTENSION) – DAY & EVENING Courses Offered

		<u>Hours/Week</u>		<u>Sem. Hrs.</u>
		<u>Class</u>	<u>Lab</u>	<u>Credit</u>
Social & Behavioral Sciences				
ATY 201	Man in Nature	3	0	3
ATY 212	General Anthropology	3	0	3
ATY 213	Cultural Anthropology	3	0	3
CDF 212	Developmental Patterns of the Family	3	0	3
COM 106	Communication in Society	3	0	3
ECO 201	Principles of Microeconomics	3	0	3
ECO 202	Principles of Macroeconomics	3	0	3
GEO 101	The Changing Human Environment	3	0	3
GEO 103	Introduction to Earth Science	3	0	3
GEO 104	The Geography of the Nonwestern World	3	0	3
GEO 105	Cultural Geography	3	0	3
HIS 103	The American Experience, 1607 to the Present	3	0	3
HIS 211	The United States: A General Survey	3	0	3
HIS 212	The United States: A General Survey	3	0	3
HIS 213	The Family in American History	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
WMS 250	The American Woman	3	0	3

(Continued on next page.)

Natural Science & Mathematics

BIO 101	Principles of Biology I	3	0	3
BIO 102	Principles of Biology II	3	0	3
BIO 107	General Biology Lab I	0	3	1
BIO 108	General Biology Lab II	0	3	1
CHE 103	General Descriptive Chemistry I	3	0	3
CHE 106	Introductory Chemistry	3	0	3
CSC 136	Introduction to Computer Concepts	3	0	3
MAT 112	Contemporary Topics in Math	3	0	3
MAT 119	College Algebra	3	0	3
MAT 121	Analytic Trigonometry	3	0	3
MAT 191	Calculus I	3	0	3
MAT 292	Calculus II	3	0	3
STA 108	Elementary Introduction to Probability & Statistics	3	0	3

Humanities

ART 100	Introduction to Art	3	0	3
ART 101	Survey of Western Art	3	0	3
CCI 205	Mythology	3	0	3
COM 121	Drama Appreciation	3	0	3
DCE 200	Dance Appreciation	3	0	3
ENG 105	Introduction to Narrative	3	0	3
ENG 107	Introduction to Drama	3	0	3
ENG 211	Major British Authors: Medieval to Neoclassical	3	0	3
ENG 212X	Major British Authors: Romantic to Modern	3	0	3
ENG 225	Writing of Fiction	3	0	3
ENG 251	Major American Authors: Colonial to Romantic	3	0	3
ENG 252	Major American Authors: Realist to Modern	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
WCV101	Western Civilization	3	0	3
WCV102	Western Civilization	3	0	3

Liberal Education Courses

COM 105	Speech Composition & Delivery	3	0	3
ENG 101X	English Composition	3	0	3
ENG 102X	English Composition	3	0	3
HEA 201	Health: A Personal Look	3	0	3
SPA 101X	Beginning Spanish	3	0	3
SPA 102X	Beginning Spanish	3	0	3

Additional Courses Offered

ACC 201	Principles of Accounting I	3	0	3
ACC 202	Principles of Accounting II	3	0	3
ATY 100	Contemporary Non-Western Cultures	3	0	3

Course Descriptions - College Transfer (UNCG Extension)

ACCOUNTING

- ACC 201 Principles of Accounting I** 3 0 3
Basic accounting cycle and financial statement preparation as applied to service, merchandising and manufacturing enterprises. Contrasts and compares accounting systems of proprietorships, partnerships and corporate businesses. **Prerequisite: MAT 119 or equivalent and sophomore standing.**
- ACC 202 Principles of Accounting II** 3 0 3
Interpretation and use of accounting data for management decisions; financial statement analysis, funds statements and cash flow analysis. Budgetary and costing systems, cost-volume-profit relationships, break-even and marginal analysis. **Prerequisite: ACC 201 or equivalent and sophomore standing.**

ART

- ART 100 Introduction to Art** 3 0 3
Intensive analysis of selected monuments and artists.
- ART 101 Survey of Western Art** 3 0 3
Historic survey of painting, sculpture and architecture from ca. 3000 B.C. to the twentieth century.

ANTHROPOLOGY

- ATY 100 Contemporary Non-Western Cultures** 3 0 3
A survey of contemporary non-Western societies which emphasizes their distinctive cultural characteristics and how these relate to changes taking place in the world today. **(This course is for freshmen only.)**
- ATY 201 Man in Nature** 3 0 3
Anthropology's answers to the question, "What is Man?" A basic understanding of the human condition, i.e., man and his place in nature. Anthropology 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.
- ATY 213 Cultural Anthropology** 3 0 3
Cultural Anthropology attempts to stimulate interest in basic questions about human nature and human adaptation, including major theoretical approaches, the nature of field work, and an examination of selected topics.

BIOLOGY

- BIO 101 Principles of Biology I** 3 0 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 II** 3 0 3
Basic coverage of cellular and organismic reproduction, patterns of inheritance, development, evolution and maintenance of homeostasis.
- BIO 107 General Biology Lab I** 0 3 1
Laboratory work to accompany BIO 101 and 103. One of the latter two courses must be taken concurrently.
- BIO 108 General Biology Lab II** 0 3 1
Laboratory work to accompany BIO 102 and 104. One of the latter two courses must be taken concurrently.
Prerequisite: BIO 101 or BIO 103.

CLASSICAL CIVILIZATION

- CCI 205 Mythology** 3 0 3
Great myths of the world with emphasis on their literary and artistic representations. Greek and Roman mythologies stressed; Norse and other myths included when possible. Only primary sources read.

CHILD DEVELOPMENT & FAMILY RELATIONS

- CDF 212 Developmental Patterns of the Family** 3 0 3
Developmental characteristics, behavior and interpersonal relations among family members in various stages of family life cycle.

CHEMISTRY

- CHE 103 General Descriptive Chemistry I** 3 0 3
Introductory course for students whose programs require only one year of college chemistry. Among the topics introduced are states of matter, atomic and molecular structure, nuclear chemistry, stoichiometry, and solutions. Not open to students who have already taken CHE 111. CHE 110 must be taken concurrently, unless student takes CHE 104 or CHE 111 later. (See UNCG catalog.)
- 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. Not open to students who have taken CHE 111 or CHE 103. (See UNCG catalog.)

COMMUNICATION & THEATRE

- COM 105 Speech Composition & 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, including 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.

COMPUTER SCIENCE

- CSC 136 Introduction to Computer Concepts** 3 0 3
Introduction to computers and computing; emphasis on the logical processes involved in analyzing and planning computer-based solutions to problems. Examples of computer applications, impact on society, ethical issues, hardware and software, introduction to programming. May not be taken for credit by students who have taken or plan to take ISM 234.

DANCE

- 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.

ECONOMICS

- 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.

ENGLISH

- ENG 099X Grammar & 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
Introduces the aims and strategies of informative, deliberative and reflective writing. Emphasis on the writing/ revising process and on critical reading.
- ENG 102X English Composition** 3 0 3
Practice in writing responsible public discourse. Students write extended, informed arguments on issues of public concern. Attention to critical reading, effective use of evidence. **Prerequisite:** ENG 101X (UNCG's ENG 101A, ENG 101B or FMS 103.)

ENG 105 Introduction to Narrative	3 0 3
Close reading and analysis of American and British novels, short stories and narrative poems. Attention to historical, cultural and literary backgrounds as appropriate.	
ENG 107 Introduction 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 Major British Authors: Medieval to Neoclassical	3 0 3
Major poets, dramatists, satirists read within the context of their times: Chaucer, Shakespeare, Milton, Pope, Swift and others.	
ENG 212X Major British Authors: Romantic to Modern	3 0 3
Major authors of the Romantic, Victorian and Modern periods studied in relation to their times and traditions: Wordsworth, Tennyson, Yeats, Joyce and others.	
ENG 225 Writing of Fiction	3 0 3
Introductory workshop in writing fiction for students beyond the freshman year.	
ENG 251 Major American Authors: Colonial to Romantic	3 0 3
Classic authors and their contributions to the intellectual life of America: Hawthorne, Melville, Poe, Whitman and others.	
ENG 252 Major American Authors: Realist to Modern	3 0 3
Late nineteenth- and twentieth-century authors and their contributions to the development of modern thought: Twain, Frost, Faulkner, Hemingway and others.	

GEOGRAPHY

GEO 101 The Changing Human Environment	3 0 3
Changing interaction of man and his environment and the resultant human and economic patterns in various parts of the world.	
GEO 103 Introduction to Earth Science	3 0 3
Survey of basic concepts and processes integrating the nature of the earth's three primary physical systems: the solid earth and continents; the ocean basins and the oceans; and the atmosphere's weather.	
GEO 104 The Geography of the Nonwestern World	3 0 3
A study of the geographical factors which combine to form the major culture regions of Africa, Asia and the Soviet Union.	
GEO 105 Cultural Geography	3 0 3
Introductory game/project-oriented course concerned with the characteristics, descriptions, development and spatial arrangements of world cultures or "way of life."	

HEALTH

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.	

HISTORY

HIS 103 The American Experience, 1607 to the Present	3 0 3
Single semester survey of American history, with an emphasis on the changing nature of politics, the economic system, culture and social structure. Not open to those who have taken HIS 211 or HIS 212.	
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.	
HIS 213 The Family in American History	3 0 3
Relating the family to other major elements of American society and culture—households and communities, the market economy, the democratic ethos and urbanization. Introduction of students to genealogical, oral and traditional historical research into the history of particular families, including their own.	

MATHEMATICS

- MAT 098 Introductory Algebra** 3 0 3
Preparation for Intermediate Algebra (MAT 099) with the ultimate goal of achieving a "C" or better in College Algebra (MAT 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 (MAT 097).
- MAT 099X Intermediate Algebra** 3 0 3
Intermediate Algebra prepares the student for work in College Algebra (MAT 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 and by achieving an adequate score on the College's Elementary Algebra placement test.
- MAT 112 Contemporary Topics in Math** 3 0 3
Selected topics from sets and logic, mathematical systems, statistics and probability, geometry and matrix algebra. Designed primarily for liberal arts students.
- 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 MAT 119.
- MAT 292 Calculus II** 3 0 3
Introductory integral calculus of functions of one variable, calculus of the elementary transcendental functions, techniques of integration. **Prerequisite:** Knowledge of trigonometry and a grade of at least "C" in MAT 191.

MUSIC

- 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.

PHILOSOPHY

- 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.

POLITICAL SCIENCE

- 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.

PSYCHOLOGY

- 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 PSY 221 and PSY 223 for credit.

READING

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.

SOCIOLOGY

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.

SPANISH

SPA 101X Beginning Spanish

3 0 3

SPA 102X Beginning Spanish

3 0 3

Introduction to Spanish with practice in listening, speaking, writing and reading. Supplementary instruction in the laboratory. SPA 101X is prerequisite to SPA 102X.

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. SPA 203 is prerequisite to SPA 204.

STATISTICS

STA 108 Elementary Introduction to Probability & Statistics

3 0 3

Finite sample spaces, discrete probability, random variables, expected value, binomial distribution, independent trials, random samples, point estimation, hypothesis testing and confidence intervals. May not be taken for credit by students who have received credit for ECO 250 or ECO 350 or are concurrently enrolled in ECO 250. **Prerequisite: An acceptable score on the mathematics placement test or a grade of at least "C" in MAT 100.**

SOCIAL WORK

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.

WESTERN CIVILIZATION

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.

WOMEN'S STUDIES

WMS 250 An Introduction to Women's 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 (Day)

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 computer layout artist.

Entry-Level Job Opportunities

- Graphic Designer/Artist
- Layout Artist
- Computer 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
- Advertising Manager
- Advanced Computer Graphic Designer
- Illustrator
- Advanced Pre-Press Technician
- Production Supervisor

COMMERCIAL GRAPHICS – DAY

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
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	<u>0</u>	<u>6</u>	<u>2</u>
		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 & Type	2	6	4
DES 220	Life Drawing II	<u>0</u>	<u>6</u>	<u>2</u>
		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	<u>5</u>	<u>0</u>	<u>5</u>
		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	<u>3</u>	<u>0</u>	<u>3</u>
		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	<u>3</u>	<u>0</u>	<u>3</u>
		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	<u>3</u>	<u>0</u>	<u>3</u>
		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	<u>2</u>	<u>6</u>	<u>4</u>
		7	24	15
TOTAL QUARTER HOURS CREDIT: 117				

Criminal Justice—Protective Services Technology - Degree (Day & 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
Correctional Officer
Deputy Sheriff
Investigator
Loss Prevention Officer
Park Security Officer
Retail Security Officer

College or University Police Officer
Correctional Programs Assistant
Industrial Security Officer
Highway Patrolman
Police Officer
Private Security Officer
Wildlife Enforcement Officer

CRIMINAL JUSTICE—PROTECTIVE SERVICES TECHNOLOGY—DAY

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
MST 102	Keyboarding	0	2	1
CJC 110	Introduction to Criminal Justice	5	0	5
MST 101	Introduction to Microcomputers	1	2	2
CJC 115	Introduction to Corrections	<u>5</u>	<u>0</u>	<u>5</u>
		14	4	16
Second Quarter (Winter)				
ENG 101	Composition I	3	0	3
CJC 112	Criminology	5	0	5
CJC 125	Constitutional Law	5	0	5
CJC 121	Court Procedure & Evidence	<u>3</u>	<u>0</u>	<u>3</u>
		16	0	16
Third Quarter (Spring)				
ENG 102	Composition II	3	0	3
CJC 141	Juvenile Delinquency	5	0	5
POL 103	American Government	3	0	3
MAT 111	Mathematical Problem Solving	5	0	5
CJC 155	Law Enforcement Operations	<u>3</u>	<u>0</u>	<u>3</u>
		19	0	19
Fourth Quarter (Summer)				
CJC 173	Investigative Writing	3	0	3
CJC 131	Criminal Law	5	0	5
SOC 101	Introduction to Sociology	3	0	3
PSY 101	General Psychology	<u>3</u>	<u>0</u>	<u>3</u>
		14	0	14
Fifth Quarter (Fall)				
SPA 101	Spanish I	3	0	3
ENG 103	Report Writing	3	0	3
POL 102	State & Local Governments	3	0	3
CJC 151	Criminal Justice Organization & Management	5	0	5
CJC 122	Community Relations & Ethics	<u>3</u>	<u>0</u>	<u>3</u>
		17	0	17
Sixth Quarter (Winter)				
SPA 102	Spanish II	3	0	3
CJC 143	Crisis Intervention & Management	4	0	4
CJC 171	Criminal Investigation	5	0	5
CJC 175	Handling Misdemeanants	3	0	3
	*Related Elective	<u>3</u>	<u>0</u>	<u>3</u>
		18	0	18
Seventh Quarter (Spring)				
PSY 149	Abnormal Psychology	3	0	3
CJC 157	Criminalistics	5	0	5
CJC 135	Criminal Justice Issues	3	0	3
CJC 167	Traffic Accident Investigation	5	0	5
	Humanities Elective	<u>3</u>	<u>0</u>	<u>3</u>
		19	0	19

*Related Electives (select 1)

BUS 115	Business Law I	PSY 204	Human Relations
ECO 102	Economics I	MST 105	BASIC Programming
PEL 267	Video Production	MST 150	Microcomputer Operations

TOTAL QUARTER HOURS CREDIT: 119

CRIMINAL JUSTICE—PROTECTIVE SERVICES TECH. – EVENING

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
MST 102	Keyboarding	0	2	1
CJC 110	Introduction to Criminal Justice	5	0	5
		<u>8</u>	<u>2</u>	<u>9</u>
Second Quarter (Winter)				
ENG 101	Composition I	3	0	3
CJC 112	Criminology	5	0	5
CJC 121	Court Procedure & Evidence	3	0	3
		<u>11</u>	<u>0</u>	<u>11</u>
Third Quarter (Spring)				
ENG 102	Composition II	3	0	3
CJC 141	Juvenile Delinquency	5	0	5
POL 103	American Government	3	0	3
		<u>11</u>	<u>0</u>	<u>11</u>
Fourth Quarter (Summer)				
ENG 103	Report Writing	3	0	3
SOC 101	Introduction to Sociology	3	0	3
PSY 101	General Psychology	3	0	3
		<u>9</u>	<u>0</u>	<u>9</u>
Fifth Quarter (Fall)				
CJC 173	Investigative Writing	3	0	3
MST 101	Introduction to Microcomputers	1	2	2
POL 102	State & Local Governments	3	0	3
		<u>7</u>	<u>2</u>	<u>8</u>
Sixth Quarter (Winter)				
CJC 143	Crisis Intervention & Management	4	0	4
CJC 175	Handling Misdemeanants	3	0	3
CJC 125	Constitutional Law	5	0	5
		<u>12</u>	<u>0</u>	<u>12</u>
Seventh Quarter (Spring)				
PSY 149	Abnormal Psychology	3	0	3
CJC 131	Criminal Law	5	0	5
		<u>8</u>	<u>0</u>	<u>8</u>
Eighth Quarter (Summer)				
MAT 111	Mathematical Problem Solving	5	0	5
CJC 155	Law Enforcement Operations	3	0	3
	*Related Elective	3	0	3
		<u>11</u>	<u>0</u>	<u>11</u>
Ninth Quarter (Fall)				
CJC 115	Introduction to Corrections	5	0	5
SPA 101	Spanish I	3	0	3
CJC 122	Community Relations & Ethics	3	0	3
		<u>11</u>	<u>0</u>	<u>11</u>
Tenth Quarter (Winter)				
SPA 102	Spanish II	3	0	3
CJC 171	Criminal Investigation	5	0	5
		<u>8</u>	<u>0</u>	<u>8</u>
Eleventh Quarter (Spring)				
CJC 135	Criminal Justice Issues	3	0	3
CJC 167	Traffic Accident Investigation	5	0	5
	Humanities Elective	3	0	3
		<u>11</u>	<u>0</u>	<u>11</u>
Twelfth Quarter (Summer)				
CJC 157	Criminalistics	5	0	5
CJC 151	Criminal Justice Organization & Management	5	0	5
		<u>10</u>	<u>0</u>	<u>10</u>

*Related Electives (select 1)

BUS 115 Business Law I

ECO 102 Economics I

PEL 267 Video Production

PSY 204

MST 105

MST 150

Human Relations

BASIC Programming

Microcomputer Operations

TOTAL QUARTER HOURS CREDIT: 119

Desktop Publishing - Diploma (Day & 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, database, 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.

Job Opportunities

- Desktop Publisher
- Desktop Publisher Salesperson
- Desktop Publishing Applications Specialist

DESKTOP PUBLISHING – DAY

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	4	5
ENG 203	Proofreading & Editing	3	0	3
MST 100	Introduction to Office Automation Technology	3	2	4
MST 102	Keyboarding	0	2	1
MST 110	Word Processing Fundamentals	3	2	4
MAT 111	Mathematical Problem Solving	<u>5</u>	<u>0</u>	<u>5</u>
		17	10	22
Second Quarter (Winter)				
DTP 100	Layout & Design	3	4	5
DTP 120	Desktop Publishing II	3	4	5
MST 120	Spreadsheet Fundamentals	3	2	4
ENG 101	Composition I	3	0	3
PSY 204	Human Relations	<u>3</u>	<u>0</u>	<u>3</u>
		15	10	20
Third Quarter (Spring)				
DTP 105	Graphic Software Introduction	3	4	5
DTP 130	Desktop Publishing III	3	4	5
MST 130	Database Fundamentals	3	2	4
MST 140	Microcomputer Graphics	3	2	4
ENG 102	Composition II	<u>3</u>	<u>0</u>	<u>3</u>
		15	12	21
Fourth Quarter (Summer)				
DTP 140	Desktop Presentations	3	4	5
MST 150	Microcomputer Operations	3	2	4
ENG 103	Report Writing	3	0	3
ENG 204	Oral Communications	3	0	3
BUS 195	Small Business Management	<u>3</u>	<u>0</u>	<u>3</u>
or 232	Sales Development			
or 239	Marketing			
		15	6	18
TOTAL QUARTER HOURS CREDIT: 81				

DESKTOP PUBLISHING – EVENING

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	4	5
ENG 203	Proofreading & Editing	3	0	3
MST 102	Keyboarding	<u>0</u>	<u>2</u>	<u>1</u>
		6	6	9
Second Quarter (Winter)				
DTP 100	Layout & Design	3	4	5
DTP 120	Desktop Publishing II	<u>3</u>	<u>4</u>	<u>5</u>
		6	8	10
Third Quarter (Spring)				
DTP 105	Graphic Software Introduction	3	4	5
DTP 130	Desktop Publishing III	<u>3</u>	<u>4</u>	<u>5</u>
		6	8	10
Fourth Quarter (Summer)				
DTP 140	Desktop Presentations	3	4	5
MAT 111	Mathematical Problem Solving	<u>5</u>	<u>0</u>	<u>5</u>
		8	4	10
Fifth Quarter (Fall)				
MST 100	Introduction to Office Automation Technology	3	2	4
MST 110	Word Processing Fundamentals	3	2	4
ENG 204	Oral Communications	<u>3</u>	<u>0</u>	<u>3</u>
		9	4	11
Sixth Quarter (Winter)				
MST 120	Spreadsheet Fundamentals	3	2	4
ENG 101	Composition I	<u>3</u>	<u>0</u>	<u>3</u>
		6	2	7
Seventh Quarter (Spring)				
MST 130	Database Fundamentals	3	2	4
MST 140	Microcomputer Graphics	3	2	4
ENG 102	Composition II	3	0	3
BUS 195	Small Business Management	<u>3</u>	<u>0</u>	<u>3</u>
or 232	Sales Development			
or 239	Marketing			
		12	4	14
Eighth Quarter (Summer)				
MST 150	Microcomputer Operations	3	2	4
ENG 103	Report Writing	3	0	3
PSY 204	Human Relations	<u>3</u>	<u>0</u>	<u>3</u>
		9	2	10
TOTAL QUARTER HOURS CREDIT: 81				

Electronics Engineering Technology - Degree (Day)

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.

Job Opportunities

Electronics Technician

Electrical Tester

Electronics Engineering Technician

Electronics Mechanic

Electronic Sales & Service Technician

ELECTRONICS ENGINEERING TECHNOLOGY – DAY

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
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
Second Quarter (Winter)				
ENG 101	Composition I	3	0	3
MAT 101	Algebra & 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
Third Quarter (Spring)				
ENG 102	Composition II	3	0	3
MAT 102	Algebra & 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
Fourth Quarter (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
Fifth Quarter (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
Sixth Quarter (Winter)				
PHY 102	Physics II	3	2	4
ELN 222	Electronic Systems II	5	4	7
ELN 224	Electronic Systems III-Microprocessors	5	4	7
	Humanities Elective	<u>3</u>	<u>0</u>	<u>3</u>
		16	10	21
Seventh Quarter (Spring)				
PHY 104	Physics III	3	2	4
ELN 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
Eighth Quarter (Summer)				
ENG 204	*Oral Communications	3	0	3
	*Social Science Elective	3	0	3

*Offered at this time for students unable to schedule earlier.

TOTAL QUARTER HOURS CREDIT: 128

Floriculture - Degree (Day); Certificate (Evening)

The Floriculture curriculum is designed to provide students with skills in growing, marketing, designing 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

- Floral Designer
- Floral Salesperson
- Flower Buyer
- Owner/Manager of Retail Flower Shop
- Greenhouse Operator/Grower
- Interior Plantscaper
- Garden Center Operator



Photo by RCC Photography student Pam Adams.

FLORICULTURE – DAY

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
FLO 101	Floral Design I	3	4	5
FLO 112	Floral Art & Color	3	0	3
AGR 185	Soil Science Fertilizers	3	2	4
MAT 111	Mathematical Problem Solving	<u>5</u>	<u>0</u>	<u>5</u>
		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	4	0	4
MST 102	Keyboarding	0	2	1
MST 101	Introduction to Microcomputers	<u>1</u>	<u>2</u>	<u>2</u>
		14	10	19
Third Quarter (Spring)				
ENG 102	Composition II	3	0	3
FLO 103	Floral Design III	3	4	5
HOR 161	Plant Identification II	4	0	4
HOR 170	Plant Disease & Pest Control	5	2	6
HOR 254	Plant Propagation	<u>2</u>	<u>4</u>	<u>4</u>
		17	10	22
Fourth 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
BUS 232	Sales Development	<u>3</u>	<u>0</u>	<u>3</u>
		14	10	19
Fifth 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 195	Small Business Management	3	0	3
PSY 204	Human Relations	<u>3</u>	<u>0</u>	<u>3</u>
		12	12	18
Sixth Quarter (Spring)				
HOR 283	Greenhouse Management	2	4	4
FLO 206	Floral Design VI	2	4	4
FLO 237	Floral Shop Operation & Management	4	6	7
	Humanities Elective	<u>3</u>	<u>0</u>	<u>3</u>
		11	14	18
	Free Elective	3	0	3
(This elective can be taken any quarter.)				
TOTAL QUARTER HOURS CREDIT: 119				

FLORICULTURE – EVENING

Floral Design Concentration

This certificate program is designed to provide introductory knowledge into the field of floral design. It is designed for those students who are seeking entry-level employment at a retail florist.

Job Opportunities

Entry-Level Floral Designer

Floral Design Assistant

Floral Salesperson

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
FLO 112	Floral Art & Color	<u>3</u>	<u>0</u>	<u>3</u>
		6	4	8
Second Quarter (Winter)				
FLO 102	Floral Design II	3	4	5
HOR 160	Plant Identification I	<u>4</u>	<u>0</u>	<u>4</u>
		7	4	9
Third Quarter (Spring)				
FLO 103	Floral Design III	<u>3</u>	<u>4</u>	<u>5</u>
		3	4	5
Fourth Quarter (Summer)				
FLO 204	Floral Design IV	<u>3</u>	<u>6</u>	<u>6</u>
		3	6	6
TOTAL QUARTER HOURS CREDIT: 28				

FLORICULTURE – EVENING

Horticulture Concentration

This certificate program is designed to provide introductory knowledge into the field of horticulture. It is designed for those students who are seeking entry-level employment in a greenhouse or retail garden center.

Job Opportunities

- Greenhouse Worker
- Garden Center Salesperson
- Assistant Greenhouse Grower
- Interior Plantscape Technician

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)				
HOR 150	General Horticulture	<u>3</u>	<u>2</u>	<u>4</u>
		3	2	4
Second Quarter (Winter)				
HOR 254	Plant Propagation	2	4	4
HOR 160	Plant Identification I	<u>4</u>	<u>0</u>	<u>4</u>
		6	4	8
Third Quarter (Spring)				
HOR 170	Plant Disease & Pest Control	<u>5</u>	<u>2</u>	<u>6</u>
		5	2	6
Fourth Quarter (Summer)				
HOR 283	Greenhouse Management	<u>2</u>	<u>4</u>	<u>4</u>
		2	4	4
TOTAL QUARTER HOURS CREDIT: 22				

Industrial Electricity - Diploma (Day); 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

INDUSTRIAL ELECTRICITY – DAY

Suggested Curriculum By Quarters - Diploma

		<u>Hours/Week</u>			<u>Qtr. Hrs.</u>
		<u>Class</u>	<u>Lab</u>	<u>Shop</u>	<u>Credit</u>
First Quarter (Fall)					
ELC 1104	Basic Electricity I	5	0	9	8
ELN 1106	Instrument Familiarization	2	4	0	4
MAT 1115	Electrical Math	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
		12	4	9	17
Second Quarter (Winter)					
ELC 1105	Basic Electricity II	5	0	9	8
ELC 1115	AC & DC Machinery	2	4	0	4
MST 101	Introduction to Microcomputers	1	2	0	2
ENG 1101	Reading Improvement	2	0	0	2
PSY 1101	Human Relations	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		13	6	9	19
Third Quarter (Spring)					
ELC 1107	Residential Wiring Practices	2	0	3	3
ELN 1118	Industrial Electronics	3	2	0	4
DFT 1110	Blueprint Reading: Building Trades	0	0	3	1
ELN 1111	Electromechanical Relays & Symbols	3	0	3	4
ENG 1102	Communication Skills	3	0	0	3
PHY 1101	Applied Science	<u>3</u>	<u>2</u>	<u>0</u>	<u>4</u>
		14	4	9	19
Fourth Quarter (Summer)					
ELC 1125	Industrial Wiring Practices	5	0	6	7
ELC 1116	Introduction to PLCs	4	4	0	6
DFT 1113	Blueprint Reading: Electrical	0	0	3	1
WLD 1101	Basic Welding	0	0	3	1
DFT 1180	Drafting Trades I	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		11	6	12	18

TOTAL QUARTER HOURS CREDIT: 73

INDUSTRIAL ELECTRICITY – EVENING

Suggested Curriculum By Quarters - Certificate

		<u>Hours/Week</u>			<u>Qtr. Hrs.</u>
		<u>Class</u>	<u>Lab</u>	<u>Shop</u>	<u>Credit</u>
First Quarter (Fall)					
ELC 1104A	Basic Electricity IA	3	0	3	4
MAT 1115	Electrical Math	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
		8	0	3	9
Second Quarter (Winter)					
ELC 1104B	Basic Electricity IB	2	0	6	4
ELN 1106A	Instrument Familiarization	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
		3	2	6	6
Third Quarter (Spring)					
ELC 1105A	Basic Electricity II	3	0	3	4
MST 101	Introduction to Microcomputers	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
		4	2	3	6
Fourth Quarter (Summer)					
ELC 1105B	Basic Electricity II	2	0	6	4
ENG 1102	Communication Skills	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		5	0	6	7
Fifth Quarter (Fall)					
ELC 1107	Residential Wiring Practices	2	0	3	3
DFT 1110	Blueprint Reading: Building Trades	<u>0</u>	<u>0</u>	<u>3</u>	<u>1</u>
		2	0	6	4
Sixth Quarter (Winter)					
ELN 1118	Industrial Electronics	3	2	0	4
DFT 1113	Blueprint Reading: Electrical	<u>0</u>	<u>0</u>	<u>3</u>	<u>1</u>
		3	2	3	5
Seventh Quarter (Spring)					
ELC 1115	AC & DC Machinery	2	4	0	4
ELC 1125A	Industrial Wiring Practices	<u>3</u>	<u>0</u>	<u>3</u>	<u>4</u>
		5	4	3	8
Eighth Quarter (Summer)					
ELC 1116	Introduction to PLCs	<u>4</u>	<u>4</u>	<u>0</u>	<u>6</u>
		4	4	0	6
TOTAL QUARTER HOURS CREDIT: 51					

Industrial Mechanics - Certificate (Evening)

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

INDUSTRIAL MECHANICS – EVENING

Suggested Curriculum By Quarters - Certificate

	<u>Hours/Week</u>			<u>Qtr. Hrs.</u>	
	<u>Class</u>	<u>Lab</u>	<u>Shop</u>	<u>Credit</u>	
First Quarter (Fall)					
MAT 1101	Fundamentals of Mathematics	5	0	0	5
DFT 1104	Blueprint Reading: Mechanical	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
		6	2	0	7
Second Quarter (Winter)					
MEC 1101A	Machine Shop Theory & Practice I	2	0	6	4
DFT 1180	Drafting Trades I	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		4	2	6	7
Third Quarter (Spring)					
MEC 1101B	Machine Shop Theory & Practice I	1	0	6	3
*AHR 1121	Principles of Refrigeration & Air Conditioning	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
		2	2	6	5
Fourth Quarter (Fall)					
WLD 1120A	Oxyacetylene Welding & Cutting	1	0	6	3
*AHR 1122	Principles of Refrigeration & Air Conditioning II	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
		2	2	6	5
Fifth Quarter (Winter)					
WLD 1119A	Arc Welding	2	0	3	3
ELC 1101	Industrial Electrical Practices I	<u>3</u>	<u>2</u>	<u>0</u>	<u>4</u>
		5	2	3	7
Sixth Quarter (Spring)					
ELC 1102	Industrial Electrical Practices II	3	2	0	4
ENG 1102	Communication Skills	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		6	2	0	7

*Either of the following courses can be substituted for AHR 1121 or AHR 1122.

ELC 1135	Pneumatic & Electrical Controls	1	0	3	2
MEC 1155	Mechanical Systems	1	0	3	2

TOTAL QUARTER HOURS CREDIT: 38

Interior Design - Degree (Day)

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 the following types of employers: interior design studios, furniture manufacturers, architects, furniture design studios, photography studios and any type of business dealing with interior furnishings.

Job Opportunities

- Interior Design Studios
- Residential Design
- Commercial Design
- Set Design
- Showroom Design
- Furniture Design
- Furniture Sales
- Fabric Sales
- Architectural Firms
- Accessories Sales



Photo by RCC Photography student Kyle Hood.

INTERIOR DESIGN -- DAY

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	<u>2</u>	<u>4</u>	<u>4</u>
		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 & Application	<u>2</u>	<u>4</u>	<u>4</u>
		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	<u>5</u>	<u>0</u>	<u>5</u>
		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	<u>5</u>	<u>0</u>	<u>5</u>
		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	<u>3</u>	<u>0</u>	<u>3</u>
		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 Twentieth Century Design	3	0	3
	Humanities Elective	<u>3</u>	<u>0</u>	<u>3</u>
		13	18	19
Seventh Quarter (Summer)				
DES 260	Special Projects	2	12	6
DES 262	Commercial Design	<u>2</u>	<u>12</u>	<u>6</u>
		4	24	12
TOTAL QUARTER HOURS CREDIT: 116				

Machinist - Diploma (Day); Certificate (Evening)

The Machinist curriculum gives individuals the opportunity to acquire basic skills and related technical information necessary to gain employment in the metalworking industries. 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.

Computer Numerical Control (CNC) may be integrated into various phases of the curriculum or as specialized courses. 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 blueprints 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 & Die Maker Apprentice
- Machine Set-Up Operator
- Quality Control Foreman
- Tool Machine Set-Up Operator

Advanced-Level Job Opportunities

- Machinist
- Maintenance Machinist

MACHINIST – DAY

Suggested Curriculum By Quarters - Diploma

		<u>Hours/Week</u>			<u>Qtr. Hrs.</u>
		<u>Class</u>	<u>Lab</u>	<u>Shop</u>	<u>Credit</u>
First Quarter (Fall)					
MEC 1101	Machine Shop Theory & Practice I	3	0	12	7
MAT 1101	Fundamentals of Mathematics	5	0	0	5
DFT 1104	Blueprint Reading: Mechanical	1	2	0	2
WLD 1101	Basic Welding	0	0	3	1
MEC 1115	Introduction to Metals	<u>2</u>	<u>0</u>	<u>3</u>	<u>3</u>
		11	2	18	18
Second Quarter (Winter)					
MEC 1102	Machine Shop Theory & Practice II	3	0	12	7
MAT 1103	Shop Math I	3	0	0	3
DFT 1105	Blueprint Reading: Mechanical	1	2	0	2
ENG 1101	Reading Improvement	2	0	0	2
MEC 1116	Treatment of Metals	2	0	3	3
PSY 1101	Human Relations	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		14	2	15	20
Third Quarter (Spring)					
MEC 1103	Machine Shop Theory & Practice III	3	0	12	7
MEC 1170	Introduction to Computer Numerical Control Machining	1	2	0	2
DFT 1106	Blueprint Reading: Mechanical III	1	2	0	2
MAT 1104	Shop Math II	3	0	0	3
ENG 1102	Communication Skills	3	0	0	3
PHY 1101	Applied Science	<u>3</u>	<u>2</u>	<u>0</u>	<u>4</u>
		14	6	12	21
Fourth Quarter (Summer)					
MEC 1104	Machine Shop Theory & Practice IV	3	0	12	7
MEC 1171	Operation of Computer Numerical Control Machines	2	2	0	3
MAT 1123	Shop Math III	3	0	0	3
DFT 1180	Drafting Trades I	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		10	4	12	16
TOTAL QUARTER HOURS CREDIT: 75					

MACHINIST – EVENING

Suggested Curriculum By Quarters - Certificate

		<u>Hours/Week</u>			<u>Qtr. Hrs.</u>
		<u>Class</u>	<u>Lab</u>	<u>Shop</u>	<u>Credit</u>
First Quarter (Fall)					
MAT 1101	Fundamentals of Mathematics	5	0	0	5
DFT 1104	Blueprint Reading: Mechanical	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
		6	2	0	7
Second Quarter (Winter)					
MEC 1101A	Machine Shop Theory & Practice I	2	0	6	4
DFT 1180	Drafting Trades I	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		4	2	6	7
Third Quarter (Spring)					
MEC 1101B	Machine Shop Theory & Practice I	1	0	6	3
DFT 1105	Blueprint Reading: Mechanical II	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
		2	2	6	5
Fourth Quarter (Summer)					
MEC 1102A	Machine Shop Theory & Practice II	2	0	6	4
MAT 1103	Shop Math I	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		5	0	6	7
Fifth Quarter (Fall)					
MEC 1102B	Machine Shop Theory & Practice II	1	0	6	3
WLD 1120A	Oxyacetylene Welding & Cutting	<u>1</u>	<u>0</u>	<u>6</u>	<u>3</u>
		2	0	12	6
Sixth Quarter (Winter)					
MEC 1115	Introduction to Metals	2	0	3	3
WLD 1119	Arc Welding I	<u>2</u>	<u>0</u>	<u>6</u>	<u>4</u>
		4	0	9	7
Seventh Quarter (Spring)					
ENG 1102	Communication Skills	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		3	0	0	3
TOTAL QUARTER HOURS CREDIT: 42					

Microcomputer Systems Technology - Diploma & Degree (Day & Evening)

The purpose of the Microcomputer Systems Technology curriculum is to prepare graduates for employment with business, industry and government organizations that use or are planning to use computers to process and manage information.

Using microcomputers or other small computer systems, students will learn to apply a variety of commonly used business applications and systems software; set up microcomputer hardware and install software; develop user training programs and user documentation; evaluate and recommend hardware and software; assist users in resolving hardware and software problems; and develop control and security procedures. Students will also learn the fundamentals of microcomputer networking.

Entry-Level Job Opportunities

- Technical Support Specialist
- Microcomputer Coordinator
- Network Coordinator
- Information Systems Specialist
- Microcomputer Specialist
- Microcomputer Salesperson
- PC Support Specialist
- Computer Support Representative

Advanced-Level Jobs

- Microcomputer Consultant
- Office Systems Analyst
- Information Center Manager
- Microcomputer Systems Analyst

MICROCOMPUTER SYSTEMS TECHNOLOGY – DAY

Suggested Curriculum By Quarters - Diploma & Degree

		<u>Hours/Week</u>		<u>Qtr. Hrs.</u>
		<u>Class</u>	<u>Lab</u>	<u>Credit</u>
First Quarter (Fall)				
MST 100	Introduction to Office Automation Technology	3	2	4
MST 102	Keyboarding	0	2	1
MST 110	Word Processing Fundamentals	3	2	4
MAT 111	Mathematical Problem Solving	5	0	5
ENG 204	Oral Communications	<u>3</u>	<u>0</u>	<u>3</u>
		14	6	17
Second Quarter (Winter)				
MST 105	BASIC Programming	3	2	4
MST 120	Spreadsheet Fundamentals	3	2	4
BUS 120	Accounting I	5	2	6
ENG 101	Composition I	<u>3</u>	<u>0</u>	<u>3</u>
		14	6	17
Third Quarter (Spring)				
MST 130	Database Fundamentals	3	2	4
MST 140	Microcomputer Graphics	3	2	4
BUS 121	Accounting II	5	2	6
ENG 102	Composition II	<u>3</u>	<u>0</u>	<u>3</u>
		14	6	17
Fourth Quarter (Summer)				
MST 115	Microcomputer Accounting Applications	3	2	4
MST 150	Microcomputer Operations	3	2	4
BUS 122	Accounting III	5	2	6
ENG 103	Report Writing	<u>3</u>	<u>0</u>	<u>3</u>
		14	6	17
TOTAL QUARTER HOURS CREDIT FOR DIPLOMA: 68				
<i>*** Students pursuing the associate degree continue for a second year. ***</i>				
Fifth Quarter (Fall)				
MST 101	Introduction to Microcomputers	1	2	2
MST 205	Office Automation Systems Analysis	3	2	4
MST 210	Word Processing Applications	3	2	4
MST 235	Microcomputer Interfacing & Maintenance	3	2	4
PSY 204	Human Relations	<u>3</u>	<u>0</u>	<u>3</u>
		13	8	17
Sixth Quarter (Winter)				
MST 215	Office Automation Systems Design	3	2	4
MST 220	Spreadsheet Applications	3	2	4
MST 245	Systems Architecture	3	2	4
BUS 229	Taxes	<u>3</u>	<u>2</u>	<u>4</u>
		12	8	16
Seventh Quarter (Spring)				
MST 225	Office Automation Systems Implementation	3	2	4
MST 230	Database Applications	3	2	4
MST 255	Data Communications	3	2	4
	Humanities Elective	<u>3</u>	<u>0</u>	<u>3</u>
		12	6	15
TOTAL QUARTER HOURS CREDIT FOR DEGREE: 116				

MICROCOMPUTER SYSTEMS TECHNOLOGY – EVENING

Suggested Curriculum By Quarters - Diploma & Degree

		<u>Hours/Week</u>		<u>Qtr. Hrs.</u>
		<u>Class</u>	<u>Lab</u>	<u>Credit</u>
First Quarter (Fall)				
MST 100	*Introduction to Office Automation Technology	3	2	4
MST 102	*Keyboarding	0	2	1
MST 110	*Word Processing Fundamentals	<u>3</u>	<u>2</u>	<u>4</u>
		6	6	9
Second Quarter (Winter)				
MST 105	*BASIC Programming	3	2	4
MST 120	*Spreadsheet Fundamentals	3	2	4
ENG 101	*Composition I	<u>3</u>	<u>0</u>	<u>3</u>
		9	4	11
Third Quarter (Spring)				
MST 130	*Database Fundamentals	3	2	4
MST 140	*Microcomputer Graphics	3	2	4
ENG 102	*Composition II	<u>3</u>	<u>0</u>	<u>3</u>
		9	4	11
Fourth Quarter (Summer)				
MST 150	*Microcomputer Operations	3	2	4
ENG 103	*Report Writing	<u>3</u>	<u>0</u>	<u>3</u>
		6	2	7
Fifth Quarter (Fall)				
MST 205	Office Automation Systems Analysis	3	2	4
MST 210	Word Processing Applications	3	2	4
MST 235	Microcomputer Interfacing & Maintenance	<u>3</u>	<u>2</u>	<u>4</u>
		9	6	12
Sixth Quarter (Winter)				
MST 215	Office Automation Systems Design	3	2	4
MST 220	Spreadsheet Applications	3	2	4
MST 245	Systems Architecture	<u>3</u>	<u>2</u>	<u>4</u>
		9	6	12
Seventh Quarter (Spring)				
MST 225	Office Automation Systems Implementation	3	2	4
MST 230	Database Applications	3	2	4
MST 255	Data Communications	<u>3</u>	<u>2</u>	<u>4</u>
		9	6	12
Eighth Quarter (Summer)				
MAT 111	*Mathematical Problem Solving	5	0	5
MST 101	Introduction to Microcomputers	<u>1</u>	<u>2</u>	<u>2</u>
		6	2	7
Ninth Quarter (Fall)				
ENG 204	*Oral Communications	3	0	3
BUS 120	*Accounting I	<u>5</u>	<u>2</u>	<u>6</u>
		8	2	9
Tenth Quarter (Winter)				
BUS 121	*Accounting II	5	2	6
BUS 229	Taxes	<u>3</u>	<u>2</u>	<u>4</u>
		8	4	10
Eleventh Quarter (Spring)				
BUS 122	*Accounting III	5	2	6
	Humanities Elective	<u>3</u>	<u>0</u>	<u>3</u>
		8	2	9
Twelfth Quarter (Summer)				
PSY 204	Human Relations	3	0	3
MST 115	*Microcomputer Accounting Applications	<u>3</u>	<u>2</u>	<u>4</u>
		6	2	7

*Courses required for diploma.

TOTAL QUARTER HOURS CREDIT FOR DIPLOMA: 68

TOTAL QUARTER HOURS CREDIT FOR DEGREE: 116

Photofinishing - Day (Diploma & 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 both a 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.

Entry-Level Job Opportunities

- Quality Control Technician
- Custom Printer
- 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)
- Electronics Technician
- Laboratory Manager
- Production Manager
- Equipment Sales & Service
- Lab Owner

PHOTOFINISHING – DAY

Suggested Curriculum By Quarters - Diploma & Degree

		<u>Hours/Week</u>		<u>Qtr. Hrs.</u>
		<u>Class</u>	<u>Lab</u>	<u>Credit</u>
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 Corrections & Finishing I	<u>0</u>	<u>4</u>	<u>2</u>
		10	22	21 (16)
Second Quarter (Winter)				
PFN 129	Introduction to Machine Processing & Printing	2	10	7
PHO 123A	*Materials & Processes I	4	0	4
ENG 101	Composition I	3	0	3
	Humanities Elective	<u>3</u>	<u>0</u>	<u>3</u>
		12	10	17 (13)
Third Quarter (Spring)				
PFN 134	Advanced Photofinishing Processes	1	8	5
PEL 130	Electricity for Photoelectronics	2	2	3
PHO 134	Photographic Corrections & Finishing II	0	4	2
PHO 133A	*Materials & Processes II	2	0	2
ENG 102	Composition II	3	0	3
MAT 111	Mathematical Problem Solving	<u>5</u>	<u>0</u>	<u>5</u>
		13	14	20 (18)
Fourth Quarter (Summer)				
PFN 143	Custom Color Printing I	1	4	3
PFN 144	Minilab Operation, Maintenance & Management	2	4	4
PFN 147	Photographic Machine Maintenance	2	6	5
PEL 140	Basic Electronics	2	2	3
ENG 103	Report Writing	<u>3</u>	<u>0</u>	<u>3</u>
		10	16	18 (18)

*Courses not required for diploma.

TOTAL QUARTER HOURS CREDIT FOR DIPLOMA: (65)

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. The suggested curriculum for each option follows.

PHOTOFINISHING – DAY

Laboratory Management Option - Degree

		<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 (11 class, 330-400 employment)	1	40	4
		1	40	4
Sixth Quarter (Winter)				
PFN 260	Production Supervision	2	12	8
PFN 263	Custom Color Printing II	1	4	3
PEL 260	Electronic Imaging Systems	2	2	3
PSY 204	Human Relations	3	0	3
		8	18	17
Seventh Quarter (Spring)				
PFN 270	Photofinishing Laboratory Management	1	4	3
DTP 110	Desktop Publishing I	3	4	5
PEL 273	Systems Engineering Techniques	1	2	2
PEL 275	Computer Presentation Graphics	0	8	4
PHO 274	Advanced Photographic Corrections & Finishing	0	8	4
		5	26	18
Eighth Quarter (Summer)				
PFN 264	Custom Processing II	2	10	7
ENG 204	Oral Communications	3	0	3
	Related Elective	3	0	3
		8	10	13
TOTAL QUARTER HOURS CREDIT FOR DEGREE: 128				

Photoelectronics Option - Degree

		<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	4	3
PEL 253	Electronic Test Equipment Operation & Use	0	4	2
PEL 254	Electronic Technology I	2	4	4
ENG 204	Oral Communications	3	0	3
	Related Elective	3	0	3
		9	12	15
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	Electromechanical & Industrial Controls	1	2	2
PFN 263	Custom Color Printing II	1	4	3
PSY 204	Human Relations	3	0	3
		9	14	16
Seventh Quarter (Spring)				
PEL 273	Systems Engineering Techniques	1	2	2
PEL 274	Electronic Technology III	2	2	3
PEL 275	Computer Presentation Graphics	0	8	4
PFN 270	Photofinishing Laboratory Management	1	4	3
DTP 110	Desktop Publishing I	3	4	5
		7	20	17
Eighth Quarter (Summer)				
PEL 280	Controlled Work Experience—Photoelectronics (11 class, 330-400 employment)	1	40	4
		1	40	4
TOTAL QUARTER HOURS CREDIT FOR DEGREE: 128				

Photography Technology - Day (Diploma & Degree)

The Photography 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 photographers. In addition, there are opportunities in equipment sales, photographic laboratories, and the field of public relations and advertising.

Job Opportunities

- Biomedical Photographer
- Commercial Photographer
- Photojournalist
- Portrait Photographer



Photo by RCC Photography student Nancy Young.

PHOTOGRAPHY TECHNOLOGY – DAY

Suggested Curriculum By Quarters - Diploma & Degree

		Hours/Week		Qtr. Hrs.
		Class	Lab	Credit
First Quarter (Fall)				
PHO 111	Fundamentals of Photography	4	8	8
PHO 112	Design Laboratory I	0	4	2
PHO 113	Photochemistry	4	2	5
PHO 114	Photographic Corrections & Finishing I	0	4	2
PSY 204	Human Relations	3	0	3
ENG 204	Oral Communications	3	0	3
		<u>14</u>	<u>18</u>	<u>23 (23)</u>
Second Quarter (Winter)				
PHO 122	*Design Laboratory II	0	4	2
PHO 123	*Materials & Processes I	4	2	5
PHO 125	Basic Object Lighting	1	4	3
PHO 126	Basic Portrait Lighting	1	4	3
ENG 101	Composition I	3	0	3
MAT 111	*Mathematical Problem Solving	5	0	5
PEL 267	**Video Production	—(2)	—(4)	—(4)
		<u>14</u>	<u>14</u>	<u>21 (13)</u>
Third Quarter (Spring)				
PHO 131	View Camera I	1	4	3
PHO 132	*Design Laboratory III	0	4	2
PHO 133	*Materials & Processes II	2	4	4
PHO 134	Photographic Corrections & Finishing II	0	4	2
PHO 135	*Product Lighting	1	4	3
PEL 130	Electricity for Photoelectronics	2	2	3
ENG 102	Composition II	3	0	3
PHO 136	**Portrait/Candid Package Photography	—(2)	—(4)	—(4)
		<u>9</u>	<u>22</u>	<u>20 (15)</u>
Fourth Quarter (Summer)				
PHO 141	*View Camera II	1	4	3
PFN 143	Custom Color Printing I	1	4	3
PHO 148	Small Format Photography	2	4	4
PHO 149	Graphics Materials & Applications	2	4	4
ENG 103	Report Writing	3	0	3
MST 101	*Introduction to Microcomputers	1	2	2
MST 102	*Keyboarding	0	2	1
		<u>10</u>	<u>20</u>	<u>20 (14)</u>

*Courses not required for diploma.

**Courses required only for diploma.

TOTAL QUARTER HOURS CREDIT FOR DIPLOMA: (65)

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. The suggested curriculum for each option follows.

PHOTOGRAPHY TECHNOLOGY – DAY Biomedical Option - Degree

		<u>Hours/Week</u>		<u>Qtr. Hrs.</u>
		<u>Class</u>	<u>Lab</u>	<u>Credit</u>
Fifth Quarter (Fall)				
PFN 110A	Process Control	2	4	4
PHO 235	Advanced Portrait & Object Lighting	1	6	3
PHO 256	Macrophotography/Photomicrography	1	4	3
BIO 201	Anatomy & Physiology I	<u>4</u>	<u>2</u>	<u>5</u>
		8	16	15
PHO 258*	Individual Study	0	4	2
PHO 259*	Individual Study	0	4	2
Sixth Quarter (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	<u>3</u>	<u>0</u>	<u>3</u>
		9	18	18
PEL 263*	Digital Image Processing	2	4	4
PEL 267*	Video Production	2	4	4
Seventh Quarter (Spring)				
PHO 270	Internship (total hours: 440 employment)	0	40	4
Eighth Quarter (Summer)				
PHO 280	Internship (total hours: 440 employment)	0	40	4
*Elective courses not required for degree.				
TOTAL QUARTER HOURS CREDIT FOR DEGREE: 125				

Commercial Option - Degree

		<u>Hours/Week</u>		<u>Qtr. Hrs.</u>
		<u>Class</u>	<u>Lab</u>	<u>Credit</u>
Fifth Quarter (Fall)				
PHO 252	Commercial Photography I (5 wk.) (6 wk. - Studio Intern)	<u>2</u>	31	8
			40	<u>2</u>
		2		10
PHO 258*	Individual Study	0	4	2
PHO 259*	Individual Study	0	4	2
Sixth Quarter (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			
<i>or</i>				
PEL 263	Digital Image Processing	<u>2</u>	<u>4</u>	<u>4</u>
		9	24	21
Seventh Quarter (Spring)				
PHO 272	Commercial Photography III (5 wk.) (6 wk. - Studio Intern)	<u>2</u>	31	8
			40	<u>2</u>
		2		10
PHO 278*	Individual Study	0	4	2
PHO 279*	Individual Study	0	4	2
*Elective courses not required for degree.				
TOTAL QUARTER HOURS CREDIT FOR DEGREE: 125				

PHOTOGRAPHY TECHNOLOGY - DAY

Photojournalism Option - Degree

		<u>Hours/Week</u>		<u>Qtr. Hrs.</u>
		<u>Class</u>	<u>Lab</u>	<u>Credit</u>
Fifth Quarter (Fall)				
PFN 110A	**Process Control	2	4	4
PHO 250	**Controlled Work Experience—Photojournalism (total hours: 11 class, 330-400 employment)	1	40	4
PHO 235	**Advanced Portrait & Object Lighting	1	6	3
PHO 251	**Portrait Photography I	1	6	3
PHO 252	**Commercial Photography I (5 wk.) (6 wk. - Studio Intern)	2	31 40	8 2
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

Sixth Quarter (Winter)

PHO 265	Photojournalism I	4	16	12
PEL 260	Electronic Imaging Systems	2	2	3
	Humanities Elective	3	0	3
PHO 268	Audiovisual Production <i>or</i>	2	4	4
PEL 263	Digital Image Processing			
		11	22	22

Seventh Quarter (Spring)

PHO 275	Photojournalism II	4	16	12
ENG 222	Journalism	3	0	3
		<u>7</u>	<u>16</u>	<u>15</u>
PHO 278*	Individual Study	0	4	2
PHO 279*	Individual Study	0	4	2

*Elective courses not required for degree.

TOTAL QUARTER HOURS CREDIT FOR DEGREE: 125

Portrait Studio Management Option - Degree

		<u>Hours/Week</u>		<u>Qtr. Hrs.</u>
		<u>Class</u>	<u>Lab</u>	<u>Credit</u>
Fifth Quarter (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
Sixth Quarter (Winter)				
PHO 261	Portrait Photography II	1	12	5
BUS 115	Business Law I	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
Seventh Quarter (Spring)				
PHO 271	Portrait Photography III	1	12	5
PHO 274	Advanced Photographic Corrections & Finishing	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

*Elective courses not required for degree.

TOTAL QUARTER HOURS CREDIT FOR DEGREE: 125

Real Estate Appraisal - Certificate (Day & Evening)

The purpose of the Real Estate Appraisal curriculum is to provide the preclicensing and the precertification appraisal education requirements approved by the N.C. Real Estate Commission.

The courses required by the N.C. Real Estate Commission for preclicensing as a state-licensed appraiser are covered in this curriculum. These courses are Introduction to Real Estate Appraisal, Valuation Principles and Procedures, and Applied Residential Property Valuation.

The courses required by the N.C. Real Estate Commission for precertification as a state-certified appraiser are also provided. These courses are Introduction to Income Property Appraisal, Advanced Income Capitalization Procedures, and Applied Income Property Valuation. A good math background is very important in this curriculum. It is recommended that a student have mastered competencies found in a basic algebra course before taking Advanced Income Capitalization Procedures.

The courses required for the state-licensed appraiser and the state-certified appraiser must be completed in sequential order.

In addition to meeting the education requirements to become a state-licensed appraiser and/or a state-certified appraiser, an individual must pass the appraisal examinations given by the N.C. Real Estate Commission and meet the appraisal experience requirements. A state-licensed or state-certified appraiser will be able to identify himself or herself to the public as being state licensed and/or state certified, and will be qualified to perform appraisals in federally-related transactions.

This program is offered on a demand-only basis. To get your name on a waiting list, contact the dean of Instruction or the director of curriculum programs at (919) 629-1471.

Job Opportunities

State-Licensed Appraiser

State-Certified Appraiser

REAL ESTATE APPRAISAL – DAY & EVENING

Required Courses - Certificate

		<u>Hours/Week</u>		<u>Qtr. Hrs.</u>
		<u>Class</u>	<u>Lab</u>	<u>Credit</u>
Residential (State-Licensed Appraiser)				
APR 101	(R-1) Introduction to Real Estate Appraisal	3	0	3
APR 102	(R-2) Valuation Principles & Procedures	3	0	3
APR 103	(R-3) Applied Residential Property Valuation	3	0	3
Commercial-General (State-Certified Appraiser)				
APR 201	(G-1) Introduction to Income Property Valuation	3	0	3
APR 202	(G-2) Advanced Income Capitalization Procedures	3	0	3
APR 203	(G-3) Applied Income Property Valuation	3	0	3
TOTAL QUARTER HOURS CREDIT: 18				

The courses listed above must be taken in sequence.

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.

Entry-Level Job Opportunities

- Arc Welder
- Arc Welding Machine Operator
- Gas Welder
- Gas Welding Machine Operator
- Welder/Assembler
- Combination Welder

WELDING – EVENING

Suggested Curriculum By Quarters - Certificate

		<u>Hours/Week</u>			<u>Qtr. Hrs.</u>
		<u>Class</u>	<u>Lab</u>	<u>Shop</u>	<u>Credit</u>
First Quarter (Fall)					
MAT 1101	Fundamentals of Mathematics	5	0	0	5
WLD 1120A	Oxyacetylene Welding & Cutting	<u>1</u>	<u>0</u>	<u>6</u>	<u>3</u>
		6	0	6	8
Second Quarter (Winter)					
DFT 1180	Drafting Trades I	2	2	0	3
WLD 1119	Arc Welding I	<u>2</u>	<u>0</u>	<u>6</u>	<u>4</u>
		4	2	6	7
Third Quarter (Spring)					
ENG 1102	Communication Skills	3	0	0	3
WLD 1121A	Arc Welding II	<u>1</u>	<u>0</u>	<u>5</u>	<u>3</u>
		4	2	5	6
Fourth Quarter (Fall)					
DFT 1104	Blueprint Reading: Mechanical	1	2	0	2
WLD 1121B	Arc Welding II	<u>1</u>	<u>0</u>	<u>5</u>	<u>3</u>
		2	0	5	5
Fifth Quarter (Winter)					
MEC 1101A	Machine Shop Theory & Practice	2	0	6	4
WLD 1124A	Pipe Welding	<u>1</u>	<u>0</u>	<u>6</u>	<u>3</u>
		3	0	12	7
Sixth Quarter (Spring)					
MEC 1101B	Machine Shop Theory & Practice	1	0	6	3
WLD 1123A	Inert Gas Welding	<u>1</u>	<u>0</u>	<u>6</u>	<u>3</u>
		2	0	12	6
TOTAL QUARTER HOURS CREDIT: 39					

Course Descriptions

Course content for technical, vocational and certificate level courses is outlined in the course descriptions to follow. All courses are alphabetized by course code. **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 and title, and number of class, laboratory, clinical/shop (if any) and credit hours.

AGRICULTURE

- AGR 185 Soil Science Fertilizers** 3 2 4
A course dealing with the basic principles of efficient classification, evaluation and management of soils; care, 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.

AIR CONDITIONING, HEATING & REFRIGERATION

- 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 II** 1 2 2
A continuation of AHR 1121. Prerequisite: AHR 1121.

APPRAISAL

- APR 101 Introduction to Real Estate Appraisal (R-1)** 3 0 3
This course introduces the student to the subject of real estate appraisal and prepares the student for the R-2 course on "Valuation Principles & Procedures." It begins with coverage of basic real property law, followed by coverage of the various concepts of value and the operation of real estate markets. Relevant mathematical concepts are then reviewed and the student is introduced to statistical concepts used in appraisal practice. Next comes coverage of real estate financing terminology and practices, followed by an introduction to the basics of residential construction and design. The student is then provided an overview of the entire valuation (appraisal) process, and the course concludes with specific coverage of residential neighborhood analysis and property analysis, two of the most important preliminary steps in the appraisal process.
- APR 102 Valuation Principles & Procedures (R-2)** 3 0 3
This course focuses on the procedures (methodology) used to develop an estimate of property value and how the various principles of value relate to the application of such procedures. Emphasis is on appraisal of residential one to four unit properties and small farms; however, all the concepts and procedures covered are applicable to the appraisal of all types of properties. The course begins with a review of the appraisal process and proceeds into thorough coverage of the sales comparison approach, followed by site valuation methods used to appraise residential one to four unit properties. The cost approach is then covered in depth. The basic concepts and methodology associated with the income approach are covered, with emphasis on direct capitalization using an overall rate and the gross rent multiplier technique. Finally, the student is introduced to the process of reconciling property value estimates obtained through application of the approaches to value. Prerequisite: APR 101.
- APR 103 Applied Residential Property Valuation (R-3)** 3 0 3
This course covers laws, rules and standards which must be followed by appraiser and focuses on the application of principles and procedures to the appraisal of residential one to four unit properties and small farms. The student is first acquainted with federal laws/regulations applicable to appraisers and the provisions of the North Carolina Real Estate Appraisers Act and related Commission Rules. Next comes coverage of the Uniform Standards of Professional Appraisal Practice (which are part of the Commission's Rules), followed by coverage of appraisal reports, with emphasis on standard report forms. The student then participates in a comprehensive case study of an appraisal of a single-family house using the URAR form. Instruction is then provided on various special considerations in appraising other types of residential one to four unit properties and in appraising farms. Finally, the student is introduced to appraising special (partial) property interests and to condemnation appraisals. Prerequisite: APR 102.

APR 201 Introduction to Income Property Valuation (G-1)**3 0 3**

This course introduces concepts and techniques used to appraise real estate income properties. It begins with a discussion of underlying economic principles and motivations for investing in income property. The appraisal process is then reviewed with emphasis on income property. This is followed by a discussion of real estate market analysis, property analysis and site valuation. Mathematical and statistical concepts used in the appraisal of income property are covered next followed by coverage of how to use financial tables and/or financial calculators to solve a variety of problems associated with analysis of real estate income properties, including present value, loan calculations, estimation of net operating income and estimation of before tax cash flow. Next, students learn how to estimate the value of a real estate income property by using a gross income multiplier and by direct capitalization with an overall rate. Finally, students are introduced to other capitalization rates.
Prerequisite: APR 103.

APR 202 Advanced Income Capitalization Procedures (G-2)**3 0 3**

This course reviews and then expands on the concepts introduced in APR 201 (G-1). The direct capitalization techniques introduced in G-1 are expanded to include various band of investment and residual techniques used in income property appraisal. This is followed by a thorough discussion of the concepts of yield rates and of discounted cash flow analysis (yield capitalization), which is the primary focus of this course. Financial leverage is also discussed so students better understand the relationship between various yield rates and capitalization rates. Several traditional yield capitalization formulas, including Inwood, Hoskold, Ellwood and Akerson, are then discussed. Although rendered obsolete by the advent of financial calculators, these formulas are still used by many appraisers and students should be familiar with them. A financial calculator is required for this course.
Prerequisite: APR 202.

APR 203 Applied Income Property Valuation (G-3)**3 0 3**

This course covers laws, rules and standards which must be followed by appraisers and focuses on the application of principles and practices to the appraisal of income properties. The course begins with a review of federal laws/regulations applicable to appraisers, followed by coverage of the North Carolina Real Estate Appraisers Act and related Commission Rules and coverage of the Uniform Standards of Professional Appraisal Practice (which are part of the Commission's Rules). Preparation of narrative appraisal reports is then covered, with students also being introduced to the Uniform Commercial and Industrial Appraisal Report (UCIAR) form. Coverage then shifts to appraising leased income properties, and emphasis on the effect of various lease provisions on the value estimate. The student then participates in highest and best use case studies, followed by case studies of appraisals of various types of existing income properties, which is the major focus of the course. The course concludes by covering considerations in appraising various development projects.
Prerequisite: APR 202.

ART**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**

A continuation of ART 101. Western art from the Gothic 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**

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

AUTOMOTIVE**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 student will practice repairing small dents in panels which require straightening, filling, priming and sanding. 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, straightening and replacing 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 & Painting	5	12	9
An introduction to the process and development of skills in surface preparation, mixing and applying today's high-tech finishes, painting fenders and panels, spot repairs and complete vehicle painting. Prerequisites: AUT 1112, WLD 1105.			
AUT 1113A Metal Finishing & Painting	2	6	4
An introduction to the process and development of skills in surface preparation, mixing and applying automotive topcoats, 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. Glass 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 & Suspensions	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 & 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.			
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 repairing 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 & Suspension	2	3	3
Principles and functions of the components of automotive chassis. Practical job instruction in the 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 Troubleshooting I 2 5 4
 Emphasis on shop procedures necessary in determining the nature of troubles developed in various component systems. **Prerequisite: Consent of Instructor.**

BUSINESS COMPUTER PROGRAMMING

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, and the capabilities of computers. Hands-on experience with microcomputers is utilized for an introductory acquaintance with computer systems.

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 and pseudocode. **Prerequisite: BCP 111 or Departmental Approval.**

BCP 151 BASIC Programming I 3 4 5
 Introductory course designed to familiarize the student with the BASIC programming language. Students will create, enter, debug and run programs using the BASIC language. **Prerequisite: BCP 141.**

BCP 156 BASIC Programming II 3 4 5
 This course is intended for students who wish to attain greater proficiency in advanced BASIC programming. Emphasis is on more complex file structures and programming problems. Programs will include multiple file processing and table processing. **Prerequisite: BCP 151.**

BCP 211 COBOL Programming I 3 4 5
 Introductory course designed to familiarize the student with the COBOL programming language. Students will create, enter, debug, compile and run structured programs using the COBOL language. **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. **Prerequisite: BCP 211 or BCP 151.**

BCP 214 RPG Programming I 3 4 5
 Introductory course designed to familiarize the student with the RPG programming language. Students will create, enter, debug, compile and run programs using the RPG language. **Prerequisite: BCP 141.**

BCP 216 COBOL Programming II 3 4 5
 This course is intended for students who wish to attain greater proficiency in advanced structured COBOL programming. Emphasis is on more complex file structures and programming problems. Programs will include multiple file processing and table processing. **Prerequisite: BCP 211.**

BCP 218 File Management 3 2 4
 An advanced programming course with greater emphasis on complex file structure and processing. Emphasis is on interactive programming incorporating programming languages and system utilities. **Prerequisite: BCP 216. Corequisite: BCP 214.**

BCP 219 Systems Analysis 3 2 4
 This course surveys established and evolving methodologies for the development of business-oriented computer information systems. Students are exposed to a structured approach to needs determination, and creation of specifications. **Prerequisites: BCP 156, BCP 216.**

BCP 223 Operating Systems Concepts 3 2 4
 Substantial lab time will be utilized by students to learn about and apply pertinent functional and theoretical concepts pertaining to operating systems. The course will be valuable in the association of working environments. Inclusive in this course are those utilities that are used in a stand-alone or multiuser environment. **Prerequisite: BCP 212.**

BCP 224 RPG Programming II 3 4 5
 A continuation of BCP 214 with emphasis on more complex file structures and processing. **Prerequisite: BCP 214.**

BCP 229 Systems Design 3 2 4
 The course explores the development of a new information system in a business-oriented setting. Emphasis will be on development, implementation and evaluation of a computerized system. **Prerequisite: BCP 219.**

BCP 234 Systems Development Project 4 6 7
 Students will carry out an actual or assigned project, 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.**

BIOLOGY

BIO 201 Anatomy & 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 & 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 functions of the human body begun in Anatomy & Physiology I. Principles of chemistry are integrated as they relate 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.

BUSINESS

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 and the formatting of basic business letters 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 mailable business letters, memorandums, manuscripts and tables at basic-level mastery rates. **Prerequisite: BUS 102 or Departmental Approval.**

BUS 104 Document Production 2 3 3
 A continuation of BUS 103 with greater emphasis on production of business letters, memorandums, manuscripts and tables at production-level mastery rates. 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 109 Introduction to Business Computer Applications 3 2 4
 This course will integrate computer concepts with actual hands-on operational experience in three of the most practical areas of use for microcomputers in business. Basic word processing, spreadsheet and data base management will be covered as well as basic commands of an operating system. **Prerequisite: BUS 102 or Departmental Approval.**

BUS 110 Office Computations 2 2 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.

BUS 112 Records Management 3 2 4
 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.**

BUS 113 Word/Information Processing I (Word Processing) 3 2 4
 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 109 or Departmental Approval.**

BUS 115 Business Law I	3 0 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.	
BUS 116 Business Law II	3 0 3
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.	
BUS 120 Accounting I	5 2 6
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.	
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.	
BUS 122 Accounting III	5 2 6
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 123 Business Finance	3 0 3
A course designed to study the financing of business units such as individuals, partnerships and corporations. A study is made of short-term, long-term and consumer financing. Prerequisite: MAT 111. Corequisite: BUS 120.	
BUS 134 Professional Development	3 0 3
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 146 Speedwriting	3 2 4
An introduction to an alphabetic notetaking system which will lead to a marketable skill in a short time. Students will learn how to utilize Speedwriting as a tool for recording important information quickly and accurately. Emphasis is placed on listening and selectively taking notes from oral and written sources.	
BUS 195 Small Business Management	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 inventorying, layout of equipment and offices, methods of improving business, and employer-employee relations.	
BUS 209 Business English	3 0 3
This course provides instruction in the correct use of our language. Emphasis is on grammar, word usage, punctuation and spelling. It is intended to provide students with the basic tools for their roles in business.	
BUS 211 Machine Transcription	2 2 3
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 BUS 103.	
BUS 212 Word/Information Processing II (Spreadsheet)	3 2 4
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 109 or Departmental Approval.	
BUS 213 Word/Information Processing III	3 2 4
This course is designed to present a study of database concepts and functions as well as enable the student to create and manipulate a database for business needs. A review of networking and operating systems will be presented. Prerequisite: BUS 109 or Departmental Approval.	

BUS 214 Administrative Office Procedures I	5 0 5
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. 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 reprographics. Emphasis is placed on the development and exercise of decision-making ability and human relations skill through simulated projects. Prerequisites: BUS 103, BUS 113, BUS 120 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 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 and retained earnings. 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. Prerequisite: BUS 122.	
BUS 226 Payroll Records & Accounting	3 0 3
The study of 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 income tax rules for individuals. 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 I	3 0 3
The study of major management functions—planning, organizing, staffing, directing and controlling. Clarification of the decision-making versus the operating function. This course includes development of management objectives, goals, budgets and policies.	
BUS 236 Business Practices & 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 237 Business Management II	3 0 3
A continuation of Business Management I with concentration on the decision-making process and leadership skills needed in business. Students will demonstrate ability to prepare schedules, conduct group meetings and perform job evaluations. Emphasis on qualifications and requirements necessary for management positions. Prerequisite: BUS 235.	
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 & 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
The presentation of the theory of auditing and the proper procedures necessary to apply generally accepted theory. This course stresses generally accepted auditing standards, the principles of auditing, the acts necessary to conform with the standards, the public evidence of the auditor's work, and the reasons for the audit process. Prerequisite: BUS 222.	
BUS 271 Office Management & 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 or Departmental Approval.	
BUS 1103 Small Business Operations	3 0 3
An introduction to starting a new business including start-up plans, basic record keeping, inventory, insurance, pricing and financing.	
BUS 1122 Shop Management	4 0 4
Shop organization and management to include setting up and operating an auto body shop; estimating and repair order writing, parts and supplies purchasing, customer relations.	
<u>COMMERCIAL ART TECHNOLOGY</u>	
CAT 101 Advertising Principles	3 0 3
The aim of this course is to acquaint the student with the scope of the advertising field, and a brief overview of marketing. The basic emphasis is on how advertising achieves its objectives. The structure and organization, and its means of promoting and distributing its products and services is discussed. 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 assignments. 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 with studio projects. 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 nonmedia 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 with studio projects. 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.	

COMMERCIAL GRAPHICS TECHNOLOGY

- CGT 110 Lettering & 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. 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 prepress 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. **Prerequisites:** DES 124, DES 220.
- CGT 220 Illustration II** 2 9 5
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.
- CGT 222 Graphic Arts III** 3 6 5
This course includes the introduction and practice of preparing art for multicolor printing 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 the production of mechanical art when appropriate. **Prerequisite:** CGT 216.
- CGT 223 Special Design Projects** 3 9 6
Advanced problems in graphic design. Emphasis is placed on professional portfolio development, résumé production, and methods of seeking employment. Computers are used for studio projects as needed. **Prerequisites:** CAT 211, CGT 222.

CRIMINAL JUSTICE

- CJC 110 Introduction to Criminal Justice** 5 0 5
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.
- CJC 112 Criminology** 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.
- CJC 115 Introduction to Corrections** 5 0 5
An examination of the total correctional process from law enforcement through the administration of justice, probation, prisons and correctional institutions and parole. This course will provide a history and philosophy in the field of corrections.
- CJC 121 Court Procedure & Evidence** 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.

CJC 122 Community Relations & Ethics	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.	
CJC 125 Constitutional Law	5 0 5
An examination of the United States 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. Prerequisite: CJC 110.	
CJC 131 Criminal Law	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. Prerequisite: CJC 125.	
CJC 135 Criminal Justice Issues	3 0 3
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.	
CJC 141 Juvenile Delinquency	5 0 5
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 143 Crisis Intervention & Management	4 0 4
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 151 Criminal Justice Organization & Management	5 0 5
The principles of organization and management are examined, including planning, organizing, coordinating, reporting, directing and budgeting.	
CJC 155 Law Enforcement Operations	3 0 3
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 157 Criminalistics	5 0 5
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. Prerequisite: MAT 111.	
CJC 167 Traffic Accident Investigation	5 0 5
A course designed to acquaint the entry-level officer with the techniques currently in use for accurate investigation of traffic accidents. The course of instruction includes collection and processing of physical evidence, photography at accident sites, reconstruction of events related to the accident and presentation of case materials in court. Particular emphasis is placed on related motor vehicle law and appropriate reporting formats.	
CJC 171 Criminal Investigation	5 0 5
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. Prerequisites: CJC 125, CJC 131.	
CJC 173 Investigative Writing	3 0 3
A course to acquaint the student with basic writing skills and formats that are common to agencies of the criminal justice system. Includes a short introduction to radio communication.	
CJC 175 Handling Misdemeanants	3 0 3
An examination of the problems of correctional programming for the short-term offender with special emphasis on alcoholism, drug abuse, community-based programs and other related topics.	

DESIGN

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 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 freehand and mechanical 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 toward choice and control of media, manipulative skills, as well as craftsmanship are stressed. Prerequisites: DES 102, DFT 101.	
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 mediums 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 or emphasis. Prerequisites: DES 112, DFT 108.	
DES 124 Visual Design III	3 6 5
Problem-solving and presentation skills are a major emphasis for this course. The practical application of skills and principles of design learned earlier is advanced. 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 & 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 is a study of floor plans, furniture arrangement, wall composition, perspective drawing and watercolor rendering. It focuses on fundamental skills for a graphics-oriented interior design presentation. Prerequisites: ART 121, DES 108, DES 122, DES 125, DFT 140.	
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 & 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 prospective 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 matted, 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.			
DES 212 Residential Design	2	9	5
The focus areas of this course are colors schemes, actual space measurement and graphic presentations. Students design interiors for residential client profiles. Prerequisite: DES 203.			
DES 220 Life Drawing II	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. Expanding basic skills and expressive drawing are stressed. Students receive instruction in media control, color and composition. Prerequisite: DES 120.			
DES 222 Residential Design	2	9	5
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.			
DES 223 Survey of the Decorative Arts	5	0	5
French, English and American design of the eighteenth and nineteenth centuries is examined. A slide-lecture format exposes students to period design through a study of interiors, exteriors and furniture. Emphasis is placed on style recognition, vocabulary and chronology. Prerequisite: ART 121 or Consent of Instructor.			
DES 231 Commercial Design	2	9	5
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.			
DES 241 Survey of Twentieth Century Design	3	0	3
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.			
DES 260 Special Projects	2	12	6
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.			
DES 262 Commercial Design	2	12	6
A continuation of DES 231 Commercial Design. Prerequisite: DES 231.			

DRAFTING

DFT 101 Technical Drafting	0	6	2
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, freehand orthographic and pictorial sketching, geometric construction, orthographic instrument drawing of principle views, and standards and practices of dimensioning.			
DFT 102 Technical Drafting	0	6	2
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, freehand orthographic and pictorial sketching, geometric construction, orthographic instrument drawing of principle views, and standards and practices of dimensioning. This course includes special design and drafting problems for Electronic Engineering Technology students.			
DFT 108 Architectural Drafting	0	6	2
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. Computer-Aided Design (CAD) will be introduced. Prerequisite: DFT 101.			

DFT 140 Layout Drafting	0 6 2
This course is a continuation of Architectural Drafting with emphasis placed on floor plans and exterior elevations. Students will solve a residential problem and complete a set of working floor plans and elevations. Computer-Aided Drafting (CAD) will continue. Prerequisite: DFT 108.	
DFT 1101 Schematics & Diagrams: Power Mechanics	1 2 2
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.	
DFT 1104 Blueprint Reading: Mechanical	1 2 0 2
Interpretation and reading of blueprints. Information on the basic principles of the blueprint: lines, views, dimensioning procedures and notes.	
DFT 1105 Blueprint Reading: Mechanical	1 2 0 2
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.	
DFT 1106 Blueprint Reading: Mechanical III	1 2 0 2
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.	
DFT 1110 Blueprint Reading: Building Trades	0 0 3 1
Principles of interpreting blueprints and trade specifications common to the building trades. Using and applying the National Electrical Code.	
DFT 1113 Blueprint Reading: Electrical	0 0 3 1
Interpretation of schematics, diagrams and blueprints of electrical installations using the National Electrical Code. Prerequisites: ELN 1111, DFT 1110. (Evening Prerequisite: DFT 1110.)	
DFT 1180 Drafting Trades I	2 2 0 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 a knowledge of drawing principles for reading and describing objects in the graphic language.	
<u>DESKTOP PUBLISHING</u>	
DTP 100 Layout & Design	3 4 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 4 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 4 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 4 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 4 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 4 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.	

ECONOMICS

- 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.

ELECTRONIC DATA PROCESSING

- 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.

EDUCATION

- EDU 100 Student Success Skills** 0 2 1
This course is designed to increase the student's success in college by assisting the student in obtaining skills necessary to reach his/her educational objectives. Topics in this course include time planning, test-taking, communication skills, study techniques, question-asking skills, library use and personal issues that many college students face. The purpose of this course is to provide an opportunity for students to learn and adopt methods to be successful in college.

ELECTRICITY

- 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 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 transient conditions and of 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 I** 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 II** 3 2 4
A continuation of ELC 1101. **Prerequisite:** ELC 1101.
- ELC 1104 Basic Electricity I** 5 0 9 8
This course gives a student a complete introduction to basic DC circuit concepts, beginning with the atom, energy production, symbols, units of measurement, Kirchoff's Laws, Ohm's Law, and circuit solution for series and parallel resistance circuits, as well as the concept of power.
- ELC 1104A Basic Electricity IA** 3 0 3 4
This course gives a student an introduction to the basic concepts of DC electrical circuits. It introduces the structure of the atom, and basic units of measurement such as voltage, current and resistance, and Ohm's Law.
- ELC 1104B Basic Electricity IB** 2 0 6 4
A continuation of of ELC 1104A, this course introduces solving for circuit solutions in series and parallel circuits, the concept of power and additional symbols, and their units of measurement.
Prerequisite: ELC 1104A.

ELC 1105 Basic Electricity II	5 0 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 0 3 4
This course is designed to introduce the basics of alternating current theory and to establish formulas and relationships along with a continuation of the basic theories outlined in Basic Electricity I. Prerequisites: ELC 1104B, MAT 1115.	
ELC 1105B Basic Electricity II	2 0 6 4
A continuation of ELC 1105A, with emphasis on circuit analysis, reactance, impedance, phase relationships and transformers. Prerequisite: ELC 1105A.	
ELC 1107 Residential Wiring Practices	2 0 3 3
Through lecture and lab activity, this course provides a basic training in residential wiring, using the National Electrical Code, common building codes and familiarization with the tools and hardware common to the trade. Prerequisites: ELC 1105, ELN 1106. (Evening Prerequisites: ELC 1105A, ELN 1106A.)	
ELC 1115 AC & DC Machinery	2 4 0 4
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 1104, ELN 1106, MAT 1115. Corequisite: ELC 1105. (Evening Prerequisites: ELC 1104A, ELC 1105A, ELN 1106A, MAT 1115.)	
ELC 1116 Introduction to PLCs	4 4 0 6
Principles of industrial process control using relay ladder logic adapted to many types of programmable logic controllers and related computer software, supported by lab manuals, software, videos and hands-on training in the skill of programming for process control. Prerequisites: ELN 1111, ELN 1118, ELC 1115, or Consent of Instructor.	
ELC 1125 Industrial Wiring Practices	5 0 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 1125A Industrial Wiring Practices	3 0 3 4
A basic introduction to industrial wiring systems layout, planning, the National Electrical Code with introduction to blueprints and symbols common to the trade.	
ELC 1135 Pneumatic & 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.	
<u>ELECTRONICS</u>	
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 combinatorial 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 voltampere 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 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. Prerequisites: 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 spectra and bandwidth requirements. Qualitative study of the principles of AM, SSB and FM including the generation and detection of signals and their frequency spectra. Transmission and propagation of radio signals will be studied. Prerequisite: ELN 220.			
ELN 224 Electronic 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 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 DC and AC 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 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. Prerequisites: ELN 219, ELN 222 or a thorough working knowledge of electronic devices and their circuits.			
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, build and test a piece of electronic 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	2	4	0 4
Functional use of various tools and test equipment used in the electrical field.			
ELN 1106A Instrument Familiarization	1	2	0 2
Introduction to the theory and use of basic electronic test instruments, as well as basic safety practices.			
ELN 1106B Instrument Familiarization	1	2	0 2
A continuation of ELN 1106A with emphasis on practical application in actual circuit situations, along with outlining the importance of these instruments as tools for troubleshooting equipment and promoting safety. Prerequisite: ELN 1106A.			
ELN 1111 Electromechanical Relays & Symbols	3	0	3 4
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: ELC 1105, ELN 1106.			
ELN 1118 Industrial Electronics	3	2	0 4
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 1106. (Evening Prerequisites: ELC 1105A, ELN 1106A.)			

ENGLISH

ENG 099 Grammar & 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 multiparagraph 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. Prerequisite: ENG 099, RED 099 or acceptable placement test score.	
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 Written Communications	3 0 3
A comprehensive study of the principles of effective communications and the application of these principles to correspondence and reports. 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 Communication 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 or Consent of Instructor.	
<u>FLORAL DESIGN</u>	
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 corsages will be constructed. National, international and local trade organizations will be discussed. Prerequisite: FLO 102.	
FLO 112 Floral Art & 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 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 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 mark up and price those products. Required field trips to wholesale operations.	
FLO 237 Floral Shop Operation & Management	4 6 7
Introduction to the business management world. Special attention is given to the unique aspects of retail florist management. Areas covered will include wire service, delivery, shop design and layout, employee and customer relations, and pricing.	

HORTICULTURE

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	4 0 4
A study of identification, classification and nomenclature including the use and care of foliage and flowering plants sold in the floral and horticultural industries.	
HOR 161 Plant Identification II	4 0 4
A study of the identification, classification and nomenclature including the production, handling and use of annual and perennial bedding plants. Students will also be introduced to the more common ornamental shrubs.	
HOR 170 Plant Disease & 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 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.	
HOR 251 Landscape Planning	2 2 3
An introductory study of the basic interior plantscaping design principles. Included are design techniques, plant selection, light measurement and display techniques of plants. The course is oriented toward an understanding of certain basic principles, fundamental to all interior plantscaping endeavors. Prerequisite: HOR 160.	
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 sell. Ample time will be devoted to visitation of established garden center operations. Prerequisites: BUS 232, ENG 204.	
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 both cut flower and pot plant crops. Prerequisite: HOR 150.	

HUMANITIES

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.

MATHEMATICS

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 & 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 & 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 & 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.

MECHANICAL

MEC 1101 Machine Shop Theory & Practice I	3 0 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.	
MEC 1101A Machine Shop Theory & Practice I	2 0 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 I	1 0 6 3
A continuation of MEC 1101A. Prerequisite: MEC 1101A.	
MEC 1102 Machine Shop Theory & Practice II	3 0 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. Prerequisite: MEC 1101.	
MEC 1102A Machine Shop Theory & Practice II	2 0 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. Prerequisite: MEC 1101A.	
MEC 1102B Machine Shop Theory & Practice II	1 0 6 3
A continuation of MEC 1102A. Prerequisite: MEC 1102A.	
MEC 1103 Machine Shop Theory & Practice III	3 0 12 7
Advanced work on milling machines and their 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	3 0 12 7
Development of class projects using previously learned procedures in planning, blueprint 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 Introduction to Metals	2 0 3 3
This course is designed to familiarize the student with the different properties of ferrous and nonferrous metals. It provides 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 Metals	2 0 3 3
Continuation of the study of physical metallurgy. The nonferrous metals: bearing metals (brass, bronze, lead), light metals (aluminum), light powder metallurgy, titanium, zirconium, indium and vanadium are included in this course. Heat treating and Rockwell Hardness Testing are also covered. Prerequisite: MEC 1115.	
MEC 1155 Mechanical Systems	1 0 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.	

MEC 1170 Introduction to Computer Numerical Control Machining 1 2 2
 An introduction to the set up, operation and programming of numerical control and computer numerical control machine tools. Concepts, capabilities and applications of CNC machining are to be explored. Equipment descriptions, operator controls, data input, program preparation and storage will be studied. Students will gain skills in manual parts programming, set up and operation of CNC machines. Operator safety and machine protection will be stressed. **Prerequisite: MEC 1102 or Instructor Approval.**

MEC 1171 Operation of Computer Numerical Control Machines 2 2 3
 An introduction to the set-up and operation of computer numerical control machine tools. Computer numerical control description, operator controls and indicators, operation in set up, data, input, automatic operation, and tool holders will be areas of study. Safety and machine protection will be stressed at all times. **Prerequisite: MEC 1170.**

MICROCOMPUTER SYSTEMS TECHNOLOGY

MST 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.

MST 101 Introduction to Microcomputers 1 2 2
 Introductory course designed to acquaint the student with the operation of the microcomputer and commonly used software applications. Students will learn the basics of disk operating systems and have hands-on experience with word processing, spreadsheets, database management and presentation graphics.

MST 102 Keyboarding 0 2 1
 Introduction to keyboarding with emphasis on mastery of the keyboard to more efficiently use computer terminals.

MST 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: MST 100 or Departmental Approval.**

MST 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: MST 100, MST 102 or Departmental Approval.**

MST 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. **Prerequisite: MST 100 or Departmental Approval. Corequisite: BUS 122 or Departmental Approval.**

MST 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. **Prerequisite: MST 100 or Departmental Approval.**

MST 130 Database Fundamentals 3 2 4
 Introductory course designed to acquaint the student with microcomputer database management software capabilities. Students will use a microcomputer database management software package to create files, organize records, create column reports and use command files. **Prerequisite: MST 100 or Departmental Approval.**

MST 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: MST 100 or Departmental Approval.**

MST 150 Microcomputer Operations 3 2 4
 Introductory course designed to acquaint the student with microcomputer hardware and software operations. Students will use operating system commands to control input, output and CPU devices of the microcomputer system. **Prerequisites: MST 100, MST 105 or Departmental Approval.**

MST 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: MST 110, MST 120, MST 130, MST 140, MST 150.	
MST 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: MST 110.	
MST 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: MST 205.	
MST 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: MST 120.	
MST 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: MST 215.	
MST 230 Database Applications	3 2 4
Advanced course designed to provide the student with knowledge to evaluate, select, install, maintain and train users to utilize microcomputer database management software. Prerequisite: MST 130.	
MST 235 Microcomputer Interfacing & 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: MST 150.	
MST 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: MST 235.	
MST 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: MST 245 or Departmental Approval.	

NURSING

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. Corequisites: NUR 101, PSY 103, BIO 201.	
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 a beginning understanding of the nursing process when providing basic nursing care to clients across the life span who are experiencing common alterations in health related to safety; health management; spirituality; grief; fluid, electrolyte and acid-base balance; sleep; and infection, immunity and healing. Incorporation of knowledge from biological and psychological support courses will be emphasized. The student will be introduced to strategies for resolving ethical dilemmas and coping with stressors in nursing practice. Acute care settings will be utilized for clinical learning. Prerequisites: NUR 101, NUR 102, NUR 117, BIO 201, PSY 103. Corequisite: BIO 202.	

- NUR 104 Adult-Child Health Nursing II** 7 0 11 10
Builds upon concepts studied in NUR 103. Student learning is directed toward beginning skill in applying the nursing process with increasing skill to promote effective adaptation of clients across the life span who are experiencing common alterations in health related to circulation and oxygenation. The student also will be introduced to the beginning application of ethical/legal principles as they relate to the delivery of care and accountability. Also included is an overview of nursing management. 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. **Corequisite:** BIO 203.
- NUR 117 Pharmacology** 3 0 0 3
Provides the foundation of knowledge necessary to safely administer medications. Topics of discussion include history, courses 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** 7 0 11 10
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 life span 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, ambulatory 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 applying the nursing process with increasingly more advanced skill to promote effective adaptation of clients across the life span who are experiencing more complex common alterations in health related to sexuality, reproduction and family relationships. Also included are basic management concepts. 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 201.
- NUR 203 Adult-Child Health Nursing V** 5 0 8 7
Builds upon concepts studied in NUR 202. Student learning is directed toward applying the nursing process with increasingly greater skill to more independently promote effective adaptation of clients across the life span who are experiencing common alterations in health related to pattern of relationships, thought process, coping-stress tolerance and self-perception-self-concept. Also included are advanced management concepts. 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 independent utilization of the nursing process to promote effective adaptation of clients across the life span 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 professional issues, as well as clinical learning opportunities designed to assist students to acquire skills necessary to coordinate delivery of care to groups of clients in a cost-effective manner. Acute and ambulatory care settings will be utilized for clinical learning. **Prerequisite:** NUR 203. **Corequisite:** NUR 217.
- 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 203.

NUTRITION

- 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.

PHOTOELECTRONICS

- | | | | |
|---|----------|----------|----------|
| 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 photofinishing 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 | 4 | 3 |
| An opening course in photoelectronics. Course includes the analysis of schematic diagrams, identifying electronic and electromechanical components and exploring their function and application in photographic processing and finishing equipment. Prerequisites: PEL 140, MAT 111. | | | |
| PEL 253 Electronic Test Equipment Operation & Use | 0 | 4 | 2 |
| Students will study and practice the operation, function and application of digital and analog volt ohmmeters, oscilloscopes, RF signal generators, function generators, AC/DC power supplies and associated test equipment used in troubleshooting photographic processing and finishing equipment. Prerequisite: PEL 140. | | | |
| PEL 254 Electronic Technology I | 2 | 4 | 4 |
| 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.
Prerequisites: PEL 140, MAT 111. | | | |
| 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 130. | | | |
| PEL 262 Photoelectronics II | 1 | 2 | 2 |
| A second course in photoelectronics. 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 130. | | | |
| 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 Electromechanical & 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. Prerequisites: PEL 140, PEL 253. | | | |
| 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 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, splicers and processors in a photographic processing and finishing system. Prerequisite: PEL 264. | | | |

PEL 274 Electronic Technology III 2 2 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 instruments. **Prerequisite:** PEL 264.

PEL 275 Computer Presentation Graphics 0 8 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 130.

PEL 280 Controlled Work Experience—Photoelectronics 1 40 4
 A program of 11 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 required.**

PHOTOFINISHING

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 Photoelectronics students.

PFN 129 Introduction to Machine Processing & Printing 2 10 7
 Photographic processing mechanisms. Nomenclature, design and function of various machines currently used in the photofinishing, professional finishing and school finishing industries. 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. **Prerequisite:** PFN 110.

PFN 134 Advanced Photofinishing Processes 1 8 5
 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 129.

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 Minilab 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 minilab equipment.

PFN 147 Photographic Machine Maintenance 2 6 5
 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 11 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	2 12 8
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	2 10 7
Processing of a variety of films; black and white, color, color and black and white internegative and interpositives, Ektachrome duplicating, print films, Duratrans 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.	
<u>PHILOSOPHY</u>	
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.	
<u>PHOTOGRAPHY</u>	
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. Corequisite: PHO 111.	
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, opaques, pencils, etc., with initial emphasis on spotting techniques for prints. Introduction to various mounting and presentation techniques. Corequisite: PHO 111.	
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. Prerequisites: PHO 111, PHO 112.	
PHO 123 Materials & 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.	
PHO 123A Materials & 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 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 students 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 students acquiring advanced skills in organizing picture space for specific purposes of narrative or impact. Prerequisite: PHO 122.	
PHO 133 Materials & 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 & 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 134 Photographic Corrections & Finishing II	0 4 2
Continuation of PHO 114 with emphasis on corrective techniques for the negative. Introduction of the airbrush. Prerequisites: PHO 111, PHO 114.	
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/Candid Package Photography	2 4 4
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 photosensitive 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 235 Advanced Portrait & Object Lighting	1 6 3
Five weeks of advanced studio and location portraiture. Students will expand upon the basic lighting techniques learned in PHO 126. In addition to individual portrait lighting and posing, the students will learn techniques needed to photograph small groups. Location portraits will be covered using small portable electronic flash units. Six weeks of advanced studio and location object photography will follow. Students will gain additional understanding of lighting principles and control, primarily using electronic flash. Students will gain experience working with a variety of subjects and surfaces in the studio. Location photography will include both light balancing and the use of filtration. Prerequisites: PHO 125, PHO 126, PHO 135.	

- 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 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, PFN 143.**
- PHO 252 Commercial Photography I** 2 31 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 six-week period during which students are assigned to work as assistants to photographers in commercial studios. **Prerequisites: PHO 141, PHO 148.**
- PHO 253 Wedding Photography** 1 4 3
 Study of the range of techniques used in producing wedding candid 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 oil 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. Corequisite: PHO 258.**
- 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 Audiovisual 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 11 weeks, 40 hours per week, during which the student studies and works under the supervision of biomedical photographers at 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 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 coworkers 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 31 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 six-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 & Finishing** 0 8 4
 Continuation of PHO 134 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 134.
- 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. **Corerequisite:** PHO 278.

PHO 280 Internship 0 40 4
 Continuation of PHO 270. Internship of 11 weeks, 40 hours per week, during which the student studies and works under the supervision of biomedical photographers at participating medical facilities. **Prerequisite:** PHO 270.

PHYSICS

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. **Prerequisite:** 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.

POWER MECHANICS

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 brand 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.

POLITICAL SCIENCE

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.

POLICE SCIENCE

PSC 101 Basic Law Enforcement Training I 8 15 13
 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 II 8 15 13
 A continuation of PSC 101. **Prerequisite:** PSC 101.

PSYCHOLOGY

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.

PSY 103 Human Growth & Development 3 0 0 3
 Human growth & 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
 This course is designed to acquaint the student with the behaviors considered abnormal and/or deviant in our society today. The nature, development and treatment methods of psychological disorders will be explored using the framework of the three major perspectives in psychology: the psychodynamic, the behavioral and the humanistic-existential theories. A look will be taken at past attempts to explain or define, treat and deal with abnormal behavior in society.

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.

READING

RED 099 Reasoning & Vocabulary 3 0 3
 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.

SOCIOLOGY

SOC 101 Introduction to Sociology 3 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.

SPANISH

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. **Prerequisite:** SPA 101.

WELDING

WLD 1101 Basic Welding 0 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 soldering, 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 0 6 4

This course stresses safety in the use and set-up of equipment used in welding. Discussion of the types of welding machines and what to look for when buying welding equipment is also covered. Welding procedures are started in the flat position and the student progresses at his/her own pace through as many welding positions as possible.

WLD 1119A Arc Welding

2 0 3 3

This is a shorter version of WLD 1119, therefore the student most likely will not master as many welding positions as in WLD 1119. Safety and types of machines and welding equipment will be covered.

WLD 1120A Oxyacetylene Welding & Cutting

1 0 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 0 5 3

The student will begin where he/she finished in Arc Welding I and continue at his/her own pace with the different welding positions. Discussion will deal with the different types of metals and welding electrodes.

Prerequisite: WLD 1119.

WLD 1121B Arc Welding II

1 0 5 3

The student will continue to progress with the arc welding procedures at different positions. Discussion will focus on the heat needed to melt and control different situations as they may occur. **Prerequisite:** WLD 1121A.

WLD 1123A Inert Gas Welding

1 0 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 0 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.

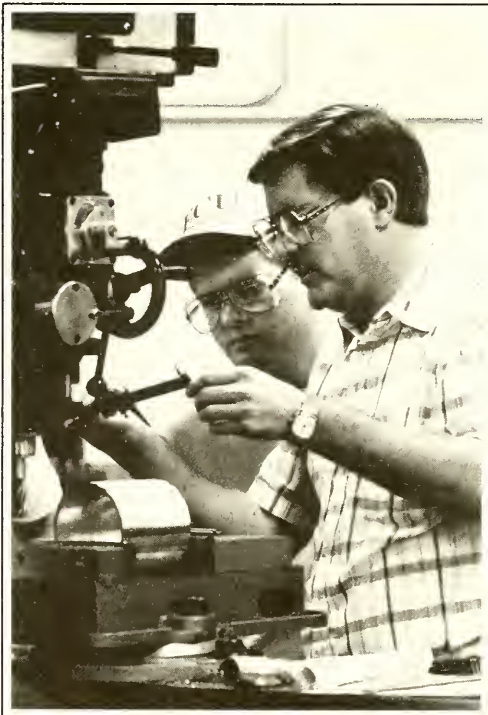


Photo by RCC Photography student Pam Adams.

Continuing Education

Randolph Community College's Continuing Education Division offers courses in a variety of program areas at both the Asheboro and Archdale campuses. These areas include occupational, community service (academic, practical skills, avocational, cultural), Learning Skills Center (Basic Education, Adult High School Diploma, General Educational Development, Human Resources Development, English as a Second Language, Compensatory Education, State Legalization Impact Assistance Grants, Basic Accomplishments In Literacy, Job Opportunities and Basic Skills). 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 contractor's 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 basket weaving, ceramics, dance, crafts.

Learning Skills Center

The Learning Skills Center is located in the Learning Resources Center. 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. The following programs are offered through RCC's Learning Skills Center.

Adult High School Diploma

RCC has agreements with both Randolph County and Asheboro City Schools to award the adult high school diploma.

General Educational Development (GED) Certificate

Reading, writing, math, social studies, science and vocational subjects are taught 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.

English as a Second Language (ESL)

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.

Human Resources Development (HRD)

Adults who are unemployed or who wish to change their area of employment find help in this program. 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 résumé preparation.

Compensatory Education

This 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.

State Legalization Impact Assistance Grants (SLIAG)

SLIAG is a federally-funded program that is available through the North Carolina Department of Community Colleges. Its purpose is to assist Eligible Legalized Aliens (ELAs) in obtaining training in English as a Second Language and citizenship skills so that they may qualify to become permanent residents of the United States of America.

Basic Accomplishments In Literacy (BAIL)

In this program, a tutor/counselor provides a comprehensive plan of literacy instruction for economically disadvantaged criminal offenders who have not completed high school. It is expected that through positive attempts to remove significant employment barriers, participants will be less likely to revert to criminal behaviors as a means of support. The BAIL project is funded by the Job Training Partnership Act (JTPA).

Job Opportunities & Basic Skills (JOBS)

JOBS is designed for designated students receiving public assistance. Tuition, child care expenses and transportation allowances may be provided for students meeting eligibility requirements. Educational courses for which the student may register can range from basic skills to vocational or technical curriculum studies. This program for Randolph County residents began operation in January of 1992. For more information contact Gray Gaskins, 629-1471.

Business & Industry Training

Many training programs and services are available to area businesses and industries, governmental agencies and public service organizations. 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.

Small Business Center

Sponsored by RCC and in cooperation with the area chambers of commerce, the Small Business Center 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.

Focused Industry Training

Funded by special legislative appropriation, Focused Industry Training enables the College's Continuing Education Division to assist existing industries with employee training, even with a small number of trainees. This program helps with the economic development of the existing industrial community.

In-Plant Training Program

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.

New & Expanding Industries

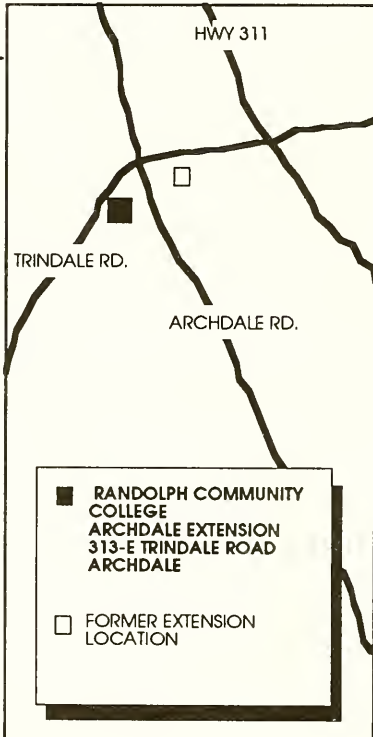
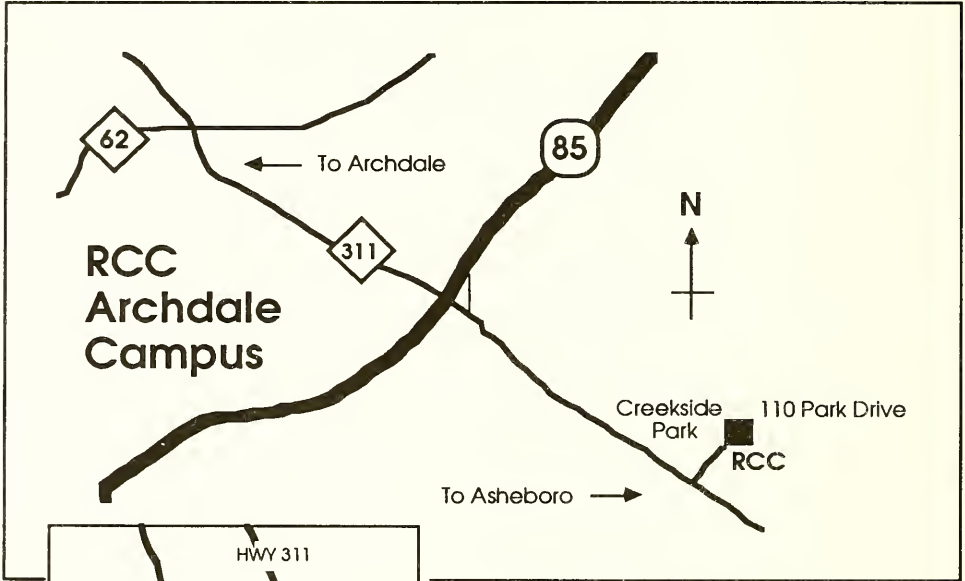
Provides training services for new or expanding manufacturing industries in North Carolina. These services include instructor training, audiovisual services, nonspecialized equipment, employee training and other related expenses.

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.

Archdale Campus/Archdale Extension

RCC's Archdale Campus currently offers Continuing Education classes in Occupational Extension, Community Service, and Business and Industry Training and selected college credit courses. Learning skills classes are offered at the Archdale Extension.



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 Asheboro City Boards of Education, and four by the Randolph County Board of Commissioners. The president of the College's Student Government Association serves as a nonvoting member of the Board. Following is the current Board of Trustees:

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Staff **Robert Guerette**
Staff **Armenta Hedgecock**
Staff **Albert Johnson**
Staff **Sue Lucas**
Staff **Richard Rich**
Staff **Ermeta Robbins**
Staff **Harvey Shaw**
Campus Store Manager **Jan Hancock**
Campus Store Assistant **Sharon Beane**
Campus Store Assistant **Mary Cripps**
Campus Store Assistant **Allene Little**
Campus Store Assistant **Frances McGee**
Campus Store Assistant **Edith Trogdon**
Campus Food Service Manager **Doris Smith**
Staff **Tressie Britt**
Staff **Frances Cripps**
Staff **Tina Lassiter**
Staff **DeShandra McRae**
Staff **Marilyn Massey**
Staff **Shirley Smith**
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Director, Learning Skills Programs **Janet Means**
Coordinator, Learning Skills Programs **Carl Zeigler**
Secretary, Learning Skills Programs **Kathy Highfill**
Secretary, Learning Skills Programs **Betsy Kinney**
Evening Secretary, Learning Skills Programs **Patsy Rife**
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Instructor, HRD/Learning Skills **Richard Anderson**
Instructor Coordinator/Assessment Specialist **Angela Moore**

Site Coordinator, Workplace Literacy **Karen Briles**
Instructor, Workplace Literacy **Christine Holt-Hudson**
Secretary, Workplace Literacy **Cheryl Blakeley**
Instructor, Compensatory Education **Don Rakes**
Instructor, Learning Skills **Saundra Jones**
Instructor/Recruiter/Retention Specialist, Learning Skills **Linda King**
Tutor/Counselor for JTPA/Instructor, Learning Skills **Kenda Langevin**
Instructor, ESL-SLIAG/Recruiter **Maureen Bahr**
Instructor, Learning Skills **Patsy Barker**
Instructor, Taxidermy **Tommie Cato**
Instructor/Program Developer **Sharon Caldwell**
Instructor, Computer **Janet Hall**

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Director of Library Services **Deborah Luck**
Secretary, Learning Resources Center **Arlene Phillips**
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Library Technical Assistant **Ruby Perryman**
Director of Audiovisual Services **Celia Hurley**
Graphic Designer **Sherry Johnson**
Audiovisual/Graphics Assistant **Daniel Thornburg**
Offset Press Operator **Betty Peoples**

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Secretary/Receptionist **Brenda Hall**
Registrar **Carol Elmore**
Secretary **Aldenia Brooks**
Financial Aid Officer **Lynne Finison**
Student Development Counselor **Mary Morgan**
Secretary, Career Center **Jane White**
Student Development Counselor **Ned Tonkin**
Student Development Evening Counselor **Ron Bushnell**
Admissions Counselor-Field Representative **Sherry Thompson**

Randolph Community College Faculty

Art & 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. Norris, 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

Sherrill H. Sykes, Instructor, Interior Design; B.A., High Point College/M.S., University of North Carolina at Greensboro

Carl M. Yontz, Instructor, Commercial Graphics; B.A., Western Carolina University/M.B.A., University of North Carolina at Greensboro

Business Department

Margaret W. Willett, Departmental Chairman and Instructor, Business; B.A., Elon College/M.S., Old Dominion University

Amy A. Brantley, Instructor, Business; A.A.S., Randolph Technical College/B.T., Appalachian State University/M.Ed., University of North Carolina at Greensboro

Moir 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

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College Preparatory Department

Angelia A. Miles, Instructor, Math; B.S., North Carolina Agricultural and Technical State University

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David M. Heskett, Instructor, English; B.A., Stanford University/M.A., San Francisco State University

Computer Technology Department

Phyllis E. Helms, Departmental Chairman and Instructor, Computer Technology; B.A., University of North Carolina at Chapel Hill/A.A.S., Alamance Community College/M.Ed., North Carolina State University

Deborah A. Christenberry, Instructor, Computer Technology; B.S., Western Carolina University/M.S., Virginia Polytechnic Institute and State University

Ann M. Porter, Instructor, Computer Technology; B.S., University of North Carolina at Greensboro

Criminal Justice Department

P. Michael Seuberling, Instructor, Criminal Justice; B.S. University of Nebraska/M.Ed., University of North Carolina at Greensboro

Electronics-Electrical Department

Eugene B. Hicks, Departmental Chairman and Instructor, Electronics; B.E.E., Auburn University

Keith H. Bunting, Instructor, Industrial Electricity; Diploma, Randolph Community College

Robert H. Lindley, Instructor, Math-Electronics; B.A., University of North Carolina at Chapel Hill/B.S., Air Force Institute of Technology

Floriculture Department

Betty Ann Busch, Departmental Chairman and Instructor, Floriculture; A.A.S., State University of New York, Agricultural and Technical College at Cobleskill
Samuel E. Groce, Instructor, Floriculture; B.S., M.Ed., North Carolina State University

General Education Department

Joyce P. Harrington, Departmental Chairman and Instructor, English; B.S., M.A., Appalachian State University

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Melinda H. Lamb, Instructor, English; B.A., M.F.A., Ph.D., University of North Carolina at Greensboro

Frank A. Montgomery, Instructor, Math–Physics; B.A., University of North Carolina at Wilmington/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

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Health Occupations Department

Jeannine H. Woody, Departmental Chairman and Instructor, Associate Degree Nursing; B.S.N., M.S.N., University of North Carolina at Greensboro

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Shelia A. Parnell, Instructor, Associate Degree Nursing; L.P.N., Randolph Community College/A.D.N., Guilford Technical Community College/B.S.N., North Carolina Agricultural and Technical State University

Lynn C. Tesh, Instructor, Associate Degree Nursing; B.S.N., M.S.N., University of North Carolina at Greensboro

Photographic Technology Department

Robert A. Heist Jr., Departmental Chairman and Instructor, Photography; B.S., Rochester Institute of Technology

Cecil P. Allen, Instructor, Photofinishing

Samuel H. Bogosian, Instructor, Photography

Charles A. Egerton Jr., Instructor, Photography; A.A.S., Randolph Community College/B.F.A., Maryland Institute College of Art

Terry J. Oliver, Instructor, Photoelectronics; B.S., The University of the State of New York/M.S., St. John's University/B.S., Ph.D., Pacific Western University/A.A., A.S., Thomas A. Edison State College

Gregory T. Stewart, Instructor and Lab Manager, Photography; A.A.S., Randolph Technical College/B.S., Western Carolina University

Glenda C. Martin, Assistant Lab Manager; A.A.S., Davidson Community College

Power Mechanics Department

Mitchell L. Kiser, Departmental Chairman and Instructor, Machinist; Diploma, Randolph Community College

Jimmy W. Brown, Instructor, Automotive Body Repair; Diploma, Randolph Community College

James R. Hanson, Instructor, Automotive Mechanics

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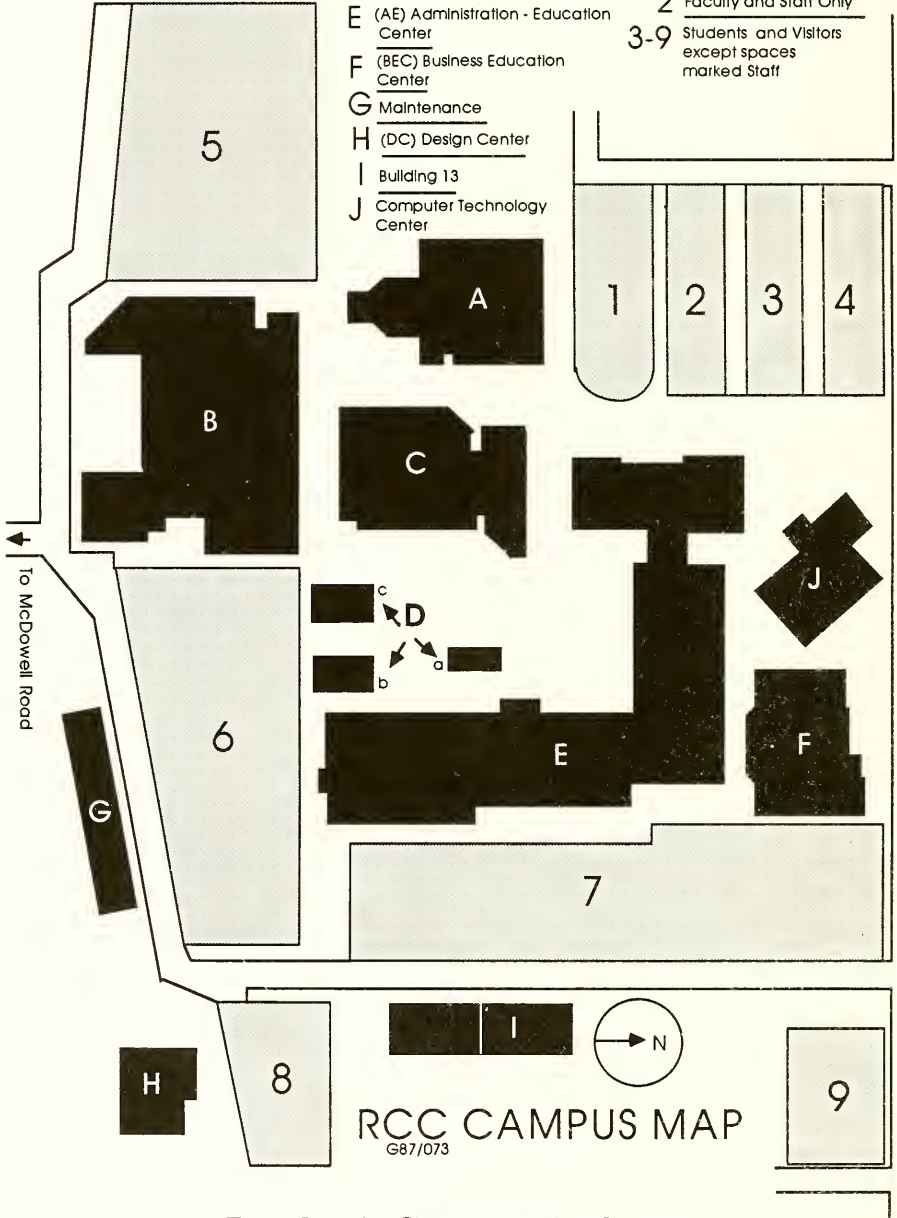
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- A** Buildings
- A** (LRC) Learning Resources Center
- B** (VT) Vocational Technical Center

- C** (SS) Student Services Center
- D** a - Building 3, b - Building 4, c - Building 5
- E** (AE) Administration - Education Center
- F** (BEC) Business Education Center
- G** Maintenance
- H** (DC) Design Center
- I** Building 13
- J** Computer Technology Center

- Parking**
- 1** Visitors, Handicapped, Administration
- 2** Faculty and Staff Only
- 3-9** Students and Visitors except spaces marked Staff



RCC CAMPUS MAP
G87/073

Randolph Community College
 629 Industrial Park Avenue
 P. O. Box 1009
 Asheboro, NC 27204-1009
 (919) 629-1471





**Randolph
Community
College**

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