



Randolph  
Community  
College

1996-97  
*Catalog*



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# Accreditation

Randolph Community College is accredited by the Commission on Colleges of 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 in Applied Science Degree and the Associate in 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 about Randolph Community College's compliance with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and/or the College's Affirmative Action Plan may be addressed to Affirmative Action Officer and Title IX Coordinator, RCC, P.O. Box 1009, Asheboro, N.C. 27204-1009.

# 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 North Carolina Community College System, State Board of Community Colleges Guidelines.

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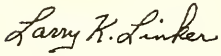
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## From the President

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.

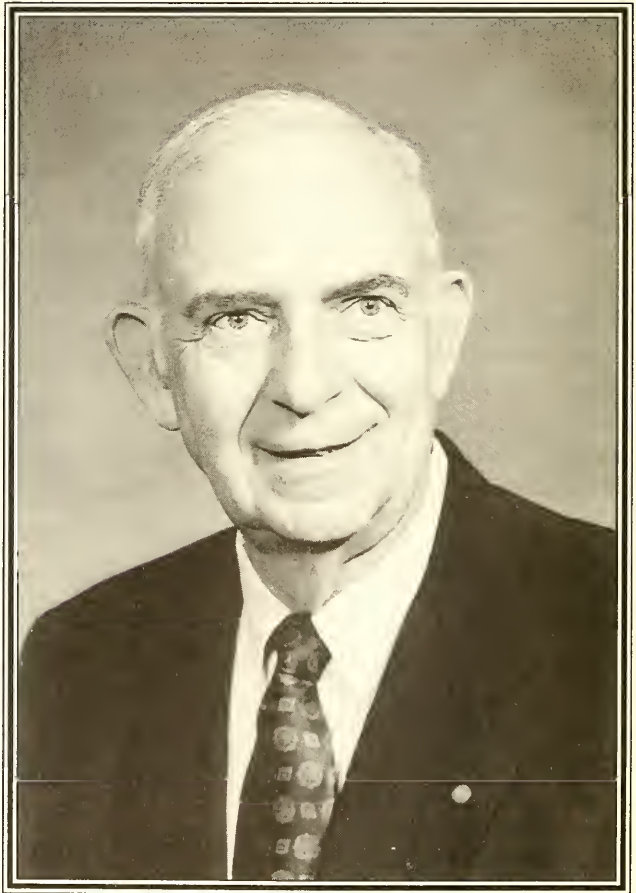
I also encourage you to visit our campus and meet our friendly faculty and staff. Let us become personally involved in your success, and help you fulfill your educational goals.

Sincerely,



Larry K. Linker, Ed.D.

President, Randolph Community College



# 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 the College became part of that system.

The College is approved by the North Carolina Community College System 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 North Carolina Community College System and the State Board of Community Colleges.

Continuing Education curricula include a state-approved Adult High School Diploma program, General Educational Development 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.

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.

## ***Important Notice***

The North Carolina Community College System will begin operating curriculum classes on a semester term starting fall 1997. Until fall of 1997, classes and programs of study will be conducted as they are at present.

Randolph Community College currently operates both a quarter-based and semester-based term. As of fall 1997 all curriculum students enrolled at Randolph Community College will begin classes on the same semester-based term.

If you have not finished your program of study by the end of summer 1997, your class schedule and course requirements will be converted to a sixteen-week semester system. Therefore, it is to your advantage to speak with an academic advisor so as to plan effectively for this change.

# 1996 – 1997 Curriculum Calendar

## Fall Quarter

August 8 (Th) – Early registration

August 28, 29 (W, Th) –

Registration

September 3 (T) – Classes begin

September 3, 4 (T, W) –

Late registration

September 4 (W) – Last day to register, add courses or change course sections

October 15 (T) – Last day to withdraw from a course without penalty

October 21, 22 (M, T) – Fall break for students, professional development for all employees

November 14 (Th) – Early registration for winter quarter

November 20 (W) – End of fall quarter\*

## Winter Quarter

November 14 (Th) –

Early registration

November 25 (M) – Registration

December 2 (M) – Classes begin

December 2, 3 (M, T) –

Late registration

December 3 (T) – Last day to register, add courses or change course sections

December 20 (F) – Instruction ends for Christmas holidays

January 2 (Th) – Classes resume

January 23 (Th) – Last day to withdraw from a course without penalty

February 13 (Th) – Early registration for spring quarter

February 26 (W) – End of winter quarter\*

## Spring Quarter

February 13 (Th) –

Early registration

March 3 (M) – Registration

March 5 (W) – Classes begin

March 5, 6 (W, Th) –

Late registration

March 6 (Th) – Last day to register, add courses or change course sections

March 27 (Th, 10 p.m.) –

Instruction ends for

Easter holidays

April 1 (T) – Classes resume

April 18 (F) – Last day to withdraw from a course without penalty

May 15 (Th) – Early registration for summer quarter

May 22 (Th) – End of spring quarter\*

## Summer Quarter

May 15 (Th) – Early registration

May 26 (M) – Registration

May 28 (W) – Classes begin

May 28, 29 (W, Th) –

Late registration

May 29 (Th) – Last day to register, add courses or change course sections

July 4 (F) – Summer holiday

July 7 (M) – Classes resume

July 10 (Th) – Last day to withdraw from a course without penalty

August 7 (Th) – Early registration for fall semester

August 13 (W) – End of summer quarter \*

August 24 (Sun) – Graduation

\* Final exams will be scheduled and announced to the students by the instructors.

# 1996 – 1997 College Transfer Calendar

## Fall Semester

- August 5 (M) – Early registration
- August 19 (M) – Registration
- August 21 (W) – Classes begin
- August 21, 22 (W, Th) – Late registration
- August 22 (Th) – Last day to register, add courses or change course sections
- September 2 (M) – Labor Day holiday
- October 18 (F, 5 p.m.) – Instruction ends for fall break
- October 21, 22 (M, T) – Fall break
- October 23 (W) – Classes resume
- October 25 (F) – Last day to withdraw from a course without penalty
- November 26 (T, 10 p.m.) – Instruction ends for Thanksgiving holidays
- December 2 (M) – Classes resume
- December 9 (M) – Last day of classes
- December 10 (T) – Reading day
- December 11 - 18 (W - W) – Final exams
- December 12 (Th) – Early registration for spring semester
- December 18 (W) – End of fall semester

## Spring Semester

- December 12 (Th) – Early registration
- January 6 (M) – Registration
- January 8 (W) – Classes begin
- January 8, 9 (W, Th) – Late registration
- January 9 (Th) – Last day to register, add courses or change course sections
- February 28 (F, 5 p.m.) – Instruction ends for spring break
- March 3 - 7 (M - F) – Spring break
- March 10 (M) – Classes resume
- March 12 (W) – Last day to withdraw from a course without penalty
- March 27 (Th, 10 p.m.) – Instruction ends for Easter holidays
- April 1 (T) – Classes resume
- April 28 (M) – Last day of classes
- April 29 (T) – Reading day
- April 30 - May 7 (W - W) – Final exams
- May 7 (W) – End of spring semester

*Note: Students attending College Transfer classes on Saturday will have a slightly different academic calendar.*

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## 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, and Interstate Highways 40 and 85, 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 17,000, 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 112,000.

## **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 (910) 633-0200.

### **Admissions**

Paul D. Rudd - Dean of Student Development

O'Dene Suggs - Executive Secretary/ Admissions Officer

### **Financial Aid**

Lynne O. Finison - Student Financial Aid Officer – Scholarships, Work-Study Jobs, Grants, Loans

Ron Bushnell - Student Development Evening Counselor – Veterans' Benefits

### **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, Special Needs

### **Academic Programs**

Dr. W. A. Edwards - Vice President – Inquiries on High School Students Attending Classes at Randolph Community College, General Coordination of All Instructional Programs

Dr. Harry Jarrett - 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**

Paul D. Rudd - Dean of Student Development – General Student Development

### **Continuing Education**

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

### **Learning Resources Center**

Dr. Harry Jarrett - Dean of Instruction – General Library Services, Production and Media Services, 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

# Curricula

## Associate Degrees, Diplomas & Certificates

- Accounting – Associate Degree (day & evening)
- Administrative Office Technology – Associate Degree (day & evening)
- Associate Degree Nursing – Associate Degree (day)
- Automotive Body Repair – Diploma (day); Certificate (evening)
- Automotive Technology – Diploma & Associate Degree (day); Certificate (evening)
- Basic Law Enforcement Training – Certificate (day & evening)
- Business Administration – Associate Degree (day & evening)
- College Transfer (UNCG Extension) – Associate Degree (day & evening)
- Commercial Graphics – Associate Degree (day)
- Criminal Justice—Protective Services Technology – Associate Degree (day & evening)
- Desktop Publishing – Certificate & Diploma (evening)
- Emergency Medical Science – Associate Degree (day)
- Floriculture – Diploma (day); Certificate (evening)
- Industrial Electrical/Electronics Technician – Certificate, Diploma & Associate Degree (day); Certificate & Diploma (evening)
- Industrial Mechanics – Certificate (evening)
- Interior Design – Associate Degree (day)
- Machinist – Diploma (day); Certificate (evening)
- Microcomputer Systems Technology – Associate Degree (day & evening)
- Photofinishing – Diploma & Associate Degree (day)
- Photography Technology – Diploma & Associate Degree (day)
- Real Estate Appraisal – Certificate (day & evening)
- Welding – Certificate (evening)

## College Preparatory Studies

- |         |                        |
|---------|------------------------|
| English | Reading                |
| Math    | Student Success Skills |

## Continuing Education Programs

- |   |                                     |
|---|-------------------------------------|
| Adult Basic Education (ABE)   | Focused Industry Training           |
| Adult High School – Adult High School Diploma & General Educational Development (GED) | Human Resources Development (HRD)   |
| Community Service   | In-Plant Training                   |
| Compensatory Education  | New & Expanding Industries Training |
| English as a Second Language (ESL)  | Occupational Extension              |
|   | Small Business Center               |

# 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.

## **Goal 13**

To support policies that promote a diverse faculty, staff, administration and student body which reflect the diversity of our service area.

# 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.

## Requirements for Degrees, Diplomas & Certificates

1. A minimum cumulative grade point average (GPA) of 2.0 and a 2.0 GPA in major courses are required. 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. Requests for course substitutions are to be made through academic advisors.*

## 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. These requirements are updated annually. **Advanced placement must be requested within two years of high school graduation.**

<u>Asheboro City/Randolph County Schools</u>	<u>Randolph Community College</u>
Principles of Technology I	PHY 1101
Welding (Agriculture)	WLD 1119
Trade & Industrial Drafting	DFT 101, DFT 102 <i>or</i> DFT 1180
Typewriting/Keyboarding	AOT 110 <i>or</i> MST 102
Advanced Keyboarding/Documenting	AOT 110, AOT 120 <i>or</i> MST 110
Computerized Accounting I <i>or</i>	ACC 110
Computerized Accounting II	
Computer Applications I <i>or</i>	MST 100
Computer Applications II	

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, and
5. Recommended by their high school counselor.

Randolph Community College currently offers four Huskins Bill Cooperative Program courses of study: Machinist, Criminal Justice, Industrial Electrical/Electronics Technician and Automotive Body Repair. 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, and
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, college transfer or Continuing Education programs as long as it does not duplicate course work 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 course work, he/she must take the appropriate placement test or present SAT scores acceptable to allow for the usual exemption from placement testing. Placement test scores will not be used to place Dual Enrollment students, but will be used to determine eligibility to enroll in College credit courses.

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 and a counselor from their home school 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, (910) 633-0224.

## Admissions & Academic Policies

### The “Open Door” Policy

All branches of the North Carolina Community College System 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 480 on verbal and 480 on math portions, and have a grade of "C" or better for Algebra II on their high school transcript will be exempt from all placement testing, except the UNCG math 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. 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, except under unique situations. 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 *Emergency Medical Science* program have additional admissions requirements. See page 85 for more information.

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 Electrical/Electronics Technician*. These test results are used for counseling and advising only.



## ■ Adult Basic Education Referral Policy

RCC offers two levels of remedial instruction. In addition to College Preparatory Studies, the College offers Adult Basic Education through its Continuing Education division. During the admissions interview, the RCC admissions counselors will advise students who would be better served in ABE. After working in ABE, these students will enter the College Preparatory Studies program as needed and will take other curriculum courses as may be appropriate. There is no charge for instruction in Adult Basic Education.

## 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, algebra and chemistry with grades 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, algebra and/or chemistry course with a grade of “C” or better.)
  3. Acceptable minimum placement scores on the APS (Applicants who do not meet minimum scores on the APS must take the appropriate college preparatory course(s), which after successful completion will qualify applicants to retest. Retesting is available a maximum of two times during one calendar year. A three-month waiting period between test sessions is mandatory.)
  4. Personal interview with nursing admissions committee
  5. Complete Health History form
  6. Satisfactory medical examination
  - \* 7. CPR certification
  - \* 8. Evidence of health/accident insurance
  9. Purchase of liability insurance at time of registration
- \* Evidence of CPR certification and health/accident insurance must be presented prior to registering for the first nursing course.*

Applicants not meeting admissions 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.

## 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 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. – 8 p.m., Monday through Thursday, and from 8 a.m. – 5 p.m., on Friday. For admissions information, call Student Development, (910) 633-0224.

## **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/semester in compliance with Section 504 of the Vocational Rehabilitation Act of 1974 and the Americans with Disabilities Act of 1990.

## **Students with Disabilities Needing Special Accommodations**

All disabled students requesting accommodations should see the special needs counselor in the Student Development office.

A student with a disability who is in need of auxiliary aids is obligated to provide notification of the nature of the disability to the special needs counselor and to assist the College in identifying appropriate and effective auxiliary aids. Students must identify the need for an auxiliary aid and give adequate notice of the need. The student's notification should be provided to the special needs counselor. The College may, in response to a request for auxiliary aids, make reasonable requests that the student provide supporting diagnostic test results and professional prescriptions for auxiliary aids. The College may also, on its own, obtain a professional determination of whether requested auxiliary aids are necessary and, if so, what kind. To assist in providing reasonable assistance to students requesting accommodation for a disability, students are asked to complete a Request for Accommodation form, available in the admissions office.

## **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 Student Development, (910) 633-0224.

## 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 score of 550 or above 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/semester 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. Any student wishing to take a proficiency examination must go to the department in which the course is offered. The departmental chairperson or instructor will evaluate the student's background to determine his/her qualifications for taking a proficiency examination. If approved for testing, the chairperson/instructor will give the student permission to obtain an Authorization for Request of Proficiency form from the Instructional division office. This form will explain the steps to follow. No proficiency examination will be given without proper approvals as described on the Authorization for Request of Proficiency form. 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.) The dean of Instruction will provide results of these examinations to Student Development to record on the student's permanent record. A proficiency examination may be attempted only once per course.

**Note:** The proficiency examination for MAT 111 will be given twice each year on the last Wednesday preceding registration for the fall and spring quarters, at 12 noon. Students should contact the Instructional division for location. Any student required to take MAT 097 will not be eligible for proficiency testing for MAT 111.

## **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/she is given credit for the one most comparable with the one 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. Special 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 a Special Student desire to declare a major, he/she 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 should 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. A registration for a credit course can be changed to audit with instructor approval, through the last date to drop a course without grade penalty. Auditing a course does not fulfill any prerequisite requirements. Also, a student may audit a particular course only once. Under extreme circumstances, a student may request to audit a course a second time through the departmental chairperson with approval by the dean of Instruction and the dean of Student Development. 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, an institution accredited by the Board of Governors, or a nonaccredited institution of higher learning that meets the SACS guidelines (accredited by other accrediting associations such as “Bible Colleges or Business Schools”). Any exception to this credit transfer policy must have the approval of the appropriate instructor (when necessary for evaluation purposes), the departmental chairman, the dean of Instruction, and the dean of 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**

1. Fulfillment of all requirements for the certificate, diploma or associate degree applied for, as well as official application for graduation, is the student's responsibility.
2. Students must complete all required courses within their curriculum as published in their Catalog of record.
3. Students must have an overall GPA of 2.0 and a 2.0 average in their major courses as defined by the Curriculum Standards.
4. Nursing students must maintain a 2.0 GPA in all nursing and nursing-related courses with no grade less than a "C."
5. At or before the beginning of the summer quarter/semester in which graduation is expected, students should officially apply to the registrar for graduation. Applications are available in the registrar's office.

Graduation exercises are held at the end of the summer quarter/semester. The specific date is listed in the College Calendar. Caps and gowns are required for participation in the graduation ceremony.

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 and certificates 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 course work. In the course(s) for which an “I” is assigned, hours will not be counted in quality point computation for that quarter/semester. 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.

		<u>Quality Points Earned</u>
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. No grades can be given over the phone.

## 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 registrar's 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.

## 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.

## 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/semester a student's grade point average for that quarter/semester and his/her 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/she is notified in writing by the registrar's office. Any student on academic probation must schedule a conference with his/her department academic advisor after being notified about probationary status and before registration.

Curriculum students on probation who fail to make satisfactory improvement in their grade point averages, i.e., at least a 2.0 grade point average during the quarter/semester they are on probation, will be suspended for the following 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 Department of Veterans Affairs for pay purposes.

## **Veterans Enrolling in Telecourses**

In order to maintain a high quality of educational and academic excellence, all VA students receiving educational benefits from the Department of Veterans Affairs will meet the following criteria before enrolling in a telecourse:

1. The veteran must first meet with the VA certifying official before registration, so that proper information and procedures can be discussed.
2. The veteran must have completed 12 hours of course work in the current major with a grade point average of 2.0 or better.
3. The veteran must have completed any remedial work needed as determined by the Randolph Community College placement test.
4. The telecourse must be an integral part of the veteran's current program.
5. The veteran must pass each telecourse attempted in order to use his/her DVA benefits for a subsequent telecourse. Upon satisfactory completion of subsequent telecourse, benefits are available for future telecourses.
6. No additional charge is required for enrolling in a telecourse.
7. To enroll in a telecourse, a veteran also must, at the same time, be enrolled in at least one traditionally scheduled three-hour credit class. The maximum number of credit hours that may be taken in the telecourse format is nine.

## **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/

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.

## **Privacy of Student Educational Records**

The College's policy for the administration of student educational records is in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974. FERPA affords students certain rights with respect to their educational records, including the following:

1. The right to inspect and review the student's educational records
2. The right to request the amendment of the student's educational records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights
3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent
4. The right to file with the U.S. Department of Education a complaint concerning alleged failures by Randolph Community College to comply with the requirements of FERPA
5. The right to obtain a copy of Randolph Community College's student records policy (available from the registrar's office)

## **Release of Directory Information**

Randolph Community College routinely honors appropriate requests for public or directory information from student records in compliance with the Family Educational Rights and Privacy Act. Directory information includes 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.

Randolph Community College may disclose any of the above items without prior written consent, unless notified in writing to the contrary. Notification must be made to the office of the registrar within seven days after registration day of the current term of enrollment.

## **Career Development—Job Placement**

Randolph Community College's Student Development division through its Career Center provides a wide range of career planning services, job-seeking skills, career development and job placement coordination. Students are encouraged to contact the Career Center staff and make full use of the Career Center.

Also, the same job placement services that are available through the Asheboro Employment Security Commission are available in the Career

Center. An ESC employment interviewer is available in the Career Center from 8:30 – 11:45 a.m. Monday through Friday to assist applicants. Job Information Service computer terminals are also available during afternoon hours.

## 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

1. to acquaint students with the physical, academic and social environments of the College;
2. to present school policies, regulations and procedures to the students; and
3. 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 \$1,300 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.

## Tuition & Activity Fees

The College reserves the right to modify, revoke and add to tuition and fees at any time as defined under North Carolina Community College System, 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	\$278.32/Semester
	1 through 13	\$19.88/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/semester on an academic year basis. Activity fees for the summer quarter/semester will be one half the normal charge.

## 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
- Occupational Extension – Fee supported

In unique situations, it may be beneficial for all parties involved for the College to conduct training on a fee-supported basis. The College reserves the right to make that determination. If the decision is made to conduct training using this option, the fee is established according to actual costs incurred by the College in providing training.

Community Service – The majority of these courses are self-supporting. Fees for Community Service courses are determined by course length and total cost. For courses consisting of 37 hours or more of instruction, the fee is \$55; 26-36 hours, \$50; 21-25 hours, \$40; 16-20 hours, \$35; 11-15 hours, \$30; 6-10 hours, \$25; 1-5 hours, \$12. This fee structure is based on at least 10 persons in a class. If fewer than 10 students register, the fee will increase accordingly.

The College reserves the right to revise Continuing Education fees on a course-by-course basis, depending upon total instructional and support costs.

Adult N.C. residents 65 years or older are exempt from registration fees, except in self-supporting courses.

### ■ **Course Repeat Policy**

Students who take a Continuing Education Occupational Extension course (the same course title) more than twice within a five-year period are required to pay a fee more in line with the actual cost of providing instruction. An example of the difference in pricing is as follows: For a 33-hour course, the fee for a person who is taking the same course for the third time would be \$83.82 rather than the current \$35 registration.

### ■ **Institutional Refund Policy**

#### ■ **Curriculum**

A 75 percent tuition refund may be made upon the request of the student if the student officially withdraws from the class prior to or on the official 20 percent point of the quarter/semester. Activity fees are nonrefundable except when a course fails to materialize. The student should initiate the withdrawal process by contacting the registrar.

No refunds will be made after the 20 percent point, even though the student may not have attended all classes up to that point.

#### ■ **Continuing Education - Occupational Extension**

A student who officially withdraws from an extension class prior to the first class meeting will be eligible for a 100 percent refund. Also, a student is eligible for a 100 percent refund if an applicable class fails to “make” due to insufficient enrollment. After the class begins, a 75 percent refund shall be made upon the

request of the student if the student officially withdraws from the class prior to or on the 20 percent point of the scheduled hours of the class. Students should see their instructor for further details.

No refunds will be made after the 20 percent point, even though the student may not have attended all classes up to that point.

### ■ **Continuing Education - Self-Supporting & Community Service**

No refunds shall be made for self-supporting or community service classes.

## **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 residency (domicile) in North Carolina and maintained that legal residence for at least 12 months immediately prior to his/her classification as a N.C. resident. Every applicant for admission shall be required to make a statement as to his/her length of residence in the state.

To be eligible for classification as a resident for tuition purposes, a person must establish that his/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.

When a student initially completes an application for admission to the College, he/she will acclaim his/her residency status by responding to specific questions. Should the College need additional information in order to determine residency status for tuition purposes, additional documentation may be requested.

The burden of establishing facts which justify classification of a student as a resident entitled to in-state tuition rates is placed 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. A student wishing to appeal the initial decision shall file written notice which must contain a simple declaration of intention of process and appeal before the campus residency committee and must be personally signed by the student.

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 residuary determination of status.

The dean of Student Development shall, upon receipt of notice of appeal, prepare and transmit to the campus residency committee the complete institutional record with a letter acknowledging receipt of the petitioner's notice of appeal.

The campus residency committee, composed of the vice president as chairman, one staff member and one faculty member, shall meet as needed to consider appeals. The student may be present and speak to clarify any statements in the record. The student may have a staff or faculty advisor present. No other individuals including attorneys may attend this appeal. Only the student will be allowed to address the committee. In the event new substantive evidence is brought, reclassification may be made by the committee after due consideration.

Decisions of the campus residency committee shall be forwarded in writing to the student and the dean of Student Development within 10 working days of the date of decision.

## ■ Regulations

Regulations concerning the classification of students for residency purposes are set forth in detail in *A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes*. Each enrolled student is responsible for knowing the contents of the *Manual*, which is the controlling administrative statement of policy on this subject. Copies of the *Manual* are available on request at the Randolph Community College Library or from the dean of Student Development.

## **Counseling, Career Center, Information**

Professionally trained counselors are available to assist students at Randolph Community College with academic/educational, occupational and personal problems. Counseling services are available during the College's day and evening operating hours, except weekends, and may be used by applicants and the general community, as well as by current and former students. Those in need of counseling services are encouraged to contact a member of the counseling staff.

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 Student Development provide campus and related information in a central location in the Student Center. Assessment services (testing) are available in Student Development.

# 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, political affiliation, age, handicap or sex. However, students must demonstrate financial need and maintain 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 grants, work-study and loan funds follow:

1. A student must be a U.S. citizen or an eligible noncitizen.
2. A student must submit an acceptable form of need analysis to the financial aid office. The preferred form of need analysis is the Free Application for Federal Student Aid (FAFSA).
3. A student must be enrolled in an approved program of study at RCC.
4. A student must maintain satisfactory academic 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. Additionally, the student's educational objective must be met by 150 percent of the published length of the educational program or aid will be terminated. Students not meeting satisfactory academic progress are dismissed after a quarter/semester of probationary status if satisfactory progress 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, 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 for 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, Supplemental Educational Opportunity Grant, College Work-Study and Stafford Loan) include the following:

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, grants 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 financial assistance.
5. The student who withdraws from school and creates an overpayment will not be allowed to receive federal or 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 and foreign students 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 and who have not yet earned a bachelor's degree from any institution.

For application to this grant program a student may use the FAFSA, available in the financial aid office. Through the electronic process, the Student Aid Report (SAR) is available within 10 to 14 days from the point of application. 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 for further processing to 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 FAFSA to those institutions approved to administer the Pell Grant.

Pell Grants are disbursed quarterly and/or semesterly by a voucher system. Students eligible to receive a Pell Grant will be able to register, receive books and charge these initial costs toward the Pell Grant funds (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 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 by a student submitting a FAFSA 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 FAFSA. 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 FAFSA 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 the FAFSA.

## **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 FAFSA 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 FAFSA 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 FAFSA 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 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, including federal Stafford (subsidized and unsubsidized) and Parent Loan for Undergraduate Students (PLUS).

## **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 Affairs Educational Assistance**

The Department of Veterans Affairs (VA) has approved Randolph Community College to provide education and training opportunities for eligible persons. Information may be obtained by contacting the veteran's certifying official at RCC, (910) 633-0201, or the VA at 1-800-827-1000.

## **Other Assistance**

### **■ Job Training Partnership Act**

The Job Training Partnership Act (JTPA) program assists people who are economically disadvantaged and who need job training. The JTPA program is administered by the Service Delivery Area. Locally, Regional Consolidated Services processes JTPA applications. The first step is to contact Regional Consolidated Services at (910) 629-5141.

### **■ 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 follows:

Each student at RCC is expected to maintain satisfactory progress toward a degree or diploma. At the end of each quarter/semester a student's grade point average for that quarter/semester and his/her 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 23.

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/she will be able to receive financial aid. Curriculum students on probation who fail to make satisfactory improvement in their grade point averages during the quarter/semester they are on probation will not be allowed to continue in their program or receive any Title IV funding.

The student may be readmitted after a suspension period; however, until the student has established good academic standing in his/her grade point average, he/she will not receive financial aid. If the student decides during the probation period that he/she will be changing programs, the student must be in good academic standing in his/her present program at the end of the probation period before he/she can receive financial aid under the new program. If at the end of the probation period the student is not in good academic standing under the current program and changes to a new program, then the student must attend the first quarter/semester without any financial aid. Satisfactory progress in the new program must be demonstrated before a student is reinstated on financial aid.

The *quantitative* measurement of satisfactory progress at RCC follows:

Students receiving financial aid are set on a time frame in which the student must complete his/her educational objective. The financial aid office must specify and review the actual length of time a financial aid recipient is in attendance.

The time frame for all financial aid recipients will be 150 percent of the program's normal time. For example, if a student is in a program which requires 128 credit hours to complete, the student will be allowed 192 credit hours to complete the program. If the student fails to meet his/her educational objective within this time frame, his/her financial aid will be terminated.

# 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 to the 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, 7:30 a.m. until 5 p.m. on Friday and 8 a.m. until 4 p.m. on Saturday). 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 (910) 633-0290 during operational or nonoperational hours.

### History of Reported Crimes

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

	Calendar Year <u>1995</u>	Calendar Year <u>1994</u>	Calendar Year <u>1993</u>
<u>Offense</u>			
Murder	0	0	0
Sex Offenses, Forcible & Nonforcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	1	0
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Weapons Violations	0	0	0

### Sexual Assault Policy

The College does not tolerate rape or other sexual offenses. Such acts violate College policy and criminal law.

**Rape** - North Carolina defines rape as forced sexual intercourse by a male on a female against her will. The "force" necessary to be convicted for rape can be physical force or fear, fright or duress, and those who aid or abet may be equally guilty. Forced sexual intercourse with a woman who is physically helpless, as from overuse of alcohol, or mentally incapacitated constitutes rape.

Date or acquaintance rape describes forced intercourse by a male on a female he knows. His social relationship with the female does not make the act legal if force is used and the act is against her will. Criminal law makes no distinction between rape by an acquaintance or a stranger.

Sexual offense is a sexual act by a person of either sex where the act is by force and against the will of the victim. It does not involve intercourse.

Educational material regarding the prevention of rape/sexual offenses is available through Student Development. Other crisis counseling may be available through services such as Battered Women's Shelter, (910) 629-4159, and Randolph County Mental Health Center, (910) 625-1113.

If you are the victim of rape or other sexual offenses, proper authorities (local police or Sheriff's Department) should be notified immediately. The sooner a rape or sexual offense is reported, the sooner treatment may be provided. Remember to preserve physical evidence and do not shower, douche or change clothes. The dean of Student Development will provide assistance in such cases where the student requests help in notifying the proper authorities.

With the consent of the victim, the College shall pursue disciplinary action against the alleged offender. Students who wish to bring disciplinary actions may contact the dean of Student Development. Both the accuser and the accused are provided with information in case of such allegations and both parties shall be informed of the outcome of the disciplinary hearing.

### ■ **Student Right to Know**

The U.S. Department of Education's Right-to-Know and Campus Security Act of 1991 requires institutions to make available to applicants and currently enrolled students the number of students who were successful in their program.

This information is available in the registrar's office at the Asheboro Campus. Students interested in the success rate for a particular program may come by the registrar's office Monday – Friday, 8 a.m. – 5 p.m.

### ■ **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/her 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, nor to any placement test, 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. The use of a service animal by an individual with a disability is permitted.

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.

## ■ Weapons Policy

Following is House Bill 1008 outlining the policy for weapons on educational property.

G.S. 14-269.2b—It shall be a Class I felony for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol, or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine, or powerful explosive as defined in G.S. 14-284.1 on educational property.

G.S. 14-269.2d—It shall be a misdemeanor for any person to possess or carry, whether openly or concealed, any BB gun, air rifle, air pistol, bowie knife, dirk, dagger, slungshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades (except solely for shaving purposes), and any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction, and maintenance on educational property.

G.S. 14-269.2f—Notwithstanding subsection (b), it shall be a misdemeanor rather than a Class I felony for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol, or other firearm of any kind on educational property if

1. The person is not a student attending school on the educational property;
2. The firearm is not concealed within the meaning of G.S. 14-269;
3. The firearm is not loaded and is in a locked container, a locked vehicle, or a locked firearm rack which is on a motor vehicle; and
4. The person does not brandish, exhibit or display the firearm in any careless, angry or threatening manner.

G.S. 14-269.2g—This section shall not apply to

1. A weapon used solely for educational or school-sanctioned ceremonial purposes, or used in a school-approved program conducted under the supervision of an adult whose supervision has been approved by the school authority; or
2. Armed forces personnel, officers and soldiers of the militia and national guard, law enforcement personnel, and any private police employed by an educational institution when acting in the discharge of their official duties.

**Note:** The definition of a student is a person enrolled in a public or private school, college or university, or a person who has been suspended or expelled within the last five years from a public or private school, college, or university, whether the person is an adult or a minor.

## ■ Tobacco Usage

### Smoking

The Randolph County Board of Health adopted a countywide smoking policy effective October 11, 1993. This policy prohibits smoking within the interiors of all buildings on Randolph Community College's campuses. Violation of this policy is considered a misdemeanor, as provided by North Carolina General Statutes 130A-25.

### Smokeless Tobacco

The use of smokeless tobacco is prohibited in all eating areas on the campuses. The use of smokeless tobacco in classrooms, laboratories, shops and offices is left to the discretion of the instructor and/or occupant of the office.

## ■ Drugs & Alcohol

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 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)**

### Purpose

To provide a system whereby a student may appeal decisions which are felt to be unjustified or in violation of his/her rights. This procedure is not intended to eliminate efforts by the student to resolve problems through discussions with instructors, departmental chairs or other personnel at the College.

### Conditions Necessitating the Use of the Appeals Procedure

Areas for appeal include, but are not limited to, disciplinary actions, classroom procedures, grades, participating in College-sponsored activities and absence/tardiness practices.

### General Provisions

Under no circumstances will a student requesting due process be harassed, intimidated, discouraged or denied access to the Student Due Process Procedure.

### Appeal Procedure

In matters pertaining to student conduct, dismissals, disciplinary actions, or complaints alleging any action which is prohibited by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, any student who has questions about a decision that he/she feels is unjustified or a violation of his/her rights may first discuss the problem with the dean of Student Development. The dean of Student Development shall schedule a joint conference with the instructor or other involved parties and the student. If the problem is not resolved at this point, the student may request a hearing and go before the Appeals Committee. At this time, the dean of Student Development with assistance from the Instructional division will determine the feasibility of keeping the student in class while the appeals process continues. Should the circumstances warrant, the dean may recommend that the student be removed from class or the general campus until the appeals process has ended. Students must present their grievances in a signed and dated document to the Appeals Committee within five working days

from the date of the joint conference as indicated above. The Appeals Committee must respond to the student's request by granting a hearing at the first convenient opportunity. The Appeals Committee will outline, in its communication with the student, the procedures to be followed in the hearing. These may include, but not be limited to, who may attend, who may speak before the committee, and documentation requested. The Appeals Committee is comprised of the following representation from the College: two faculty members at large, registrar, director of business and industry services, affirmative action officer and the SGA president.

The Appeals Committee must render a decision and respond to the student within 10 working days following the hearing. If the grievance is not resolved at this level, the student may request a hearing from the president of the College. Students must present their grievances in a signed and dated document to the office of the president within five working days from the date they received the decision of the Appeals Committee. The president will grant a hearing at the earliest convenient time. Furthermore, the president will outline any guidelines to be followed in the hearing. After hearing the student's grievance, the president will communicate a decision to the student within 10 working days.

If the grievance has not been resolved at this final step in the College's administrative process, the student may request a hearing relative to the grievance before the Personnel Committee of the Board of Trustees. This request, made to the president, to be heard by the Personnel Committee of the Board of Trustees, must be in writing, signed and dated, and within five working days from receipt of the president's decision. The Personnel Committee of the Board of Trustees will hear the student's grievance at the first convenient opportunity. The Committee will outline any procedures to be followed in the hearing. A decision from the Personnel Committee of the Board of Trustees will be communicated to the student within 10 working days. If the grievance is not resolved with the Personnel Committee of the Board of Trustees, the student may request, in writing within five working days from receipt of the decision from the Committee, a hearing with the total Board of Trustees. Such a request must be in writing, signed and dated, directed to the president of the College. The Board of Trustees will hear the grievance at the first convenient opportunity. The Board will outline, in its communication to the student, any procedures to be followed. Following the hearing, the Board will communicate a decision to the student within 10 working days. In all cases, the Board of Trustees shall serve as the final governing authority of the College.

## ■ 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.

### **■ Day & Evening Programs**

Programs will be canceled only by the president of the College or the president's designee. The decision will be broadcast by radio and television stations. 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.

The College closing announcements may be made in one of three ways:

1. **Randolph Community College is closed for day and/or evening classes.** No faculty or staff member is expected to report.
2. **Randolph Community College is closed for day and/or evening classes.** **Optional faculty/staff workday (may add: beginning at \_\_\_\_\_).** Faculty and staff are to report or request vacation leave from their supervisor.
3. **Randolph Community College will open at \_\_\_\_\_.**

### **■ 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/Accidental Injury**

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 should report all accidents to their instructor or to Student Development even if the accident is perceived to be minor.

Student accident insurance is provided for curriculum students and is paid for through the student activity fees. Claim forms are available through the Business Office or the director of curriculum programs. Continuing Education students can purchase student accident insurance at the time of registration. The current cost is \$1.25 per quarter. The College reserves the right to change fees as needed.

## **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 its 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 the dean's 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 the following:

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, 1972 and 1995, 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 Student Development. 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 Technology curricula. 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 part of the Business Technology curricula.

The College is currently in the midst of a building program and opened a 15,750-square-foot photography studio addition (in the Administration/Education Center) in August 1995. A 6,000-square-foot addition to the Design Center and a 19,000-square-foot Health & Science Center are currently under construction. Also, a new 4,000-square-foot Campus Store is in the development stage.

## 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, and an expansion is under way to add two classrooms. 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. – 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, Media 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.

## ■ **Media Services**

Media Services is located on the second floor of the LRC and is available to all College faculty, staff and students. Media 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. Media 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 High School Diploma program or the GED tests. Other programs include English as a Second Language classes for those who need to learn to speak, read and write in English; classes to help adults who have mental handicaps 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. 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. If a curriculum student shows need in all three areas, he/she will be required to take EDU 099. 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.

The mission of Special Services is to make you successful as a student, so the program helps with completion of financial aid forms, referrals to campus and community agencies, or simply provision of a place for students to get that little extra attention that can make a big difference.

## COLLEGE PREPARATORY STUDIES

### Courses Offered

		<u>Hours/Week</u>		<u>Sem./Qtr. Hrs.</u>
		<u>Class</u>	<u>Lab</u>	<u>Credit</u>
■ <b>Technical Curricula</b>				
MAT 097	Computation	5	0	5
ENG 099	Grammar & Writing	3	0	3
RED 099	Reasoning & Vocabulary	3	0	3
EDU 099	Student Success Skills	0	2	1

Curriculum course descriptions are on pages 109 – 140.

### ■ College Transfer (UNCG Extension)

EDU 099X	Student Success Skills	3	0	3
MAT 097X	Pre-Algebra	3	0	3
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

College Transfer (UNCG Extension) course descriptions are on pages 71 – 76.

# Areas of Instruction

Certificates, diplomas or degrees are offered in the following areas of study by Randolph Community College. Programs are described on pages 49 – 108. Individuals interested in any of the following curriculum programs should contact the admissions office in Student Development for an application and more information.

## Associate Degrees, Diplomas & Certificates

**Accounting** – Associate Degree (day & evening)

**Administrative Office Technology** – Associate Degree (day & evening)

**Associate Degree Nursing** – Associate Degree (day)

**Automotive Body Repair** – Diploma (day); Certificate (evening)

**Automotive Technology** – Diploma & Associate Degree (day);

Certificate (evening)

**Basic Law Enforcement Training** – Certificate (day & evening)

**Business Administration** – Associate Degree (day & evening)

**College Transfer (UNCG Extension)** – Associate Degree (day & evening)

**Commercial Graphics** – Associate Degree (day)

**Criminal Justice—Protective Services Technology** – Associate Degree (day & evening)

**Desktop Publishing** – Certificate & Diploma (evening)

**Emergency Medical Science** – Associate Degree (day)

**Floriculture** – Diploma (day); Certificate (evening)

**Industrial Electrical/Electronics Technician** – Certificate, Diploma & Associate Degree (day); Certificate & Diploma (evening)

**Industrial Mechanics** – Certificate (evening)

**Interior Design** – Associate Degree (day)

**Machinist** – Diploma (day); Certificate (evening)

**Microcomputer Systems Technology** – Associate Degree (day & evening)

**Photofinishing** – Diploma & Associate Degree (day)

**Photography Technology** – Diploma & Associate Degree (day)

**Real Estate Appraisal** – Certificate (day & evening)

**Welding** – Certificate (evening)

## ■ Accounting - Degree (Day & Evening)

The Accounting curriculum is designed to provide students with knowledge and skills necessary for employment and growth in the accounting profession. Often referred to as the “language of business,” accounting serves as an informational system for organizations. Accountants assemble, analyze and communicate essential information about financial operations.

The course of study places emphasis on accounting principles, theories and practices and includes study in business law, finance, management and economics. Skills related to the applications of accounting principles are developed through study of communications, computer applications, interpersonal skills development, decision-making principles and ethics.

The curriculum is designed to prepare individuals for entry-level accounting positions in all types of organizations, including CPA firms, small businesses, manufacturing firms, insurance companies, banks and nonprofit organizations such as hospitals, colleges, school systems and governmental agencies. With work experience and additional education, an individual may advance to positions such as accountant, controller and auditor.

### Entry-Level Job Opportunities

Accounts Payable Clerk  
Accounts Receivable Clerk  
Bookkeeper  
Cost Clerk  
Junior Accountant  
Payroll Clerk

### Advanced-Level Job Opportunities

Accountant (Public, Governmental,  
Cost, Management)  
Accounts Payable/  
Receivable Manager  
Auditor  
Controller  
Tax Preparer

## ■ UNCG Articulation Agreement

*Randolph Community College's and the University of North Carolina at Greensboro's articulation agreement states that RCC graduates with an associate degree in Accounting, Business Administration or Microcomputer Systems Technology, 2.0 or better grade point average, and a grade of "C" or better in each course covered by the agreement will be considered as candidates for the Articulation Program in the Bryan School of Business and Economics. Upon acceptance the student will have 55 hours of credit and junior status.*

*Areas of study in the Bryan School of Business and Economics are: Accounting, Business Administration, Business Education, Marketing Education, Economics, Finance, Information Systems and Operations Management, and Management and Marketing.*

*For more information, contact Dr. Phyllis Helms at Randolph Community College, (910) 633-0314; or Noel Jones at UNCG, (910) 334-4257.*

# ACCOUNTING – DAY

## Suggested Curriculum By Quarters - Degree

		<u>Hours/Week</u>		<u>Qtr. Hrs.</u>
		<u>Class</u>	<u>Lab</u>	<u>Credit</u>
<b>First Quarter (Fall)</b>				
ACC 110	Accounting I	5	2	6
AOT 110	Keyboarding	1	4	3
MAT 111	Mathematical Problem Solving	5	0	5
ENG 204	Oral Communications	<u>3</u>	<u>0</u>	<u>3</u>
		14	6	17
<b>Second Quarter (Winter)</b>				
ACC 120	Accounting II	5	2	6
ACC 125	Financial Computations	3	0	3
ECO 102	Economics I	3	0	3
MST 110	Word Processing Fundamentals	3	2	4
ENG 101	Composition I	<u>3</u>	<u>0</u>	<u>3</u>
		17	4	19
<b>Third Quarter (Spring)</b>				
ACC 130	Accounting III	5	2	6
ACC 135	Payroll Records & Accounting	3	0	3
ECO 104	Economics II	3	0	3
MST 120	Spreadsheet Fundamentals	3	2	4
ENG 102	Composition II	<u>3</u>	<u>0</u>	<u>3</u>
		17	4	19
<b>Fourth Quarter (Summer)</b>				
ACC 140	Accounting IV	5	2	6
MST 125	Advanced Spreadsheets	3	2	4
ENG 103	Report Writing	3	0	3
	Free Elective	<u>3</u>	<u>0</u>	<u>3</u>
		14	4	16
<b>Fifth Quarter (Fall)</b>				
ACC 210	Cost Accounting	4	2	5
MST 130	Database Fundamentals	3	2	4
MST 200	Management Information Systems Concepts	3	0	3
PSY 204	Human Relations	<u>3</u>	<u>0</u>	<u>3</u>
		13	4	15
<b>Sixth Quarter (Winter)</b>				
ACC 220	Intermediate Accounting I	4	2	5
ACC 225	Taxes	3	2	4
BUS 124	Business Law I	3	0	3
BUS 125	Business Management I	<u>3</u>	<u>0</u>	<u>3</u>
		13	4	15
<b>Seventh Quarter (Spring)</b>				
ACC 230	Intermediate Accounting II	4	2	5
ACC 235	Auditing	3	2	4
BUS 135	Business Management II	3	0	3
BUS 230	Business Finance	3	0	3
	Humanities Elective	<u>3</u>	<u>0</u>	<u>3</u>
		16	4	18

**TOTAL QUARTER HOURS CREDIT: 119**

# ACCOUNTING – EVENING

Suggested Curriculum By Quarters - Degree

		<u>Hours/Week</u>		<u>Qtr. Hrs.</u>
		<u>Class</u>	<u>Lab</u>	<u>Credit</u>
<b>First Quarter (Fall)</b>				
ACC 110	Accounting I	5	2	6
AOT 110	Keyboarding	<u>1</u>	<u>4</u>	<u>3</u>
		<b>6</b>	<b>6</b>	<b>9</b>
<b>Second Quarter (Winter)</b>				
ACC 120	Accounting II	5	2	6
ACC 125	Financial Computations	3	0	3
MST 110	Word Processing Fundamentals	<u>3</u>	<u>2</u>	<u>4</u>
		<b>11</b>	<b>4</b>	<b>13</b>
<b>Third Quarter (Spring)</b>				
ACC 130	Accounting III	5	2	6
ACC 135	Payroll Records & Accounting	3	0	3
MST 120	Spreadsheet Fundamentals	<u>3</u>	<u>2</u>	<u>4</u>
		<b>11</b>	<b>4</b>	<b>13</b>
<b>Fourth Quarter (Summer)</b>				
ACC 140	Accounting IV	5	2	6
MST 125	Advanced Spreadsheets	3	2	4
MAT 111	Mathematical Problem Solving	<u>5</u>	<u>0</u>	<u>5</u>
		<b>13</b>	<b>4</b>	<b>15</b>
<b>Fifth Quarter (Fall)</b>				
ACC 210	Cost Accounting	4	2	5
ENG 204	Oral Communications	<u>3</u>	<u>0</u>	<u>3</u>
		<b>7</b>	<b>2</b>	<b>8</b>
<b>Sixth Quarter (Winter)</b>				
ACC 220	Intermediate Accounting I	4	2	5
ECO 102	Economics I	3	0	3
ENG 101	Composition I	<u>3</u>	<u>0</u>	<u>3</u>
		<b>10</b>	<b>2</b>	<b>11</b>
<b>Seventh Quarter (Spring)</b>				
ACC 230	Intermediate Accounting II	4	2	5
ECO 104	Economics II	3	0	3
ENG 102	Composition II	<u>3</u>	<u>0</u>	<u>3</u>
		<b>10</b>	<b>2</b>	<b>11</b>
<b>Eighth Quarter (Summer)</b>				
ENG 103	Report Writing	3	0	3
	Free Elective	<u>3</u>	<u>0</u>	<u>3</u>
		<b>6</b>	<b>0</b>	<b>6</b>
<b>Ninth Quarter (Fall)</b>				
MST 130	Database Fundamentals	3	2	4
MST 200	Management Information Systems Concepts	<u>3</u>	<u>0</u>	<u>3</u>
		<b>6</b>	<b>2</b>	<b>7</b>
<b>Tenth Quarter (Winter)</b>				
ACC 225	Taxes	3	2	4
BUS 124	Business Law I	3	0	3
BUS 125	Business Management I	<u>3</u>	<u>0</u>	<u>3</u>
		<b>9</b>	<b>2</b>	<b>10</b>
<b>Eleventh Quarter (Spring)</b>				
ACC 235	Auditing	3	2	4
BUS 135	Business Management II	3	0	3
	Humanities Elective	<u>3</u>	<u>0</u>	<u>3</u>
		<b>9</b>	<b>2</b>	<b>10</b>
<b>Twelfth Quarter (Summer)</b>				
BUS 230	Business Finance	3	0	3
PSY 204	Human Relations	<u>3</u>	<u>0</u>	<u>3</u>
		<b>6</b>	<b>0</b>	<b>6</b>
<b>TOTAL QUARTER HOURS CREDIT: 119</b>				

## ■ 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>
<b>First Quarter (Fall)</b>				
AOT 110	Keyboarding	1	4	3
AOT 115	Business English	3	0	3
MAT 111	Mathematical Problem Solving	5	0	5
ENG 204	Oral Communications	<u>3</u>	<u>0</u>	<u>3</u>
		12	4	14
<b>Second Quarter (Winter)</b>				
AOT 120	Document Formatting	3	2	4
AOT 125	Word Processing I	3	2	4
AOT 128	Office Computations	2	2	3
BUS 124	Business Law I	3	0	3
ENG 101	Composition I	<u>3</u>	<u>0</u>	<u>3</u>
		14	6	17
<b>Third Quarter (Spring)</b>				
AOT 130	Document Production	3	2	4
AOT 135	Word Processing II	3	2	4
AOT 138	Records Management	3	2	4
ENG 102	Composition II	<u>3</u>	<u>0</u>	<u>3</u>
		12	6	15
<b>Fourth Quarter (Summer)</b>				
AOT 140	Office Management & Procedures	3	2	4
MST 145	Microcomputer Utilization	3	2	4
ENG 103	Report Writing	3	0	3
	Free Elective	<u>3</u>	<u>0</u>	<u>3</u>
		12	4	14
<b>Fifth Quarter (Fall)</b>				
AOT 210	Machine Transcription	2	2	3
ACC 110	Accounting I	5	2	6
MST 120	Spreadsheet Fundamentals	3	2	4
DTP 101	Desktop Publishing Fundamentals	<u>3</u>	<u>2</u>	<u>4</u>
		13	8	17
<b>Sixth Quarter (Winter)</b>				
ACC 120	Accounting II	5	2	6
ECO 102	Economics I	3	0	3
MST 125	Advanced Spreadsheets	3	2	4
MST 130	Database Fundamentals	3	2	4
PSY 204	Human Relations	<u>3</u>	<u>0</u>	<u>3</u>
		17	6	20
<b>Seventh Quarter (Spring)</b>				
AOT 230	Administrative Office Procedures	3	2	4
AOT 235	Professional Development	3	0	3
ACC 135	Payroll Records & Accounting	3	0	3
MST 201	Integrated Computer Applications	3	2	4
	Humanities Elective	<u>3</u>	<u>0</u>	<u>3</u>
		15	4	17
<b>TOTAL QUARTER HOURS CREDIT: 114</b>				

# 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>
<b>First Quarter (Fall)</b>				
AOT 110	Keyboarding	1	4	3
AOT 115	Business English	<u>3</u>	<u>0</u>	<u>3</u>
		<b>4</b>	<b>4</b>	<b>6</b>
<b>Second Quarter (Winter)</b>				
AOT 120	Document Formatting	3	2	4
AOT 125	Word Processing I	3	2	4
AOT 128	Office Computations	<u>2</u>	<u>2</u>	<u>3</u>
		<b>8</b>	<b>6</b>	<b>11</b>
<b>Third Quarter (Spring)</b>				
AOT 130	Document Production	3	2	4
AOT 135	Word Processing II	3	2	4
AOT 138	Records Management	<u>3</u>	<u>2</u>	<u>4</u>
		<b>9</b>	<b>6</b>	<b>12</b>
<b>Fourth Quarter (Summer)</b>				
AOT 140	Office Management & Procedures	3	2	4
MAT 111	Mathematical Problem Solving	<u>5</u>	<u>0</u>	<u>5</u>
		<b>8</b>	<b>2</b>	<b>9</b>
<b>Fifth Quarter (Fall)</b>				
MST 130	Database Fundamentals	3	2	4
DTP 101	Desktop Publishing Fundamentals	<u>3</u>	<u>2</u>	<u>4</u>
		<b>6</b>	<b>4</b>	<b>8</b>
<b>Sixth Quarter (Winter)</b>				
ACC 110	Accounting I	5	2	6
BUS 124	Business Law I	<u>3</u>	<u>0</u>	<u>3</u>
		<b>8</b>	<b>2</b>	<b>9</b>
<b>Seventh Quarter (Spring)</b>				
ACC 120	Accounting II	5	2	6
ACC 135	Payroll Records & Accounting	3	0	3
	Humanities Elective	<u>3</u>	<u>0</u>	<u>3</u>
		<b>11</b>	<b>2</b>	<b>12</b>
<b>Eighth Quarter (Summer)</b>				
MST 145	Microcomputer Utilization	3	2	4
PSY 204	Human Relations	3	0	3
	Free Elective	<u>3</u>	<u>0</u>	<u>3</u>
		<b>9</b>	<b>2</b>	<b>10</b>
<b>Ninth Quarter (Fall)</b>				
AOT 210	Machine Transcription	2	2	3
MST 120	Spreadsheet Fundamentals	3	2	4
ENG 204	Oral Communications	<u>3</u>	<u>0</u>	<u>3</u>
		<b>8</b>	<b>4</b>	<b>10</b>
<b>Tenth Quarter (Winter)</b>				
ECO 102	Economics I	3	0	3
MST 125	Advanced Spreadsheets	3	2	4
ENG 101	Composition I	<u>3</u>	<u>0</u>	<u>3</u>
		<b>9</b>	<b>2</b>	<b>10</b>
<b>Eleventh Quarter (Spring)</b>				
AOT 230	Administrative Office Procedures	3	2	4
MST 201	Integrated Computer Applications	3	2	4
ENG 102	Composition II	<u>3</u>	<u>0</u>	<u>3</u>
		<b>9</b>	<b>4</b>	<b>11</b>
<b>Twelfth Quarter (Summer)</b>				
AOT 235	Professional Development	3	0	3
ENG 103	Report Writing	<u>3</u>	<u>0</u>	<u>3</u>
		<b>6</b>	<b>0</b>	<b>6</b>
<b>TOTAL QUARTER HOURS CREDIT: 114</b>				



## ■ 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.

### 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)*

*Randolph Community College's Associate Degree Nursing program has been awarded accreditation by the National League for Nursing.*

## 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 Articulation with Four-Year Schools

*The Randolph Community College Associate Degree Nursing program has articulation agreements with the following schools: the University of North Carolina at Greensboro, North Carolina Agricultural & Technical University and North Carolina Central. These schools have provided RCC with written agreements so that students may receive credit for courses taken while at RCC. For further information, contact the Health Occupations department chair at (910) 633-0264.*

## General Technology Curriculum Core - Certificate

General Technology Curriculum Core is designed as a career mobility program for technical students to acquire the general education and related courses in subject areas such as humanities; communications; social sciences; general computer studies; general graphics (drafting); and theoretical and applied sciences such as biology, chemistry, physics and mathematics that are foundation courses to specific curriculums in the technical field. After completion of this certificate curriculum, the student has job skills for occupations requiring communications skills and/or science and mathematics. The student may take this program as the first level in a specific technical curriculum as an intended objective component of that technical curriculum. Students may also take this program for transfer to a technical curriculum at another community college system institution either prior to or concurrently with enrollment at the institution at which they intend to pursue or are pursuing a technical curriculum degree.

*Students who are waiting admission into the Associate Degree Nursing curriculum may desire to enroll in the General Technology curriculum.*

## GENERAL TECHNOLOGY CURRICULUM CORE – DAY

Suggested Curriculum By Quarters - Certificate

		<u>Hours/Week</u>		<u>Qtr. Hrs.</u>
		<u>Class</u>	<u>Lab</u>	<u>Credit</u>
<b>First Quarter (Fall)</b>				
BIO 201	Anatomy & Physiology I	4	2	5
PSY 103	Human Growth & Development	3	0	3
ENG 204	Oral Communications	3	0	3
	*Related Elective	<u>3</u>	<u>0</u>	<u>3</u>
		<b>13</b>	<b>2</b>	<b>14</b>
<b>Second Quarter (Winter)</b>				
BIO 202	Anatomy & Physiology II	4	2	5
ENG 101	Composition I	3	0	3
	*Related Elective	<u>3</u>	<u>0</u>	<u>3</u>
		<b>10</b>	<b>2</b>	<b>11</b>
<b>Third Quarter (Spring)</b>				
BIO 203	Microbiology	4	2	5
	General Education Elective	3	0	3
	Humanities Elective	<u>3</u>	<u>0</u>	<u>3</u>
		<b>10</b>	<b>2</b>	<b>11</b>
<b>Fourth Quarter (Summer)</b>				
PSY 101	General Psychology	3	0	3
SOC 101	Introduction to Sociology	3	0	3
	Electives	<u>6</u>	<u>0</u>	<u>6</u>
		<b>12</b>	<b>0</b>	<b>12</b>
*Related Electives				
ECO 102	Economics I			
NUT 115	Basic Nutrition			
PHI 121	Contemporary Moral Issues			

**TOTAL QUARTER HOURS CREDIT: 48**

**Note:** Students enrolled in the General Technology Curriculum Core who are planning to enter the Associate Degree Nursing program must maintain a "C" or better in the following courses: BIO 201, BIO 202, BIO 203, PSY 103, PHI 121, NUT 115.

# 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>
<b>First Quarter (Fall)</b>					
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 and in clinical for five weeks at four hours per week.		18	8	0	21
			or		
			2	4	
<b>Second Quarter (Winter)</b>					
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
<b>Third Quarter (Spring)</b>					
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
<b>Fourth Quarter (Summer)</b>					
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
<b>Fifth Quarter (Fall)</b>					
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
<b>Sixth Quarter (Winter)</b>					
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 with one additional day which is four hours in length.		11	0	8	13
**Recommended Course - ENG 212 Themes in Literature					
<b>Seventh Quarter (Spring)</b>					
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
<b>TOTAL QUARTER HOURS CREDIT: 112</b>					

## ■ 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>Shop</u>	<u>Credit</u>
<b>First Quarter (Fall)</b>					
WLD 1125	Auto Body Welding	2	0	3	3
AUT 1151	Nonstructural Analysis & Damage Repair I	2	0	6	4
AUT 1141	Painting & Refinishing I	2	0	9	5
MAT 1101	Fundamentals of Mathematics	5	0	0	5
		<b>11</b>	<b>0</b>	<b>18</b>	<b>17</b>
<b>Second Quarter (Winter)</b>					
AUT 1152	Nonstructural Analysis & Damage Repair II	4	0	6	6
AUT 1155	Body Repair Plastics & Adhesives	4	0	6	6
PSY 1101	Human Relations	3	0	0	3
MST 101	Introduction to Microcomputers	1	2	0	2
		<b>12</b>	<b>2</b>	<b>12</b>	<b>17</b>
<b>Third Quarter (Spring)</b>					
AUT 1153	Structural Analysis & Damage Repair I	2	0	6	4
AUT 1142	Painting & Refinishing II	2	0	9	5
BUS 1103	Small Business Operations	3	0	0	3
ENG 1102	Communication Skills	3	0	0	3
PHY 1101	Applied Science	3	0	3	4
		<b>13</b>	<b>0</b>	<b>18</b>	<b>19</b>
<b>Fourth Quarter (Summer)</b>					
AUT 1154	Structural Analysis & Damage Repair II	2	0	9	5
AUT 1143	Painting & Refinishing III	1	0	6	3
AUT 1120	Mechanical & Electrical Components	7	6	0	10
		<b>10</b>	<b>6</b>	<b>15</b>	<b>18</b>
<b>TOTAL QUARTER HOURS CREDIT: 71</b>					

## AUTOMOTIVE BODY REPAIR – 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>
<b>First Quarter (Fall)</b>					
AUT 1151	Nonstructural Analysis & Damage Repair I	2	0	6	4
		<b>2</b>	<b>0</b>	<b>6</b>	<b>4</b>
<b>Second Quarter (Winter)</b>					
WLD 1125	Auto Body Welding	2	0	3	3
AUT 1141A	Painting & Refinishing IA	0	0	3	1
		<b>2</b>	<b>0</b>	<b>6</b>	<b>4</b>
<b>Third Quarter (Spring)</b>					
AUT 1153	Structural Analysis & Damage Repair I	2	0	6	4
		<b>2</b>	<b>0</b>	<b>6</b>	<b>4</b>
<b>Fourth Quarter (Summer)</b>					
AUT 1141B	Painting & Refinishing IB	2	0	6	4
		<b>2</b>	<b>0</b>	<b>6</b>	<b>4</b>
<b>TOTAL QUARTER HOURS CREDIT: 16</b>					

## ■ Automotive Technology - Diploma & Degree (Day); Certificate (Evening)

Automotive Technology is designed to meet the need for preparing highly trained technicians to service and repair automobiles and light trucks equipped with highly technical electrical, electronics and emission control systems. Emphasis is placed on the operation and servicing of the power train components, electrical systems, fuel systems, chassis and suspension and emission controls of gasoline and diesel engine vehicles. Upon completion of this curriculum, the person should have the theoretical knowledge and background to understand the systems of the newer model automobiles and should be prepared to work as a technician servicing automobiles and light duty trucks.

### Job Opportunities

Auto Air Conditioning Mechanic	Automobile Mechanic, Supervisor
Automatic Transmission Mechanic	Automobile Repair Service Estimator
Automobile Mechanic	Diesel Engine Mechanic, Automobile
Automobile Mechanic, Apprentice	Ignition and Carburetor Mechanic
Automobile Mechanic, Motor	Service Manager

## AUTOMOTIVE TECHNOLOGY - DAY

Suggested Curriculum By Quarters - Diploma & Degree

		<u>Hours/Week</u>			<u>Qtr. Hrs.</u>
		<u>Class</u>	<u>Lab</u>	<u>Shop</u>	<u>Credit</u>
<b>First Quarter (Fall)</b>					
AUT 121	*Internal Combustion Engines	3	0	12	7
AUT 122	*Automotive Brake Systems	3	0	6	5
ENG 204	*Oral Communications	3	0	0	3
MAT 110	*Technical Math I	5	0	0	5
MST 102	Keyboarding	<u>0</u>	<u>2</u>	<u>0</u>	<u>1</u>
		<b>14</b>	<b>2</b>	<b>18</b>	<b>21</b>
<b>Second Quarter (Winter)</b>					
AUT 123	*Fundamentals of Automotive Computers	2	0	3	3
AUT 124	*Basic Fuel Systems	2	4	0	4
AUT 125	*Basic Engine Electrical Systems	6	0	9	9
ENG 101	Composition I	3	0	0	3
MST 101	Introduction to Microcomputers	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
		<b>14</b>	<b>6</b>	<b>12</b>	<b>21</b>
<b>Third Quarter (Spring)</b>					
AUT 126	*Electronic Fuel Injection	2	4	0	4
AUT 127	*Automotive Air Conditioning	3	4	0	5
AUT 128	*Automotive Power Trains	3	0	6	5
AUT 100	Automotive Electronics	3	2	0	4
ENG 102	Composition II	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>14</b>	<b>10</b>	<b>6</b>	<b>21</b>

(Continued on next page)

**Fourth Quarter (Summer)**

AUT 101	Automotive Servicing I	0	0	12	4
<i>or</i>					
AUT 110	Work Experience I	<u>0</u>	<u>0</u>	<u>40</u>	<u>4</u>
		0	0	12 or 40	4

**Fifth Quarter (Fall)**

AUT 221	*Suspension & Steering Systems	3	0	6	5
AUT 222	*Chassis Electrical Systems	4	0	6	6
ENG 103	Report Writing	3	0	0	3
PSY 204	*Human Relations	3	0	0	3
PHY 211	Physics I	<u>3</u>	<u>2</u>	<u>0</u>	<u>4</u>
		16	2	12	21

**Sixth Quarter (Winter)**

AUT 224	*Automatic Transmissions	3	0	6	5
AUT 225	Tune-Up & Emissions	5	4	0	7
	Free Elective	3	0	0	3
	Humanities Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		14	4	6	18

**Seventh Quarter (Spring)**

AUT 201	Automotive Servicing II	0	0	12	4
<i>or</i>					
AUT 210	Work Experience II	<u>0</u>	<u>0</u>	<u>40</u>	<u>4</u>
		0	0	12 or 40	4

\*Courses required for diploma.

TOTAL QUARTER HOURS CREDIT FOR DIPLOMA: 69

TOTAL QUARTER HOURS CREDIT FOR DEGREE: 110

**AUTOMOTIVE TECHNOLOGY – 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>
<b>First Quarter (Fall)</b>					
AUT 121A	Internal Combustion Engines I	<u>2</u>	<u>0</u>	<u>6</u>	<u>4</u>
		2	0	6	4
<b>Second Quarter (Winter)</b>					
AUT 121B	Internal Combustion Engines II	<u>1</u>	<u>0</u>	<u>6</u>	<u>3</u>
		1	0	6	3
<b>Third Quarter (Spring)</b>					
AUT 124	Basic Fuel Systems	<u>2</u>	<u>4</u>	<u>0</u>	<u>4</u>
		2	4	0	4
<b>Fourth Quarter (Summer)</b>					
AUT 127	Automotive Air Conditioning	<u>3</u>	<u>4</u>	<u>0</u>	<u>5</u>
		3	4	0	5

TOTAL QUARTER HOURS CREDIT: 16



## ■ 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 & 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. Ethics for Professional Law Enforcement
32. Physical Activity
33. Civil Process for Basic Law Enforcement
34. Supplemental Custody

## BLET 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>		<u>Qtr. Hrs.</u>
		<u>Class</u>	<u>Lab</u>	<u>Credit</u>
<b>Spring Quarter</b>				
PSC 101	Basic Law Enforcement Training I	9	15	14
PSC 102	Basic Law Enforcement Training II	9	15	14
<b>TOTAL QUARTER HOURS CREDIT: 28</b>		18	30	28

## BASIC LAW ENFORCEMENT TRAINING – EVENING

Suggested Curriculum By Quarters - Certificate

		<u>Hours/Week</u>		<u>Qtr. Hrs.</u>
		<u>Class</u>	<u>Lab</u>	<u>Credit</u>
<b>First Quarter (Fall)</b>				
PSC 101	Basic Law Enforcement Training I	9	15	14
<b>Second Quarter (Winter)</b>				
PSC 102	Basic Law Enforcement Training II	9	15	14
<b>TOTAL QUARTER HOURS CREDIT: 28</b>		9	15	14

## 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 provides a broad education in business principles and practices. This curriculum is designed to prepare individuals for entry-level business positions.

In this program of study, the student will gain knowledge of basic business principles and concepts through a study of management functions, marketing, accounting and finance, economics, human resources development, and legal and ethical aspects of business. Skills related to the applications of these business principles are developed through study of communications, mathematics, computer applications and decision-making principles.

Additional training through practice in classroom activities which develop team-building skills will prepare graduates to function as contributing members of management teams. Graduates may find employment in large and small businesses, not-for-profit service organizations, government agencies and financial institutions.

### Entry-Level Job Opportunities

- Account Executive
- Business Owner/Entrepreneur
- First-Level Supervisor
- Human Resources Specialist
- Loan Officer
- Management Trainee
- Operations Officer
- Purchasing Associate
- Sales/Customer Service Representative
- Small Business Manager

### Advanced-Level Job Opportunities (Supervisor/Manager)

- Finance
- Food Service & Lodging
- Human Resources
- Marketing & Sales
- Municipal & Government Services
- Residence/Public Housing
- Warehousing/Distribution
- Wholesale or Retail

## ■ UNCG Articulation Agreement

*Randolph Community College's and the University of North Carolina at Greensboro's articulation agreement states that RCC graduates with an associate degree in Accounting, Business Administration or Microcomputer Systems Technology, 2.0 or better grade point average, and a grade of "C" or better in each course covered by the agreement will be considered as candidates for the Articulation Program in the Bryan School of Business and Economics. Upon acceptance the student will have 55 hours of credit and junior status.*

*Areas of study in the Bryan School of Business and Economics are: Accounting, Business Administration, Business Education, Marketing Education, Economics, Finance, Information Systems and Operations Management, and Management and Marketing.*

*For more information, contact Dr. Phyllis Helms at Randolph Community College, (910) 633-0314; or Noel Jones at UNCG, (910) 334-4257.*

# 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>
<b>First Quarter (Fall)</b>				
BUS 111	Introduction to Business	3	2	4
AOT 110	Keyboarding	1	4	3
MAT 111	Mathematical Problem Solving	5	0	5
ENG 204	Oral Communications	<u>3</u>	<u>0</u>	<u>3</u>
		12	6	15
<b>Second Quarter (Winter)</b>				
BUS 124	Business Law I	3	0	3
BUS 125	Business Management I	3	0	3
ECO 102	Economics I	3	0	3
MST 110	Word Processing Fundamentals	3	2	4
ENG 101	Composition I	<u>3</u>	<u>0</u>	<u>3</u>
		15	2	16
<b>Third Quarter (Spring)</b>				
BUS 130	Business Law II	3	0	3
BUS 135	Business Management II	3	0	3
ECO 104	Economics II	3	0	3
MST 120	Spreadsheet Fundamentals	3	2	4
ENG 102	Composition II	<u>3</u>	<u>0</u>	<u>3</u>
		15	2	16
<b>Fourth Quarter (Summer)</b>				
BUS 140	Total Quality Management I	3	0	3
BUS 145	International Business	3	0	3
MST 125	Advanced Spreadsheets	3	2	4
ENG 103	Report Writing	3	0	3
	Free Elective	<u>3</u>	<u>0</u>	<u>3</u>
		15	2	16
<b>Fifth Quarter (Fall)</b>				
BUS 210	Total Quality Management II	3	0	3
BUS 215	Sales Development	3	0	3
ACC 110	Accounting I	5	2	6
MST 130	Database Fundamentals	3	2	4
MST 200	Management Information Systems Concepts	<u>3</u>	<u>0</u>	<u>3</u>
		17	4	19
<b>Sixth Quarter (Winter)</b>				
BUS 220	Marketing	5	0	5
ACC 120	Accounting II	5	2	6
ACC 225	Taxes	3	2	4
PSY 204	Human Relations	<u>3</u>	<u>0</u>	<u>3</u>
		16	4	18
<b>Seventh Quarter (Spring)</b>				
BUS 230	Business Finance	3	0	3
BUS 238	Integrative Management	3	2	4
ACC 130	Accounting III	5	2	6
ACC 135	Payroll Records & Accounting	3	0	3
	Humanities Elective	<u>3</u>	<u>0</u>	<u>3</u>
		17	4	19
<b>TOTAL QUARTER HOURS CREDIT: 119</b>				

# 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>
<b>First Quarter (Fall)</b>				
BUS 111	Introduction to Business	3	2	4
AOT 110	Keyboarding	<u>1</u>	<u>4</u>	<u>3</u>
		<b>4</b>	<b>6</b>	<b>7</b>
<b>Second Quarter (Winter)</b>				
BUS 124	Business Law I	3	0	3
BUS 125	Business Management I	3	0	3
MST 110	Word Processing Fundamentals	<u>3</u>	<u>2</u>	<u>4</u>
		<b>9</b>	<b>2</b>	<b>10</b>
<b>Third Quarter (Spring)</b>				
BUS 130	Business Law II	3	0	3
BUS 135	Business Management II	3	0	3
MST 120	Spreadsheet Fundamentals	<u>3</u>	<u>2</u>	<u>4</u>
		<b>9</b>	<b>2</b>	<b>10</b>
<b>Fourth Quarter (Summer)</b>				
BUS 145	International Business	3	0	3
MST 125	Advanced Spreadsheets	3	2	4
MAT 111	Mathematical Problem Solving	<u>5</u>	<u>0</u>	<u>5</u>
		<b>11</b>	<b>2</b>	<b>12</b>
<b>Fifth Quarter (Fall)</b>				
BUS 215	Sales Development	3	0	3
ACC 110	Accounting I	5	2	6
ENG 204	Oral Communications	<u>3</u>	<u>0</u>	<u>3</u>
		<b>11</b>	<b>2</b>	<b>12</b>
<b>Sixth Quarter (Winter)</b>				
ECO 102	Economics I	3	0	3
ACC 120	Accounting II	5	2	6
ENG 101	Composition I	<u>3</u>	<u>0</u>	<u>3</u>
		<b>11</b>	<b>2</b>	<b>12</b>
<b>Seventh Quarter (Spring)</b>				
ECO 104	Economics II	3	0	3
ACC 130	Accounting III	5	2	6
ENG 102	Composition II	<u>3</u>	<u>0</u>	<u>3</u>
		<b>11</b>	<b>2</b>	<b>12</b>
<b>Eighth Quarter (Summer)</b>				
BUS 140	Total Quality Management I	3	0	3
ENG 103	Report Writing	3	0	3
	Free Elective	<u>3</u>	<u>0</u>	<u>3</u>
		<b>9</b>	<b>0</b>	<b>9</b>
<b>Ninth Quarter (Fall)</b>				
BUS 210	Total Quality Management II	3	0	3
MST 130	Database Fundamentals	3	2	4
MST 200	Management Information Systems Concepts	<u>3</u>	<u>0</u>	<u>3</u>
		<b>9</b>	<b>2</b>	<b>10</b>
<b>Tenth Quarter (Winter)</b>				
BUS 220	Marketing	5	0	5
ACC 225	Taxes	<u>3</u>	<u>2</u>	<u>4</u>
		<b>8</b>	<b>2</b>	<b>9</b>
<b>Eleventh Quarter (Spring)</b>				
BUS 238	Integrative Management	3	2	4
ACC 135	Payroll Records & Accounting	3	0	3
	Humanities Elective	<u>3</u>	<u>0</u>	<u>3</u>
		<b>9</b>	<b>2</b>	<b>10</b>
<b>Twelfth Quarter (Summer)</b>				
BUS 230	Business Finance	3	0	3
PSY 204	Human Relations	<u>3</u>	<u>0</u>	<u>3</u>
		<b>6</b>	<b>0</b>	<b>6</b>
<b>TOTAL QUARTER HOURS CREDIT: 119</b>				

## ■ 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 records at UNCG. Evaluation for transfer purposes may be made from these records 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</u>	<u>Credit</u>
English 101X	3	
English 102X	3	
Math 112, 119, 121 or 120, or CSC 101	6	
Spanish 101X & 102X; or Spanish 203 & 204	6	
Biology 111	4	
Biology 112	4	
Health 201	3	
Humanities (as listed in UNCG Catalog)	9	
Social & Behavioral Sciences	9	
Electives	<u>17</u>	
<b>Total Semester Hours Credit:</b>	<b>64</b>	

## 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>
<b>Social &amp; Behavioral Sciences</b>				
ATY 201	Man in Nature	3	0	3
ATY 212	General Anthropology	3	0	3
ATY 213	Cultural Anthropology	3	0	3
CST 106	Communication in Society	3	0	3
ECO 201	Principles of Microeconomics	3	0	3
ECO 202	Principles of Macroeconomics	3	0	3
GEO 105	Cultural Geography	3	0	3
HDF 211	Life Span Development in the Human Environment	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
PSC 105	Political Issues	3	0	3
PSC 200	American Politics	3	0	3
PSC 240	The International System	3	0	3
PSY 221	General Psychology	3	0	3
SOC 201	American Social Problems	3	0	3
SOC 211	Introduction to Sociology	3	0	3

*(Continued on next page)*

**Natural Science & Mathematics**

BIO 111	Principles of Biology I	3	3	4
BIO 112	Principles of Biology II	3	3	4
CHE 103	General Descriptive Chemistry I	3	0	3
CHE 106	Introductory Chemistry	3	0	3
CSC 101	Introduction to Computer Concepts	3	0	3
GEO 103	Introduction to Earth Science	3	0	3
MAT 112	Contemporary Topics in Math	3	0	3
MAT 119	College Algebra	3	0	3
MAT 120	Calculus for Business & the Social Sciences	3	0	3
MAT 121X	Analytic Trigonometry	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
BCT 121	Drama Appreciation	3	0	3
CCI 205	Mythology	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 201	European Literary Masterpieces	3	0	3
ENG 202	European Literary Masterpieces	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 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
REL 110	Introduction to Religious Studies	3	0	3
REL 111	Non-Western Religion	3	0	3
REL 202	Introduction to the Hebrew Scriptures	3	0	3
REL 204	New Testament & the Origins of Christianity	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**

CST 105	Introduction to Public Speaking	3	0	3
ENG 101X	English Composition	3	0	3
ENG 102X	English Composition	3	0	3
ENG 225	Writing of Fiction	3	0	3
GEO 104	The Geography of the Non-Western World	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
ISM 110	Business Computing I	3	0	3
SWK 215	Introduction to Social Work	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 study of selected works of art with an emphasis on formal analysis and the relationship between art and culture.
- ART 101 Survey of Western Art 3 0 3  
Major artists and periods starting with the ancient world through current times.

### ■ 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.

### ■ BROADCASTING/CINEMA & THEATRE

- BCT 121 Drama Appreciation 3 0 3  
Theater 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.

### ■ BIOLOGY

- BIO 111 Principles of Biology I 3 3 4  
Prerequisite for most other biology courses. Lecture and laboratory cover the fundamental principles of biology including the molecular and cellular basis of life, energetics and homeostasis. Students who have prior credit for BIO 101 or 103 may not take BIO 111 for credit. (Formerly BIO 101, BIO 107.)
- BIO 112 Principles of Biology II 3 3 4  
Prerequisite for 300 level courses and above. Continuation of BIO 111. Fundamental principles of biology including cellular and organismic reproduction, genetics, evolution and ecology. Students who have prior credit for BIO 102 or BIO 104 may not take BIO 112 for credit. (Formerly BIO 102 BIO 108.) **Prerequisite:** BIO 111.

## ■ 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.

## ■ 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 STUDIES

- CST 105 Introduction to Public Speaking 3 0 3  
Essentials of speech making, with emphasis on the development of personal skill in effective organization and delivery of oral messages.
- CST 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.

## ■ COMPUTER SCIENCE

- CSC 101 Introduction to Computer Concepts 3 0 3  
Introduction to computers and computing. Topics cover impact of computers on society, ethical issues, hardware and software applications. May not be taken for credit by students who have credit for ISM 234. (Formerly CSC 136.)

## ■ 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. Non-dance majors only.

## ■ ECONOMICS

- ECO 201 Principles of Microeconomics 3 0 3  
Introduction to microeconomic principles and analysis. Topics include the market economy, supply and demand, shortages and surpluses, competition and monopoly, international trade and public policy issues.
- ECO 202 Principles of Macroeconomics 3 0 3  
Introduction to macroeconomic principles and analysis. Topics include the national income, the monetary system, inflation, business cycles, fiscal policy, the national debt, exchange rates, balance of payments and economic growth. **Prerequisite:** ECO 201 or Instructor Approval.

## ■ EDUCATION

- EDU 099X Student Success Skills 3 0 3  
Student Success Skills is a course 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. This course also fosters the development of students' reasoning abilities and their ability to apply reasoning to devising and executing an educational plan for obtaining a bachelor's degree.

## ■ ENGLISH

<b>ENG 099X Grammar &amp; Writing</b>	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.			
<b>ENG 101X English Composition</b>	3	0	3
Introduces the aims and strategies of informative, deliberative and reflective writing. Emphasis on the writing/revising process and on critical reading.			
<b>ENG 102X English Composition</b>	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. <b>Prerequisite:</b> ENG 101X or UNCG's FMS 103.			
<b>ENG 105 Introduction to Narrative</b>	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.			
<b>ENG 107 Introduction to Drama</b>	3	0	3
Close reading and analysis of British and American drama. Attention to historical, cultural and literary backgrounds, especially the Continental dramatic background, as appropriate.			
<b>ENG 201 European Literary Masterpieces</b>	3	0	3
Extensive reading of works in translation: Homer, Dante, Erasmus, Montaigne, Cervantes and others.			
<b>ENG 202 European Literary Masterpieces</b>	3	0	3
Extensive reading of works in translation: Molière, Goethe, Dostoevsky, Tolstoy, Kafka and others.			
<b>ENG 211 Major British Authors: Medieval to Neoclassical</b>	3	0	3
Major poets, dramatists, satirists read within the context of their times: Chaucer, Shakespeare, Milton, Pope, Swift and others.			
<b>ENG 212X Major British Authors: Romantic to Modern</b>	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.			
<b>ENG 225 Writing of Fiction</b>	3	0	3
Introductory workshop in writing fiction for students beyond the freshman year.			
<b>ENG 251 Major American Authors: Colonial to Romantic</b>	3	0	3
Classic authors and their contributions to the intellectual life of America: Hawthorne, Melville, Poe, Whitman and others.			
<b>ENG 252 Major American Authors: Realist to Modern</b>	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

<b>GEO 103 Introduction to Earth Science</b>	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.			
<b>GEO 104 The Geography of the Non-Western World</b>	3	0	3
A study of the geographical factors which combine to form the major culture regions of Africa, Asia and the Soviet Union.			
<b>GEO 105 Cultural Geography</b>	3	0	3
Introductory project-oriented course concerned with the geographical characteristics of population, political systems, settlement patterns and livelihoods.			

## ■ HUMAN DEVELOPMENT & FAMILY

<b>HDF 211 Life Span Development in the Human Environment</b>	3	0	3
Development of human beings prenatally through death. Emphasis on environmental interactions across the life span. This is a foundation course for Human Development majors.			

## ■ HEALTH

<b>HEA 201 Health: A Personal Look</b>	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 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.

## ■ INFORMATION SYSTEMS & OPERATIONS MANAGEMENT

ISM 110	Business Computing I	3	0	3
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Introduction to computer hardware, software and microcomputer applications including electronic mail, word processing, graphics, spreadsheets and network functions. Open to freshmen and other students seeking an introduction to computer usage.

## ■ MATHEMATICS

MAT 097X	Pre-Algebra	3	0	3
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Pre-algebra prepares the student for MAT 098 (Introductory Algebra). Topics include fractions, review of decimals and percents, ratios, probability, using formulas, and writing and solving simple algebraic sentences.

MAT 098	Introductory Algebra	3	0	3
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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) or Pre-Algebra (MAT 097X).

MAT 099X	Intermediate Algebra	3	0	3
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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
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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
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Review of elementary algebra, equations, inequalities, relations, functions, transformation, graphing, complex numbers, polynomials and rational functions. **Prerequisite:** Algebra II proficiency.

MAT 120	Calculus for Business & the Social Sciences	3	0	3
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Limits and introductory differential calculus of the algebraic functions of one variable. Credit cannot be received for both this course and MAT 191. **NOTE:** This course does not serve as a prerequisite for MAT 292 (Calculus II). **Prerequisite:** Grade of "C" or better in MAT 119.

MAT 121X	Analytic Trigonometry	3	0	3
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Review of relations, trigonometric (circular) functions and identities, exponential and logarithmic functions, solutions of triangles, equations of second degree and their graphs. **Prerequisite:** Grade of "C" or better in MAT 119.

## ■ MUSIC

MUS 241	Music Appreciation	3	0	3
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Introduction to Western culture art music through a survey of its history, composers, forms, styles. Requires listening assignments and recital attendance. No musical training required. Not open to music majors.

## ■ PHILOSOPHY

PHI 111	Introduction to Philosophy	3	0	3
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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 main intellectual traditions of political science. Discusses basic problems, political life and evaluates responses from the perspectives of competing theories of political behavior.
- PSC 200 American Politics 3 0 3  
Organization and behavior of the institutions, groups and persons in American national government and politics. An introductory-level course.
- PSC 240 The International System 3 0 3  
Introduction to international politics focusing upon major changes in the international system since 1945. 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.

## ■ RELIGION

- REL 110 Introduction to Religious Studies 3 0 3  
Inquiry into meaning of religion through consideration of forms, patterns, categories, symbols and practices which characterize religious experience.
- REL 111 Non-Western Religion 3 0 3  
Comparative study of non-Western religions and their contributions to modern religious self-understanding, focusing critically and evaluatively on such patterns of expressions as myth, ritual and social forms.
- REL 202 Introduction to the Hebrew Scriptures 3 0 3  
Study of the Hebrew scriptures (the Old Testament) in historical, sociological and literary context.
- REL 204 New Testament & the Origins of Christianity 3 0 3  
Study of the New Testament texts in their historical, sociological and literary contexts.

## ■ SOCIOLOGY

- SOC 201 American Social Problems 3 0 3  
Contemporary American society and selected social issues from the sociological perspective. Attention given to value systems and institutions and to social processes of major current significance.
- 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 102X is prerequisite to SPA 203. 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 099X.

## ■ 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.

## ■ 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>
<b>First Quarter (Fall)</b>				
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 105	Visual Design	3	6	6
DFT 101	Technical Drafting	<u>0</u>	<u>6</u>	<u>2</u>
		<b>9</b>	<b>18</b>	<b>16</b>
<b>Second Quarter (Winter)</b>				
ENG 101	Composition I	3	0	3
ART 111	History of Art II	3	0	3
DES 115	Visual Design & Typography	3	9	6
CGT 201	Computer Graphics I	1	2	2
DES 220	Life Drawing II	<u>0</u>	<u>6</u>	<u>2</u>
		<b>10</b>	<b>17</b>	<b>16</b>
<b>Third Quarter (Spring)</b>				
ENG 102	Composition II	3	0	3
ART 121	History of Art III	3	0	3
DES 130	Visual Design & Graphic Procedures	3	9	6
CGT 202	Computer Graphics II	1	2	2
MAT 111	Mathematical Problem Solving	<u>5</u>	<u>0</u>	<u>5</u>
		<b>15</b>	<b>11</b>	<b>19</b>
<b>Fourth Quarter (Fall)</b>				
ENG 103	Report Writing	3	0	3
CAT 230	Graphic Design I	2	8	6
CGT 214	Graphic Arts I	2	9	5
CGT 203	Computer Graphics III	<u>2</u>	<u>2</u>	<u>3</u>
		<b>9</b>	<b>19</b>	<b>17</b>
<b>Fifth Quarter (Winter)</b>				
CAT 231	Graphic Design II	3	6	6
CGT 216	Graphic Arts II	3	6	5
CAT 101	Advertising Principles	3	0	3
	Social Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
		<b>12</b>	<b>12</b>	<b>17</b>
<b>Sixth Quarter (Spring)</b>				
CAT 232	Graphic Design III	3	6	6
CGT 222	Graphic Arts III	3	6	5
CGT 218	Illustration I	2	6	4
	Humanities Elective	<u>3</u>	<u>0</u>	<u>3</u>
		<b>11</b>	<b>18</b>	<b>18</b>
<b>Seventh Quarter (Summer)</b>				
CGT 220	Illustration II	2	6	4
CGT 223	Special Design Projects	3	9	6
CGT 204	Computer Graphics IV	<u>2</u>	<u>6</u>	<u>4</u>
		<b>7</b>	<b>21</b>	<b>14</b>
<b>TOTAL QUARTER HOURS CREDIT: 117</b>				



## ■ 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 TECH. – DAY

## Suggested Curriculum By Quarters - Degree

		<u>Hours/Week</u>		<u>Qtr. Hrs.</u>
		<u>Class</u>	<u>Lab</u>	<u>Credit</u>
<b>First Quarter (Fall)</b>				
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>
		<b>14</b>	<b>4</b>	<b>16</b>
<b>Second Quarter (Winter)</b>				
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>
		<b>16</b>	<b>0</b>	<b>16</b>
<b>Third Quarter (Spring)</b>				
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>
		<b>19</b>	<b>0</b>	<b>19</b>
<b>Fourth Quarter (Summer)</b>				
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>
		<b>14</b>	<b>0</b>	<b>14</b>
<b>Fifth Quarter (Fall)</b>				
SPA 101	Spanish for Criminal Justice 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>
		<b>17</b>	<b>0</b>	<b>17</b>
<b>Sixth Quarter (Winter)</b>				
SPA 102	Spanish for Criminal Justice 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>
		<b>18</b>	<b>0</b>	<b>18</b>
<b>Seventh Quarter (Spring)</b>				
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>
		<b>19</b>	<b>0</b>	<b>19</b>

\*Related Electives (select 1)

BUS 124 Business Law I

PSY 204 Human Relations

ECO 102 Economics I

MST 150 Microcomputer Operations

PEL 267 Video Production

**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>
<b>First Quarter (Fall)</b>				
ENG 204	Oral Communications	3	0	3
MST 102	Keyboarding	0	2	1
CJC 110	Introduction to Criminal Justice	<u>5</u>	<u>0</u>	<u>5</u>
		8	2	9
<b>Second Quarter (Winter)</b>				
ENG 101	Composition I	3	0	3
CJC 112	Criminology	5	0	5
CJC 121	Court Procedure & Evidence	<u>3</u>	<u>0</u>	<u>3</u>
		11	0	11
<b>Third Quarter (Spring)</b>				
ENG 102	Composition II	3	0	3
CJC 141	Juvenile Delinquency	5	0	5
POL 103	American Government	<u>3</u>	<u>0</u>	<u>3</u>
		11	0	11
<b>Fourth Quarter (Summer)</b>				
ENG 103	Report Writing	3	0	3
SOC 101	Introduction to Sociology	3	0	3
PSY 101	General Psychology	<u>3</u>	<u>0</u>	<u>3</u>
		9	0	9
<b>Fifth Quarter (Fall)</b>				
CJC 173	Investigative Writing	3	0	3
MST 101	Introduction to Microcomputers	1	2	2
POL 102	State & Local Governments	<u>3</u>	<u>0</u>	<u>3</u>
		7	2	8
<b>Sixth Quarter (Winter)</b>				
CJC 143	Crisis Intervention & Management	4	0	4
CJC 175	Handling Misdemeanants	3	0	3
CJC 125	Constitutional Law	<u>5</u>	<u>0</u>	<u>5</u>
		12	0	12
<b>Seventh Quarter (Spring)</b>				
PSY 149	Abnormal Psychology	3	0	3
CJC 131	Criminal Law	<u>5</u>	<u>0</u>	<u>5</u>
		8	0	8
<b>Eighth Quarter (Summer)</b>				
MAT 111	Mathematical Problem Solving	5	0	5
CJC 155	Law Enforcement Operations	3	0	3
	*Related Elective	<u>3</u>	<u>0</u>	<u>3</u>
		11	0	11
<b>Ninth Quarter (Fall)</b>				
CJC 115	Introduction to Corrections	5	0	5
SPA 101	Spanish for Criminal Justice I	3	0	3
CJC 122	Community Relations & Ethics	<u>3</u>	<u>0</u>	<u>3</u>
		11	0	11

(Continued on next page)

**Tenth Quarter (Winter)**

SPA 102	Spanish for Criminal Justice II	3	0	3
CJC 171	Criminal Investigation	<u>5</u>	<u>0</u>	<u>5</u>
		<b>8</b>	<b>0</b>	<b>8</b>

**Eleventh Quarter (Spring)**

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>
		<b>11</b>	<b>0</b>	<b>11</b>

**Twelfth Quarter (Summer)**

CJC 157	Criminalistics	5	0	5
CJC 151	Criminal Justice Organization & Management	<u>5</u>	<u>0</u>	<u>5</u>
		<b>10</b>	<b>0</b>	<b>10</b>

**\*Related Electives (select 1)**

BUS 124	Business Law I	PSY 204	Human Relations
ECO 102	Economics I	MST 150	Microcomputer Operations
PEL 267	Video Production		

**TOTAL QUARTER HOURS CREDIT: 119**

## ■ Desktop Publishing - Certificate & Diploma (Evening)

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

Word processing, spreadsheet, 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 – EVENING

Suggested Curriculum By Quarters - Certificate & Diploma

		<u>Hours/Week</u>		<u>Qtr. Hrs.</u>
		<u>Class</u>	<u>Lab</u>	<u>Credit</u>
<b>First Quarter (Fall)</b>				
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>
		<b>6</b>	<b>6</b>	<b>9</b>
<b>Second Quarter (Winter)</b>				
DTP 100	*Layout & Design	3	4	5
DTP 120	*Desktop Publishing II	<u>3</u>	<u>4</u>	<u>5</u>
		<b>6</b>	<b>8</b>	<b>10</b>
<b>Third Quarter (Spring)</b>				
DTP 105	*Graphic Software Introduction	3	4	5
DTP 130	*Desktop Publishing III	<u>3</u>	<u>4</u>	<u>5</u>
		<b>6</b>	<b>8</b>	<b>10</b>
<b>Fourth Quarter (Summer)</b>				
DTP 140	*Desktop Presentations	3	4	5
MAT 111	Mathematical Problem Solving	<u>5</u>	<u>0</u>	<u>5</u>
		<b>8</b>	<b>4</b>	<b>10</b>
<b>Fifth Quarter (Fall)</b>				
MST 100	Introduction to Office Automation Technology	3	2	4
MST 110	Word Processing Fundamentals	3	2	4
ENG 204	Oral Communications	3	0	3
BUS 195	Small Business Management	<u>3</u>	<u>0</u>	<u>3</u>
or 215	Sales Development			
or 220	Marketing			
		<b>12</b>	<b>4</b>	<b>14</b>
<b>Sixth Quarter (Winter)</b>				
MST 120	Spreadsheet Fundamentals	3	2	4
MST 140	Microcomputer Graphics	3	2	4
ENG 101	Composition I	<u>3</u>	<u>0</u>	<u>3</u>
		<b>9</b>	<b>4</b>	<b>11</b>
<b>Seventh Quarter (Spring)</b>				
MST 130	Database Fundamentals	3	2	4
ENG 102	Composition II	<u>3</u>	<u>0</u>	<u>3</u>
		<b>6</b>	<b>2</b>	<b>7</b>
<b>Eighth Quarter (Summer)</b>				
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>
		<b>9</b>	<b>2</b>	<b>10</b>

\*Courses required for certificate.

**TOTAL QUARTER HOURS CREDIT FOR CERTIFICATE: 33**

**TOTAL QUARTER HOURS CREDIT FOR DIPLOMA: 81**

## ■ Emergency Medical Science - Degree (Day)

The Emergency Medical Science curriculum is designed to prepare graduates to provide emergency care under medical command authority to acutely ill or injured patients. Students will acquire basic and advanced life support knowledge and skills through a combination of classroom instruction, practical laboratory sessions, and clinical experience in hospitals and with emergency medical service providers.

As students progress through the curriculum, they become eligible to take certifying examinations for the Emergency Medical Technician (EMT), EMT-Defibrillator (EMT-D), EMT-Intermediate (EMT-I), EMT-Advanced Intermediate (EMT-AI), and EMT-Paramedic (EMT-P) given by the North Carolina Office of Emergency Medical Services and the EMT, EMT-I and EMT-P examinations of the National Registry of Emergency Medical Technicians.

Graduates may be employed by ambulance, rescue or aeromedical services, in specialty areas of hospitals, and by industry, educational institutions, and governmental agencies.

Individuals seeking a career in emergency medical science benefit from a background in biology, chemistry and mathematics. Strong written and verbal communication skills are additional assets which benefit students.

*At this time, Randolph Community College is offering only the Emergency Medical Science Bridging Program. This program is designed to allow a currently certified EMT-Paramedic to earn a two-year Associate of Applied Science degree in Emergency Medical Science by completing the EMS Bridging courses and all other related and general education courses required for this degree. The program will "bridge" the knowledge of Paramedics trained in Continuing Education Paramedic programs with the knowledge gained in an EMS Curriculum Paramedic program.*

*To be eligible to enter the program, you must have (1) a high school diploma or GED, (2) satisfactory scores on RCC admission placement tests in math, English and reading, (3) current certification as an EMT-Paramedic (state certification or national registry), (4) current certification in Advanced Life Support, Basic Trauma Life Support and Pediatric Advanced Life Support, and (5) 4,000 patient contact hours at the EMT-Paramedic level.*

*Basic course requirements include successful completion of EMS 250 (Bridging Course I), EMS 251 (Bridging Course II), EMS 120 (Rescue I), EMS 206 (Rescue II), and all noncore curriculum courses. Current certification as a Basic Rescue Technician will be accepted in lieu of EMS 120 and EMS 206. For Basic Rescue training at RCC, contact Charles Ridge (910) 633-0219.*

## Job Opportunities

Emergency Medical Technician  
 Emergency Medical Technician-Defibrillator  
 Emergency Medical Technician-Intermediate  
 Emergency Medical Technician-Advanced Intermediate  
 Emergency Medical Technician-Paramedic  
 Emergency Medical Services Trainer/Administrator

## EMERGENCY MEDICAL SCIENCE BRIDGING PROGRAM – DAY

Suggested Curriculum By Quarters - Degree

		<u>Hours/Week</u>		<u>Qtr. Hrs.</u>
		<u>Class</u>	<u>Lab</u>	<u>Credit</u>
<b>First Quarter (Fall)</b>				
EMS 250	Bridging Course I	3	0	3
BIO 201	Anatomy & Physiology I	4	2	5
PSY 103	Human Growth & Development	3	0	3
BUS 230	Business Finance	3	0	3
BUS 125	Business Management I	<u>3</u>	<u>0</u>	<u>3</u>
		<b>16</b>	<b>2</b>	<b>17</b>
<b>Second Quarter (Winter)</b>				
EMS 251	Bridging Course II	3	0	3
ENG 101	Composition I	3	0	3
BIO 202	Anatomy & Physiology II	4	2	5
PSY 149	Abnormal Psychology	<u>3</u>	<u>0</u>	<u>3</u>
		<b>13</b>	<b>2</b>	<b>14</b>
<b>Third Quarter (Spring)</b>				
ENG 102	Composition II	3	0	3
PHI 121	Contemporary Moral Issues	3	0	3
MST 101	Introduction to Microcomputers	1	2	2
	Free Elective	<u>3</u>	<u>0</u>	<u>3</u>
		<b>10</b>	<b>2</b>	<b>11</b>
<b>Fourth Quarter (Summer)</b>				
PSY 101	General Psychology	3	0	3
SOC 101	Introduction to Sociology	3	0	3
ENG 204	Oral Communications	3	0	3
TEL 101	Introduction to Telecommunications	<u>3</u>	<u>0</u>	<u>3</u>
		<b>12</b>	<b>0</b>	<b>12</b>

**TOTAL QUARTER HOURS CREDIT: 54**



## ■ Floriculture - Diploma (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 Supply Sales Representative
- Interior Plantscaper
- Greenhouse Technician

## FLORICULTURE – DAY

Suggested Curriculum By Quarters - Diploma

		<u>Hours/Week</u>		<u>Qtr. Hrs.</u>
		<u>Class</u>	<u>Lab</u>	<u>Credit</u>
<b>First Quarter (Fall)</b>				
FLO 110	Floral Design I	5	10	10
FLO 112	Floral Art, Color & Display	3	0	3
HOR 210	Horticulture I	2	4	4
BUS 215	Sales Development	<u>3</u>	<u>0</u>	<u>3</u>
		<b>13</b>	<b>14</b>	<b>20</b>
<b>Second Quarter (Winter)</b>				
FLO 114	Floral Design II	5	10	10
FLO 116	Floriculture Therapy	2	4	4
PSY 204	Human Relations	<u>3</u>	<u>0</u>	<u>3</u>
		<b>10</b>	<b>14</b>	<b>17</b>
<b>Third Quarter (Spring)</b>				
FLO 118	Floral Design III	6	12	12
HOR 212	Horticulture II	2	4	4
MAT 111	Mathematical Problem Solving	<u>5</u>	<u>0</u>	<u>5</u>
		<b>13</b>	<b>16</b>	<b>21</b>
<b>Fourth Quarter (Summer)</b>				
FLO 120	Floral Shop Management	6	8	10
ENG 204	Oral Communications	3	0	3
MST 101	Introduction to Microcomputers	<u>1</u>	<u>2</u>	<u>2</u>
		<b>10</b>	<b>10</b>	<b>15</b>
<b>TOTAL QUARTER HOURS CREDIT: 73</b>				

## FLORICULTURE – EVENING

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

Floral Design Assistant

Entry-Level Floral Designer

### Suggested Curriculum By Quarters - Certificate

		<u>Hours/Week</u>		<u>Qtr. Hrs.</u>
		<u>Class</u>	<u>Lab</u>	<u>Credit</u>
<b>First Quarter (Fall)</b>				
FLO 110A	Floral Design IA	3	4	5
FLO 112	Floral Art, Color & Display	<u>3</u>	<u>0</u>	<u>3</u>
		<b>6</b>	<b>4</b>	<b>8</b>
<b>Second Quarter (Winter)</b>				
FLO 110B	Floral Design IB	<u>2</u>	<u>6</u>	<u>5</u>
		<b>2</b>	<b>6</b>	<b>5</b>
<b>Third Quarter (Spring)</b>				
FLO 114A	Floral Design IIA	<u>3</u>	<u>4</u>	<u>5</u>
		<b>3</b>	<b>4</b>	<b>5</b>
<b>Fourth Quarter (Summer)</b>				
FLO 114B	Floral Design IIB	<u>2</u>	<u>6</u>	<u>5</u>
		<b>2</b>	<b>6</b>	<b>5</b>
<b>TOTAL QUARTER HOURS CREDIT: 23</b>				

## ■ **Industrial Electrical/Electronics Technician - Certificate, Diploma & Degree (Day); Certificate & Diploma (Evening)**

This curriculum is designed to train technicians for jobs in industry requiring knowledge of electrical and electronic installation, repair, maintenance and service. Courses are designed to develop technicians competent in the practical applications of electrical/electronic theory and procedures for industrial machines and controls. Students learn code requirements, to read blueprints and schematics, to determine repair procedures, and to make necessary repairs and/or adjustments.

The graduate of this curriculum is prepared to maintain and service industrial electrical/electronic equipment found in most industrial plants.

### **Job Opportunities**

- Electrical/Electronics Maintenance Mechanic
- Electromechanical Assembler
- Electronics Utility Worker
- Electronics Mechanic

# INDUSTRIAL ELECTRICAL/ELECTRONICS TECHNICIAN – DAY

Suggested Curriculum By Quarters - Certificate, Diploma, Degree

		Hours/Week			Qtr. Hrs.
		Class	Lab	Shop	Credit
<b>First Quarter (Fall)</b>					
MAT 110	**Technical Math I	5	0	0	5
ENG 204	*Oral Communications	3	0	0	3
ELN 110	**Introduction to Electrical/Electronics Technology	3	2	0	4
MST 102	*Keyboarding	0	2	0	1
ISA 111	**Industrial Safety	2	0	0	2
	Social Science Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>16</b>	<b>6</b>	<b>0</b>	<b>18</b>
<b>Second Quarter (Winter)</b>					
ENG 101	*Composition I	3	0	0	3
MAT 121	*Technical Math II	5	0	0	5
ELC 120	**Direct Current Fundamentals	3	2	0	4
ELC 121	**National Electrical Code	3	0	0	3
MST 101	*Introduction to Microcomputers	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
		<b>15</b>	<b>4</b>	<b>0</b>	<b>17</b>
<b>Third Quarter (Spring)</b>					
ENG 102	Composition II	3	0	0	3
MAT 132	Technical Math III	3	0	0	3
ELC 132	*Alternating Current Fundamentals	5	4	0	7
ELC 133	**Basic Wiring Practices	3	2	0	4
ELC 134	*Blueprints & Schematics	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>17</b>	<b>6</b>	<b>0</b>	<b>20</b>
<b>Fourth Quarter (Summer)</b>					
ENG 103	Report Writing	3	0	0	3
ELC 145	*AC/DC Machines	3	2	3	5
DFT 102	Technical Drafting	0	0	6	2
ELC 146	*Industrial Control Fundamentals	5	2	3	7
ELN 141	*Electronic Devices	<u>3</u>	<u>4</u>	<u>0</u>	<u>5</u>
		<b>14</b>	<b>8</b>	<b>12</b>	<b>22</b>
<b>Fifth Quarter (Fall)</b>					
PHY 211	*Physics I	3	2	0	4
ELC 217	*Commercial & Industrial Wiring	5	0	12	9
ELC 218	*Introduction to PLCs	<u>3</u>	<u>2</u>	<u>0</u>	<u>4</u>
		<b>11</b>	<b>4</b>	<b>12</b>	<b>17</b>
<b>Sixth Quarter (Winter)</b>					
PHY 222	Physics II	3	2	0	4
ELN 222	Industrial Electronics	3	4	0	5
ELN 223	Digital Electronics I	3	4	0	5
	Humanities Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>12</b>	<b>10</b>	<b>0</b>	<b>17</b>
<b>Seventh Quarter (Spring)</b>					
ELC 239	PLC Applications	3	0	6	5
ELN 234	Digital Electronics II	3	4	0	5
	Free Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>9</b>	<b>4</b>	<b>6</b>	<b>13</b>

\*Courses required for diploma. \*\*Courses required for diploma & certificate.

TOTAL QUARTER HOURS CREDIT FOR CERTIFICATE: 22

TOTAL QUARTER HOURS CREDIT FOR DIPLOMA: 80

TOTAL QUARTER HOURS CREDIT FOR DEGREE: 124

# INDUSTRIAL ELECTRICAL/ELECTRONICS TECHNICIAN – EVENING

Suggested Curriculum By Quarters - Certificate & Diploma

	<u>Hours/Week</u>			<u>Qtr. Hrs.</u>	
	<u>Class</u>	<u>Lab</u>	<u>Shop</u>	<u>Credit</u>	
<b>First Quarter (Fall)</b>					
ELN 110	**Introduction to Electrical/Electronics Technology	3	2	0	4
ISA 111	**Industrial Safety	<u>2</u>	<u>0</u>	<u>0</u>	<u>2</u>
		5	2	0	6
<b>Second Quarter (Winter)</b>					
MAT 110	**Technical Math I	5	0	0	5
MST 102	*Keyboarding	<u>0</u>	<u>2</u>	<u>0</u>	<u>1</u>
		5	2	0	6
<b>Third Quarter (Spring)</b>					
MST 101	*Introduction to Microcomputers	1	2	0	2
ELC 120	**Direct Current Fundamentals	<u>3</u>	<u>2</u>	<u>0</u>	<u>4</u>
		4	4	0	6
<b>Fourth Quarter (Summer)</b>					
ELC 121	**National Electrical Code	3	0	0	3
ELC 133	**Basic Wiring Practices	<u>3</u>	<u>2</u>	<u>0</u>	<u>4</u>
		6	2	0	7
<b>Fifth Quarter (Fall)</b>					
MAT 121	*Technical Math II	5	0	0	5
ELC 134	*Blueprints & Schematics	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		8	0	0	8
<b>Sixth Quarter (Winter)</b>					
ENG 101	*Composition I	3	0	0	3
ELC 132A	*Alternating Current Fundamentals	<u>3</u>	<u>2</u>	<u>0</u>	<u>4</u>
		6	2	0	7
<b>Seventh Quarter (Spring)</b>					
ELC 132B	*Alternating Current Fundamentals	2	2	0	3
MAT 132	Technical Math III (Optional)	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		5	2	0	6
<b>Eighth Quarter (Summer)</b>					
ELC 145	*AC/DC Machines	<u>3</u>	<u>2</u>	<u>3</u>	<u>5</u>
		3	2	3	5

(Continued on next page)

Diploma students will take remaining courses following sequence A and sequence B, which are taught on alternate years.

■ **Sequence A**

(Fall)

ELN 141	*Electronic Devices	3	4	0	5
ENG 204	*Oral Communications	$\frac{3}{6}$	$\frac{0}{4}$	$\frac{0}{0}$	$\frac{3}{8}$

(Winter)

ELC 146A	*Industrial Control Fundamentals	$\frac{3}{3}$	$\frac{2}{2}$	$\frac{0}{0}$	$\frac{4}{4}$
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(Spring)

ELC 146B	*Industrial Control Fundamentals	$\frac{2}{2}$	$\frac{0}{0}$	$\frac{3}{3}$	$\frac{3}{3}$
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(Summer)

ELC 218	*Introduction to PLCs	$\frac{3}{3}$	$\frac{2}{2}$	$\frac{0}{0}$	$\frac{4}{4}$
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■ **Sequence B**

(Fall)

ELC 217A	*Commercial & Industrial Wiring	2	0	6	4
ENG 204	*Oral Communications (if not taken in Sequence A)	$\frac{3}{5}$	$\frac{0}{0}$	$\frac{0}{6}$	$\frac{3}{7}$

(Winter)

ELC 217B	*Commercial & Industrial Wiring	$\frac{3}{3}$	$\frac{0}{0}$	$\frac{6}{6}$	$\frac{5}{5}$
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(Spring)

PHY 211	*Physics I	$\frac{3}{3}$	$\frac{2}{2}$	$\frac{0}{0}$	$\frac{4}{4}$
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\*Courses required for diploma. \*\*Courses required for diploma & certificate.

**TOTAL QUARTER HOURS CREDIT FOR CERTIFICATE: 22**

**TOTAL QUARTER HOURS CREDIT FOR DIPLOMA: 80**

## 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>	
<b>First Quarter (Fall)</b>					
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>
		<b>6</b>	<b>2</b>	<b>0</b>	<b>7</b>
<b>Second Quarter (Winter)</b>					
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>
		<b>4</b>	<b>2</b>	<b>6</b>	<b>7</b>
<b>Third Quarter (Spring)</b>					
MEC 1101B	Machine Shop Theory & Practice I	1	0	6	3
ELC 1135	*Pneumatic & Electrical Controls	<u>1</u>	<u>0</u>	<u>3</u>	<u>2</u>
		<b>2</b>	<b>0</b>	<b>9</b>	<b>5</b>
<b>Fourth Quarter (Fall)</b>					
WLD 1120A	Oxyacetylene Welding & Cutting	1	0	6	3
MEC 1155	*Mechanical Systems	<u>1</u>	<u>0</u>	<u>3</u>	<u>2</u>
		<b>2</b>	<b>0</b>	<b>9</b>	<b>5</b>
<b>Fifth Quarter (Winter)</b>					
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>
		<b>5</b>	<b>2</b>	<b>3</b>	<b>7</b>
<b>Sixth Quarter (Spring)</b>					
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>
		<b>6</b>	<b>2</b>	<b>0</b>	<b>7</b>

\*The following course can be substituted for ELC 1135 or MEC 1155

AHR 1121	Principles of Refrigeration & Air Conditioning	1	2	0	2
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**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	Furniture Design
Residential Design	Furniture Sales
Commercial Design	Fabric Sales
Set Design	Architectural Firms
Showroom Design	Accessories Sales



# 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>
<b>First Quarter (Fall)</b>				
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>
		<b>11</b>	<b>16</b>	<b>17</b>
<b>Second Quarter (Winter)</b>				
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>
		<b>11</b>	<b>16</b>	<b>17</b>
<b>Third Quarter (Spring)</b>				
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>
		<b>14</b>	<b>12</b>	<b>18</b>
<b>Fourth Quarter (Fall)</b>				
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>
		<b>11</b>	<b>11</b>	<b>15</b>
<b>Fifth Quarter (Winter)</b>				
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>
		<b>13</b>	<b>14</b>	<b>18</b>
<b>Sixth Quarter (Spring)</b>				
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>
		<b>13</b>	<b>18</b>	<b>19</b>
<b>Seventh Quarter (Summer)</b>				
DES 260	Special Projects	2	12	6
DES 262	Commercial Design	<u>2</u>	<u>12</u>	<u>6</u>
		<b>4</b>	<b>24</b>	<b>12</b>
<b>TOTAL QUARTER HOURS CREDIT: 116</b>				

## ■ 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	Machine Set-Up Operator
Die Maker Apprentice	Quality Control Foreman
Tool Maker Apprentice	Tool Machine Set-Up Operator
Tool & Die Maker Apprentice	

### Advanced-Level Job Opportunities

Machinist	Maintenance Machinist
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## 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>
<b>First Quarter (Fall)</b>					
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>
		<b>11</b>	<b>2</b>	<b>18</b>	<b>18</b>
<b>Second Quarter (Winter)</b>					
MEC 1102	Machine Shop Theory & Practice II	3	0	12	7
MAT 1102	Shop Math I	4	0	0	4
DFT 1105	Blueprint Reading: Mechanical	1	2	0	2
MEC 1170	Introduction to Computer Numerical Control Machining	1	2	0	2
MST 101	Introduction to Microcomputers	1	2	0	2
PSY 1101	Human Relations	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		<b>13</b>	<b>6</b>	<b>12</b>	<b>20</b>

**Third Quarter (Spring)**

MEC 1103	Machine Shop Theory & Practice III	3	0	12	7
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>
		13	4	12	19

**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: 73

**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>
<b>First Quarter (Fall)</b>					
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
<b>Second Quarter (Winter)</b>					
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
<b>Third Quarter (Spring)</b>					
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
<b>Fourth Quarter (Summer)</b>					
MEC 1102A	Machine Shop Theory & Practice II	2	0	6	4
MAT 1102	Shop Math I	<u>4</u>	<u>0</u>	<u>0</u>	<u>4</u>
		6	0	6	8
<b>Fifth Quarter (Fall)</b>					
MEC 1102B	Machine Shop Theory & Practice II	1	0	6	3
MAT 1104	Shop Math II	3	0	0	3
MEC 1170	Introduction to Computer Numerical Control Machining	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
		5	2	6	8
<b>Sixth Quarter (Winter)</b>					
MEC 1115	Introduction to Metals	2	0	3	3
WLD 1101	Basic Welding	0	0	3	1
MEC 1171	Operation of Computer Numerical Control Machines	<u>2</u>	<u>2</u>	<u>0</u>	<u>3</u>
		4	2	6	7
<b>Seventh Quarter (Spring)</b>					
ENG 1102	Communication Skills	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		3	0	0	3

TOTAL QUARTER HOURS CREDIT: 45

## ■ Microcomputer Systems Technology - 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 Job Opportunities

Microcomputer Consultant  
Office Systems Analyst

Information Center Manager  
Microcomputer Systems Analyst

## ■ UNCG Articulation Agreement

*Randolph Community College's and the University of North Carolina at Greensboro's articulation agreement states that RCC graduates with an associate degree in Accounting, Business Administration or Microcomputer Systems Technology, 2.0 or better grade point average, and a grade of "C" or better in each course covered by the agreement will be considered as candidates for the Articulation Program in the Bryan School of Business and Economics. Upon acceptance the student will have 55 hours of credit and junior status.*

*Areas of study in the Bryan School of Business and Economics are: Accounting, Business Administration, Business Education, Marketing Education, Economics, Finance, Information Systems and Operations Management, and Management and Marketing.*

*For more information, contact Dr. Phyllis Helms at Randolph Community College, (910) 633-0314; or Noel Jones at UNCG, (910) 334-4257.*

# MICROCOMPUTER SYSTEMS TECHNOLOGY – DAY

## Suggested Curriculum By Quarters - Degree

		<u>Hours/Week</u>		<u>Qtr. Hrs.</u>
		<u>Class</u>	<u>Lab</u>	<u>Credit</u>
<b>First Quarter (Fall)</b>				
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>
		<b>14</b>	<b>6</b>	<b>17</b>
<b>Second Quarter (Winter)</b>				
MST 120	Spreadsheet Fundamentals	3	2	4
MST 140	Microcomputer Graphics	3	2	4
ACC 110	Accounting I	5	2	6
ENG 101	Composition I	<u>3</u>	<u>0</u>	<u>3</u>
		<b>14</b>	<b>6</b>	<b>17</b>
<b>Third Quarter (Spring)</b>				
MST 130	Database Fundamentals	3	2	4
DTP 101	Desktop Publishing Fundamentals	3	2	4
ACC 120	Accounting II	5	2	6
ENG 102	Composition II	<u>3</u>	<u>0</u>	<u>3</u>
		<b>14</b>	<b>6</b>	<b>17</b>
<b>Fourth Quarter (Summer)</b>				
MST 115	Microcomputer Accounting Applications	3	2	4
MST 150	Microcomputer Operations	3	2	4
ENG 103	Report Writing	3	0	3
	Free Elective	<u>3</u>	<u>0</u>	<u>3</u>
		<b>12</b>	<b>4</b>	<b>14</b>
<b>Fifth Quarter (Fall)</b>				
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
MST 240	Applications Programming I	3	2	4
PSY 204	Human Relations	<u>3</u>	<u>0</u>	<u>3</u>
		<b>15</b>	<b>8</b>	<b>19</b>
<b>Sixth Quarter (Winter)</b>				
MST 215	Office Automation Systems Design	3	2	4
MST 220	Spreadsheet Applications	3	2	4
MST 245	Systems Architecture	3	2	4
MST 250	Applications Programming II	<u>3</u>	<u>2</u>	<u>4</u>
		<b>12</b>	<b>8</b>	<b>16</b>
<b>Seventh Quarter (Spring)</b>				
MST 225	Office Automation Systems Implementation	3	2	4
MST 230	Database Applications	3	2	4
MST 255	Data Communications	3	2	4
MST 260	Applications Programming III	1	4	3
	Humanities Elective	<u>3</u>	<u>0</u>	<u>3</u>
		<b>13</b>	<b>10</b>	<b>18</b>
<b>TOTAL QUARTER HOURS CREDIT FOR DEGREE: 118</b>				

# MICROCOMPUTER SYSTEMS TECHNOLOGY - EVENING

Suggested Curriculum By Quarters - Degree

		<u>Hours/Week</u>		<u>Qtr. Hrs.</u>
		<u>Class</u>	<u>Lab</u>	<u>Credit</u>
<b>First Quarter (Fall)</b>				
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>
		<u>6</u>	<u>6</u>	<u>9</u>
<b>Second Quarter (Winter)</b>				
MST 120	Spreadsheet Fundamentals	3	2	4
MST 140	Microcomputer Graphics	3	2	4
ENG 101	Composition I	<u>3</u>	<u>0</u>	<u>3</u>
		<u>9</u>	<u>4</u>	<u>11</u>
<b>Third Quarter (Spring)</b>				
MST 130	Database Fundamentals	3	2	4
DTP 101	Desktop Publishing Fundamentals	3	2	4
ENG 102	Composition II	<u>3</u>	<u>0</u>	<u>3</u>
		<u>9</u>	<u>4</u>	<u>11</u>
<b>Fourth Quarter (Summer)</b>				
MST 150	Microcomputer Operations	3	2	4
ENG 103	Report Writing	<u>3</u>	<u>0</u>	<u>3</u>
		<u>6</u>	<u>2</u>	<u>7</u>
<b>Fifth Quarter (Fall)</b>				
MST 210	Word Processing Applications	3	2	4
MST 235	Microcomputer Interfacing & Maintenance	3	2	4
MST 240	Applications Programming I	<u>3</u>	<u>2</u>	<u>4</u>
		<u>9</u>	<u>6</u>	<u>12</u>
<b>Sixth Quarter (Winter)</b>				
MST 220	Spreadsheet Applications	3	2	4
MST 245	Systems Architecture	3	2	4
MST 250	Applications Programming II	<u>3</u>	<u>2</u>	<u>4</u>
		<u>9</u>	<u>6</u>	<u>12</u>
<b>Seventh Quarter (Spring)</b>				
MST 230	Database Applications	3	2	4
MST 255	Data Communications	3	2	4
MST 260	Applications Programming III	<u>1</u>	<u>4</u>	<u>3</u>
		<u>7</u>	<u>8</u>	<u>11</u>
<b>Eighth Quarter (Summer)</b>				
MAT 111	Mathematical Problem Solving	5	0	5
	Elective	<u>3</u>	<u>0</u>	<u>3</u>
		<u>8</u>	<u>0</u>	<u>8</u>
<b>Ninth Quarter (Fall)</b>				
ENG 204	Oral Communications	3	0	3
MST 205	Office Automation Systems Analysis	3	2	4
ACC 110	Accounting I	<u>5</u>	<u>2</u>	<u>6</u>
		<u>11</u>	<u>4</u>	<u>13</u>
<b>Tenth Quarter (Winter)</b>				
MST 215	Office Automation Systems Design	3	2	4
ACC 120	Accounting II	<u>5</u>	<u>2</u>	<u>6</u>
		<u>8</u>	<u>4</u>	<u>10</u>
<b>Eleventh Quarter (Spring)</b>				
MST 225	Office Automation Systems Implementation	3	2	4
	Humanities Elective	<u>3</u>	<u>0</u>	<u>3</u>
		<u>6</u>	<u>2</u>	<u>7</u>
<b>Twelfth Quarter (Summer)</b>				
PSY 204	Human Relations	3	0	3
MST 115	Microcomputer Accounting Applications	<u>3</u>	<u>2</u>	<u>4</u>
		<u>6</u>	<u>2</u>	<u>7</u>

TOTAL QUARTER HOURS CREDIT FOR DEGREE: 118

## ■ 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 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  
 Computer Imaging Specialist

## 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>
<b>First Quarter (Fall)</b>				
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)
<b>Second Quarter (Winter)</b>				
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 ( <i>for diploma students</i> )	<u>3</u>	<u>0</u>	<u>3</u>
		12	10	14 (13)

(Continued on next page)

**Third Quarter (Spring)**

PFN 130	Advanced Photofinishing Processes	1	10	6
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	16	21 (19)

**Fourth Quarter (Summer)**

PFN 143	Custom Color Printing I	1	4	3
PFN 140	Minilab Operation, Maintenance & Management	1	6	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>
		9	18	18 (18)

\*Courses not required for diploma.

**TOTAL QUARTER HOURS CREDIT FOR DIPLOMA: (66)****Fifth Quarter (Fall)**

PFN 251	Laboratory Machine Processing	1	4	3
PEL 251	Computer Photo Imaging & Finishing	1	6	4
PEL 256	Photoelectronics I	1	2	2
PEL 258	Electronics Technology I	2	2	3
ENG 204	Oral Communications	<u>3</u>	<u>0</u>	<u>3</u>
		8	14	15

**Sixth Quarter (Winter)**

PFN 262	Production Supervision	0	4	2
PFN 263	Custom Color Printing II	1	4	3
PEL 266	Photoelectronics II	1	4	3
PEL 268	Electronics Technology II	2	2	3
PSY 204	Human Relations	<u>3</u>	<u>0</u>	<u>3</u>
		7	14	14

**Seventh Quarter (Spring)**

PFN 272	Photofinishing Laboratory Management	1	6	4
PEL 276	Computer Presentation Graphics	0	6	3
PEL 273	Systems Engineering Techniques	1	2	2
	Humanities Elective ( <i>for degree students</i> )	<u>3</u>	<u>0</u>	<u>3</u>
		5	14	12

**Eighth Quarter (Summer)**

PEL 278	Digital Electronics	2	4	4
PEL 265	Electromechanical & Industrial Controls	1	2	2
PEL 267	Video Production	2	4	4
	**Free Elective	<u>3</u>	<u>0</u>	<u>3</u>
		8	10	13

\*\*A free elective of at least three credit hours is required summer quarter.

**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. Also, there are opportunities in equipment sales, photographic laboratories, and the field of public relations and advertising.

### Job Opportunities

Biomedical Photographer	Photojournalist
Commercial Photographer	Portrait Photographer

## PHOTOGRAPHY 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>
<b>First Quarter (Fall)</b>			
PHO 111	Fundamentals of Photography	4	8
PHO 112	Design Laboratory I	0	4
PHO 113	Photochemistry	4	2
PHO 114	Photographic Corrections & Finishing I	0	4
PSY 204	Human Relations	3	0
ENG 204	Oral Communications	<u>3</u>	<u>0</u>
		14	18
			23 (23)
<b>Second Quarter (Winter)</b>			
PHO 122	*Design Laboratory II	0	4
PHO 123	*Materials & Processes I	4	2
PHO 125	Basic Object Lighting	1	4
PHO 126	Basic Portrait Lighting	1	4
ENG 101	Composition I	3	0
MAT 111	*Mathematical Problem Solving	5	0
PEL 267	**Video Production	<u>—</u> (2)	<u>—</u> (4)
		14	14
			21 (13)
<b>Third Quarter (Spring)</b>			
PHO 131	View Camera I	1	4
PHO 132	*Design Laboratory III	0	4
PHO 133	*Materials & Processes II	2	4
PHO 134	Photographic Corrections & Finishing II	0	4
PHO 135	*Product Lighting	1	4
PEL 130	Electricity for Photoelectronics	2	2
ENG 102	Composition II	3	0
PHO 136	**Portrait/Candid Package Photography	<u>—</u> (2)	<u>—</u> (4)
		9	22
			20 (15)

(Continued on next page)

### 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	<u>0</u>	<u>2</u>	<u>1</u>
		10	20	20 (14)

\*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>
<b>Fifth Quarter (Fall)</b>				
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>
		<b>8</b>	<b>16</b>	<b>15</b>
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>
		<b>9</b>	<b>18</b>	<b>18</b>
PEL 263	*Digital Image Processing	2	4	4
PEL 267	*Video Production	2	4	4

### Seventh Quarter (Spring)

PHO 270	Internship (total hours: 11 class, 330-400 employment)	1	30	4
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### Eighth Quarter (Summer)

PHO 280	Internship (total hours: 11 class, 330-400 employment)	1	30	4
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\*Elective courses not required for degree.

**TOTAL QUARTER HOURS CREDIT FOR DEGREE: 125**

# PHOTOGRAPHY TECHNOLOGY - DAY

Commercial Option - Degree

		<u>Hours/Week</u>		<u>Qtr. Hrs.</u>
		<u>Class</u>	<u>Lab</u>	<u>Credit</u>
<b>Fifth Quarter (Fall)</b>				
PHO 252	Commercial Photography I (11 lecture hrs. during 11 wk. period) (5 wk. - lab on campus) (6 wk. - studio intern)	1 0 0	0 31 40	1 7 <u>2</u> <b>10</b>
PHO 258	*Individual Study	0	4	2
PHO 259	*Individual Study	0	4	2
<b>Sixth Quarter (Winter)</b>				
PHO 262	Commercial Photography II	2	18	11
PEL 260	Electronic Imaging Systems Humanities Elective	2 3	2 0	3 3
PHO 268	Audiovisual Production			
or				
PEL 263	Digital Image Processing	<u>2</u>	<u>4</u>	<u>4</u>
		<b>9</b>	<b>24</b>	<b>21</b>
<b>Seventh Quarter (Spring)</b>				
PHO 272	Commercial Photography III (11 lecture hrs. during 11 wk. period) (5 wk. - lab on campus) (6 wk. - studio intern)	1 0 0	0 31 40	1 7 <u>2</u> <b>10</b>
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>
<b>Fifth Quarter (Fall)</b>				
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 (11 lecture hrs. during 11 wk. period) (5 wk. - lab on campus) (6 wk. - studio intern)	1 0 0	0 31 40	1 7 2
PHO 253	**Wedding Photography	1	4	3
PHO 258	**Individual Study	0	4	2
PHO 259	**Individual Study	0	4	<u>2</u>
				<b>4**</b>

\*\*A minimum of four credit hours of photography electives are required fall quarter.

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**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
		7	16	15
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**

Portrait Studio Management Option - Degree

		<u>Hours/Week</u>		<u>Qtr. Hrs.</u>
		<u>Class</u>	<u>Lab</u>	<u>Credit</u>
<b>Fifth Quarter (Fall)</b>				
PFN 110A	Process Control	2	4	4
PHO 251	Portrait Photography I	1	6	3
PHO 253	Wedding Photography	1	4	3
BUS 215	Sales Development	3	0	3
BUS 125	Business Management I	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 124	Business Law I	3	0	3
BUS 220	Marketing	5	0	5
		9	12	13
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
	Humanities Elective	3	0	3
		4	20	12
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 prelicensing 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 prelicensing 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/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 (910) 633-0200.*

## 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>
<u>Residential (State-Licensed Appraiser)</u>				
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
<u>Commercial-General (State-Certified Appraiser)</u>				
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>	
<b>First Quarter (Fall)</b>					
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
<b>Second Quarter (Winter)</b>					
WLD 1119	Arc Welding I	<u>2</u>	<u>0</u>	<u>6</u>	<u>4</u>
		2	0	6	4
<b>Third Quarter (Spring)</b>					
WLD 1121A	Arc Welding II	<u>1</u>	<u>0</u>	<u>5</u>	<u>3</u>
		1	0	5	3
<b>Fourth Quarter (Fall)</b>					
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	2	5	5
<b>Fifth Quarter (Winter)</b>					
WLD 1123A	Inert Gas Welding	<u>1</u>	<u>0</u>	<u>6</u>	<u>3</u>
		1	0	6	3

**TOTAL QUARTER HOURS CREDIT: 23**

# 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.

## ■ ACCOUNTING

ACC 110 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.			
ACC 120 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. <b>Prerequisite:</b> ACC 110.			
ACC 125 Financial Computations	3	0	3
This course stresses the pertinent mathematical operations and their applications to business problems. Topics covered include payrolls, price marking, interest and discounts, commissions, taxes, depreciation, annuities and present value.			
ACC 130 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. <b>Prerequisite:</b> ACC 120.			
ACC 135 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. <b>Prerequisite:</b> ACC 110.			
ACC 140 Accounting IV	5	2	6
Topics included in this course are financial statement analysis, cost-volume-profit analysis, budgeting and managerial accounting concepts and principles. <b>Prerequisite:</b> ACC 130 or Departmental Approval.			
ACC 210 Cost Accounting	4	2	5
Nature and purposes of cost accounting; accounting for direct labor, materials and factory burden; job cost, and standard cost principles and procedures. <b>Prerequisite:</b> ACC 130.			
ACC 220 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. <b>Prerequisite:</b> ACC 130.			
ACC 225 Taxes	3	2	4
A study and application of federal income tax rules for individuals. Practical experience with actual tax forms. <b>Prerequisite:</b> ACC 110 or Departmental Approval.			
ACC 230 Intermediate Accounting II	4	2	5
Continuation of ACC 220 with emphasis on investments, plant and equipment, intangible assets and deferred charges, long-term liabilities, paid-in capital and retained earnings. <b>Prerequisite:</b> ACC 220.			
ACC 235 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. <b>Prerequisite:</b> ACC 220.			

## ■ AIR CONDITIONING, HEATING & REFRIGERATION

**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.

## ■ ADMINISTRATIVE OFFICE TECHNOLOGY

**AOT 110 Keyboarding** 1 4 3  
 A course designed to develop touch control of the keyboard, proper keyboarding techniques, and basic skill in speed and accuracy. The formatting of business letters, reports and tables will be introduced.

**AOT 115 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.

**AOT 120 Document Formatting** 3 2 4  
 Continued development of basic typing skills. Emphasis is placed on increasing speed, accuracy and formatting mailable business letters, memos, reports, tables and other kinds of business communication.  
**Prerequisite:** AOT 110.

**AOT 125 Word Processing I** 3 2 4  
 This course is designed to introduce the basic fundamentals of document preparation including formatting, editing, saving and printing. Essential topics such as moving blocks, search and replace, spell check, use of the thesaurus and typing enhancements are also covered. **Prerequisite:** AOT 110 or **Departmental Approval.**

**AOT 128 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.

**AOT 130 Document Production** 3 2 4  
 A continuation of AOT 120 with greater emphasis on the production of business correspondence, memos, reports, tables and forms. Speed and accuracy are further refined. Students will simulate working in a business office through an in-basket exercise. **Prerequisite:** AOT 120.

**AOT 135 Word Processing II** 3 2 4  
 This course is designed to teach the student advanced commands and features of word processing software that allow one to perform complex operations easily and efficiently. Emphasis is placed on print features, macros, styles, tables and graphics. **Prerequisite:** AOT 125.

**AOT 138 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:** AOT 110.

**AOT 140 Office Management & Procedures** 3 2 4  
 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:** AOT 135 or **Departmental Approval.**

**AOT 210 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. **Prerequisites:** AOT 115, AOT 120.



**AOT 230 Administrative Office Procedures** 3 2 4

This course is designed to develop the administrative 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:** AOT 135, AOT 138.

**AOT 235 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.

## ■ 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.

**APR202 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 201.

**APR203 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 100 Automotive Electronics**

3 2 0 4

This course is designed as an introduction to industrial and vocational electronics. It is confined to the study of electronic devices and circuits used primarily for the precise control of electricity in automobile circuit applications, involving many types of electronic test equipment. Topics include power supplies and sensing circuits, semiconductor theories and component parts such as diodes SCRs, transistors, integrated circuits and logic systems. We will relate these to applications such as motor control, industrial process control and electronic control applications for the automotive industry.

**AUT 101 Automotive Servicing I**

0 0 12 4

This course is designed to train the student in proper shop procedures required in troubleshooting the various vehicles' systems. Emphasis is placed on the effective use of engine analyzers, electrical test meters, and computer test equipment. Upon completion, students will be able to troubleshoot effectively in the vehicle systems and use available test equipment in the process. **Prerequisites:** AUT 121, AUT 122, AUT 123, AUT 124, AUT 125, AUT 126, AUT 127, AUT 128.

**AUT 110 Work Experience I**

0 0 40 4

This course provides qualified students supervised work experience at automobile dealerships. Alternating quarters of school and work. Emphasis is placed on the application of specific automotive service and repair skills learned each quarter of classroom instruction. Upon completion, students will possess extensive work experience as automotive service technicians facilitating employment after graduation. **Prerequisites:** AUT 121, AUT 122, AUT 123, AUT 124, AUT 125, AUT 126, AUT 127, AUT 128.

<b>AUT 121 Internal Combustion Engines</b>	3	0	12	7
This course develops a thorough knowledge of the construction and operation of automobile engines. Topics include shop safety, the use of hand tools, and the construction and operation of automobile engines. Upon completion, students will be able to use measuring tools, hand tools and be able to recondition automobile engines.				
<b>AUT 121A Internal Combustion Engines I</b>	2	0	6	4
This course develops a thorough knowledge of the construction and operation of automobile engines. Topics include shop safety, the use of hand tools, and the construction and operation of automobile engines.				
<b>AUT 121B Internal Combustion Engines II</b>	1	0	6	3
This course develops a thorough knowledge of the construction and operation of automobile engines. Emphasis is placed on more shop safety, use of hand tools, and disassembly, repair and reassembly of internal combustion engines. <b>Prerequisite:</b> AUT 121A.				
<b>AUT 122 Automotive Brake Systems</b>	3	0	6	5
This course is designed to teach the student the operation of drum brakes, disc brakes, brake hydraulic systems, parking brakes and brake boosters employed on automobiles and lightweight trucks. Emphasis is placed on diagnosis, inspection and correct repair practices. Upon completion, the student will be able to diagnose, repair and test automobile and light truck brake systems.				
<b>AUT 123 Fundamentals of Automotive Computers</b>	2	0	3	3
This course is designed to acquaint the student with the basic operation, testing and servicing of automotive computer systems. Emphasis is placed on operation of computer controlled systems and the use of test equipment used to diagnose problems in the system. Upon completion, students will be able to explain the operation of computer systems, diagnose computer systems using available test equipment and make necessary adjustments. <b>Corequisite:</b> AUT 125.				
<b>AUT 124 Basic Fuel Systems</b>	2	4	0	4
This course is designed to teach the basic automotive carburetor fuel system. Topics include characteristics of fuels, types of fuel systems, fuel pumps, carburetors, fuel tanks, fuel filters and fuel lines. Upon completion, the student will be able to explain the operation of fuel systems and disassemble, inspect, repair and reassemble carburetors.				
<b>AUT 125 Basic Engine Electrical Systems</b>	6	0	9	9
This course is designed to teach the student the fundamentals of electricity and Ohm's law. Topics include principles of electricity as applied to the automobile, fundamentals of starters, batteries, charging systems and ignition systems. Upon completion, students will be able to explain electrical fundamentals, Ohm's law and operation of the starting, charging and ignition systems.				
<b>AUT 126 Electronic Fuel Injection</b>	2	4	0	4
This course is designed to familiarize the student with electronic fuel injection systems used in domestic vehicles. This course includes "Throttle Body Fuel Injection systems" as well as "Auto Fuel Injection systems." Upon completion, students will be able to diagnose, test, clean and repair problems within the computer controlled fuel injection system. <b>Prerequisites:</b> AUT 123, AUT 124, AUT 125.				
<b>AUT 127 Automotive Air Conditioning</b>	3	4	0	5
This course provides an introduction to the principles of refrigeration and to the components of the automotive air conditioning system. Emphasis is placed on the principles of refrigeration, operation of the system components, and methods of control. Upon completion, students will be able to explain air conditioning principles, identify components in the system, diagnose problems in the system and make repairs using proper equipment.				
<b>AUT 128 Automotive Power Trains</b>	3	0	6	5
This course introduces the student to the automotive power train using clutches, manual transmissions and transaxles, drive shaft assemblies, axles and differentials. Upon completion, students will be able to disassemble, inspect, repair and reassemble clutches, manual transmissions, transaxles, drive shafts and differentials.				
<b>AUT 201 Automotive Servicing II</b>	0	0	12	4
This course is designed to train the student in proper shop procedures required in troubleshooting the various vehicles' systems. Emphasis is placed on the effective use of engine analyzers, electrical test meters and computer test equipment. Upon completion, students will be able to troubleshoot effectively in the vehicle systems and use available test equipment in the process. <b>Prerequisite:</b> Completion of prescribed quarterly courses.				

<b>AUT 210 Work Experience II</b>	0 0 40 4
This course provides qualified students supervised work experience at automobile dealerships. Emphasis is placed on the application of specific automotive service and repair skills learned each quarter of classroom instruction. Upon completion, students will possess extensive work experience as automotive service technicians facilitating employment after graduation. <b>Prerequisite: Completion of prescribed quarterly courses.</b>	
<b>AUT 221 Suspension &amp; Steering Systems</b>	3 0 6 5
This course introduces the student to front end alignment, repair and adjustment. Topics include front suspension types, inspection for wear, replacement of ball joints, control arm bushings, steering gear service and wheel balancing. Upon completion, the student will be able to identify front end types, inspect, repair, adjust and align front ends and balance tires.	
<b>AUT 222 Chassis Electrical Systems</b>	4 0 6 6
This course is designed to acquaint the student with the operation, design, diagnosis and repair of chassis electrical systems. Topics include lights, turn signals, gauges, power windows, windshield wipers and the proper use of electrical test equipment. Upon completion, students will be able to explain the operation, diagnosis and repair of chassis electrical systems. <b>Prerequisite: AUT 125.</b>	
<b>AUT 224 Automatic Transmissions</b>	3 0 6 5
This course introduces the student to the principles, operation and service of automatic transmissions. Topics include construction, theory, principles of operation, disassembly, inspection, repair and reassembly of automatic transmissions. Upon completion, students will be able to explain the principles of operation, disassemble, inspect, repair and test the transmissions used in the automobile.	
<b>AUT 225 Tune-Up &amp; Emissions</b>	5 4 0 7
This course is designed to give the student advanced training in emission components and in the area of preventive maintenance on the vehicle and engine systems. Topics include a review of the engine's mechanical, electrical, electronic and fuel systems, causes of pollution, systems used on the vehicle to reduce emissions and proper use of test equipment and analyzers. Upon completion, students will be able to use test equipment for analyzing the engine and make repairs or adjustments to correct any defects. <b>Prerequisites: AUT 121, AUT 123, AUT 124, AUT 125, AUT 126.</b>	
<b>AUT 1120 Mechanical &amp; Electrical Components</b>	7 6 0 10
This course provides an introduction to the automotive air conditioning system, front suspension and alignment, and the chassis electrical system. It is designed to acquaint the student with the operation, design, diagnosis, adjustments and repair of the air conditioning system, front suspension and chassis electrical system.	
<b>AUT 1141 Painting &amp; Refinishing I</b>	2 0 9 5
This course is designed to familiarize students with the proper methods for using materials and equipment in automotive body surface preparation and painting. Compliance with state and federal laws governing the use and disposal of chemicals used in automotive body repair is emphasized.	
<b>AUT 1141A Painting &amp; Refinishing IA</b>	0 0 3 1
This course is designed to familiarize students with the proper methods for using materials and equipment in automotive body surface preparation and painting. Compliance with state and federal laws governing the use and disposal of chemicals used in automotive body repair is emphasized.	
<b>AUT 1141B Painting &amp; Refinishing IB</b>	2 0 6 4
A continuation of AUT 1141A. A more thorough study of materials and methods of application are covered in this course.	
<b>AUT 1142 Painting &amp; Refinishing II</b>	2 0 9 5
Upon completion of this course, the students will be able to prepare a car for painting using various sanding techniques and proper abrasives, identify paint problems during paint application, and correct the condition causing the problem. The student will also define terms related to refinish defects, demonstrate an understanding of the causes of finish defects and the procedures required to correct such defects. <b>Prerequisite: AUT 1141.</b>	
<b>AUT 1143 Painting &amp; Refinishing III</b>	1 0 6 3
This course covers various aspects of refinishing which include spot, panel and overall refinishing. The procedures for mixing, tinting and blending for acceptable color match are introduced. Also included are cleaning, detailing and inspection of vehicle. <b>Prerequisites: AUT 1141, AUT 1142.</b>	
<b>AUT 1151 Nonstructural Analysis &amp; Damage Repair I</b>	2 0 6 4
An introduction to basic components, tools, equipment and supplies of the auto body industry. Basic principles of automobile construction, design and manufacturing. Application of basic principles of straightening and aligning of damaged areas. Standard procedures and safety measures are stressed in the use of tools, equipment, correct mixtures and supplies in the auto body industry.	

<b>AUT 1152 Nonstructural Analysis &amp; Damage Repair II</b>	4 0 6 6
Upon completion of this course, students should be able to analyze a damage report containing both direct and/or indirect damage and/or remove/repair/replace outer body panels and interior body components, in accordance with manufacturers' specifications. <b>Prerequisite:</b> AUT 1151.	
<b>AUT 1153 Structural Analysis &amp; Damage Repair I</b>	2 0 6 4
Upon completion of this course, students should be able to identify vehicle chassis components, diagnose solutions for repairing structural damage, explain unitized construction process, and diagnose unibody damage describing procedures to be followed for correcting damage. <b>Prerequisite:</b> WLD 1125.	
<b>AUT 1154 Structural Analysis &amp; Damage Repair II</b>	2 0 9 5
After completing this course, students should be able to identify chassis components and frame types; diagnose, straighten, and align frame damage; and diagnose, straighten and align unibody damage according to manufacturers' specifications. <b>Prerequisites:</b> AUT 1153, WLD 1125.	
<b>AUT 1155 Body Repair Plastics &amp; Adhesives</b>	4 0 6 6
Students completing this course will learn to identify auto body plastic components and adhesives; diagnose problems with rigid and flexible plastic components; and remove, repair and reinstall plastic components in accordance with manufacturers' specifications.	

## ■ BIOLOGY

<b>BIO 201 Anatomy &amp; Physiology I</b>	4 2 0 5
A study of the normal structure and function of humans. Includes the basic chemistry necessary for understanding physiology. Introduces cell biology. Covers the integumentary, skeletal, muscular, digestive and respiratory systems.	
<b>BIO 202 Anatomy &amp; Physiology II</b>	4 2 0 5
A continuation of Anatomy & Physiology I. Covers the cardiovascular, lymphatic, urinary, nervous, endocrine and reproductive systems, the special senses and a brief introduction to heredity.	
<b>BIO 203 Microbiology</b>	4 2 0 5
A study of microscopic organisms with an emphasis on those that are human pathogens. Covers the anatomy and physiology of these organisms, resistance to disease and control of microorganisms. Includes a survey of human diseases that are caused by bacteria, viruses, helminths, protozoa and fungi.	

## ■ BUSINESS

<b>BUS 111 Introduction to Business</b>	3 2 4
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.	
<b>BUS 124 Business Law I</b>	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.	
<b>BUS 125 Business Management I</b>	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.	
<b>BUS 130 Business Law II</b>	3 0 3
A continuation of BUS 124 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. <b>Prerequisite:</b> BUS 124.	
<b>BUS 135 Business Management II</b>	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. <b>Prerequisite:</b> BUS 125.	
<b>BUS 140 Total Quality Management I</b>	3 0 3
This course is an overview of the history and evolution of thought in Total Quality Management. Trends in the field and management's role in planning for quality will be presented. Processes and concepts that do not yield data (e.g. critical thinking skills, team building, empowerment, delegation, statistical process control and other measurement methods, etc.) will also be discussed.	

<b>BUS 145 International Business</b>	<b>3 0 3</b>
This course is an introduction to the environment, concepts and basic differences involved in international business. Upon completion of this course, students should be able to describe the international business climate (first, second and third world), describe the forms of foreign involvement, explain international trade theory, explain governmental influences on trade and the strategies associated with them, name and describe the major organizations affecting international trade policy, explain the role of multinational corporations, describe the differences involved in control, personnel management and marketing in the international organization.	
<b>BUS 195 Small Business Management</b>	<b>3 0 3</b>
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.	
<b>BUS 210 Total Quality Management II</b>	<b>3 0 3</b>
This course will expand on the philosophy of Total Quality Management and techniques to increase customer satisfaction by continuously improving the quality of products and services provided. Emphasis is placed on understanding Total Quality principles, developing critical thinking skills, and working as a member of a team. <b>Prerequisite:</b> BUS 140.	
<b>BUS 215 Sales Development</b>	<b>3 0 3</b>
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.	
<b>BUS 220 Marketing</b>	<b>5 0 5</b>
A general survey of the field of marketing, with a detailed study of the functions, policies and institutions involved in the marketing process.	
<b>BUS 230 Business Finance</b>	<b>3 0 3</b>
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. <b>Prerequisite:</b> MAT 111. <b>Corequisite:</b> ACC 110.	
<b>BUS 236 Business Practices &amp; Principles for Interior Designers</b>	<b>3 0 3</b>
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.	
<b>BUS 238 Integrative Management</b>	<b>3 2 4</b>
This course is the capstone course for the Business Administration student and is designed so that the student is challenged through the application of the various skills and knowledge previously emphasized in the Business Administration curriculum. The course is designed to facilitate the integration of most areas required in running a business and to develop the student's ability to work as a team member in the decision-making process. Topics stressed are use of analytical skills, managerial skills, and how to get along in the work environment. <b>Prerequisite:</b> Completion of six quarters of Business Administration curriculum.	
<b>BUS 1103 Small Business Operations</b>	<b>3 0 3</b>
An introduction to starting a new business including start-up plans, basic record keeping, inventory, insurance, pricing and financing.	

## ■ COMMERCIAL ART TECHNOLOGY

<b>CAT 101 Advertising Principles</b>	<b>3 0 3</b>
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, organization and its means of promoting and distributing its products and services are discussed. Involved also is the survey of general advertising forms and media to acquaint the student with their basic characteristics, functions and requirements.	
<b>CAT 230 Graphic Design I</b>	<b>2 8 6</b>
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. <b>Prerequisites:</b> CGT 202, DES 130, DES 220.	

<b>CAT 231 Graphic Design II</b>	3 6 6
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. Copyfitting is introduced and practiced. Computers are used for design with studio projects. <b>Prerequisites:</b> CAT 230, CGT 203.	
<b>CAT 232 Graphic Design III</b>	3 6 6
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 and computer methods are stressed. Type specification is introduced and practiced. Computers are used for design with studio projects. <b>Prerequisites:</b> CAT 231, CGT 203.	

**■ COMMERCIAL GRAPHICS TECHNOLOGY**

<b>CGT 201 Computer Graphics I</b>	1 2 2
An introduction to the Macintosh computer for students in the Commercial Graphics program. <b>Prerequisite:</b> DES 105.	
<b>CGT 202 Computer Graphics II</b>	1 2 2
This course will prepare students to execute graphic work in both creative and technical studio courses using page layout and drawing software on the Macintosh computer. <b>Prerequisites:</b> CGT 201, DES 115.	
<b>CGT 203 Computer Graphics III</b>	2 2 3
This course will continue the preparation of students to use computers as aids in the execution of both technical and creative work in other Commercial Graphics courses. <b>Prerequisites:</b> CGT 202, DES 130.	
<b>CGT 204 Computer Graphics IV</b>	2 6 4
A course designed to advance student skills with computer graphics software. Projects will be coordinated with design studio courses. <b>Prerequisites:</b> CAT 232, CGT 203.	
<b>CGT 214 Graphic Arts I</b>	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. <b>Prerequisites:</b> CGT 202, DES 130.	
<b>CGT 216 Graphic Arts II</b>	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. Expansion of the student's professional vocabulary is continued. Computers are used for the production of mechanical art when appropriate. <b>Prerequisites:</b> CGT 203, CGT 214.	
<b>CGT 218 Illustration I</b>	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. <b>Prerequisites:</b> DES 130, DES 220.	
<b>CGT 220 Illustration II</b>	2 6 4
A continuation of CGT 218. Emphasis is placed on comprehensive product illustrations in 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. <b>Prerequisites:</b> CGT 203, CGT 218.	
<b>CGT 222 Graphic Arts III</b>	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 design projects. Expansion of the student's professional vocabulary is continued. Computers are used for the production of mechanical art when appropriate. <b>Prerequisites:</b> CGT 203, CGT 216.	

CGT 223	Special Design Projects	3	9	6
	Studio projects include advanced problems in graphic design. Emphasis is placed on professional portfolio development, résumé production, and methods of seeking employment. Computers are largely used for the execution of studio projects. <b>Prerequisites:</b> CAT 232, CGT 203, CGT 222.			
<b>■ CRIMINAL JUSTICE</b>				
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. <b>Prerequisite:</b> 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. <b>Prerequisite:</b> 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.			



<b>CJC 157 Criminalistics</b>	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. <b>Prerequisite:</b> MAT 111.	
<b>CJC 167 Traffic Accident Investigation</b>	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.	
<b>CJC 171 Criminal Investigation</b>	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. <b>Prerequisites:</b> CJC 125, CJC 131.	
<b>CJC 173 Investigative Writing</b>	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.	
<b>CJC 175 Handling Misdemeanants</b>	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

<b>DES 102 Design I</b>	3 6 5
The first in a sequence of three courses that introduces the basic concepts, 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.	
<b>DES 105 Visual Design</b>	3 6 6
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.	
<b>DES 108 Basic Drawing</b>	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, one and two point perspective and spatial relationships.	
<b>DES 112 Design II</b>	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. <b>Prerequisites:</b> DES 102, DFT 101.	
<b>DES 115 Visual Design &amp; Typography</b>	3 9 6
This is the second in a series of three visual design courses. Basic color theory is explored from both an academic and a practical approach. In addition to the color theory, the mechanics and aesthetics of typography are covered. Emphasis is placed on the use of hand lettering techniques for advertising layout applications, type as a design component, as well as the fundamentals of typographic measurement and terminology. Design problems are undertaken which require the use and integration of typography and color as part of the design solutions. <b>Prerequisite:</b> DES 105.	
<b>DES 120 Life Drawing I</b>	0 6 2
Life Drawing is a study of figure drawing, using the live model as well as various texts, and includes a brief study of anatomy. The student learns basic drawing principles and techniques, which are then applied to the live situation. Pencil and charcoal are the primary media used for this course.	
<b>DES 122 Design III</b>	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. <b>Prerequisites:</b> DES 112, DFT 108.	
<b>DES 125 Color Theory &amp; Application</b>	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 130	<b>Visual Design &amp; Graphic Procedures</b>	3	9	6	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 in coordination with CGT 202 (Computer Graphics II). 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 and to the operation of basic equipment, such as the copy camera and stat camera. The fundamentals of art for reproductions are introduced with relevant problems. <b>Prerequisites:</b> CGT 201, DES 115.
DES 203	<b>Introduction to Interior Design</b>	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. <b>Prerequisites:</b> ART 121, DES 108, DES 122, DES 125, DFT 140.
DES 205	<b>History of Early Interior Design</b>	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	<b>Furniture Design &amp; Construction</b>	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. Isometric projection, model building and prospective sketching are some skills required and used. <b>Prerequisite:</b> DFT 108.
DES 207	<b>Market Materials I</b>	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	<b>Market Materials II</b>	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	<b>Residential Design</b>	2	9	5	The focus areas of this course are color schemes, actual space measurement and graphic presentations. Students design interiors for residential client profiles. <b>Prerequisite:</b> DES 203.
DES 220	<b>Life Drawing II</b>	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. <b>Prerequisite:</b> DES 120.
DES 222	<b>Residential Design</b>	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. <b>Prerequisite:</b> DES 212.
DES 223	<b>Survey of the Decorative Arts</b>	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. <b>Prerequisite:</b> ART 121 or Consent of Instructor.
DES 231	<b>Commercial Design</b>	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. <b>Prerequisite:</b> DES 212.
DES 241	<b>Survey of Twentieth Century Design</b>	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.

<b>DES 260 Special Projects</b>	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. <b>Prerequisites:</b> BUS 236, DES 222, DES 231.	
<b>DES 262 Commercial Design</b>	2 12 6
A continuation of DES 231 Commercial Design. <b>Prerequisite:</b> DES 231.	

## ■ DRAFTING

<b>DFT 101 Technical Drafting</b>	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.	
<b>DFT 102 Technical Drafting</b>	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 Industrial Electrical/Electronics Technician students.	
<b>DFT 108 Architectural Drafting</b>	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 and scaled details will be produced. Computer-Aided Design (CAD) will be introduced. <b>Prerequisite:</b> DFT 101.	
<b>DFT 140 Layout Drafting</b>	0 6 2
This course is a continuation of Architectural Drafting with emphasis placed on floor plans, and exterior and interior elevations. Students will solve a residential problem and complete a set of working floor plans and elevations. Computer-Aided Drafting (CAD) will continue. <b>Prerequisite:</b> DFT 108.	
<b>DFT 1104 Blueprint Reading: Mechanical</b>	1 2 0 2
Interpretation and reading of blueprints. Information on the basic principles of the blueprint: lines, views, dimensioning procedures and notes.	
<b>DFT 1105 Blueprint Reading: Mechanical</b>	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. <b>Prerequisite:</b> DFT 1104.	
<b>DFT 1106 Blueprint Reading: Mechanical III</b>	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. <b>Prerequisite:</b> DFT 1105.	
<b>DFT 1180 Drafting Trades I</b>	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.	

## ■ DESKTOP PUBLISHING

<b>DTP 100 Layout &amp; Design</b>	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.	

<b>DTP 101 Desktop Publishing Fundamentals</b>	<b>3 2 4</b>
Introductory course designed to acquaint the student with desktop publishing software capabilities. Students will use a microcomputer and a page layout software package to create, design and print simple publications.	
<b>DTP 105 Graphic Software Introduction</b>	<b>3 4 5</b>
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.	
<b>DTP 110 Desktop Publishing I</b>	<b>3 4 5</b>
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.	
<b>DTP 120 Desktop Publishing II</b>	<b>3 4 5</b>
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. <b>Prerequisite:</b> DTP 110 or Departmental Approval.	
<b>DTP 130 Desktop Publishing III</b>	<b>3 4 5</b>
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. <b>Prerequisite:</b> DTP 120 or Departmental Approval.	
<b>DTP 140 Desktop Presentations</b>	<b>3 4 5</b>
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. <b>Prerequisite:</b> DTP 130 or Departmental Approval.	

## ■ ECONOMICS

<b>ECO 102 Economics I</b>	<b>3 0 3</b>
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.	
<b>ECO 104 Economics II</b>	<b>3 0 3</b>
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. <b>Prerequisite:</b> ECO 102.	

## ■ EDUCATION

<b>EDU 099 Student Success Skills</b>	<b>0 2 1</b>
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

<b>ELC 120 Direct Current Fundamentals</b>	<b>3 2 0 4</b>
A beginning course in basic electricity and circuit analysis. Conductors, insulators, batteries, DC power supplies, fuses and circuit breakers are defined. Purely resistive series circuits, parallel circuits, and series/parallel DC circuits will be mathematically analyzed and assembled by the student in the laboratory. The proper use of an ohmmeter, voltmeter and ammeter will be emphasized. Ohm's law, Kirchoff's voltage and current laws, Thevenin's theorem, Norton's theorem, superpositioning theorem, standard resistor color code, and voltage divider and current divider rules will be included. PSpice, an electrical/electronics circuit simulation software program, is introduced. <b>Prerequisite:</b> ELN 110. <b>Corequisite:</b> MST 101.	
<b>ELC 121 National Electrical Code</b>	<b>3 0 0 3</b>
This course provides instruction in the use and interpretation of the National Electrical Code. Emphasis will be placed on solving practice field problems by interpreting specific articles, using appropriate tables, and performing calculations to insure safe and effective installations in industrial, commercial, as well as residential environments.	

- ELC 132 Alternating Current Fundamentals** 5 4 0 7  
 The theory and generation of AC voltage and current is introduced. The sinusoidal waveform is mathematically defined. A number of AC circuits will be mathematically analyzed and physically assembled in the laboratory for functional verification. The proper use of the oscilloscope, function generator, frequency counter and impedance meter will be covered. Inductors, capacitors, transformers, impedance, reactance, phase-shifts and resonance are defined and analyzed. Rectangular and polar coordinate systems, frequency response curves, vectors and phasor diagrams are included. PSpice, an electrical/electronics circuit simulation software program is used as an aid in circuit analysis.  
**Prerequisites:** ELC 120, MAT 121.
- ELC 132A Alternating Current Fundamentals** 3 2 0 4  
 The theory and generation of AC voltage and current is introduced. The sinusoidal waveform is mathematically defined. A number of alternating current circuits will be mathematically analyzed and physically assembled in the laboratory for functional verification. The proper use of the oscilloscope and function generator will be emphasized. Inductance, capacitance and impedance are introduced. Phase-shifts and phasor diagrams are also introduced. PSpice, an electrical/electronics circuit simulation software program, is used as an aid in circuit analysis. **Prerequisites:** ELC 120, MAT 121.
- ELC 132B Alternating Current Fundamentals** 2 2 0 3  
 ELC 132B is a continuation of the alternating current concepts encountered in ELC 132A. A number of alternating current circuits will be mathematically analyzed and physically assembled in the laboratory for functional verification. Series and parallel resonance circuits are defined and analyzed. The proper use of the oscilloscope and function generator will be further emphasized. The frequency counter, impedance meter, step-up and step-down transformers will be introduced. Rectangular and polar coordinate systems are included in the analysis of AC circuitry as well as frequency response curves. PSpice, an electrical/electronics circuit simulation software program, is used as a circuit analysis aid. **Prerequisites:** ELC 132A, MAT 121.
- ELC 133 Basic Wiring Practices** 3 2 0 4  
 This course is intended to focus on the application of skills and techniques learned in basic exercises designed to demonstrate correct wiring practices and techniques recommended by the National Electrical Code, the National Electrical Manufacturers Association (NEMA), OSHA, Underwriters Laboratories, as well as other listing agencies and governing bodies of the construction and electrical trades. An emphasis will be placed on the layout and installation of electrical power distribution equipment, lighting, over-current protection, conductors, branch circuits, conduit installations and safety practices. Practical laboratory experiences and demonstrations will be used to reinforce topics covered in the classroom. **Prerequisite:** ISA 111. **Corequisite:** ELC 121.
- ELC 134 Blueprints & Schematics** 3 0 0 3  
 This course will focus on a broad range of blueprint reading skills. Emphasis will be placed on sets of symbols used in the electronics trades, the electrical installation and construction trades, as well as other areas of important concern, such as recognizing piping systems carrying flammable gases, water, steam, hazardous materials, electrical wiring, as well as devices which are integral parts of such systems found in industrial and commercial building premises. Proper handling and storage as well as procedures for modifying or verifying blueprints will be covered and related where possible to appropriate building and safety codes such as the National Electrical Code or OSHA standards.
- ELC 145 AC/DC Machines** 3 2 3 5  
 This course is designed to familiarize the student with many aspects of AC and DC machinery in the commercial and industrial environment as well as in the residential setting. These devices include AC motors—single phase and three phase, including alternators, DC motors and generators, solenoids and solenoid valves, servo motors, and servo control systems, voltage and current regulators, speed control devices, and reversing and braking systems. The student will physically set up and wire such systems and then collect data to determine the characteristics and efficiency of each system.  
**Prerequisites:** ELC 120, ELC 132.
- ELC 146 Industrial Control Fundamentals** 5 2 3 7  
 This course provides instruction in the fundamental concepts of industrial motor control systems and their installation. Topics include relay ladder logic, solid state devices, motors and controllers, National Electrical Code requirements, and wiring techniques. **Prerequisite:** ELC 134.  
**Corequisite:** ELC 145.
- ELC 146A Industrial Control Fundamentals** 3 2 0 4  
 This course provides instruction in the fundamental concepts of industrial motor control systems and their installation. Topics include relay ladder logic, solid state devices, motors and controllers, National Electrical Code requirements, and wiring techniques. **Prerequisites:** ELC 134, ELC 145.

<b>ELC 146B Industrial Control Fundamentals</b>	2 0 3 3
A continuation of ELC 146A. <b>Prerequisite:</b> ELC 146A.	
<b>ELC 217 Commercial &amp; Industrial Wiring</b>	5 0 12 9
This course will focus on the layout and planning, and installation of wiring systems common to both commercial and industrial locations. A continued emphasis will be placed on blueprint reading skills and the National Electrical Code as it applies to such installations. Students will be instructed in the installation of services, feeders, panels and panelboards, overcurrent protection systems, branch circuits, motor and motor control equipment, as well as electrical energy efficiency. Among the topics to be covered, each will be reinforced by lab exercises such as conduit bending, use of power tools, installing wiring using recommended industrial wiring methods, and troubleshooting defective equipment or faulty wiring systems. Students will also be afforded opportunities to view actual industrial and commercial installation and maintenance procedures by participating on field trips and other outside activities. <b>Prerequisites:</b> ELC 134, ELC 145.	
<b>ELC 217A Commercial &amp; Industrial Wiring</b>	2 0 6 4
This course will focus on the layout and planning, and installation of wiring systems common to both commercial and industrial locations. A continued emphasis will be placed on blueprint reading skills and the National Electrical Code as it applies to such installations. Among the topics to be covered, each will be reinforced by lab exercises such as conduit bending, use of power tools, installing wiring, using recommended industrial wiring methods, and in accordance with the National Electrical Code. <b>Prerequisites:</b> ELC 134, ELC 145.	
<b>ELC 217B Commercial &amp; Industrial Wiring</b>	3 0 6 5
This course is designed as a continuation in wiring systems common to both commercial and industrial locations as established in ELC 217A. A continued emphasis will be placed on blueprint reading skills and the National Electrical Code as it applies to such installations. Students will be instructed in the installation of services, feeders, panels and panelboards, overcurrent protection systems, branch circuits, motor and motor control equipment, as well as electrical energy efficiency. The topics will be reinforced by lab exercises designed to demonstrate each topic using recommended industrial wiring methods, and troubleshooting defective equipment or faulty wiring systems. Students will also be afforded opportunities to view actual industrial and commercial installation and maintenance procedures by participating on field trips and other outside activities. <b>Prerequisite:</b> ELC 217A.	
<b>ELC 218 Introduction to Programmable Logic Controllers</b>	3 2 0 4
The theory, development and application of Programmable Logic Controllers (PLCs) is examined. The student is familiarized with the elemental components common to all PLC systems and is introduced to relay ladder logic and to related methods of PLC programming. The student will manipulate the action and control of a PLC through a computer-graphics simulation of several automated manufacturing processes. <b>Prerequisite:</b> ELC 146.	
<b>ELC 239 PLC Applications</b>	3 0 6 5
This course is designed to continue where the introductory PLC course left off. It will cover more advanced programming, with an emphasis on instruction sets, networking, communications, word and file moves, analog to digital and digital to analog conversion, as well as hardwiring controllers to equipment in the lab environment, simulating actual industrial control systems. The course is intended to be extensively a "hands on" experience for the students, using typical programming situations found in industry to modify existing programs, or create programs to achieve the desired output control functions. Actual programs from industry may be used as instructional tools. <b>Prerequisite:</b> ELC 218 or Departmental Approval.	
<b>ELC 1101 Industrial Electrical Practices I</b>	3 2 0 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.	
<b>ELC 1102 Industrial Electrical Practices II</b>	3 2 0 4
A continuation of ELC 1101. <b>Prerequisite:</b> ELC 1101.	
<b>ELC 1135 Pneumatic &amp; Electrical Controls</b>	1 0 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.	

## ■ ELECTRONICS

- ELN 110 Introduction to Electrical/Electronics Technology** 3 2 0 4  
This course will familiarize the student with the mathematical concepts encountered in the electrical/electronics field. The proper use of a scientific calculator will be emphasized. Engineering notation, scientific notation, metric prefixes, and SI units of measure will be introduced. Algebraic manipulation of fundamental electrical formulas and the basic definitions of voltage, current, resistance and power will be included. Analog and digital multimeters will be introduced.
- ELN 141 Electronic Devices** 3 4 0 5  
A first course in semiconductor devices that includes a basic introduction to the solid-state properties of semiconductor devices. Rectifier diodes, special diodes and bipolar junction transistors will be studied as well as full-wave and half-wave rectification. Transistor switching and amplification will be included. A number of semiconductor device circuits will be assembled by the student in the laboratory. PSpice, an electrical/electronics circuit simulation software program, is used as an aid in understanding semiconductor device operation. **Prerequisites:** ELC 132, or ELC 132A & 132B.
- ELN 222 Industrial Electronics** 3 4 0 5  
A continuation of semiconductor devices with an emphasis on industrial control applications. The thyristor family of semiconductor components and operational amplifiers will be introduced. The operating characteristics and applications of silicon controlled rectifiers, diacs, triacs, unijunction transistors, programmable unijunction transistors, power MOSFETs, operational amplifiers, and basic optical-electronic devices will be included. **Prerequisites:** ELC 146, ELN 141.
- ELN 223 Digital Electronics I** 3 4 0 5  
A first course in digital electronics. Digital and analog concepts will be defined and compared. Binary, octal and hexadecimal numbering systems will be explored. Digital logic circuitry and Boolean algebra are examined. **Prerequisite:** MAT 121.
- ELN 234 Digital Electronics II** 3 4 0 5  
A second course in digital technology. The operating characteristics and interfacing techniques of TTL, CMOS, MOS and ECL digital logic families are investigated. Medium scale and large scale integrated circuitry are studied. The applications of counters, decoders, encoders, multiplexers, demultiplexers, seven-segment displays, and data-bussing are included. The principles of analog-to-digital conversion and digital-to-analog conversion are also studied. **Prerequisite:** ELN 223.

## ■ EMERGENCY MEDICAL SCIENCE

- EMS 250 Bridging Course I** 3 0 3  
This course is the first in a series of two courses designed to bridge the knowledge gained in a Continuing Education Paramedic Program with the knowledge gained in an EMS Curriculum Program. This course will emphasize patient assessment and documentation. The problem-oriented medical record format will be used to formulate a comprehensive medical care plan. **Prerequisite:** Admission to the EMS Bridging Program.
- EMS 251 Bridging Course II** 3 0 3  
This course is the second course in a series of two courses designed to bridge the knowledge gained in a Continuing Education Paramedic Program with the knowledge gained in an EMS Curriculum Program. The content in Part I of this course includes a discussion of the anatomy and physiology of the coronary artery system, twelve-lead ECG analysis, thrombolytic therapy, cardiac pacing, and advanced ECG dysrhythmia interpretation. The content in Part II includes a discussion of advanced pharmacology, drug-dosage calculations and IV therapy adjuncts. **Prerequisite:** Admission to the EMS Bridging Program.

## ■ ENGLISH

- ENG 099 Grammar & Writing** 3 0 3  
A review of traditional English grammar and mechanics will enable the student to write sentences, paragraphs and 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. <b>Prerequisite:</b> 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. <b>Prerequisite:</b> 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 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 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.			

## ■ FLORAL DESIGN

FLO 110	Floral Design I	5	10	10
	An introduction to the floral industry. Basic study of floral supplies, tools, products and equipment will be covered. Students will learn how to tie bows, construct bud vases and design simple geometric arrangements. Flower identification and proper care and handling of fresh cut flowers will be emphasized.			
FLO 110A	Floral Design IA	3	4	5
	An introduction to the floral industry. Basic study of floral supplies, tools, products and equipment will be covered. Students will learn how to tie bows, construct vase designs, make corsages, boutonnieres and preserve flowers.			
FLO 110B	Floral Design IB	2	6	5
	Continued study in basic floral design. Simple geometric floral design will be covered, along with fresh flower identification and proper care and handling of fresh cut flowers. <b>Prerequisites:</b> FLO 110A, FLO 112.			
FLO 112	Floral Art, Color & Display	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 114	Floral Design II	5	10	10
	Continued study of geometric floral design and flower identification. Current styles of floral design will be explored. Emphasis will be placed on the design of sympathy arrangements, sprays, wreaths, baskets and others. <b>Prerequisites:</b> FLO 110, FLO 112.			
FLO 114A	Floral Design IIA	3	4	5
	Continued study of geometric floral design and flower identification. Current styles of floral design will be explored. <b>Prerequisites:</b> FLO 110A, FLO 110B.			
FLO 114B	Floral Design IIB	2	6	5
	This course will be a continuation of study in geometric and contemporary designing. Emphasis will be placed on the design of sympathy arrangements, sprays, wreaths, baskets and others. <b>Prerequisite:</b> FLO 114A.			
FLO 116	Floriculture Therapy	2	4	4
	This course will explore the concept of horticulture therapy and how it can be applied. The students will be responsible for project ideas, lesson plans and leading an informal class in Floriculture Therapy.			



<b>FLO 118 Floral Design III</b>	6	12	12
Emphasis will be placed on the design of wedding arrangements—bouquets, corsages, head pieces, altar arrangements and others. The designs will be constructed in fresh and permanent materials. Each student will continue to develop his/her artistic ability, creating arrangements for many different situations. <b>Prerequisite:</b> FLO 114.			
<b>FLO 120 Floral Shop Management</b>	6	8	10
Introduction to the business management world. Special attention is given to the unique aspects of retail florist management. Areas covered will include purchasing, wire service, delivery, shop design and layout, employee and customer relations, and pricing. <b>Prerequisite:</b> FLO 118.			

## ■ HORTICULTURE

<b>HOR 210 Horticulture I</b>	2	4	4
An introduction to plant science and general botany. Soils, fertilizers, plant anatomy and identification will all be covered. Students will have practical application of the course materials by working in the greenhouses and learning gardens.			
<b>HOR 212 Horticulture II</b>	2	4	4
Continued study in the field of horticulture. The class will include interior plantscaping, insect and disease identification and control, greenhouse structures and enhancing the store exterior with flowers. <b>Prerequisite:</b> HOR 210.			

## ■ HUMANITIES

<b>HUM 215 Humanities Seminar</b>	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.			

## ■ INDUSTRIAL SAFETY

<b>ISA 111 Industrial Safety</b>	2	0	0	2
This course explores personnel, management and supervisory responsibility in fire and accident prevention; investigation and reporting; personal protective equipment; OSHA regulations; local, state and federal laws concerning workplace safety and hazardous materials; first aid; and the use of safety committees. A special emphasis will be placed on safety practices and procedures more specific to the electrical trades, such as lock-out and tag-out procedures, guarding of live equipment or surfaces, guarding of mechanical equipment, and identifying pinch-points and environmental hazards in industrial and commercial locations as well as other occupancies.				

## ■ MATHEMATICS

<b>MAT 097 Computation</b>	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. <b>Prerequisite:</b> Computation skills above grade-equivalent 9.0.			
<b>MAT 110 Technical Math I</b>	5	0	5
Course covers fundamental algebraic operations, the rectangular coordinate system, solution of linear equations and systems of equations. Laws of exponents are covered along with fundamental operations with polynomials. Basic operations with rational expressions are covered. Solution of simple quadratic equations are covered. <b>Prerequisite:</b> MAT 097 proficiency level or Consent of Instructor.			
<b>MAT 111 Mathematical Problem Solving</b>	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. <b>Prerequisite:</b> MAT 097 proficiency level.			
<b>MAT 121 Technical Math II</b>	5	0	5
A continuation of Technical Math I. Topics covered include simplification of expressions containing radicals, solution of more complicated quadratic equations, logarithms and solution of simple logarithmic equations, applications of geometry and right triangle trigonometry. Graphing trigonometric functions involving sine and cosine as they apply to electrical and electronic signals are also covered. <b>Prerequisite:</b> MAT 110 or Consent of Instructor.			

<b>MAT 132 Technical Math III</b>	3 0 3
A course designed to introduce more advanced topics in mathematics for the electrical/electronics student. Vectors, imaginary and complex numbers are used to solve for effective voltages and phase angles in reactive AC circuits. Rectangular and polar coordinate systems are examined. Fundamentals of calculus are introduced. Concepts of limits, continuity and derivatives are introduced. <b>Prerequisite:</b> MAT 121.	
<b>MAT 1101 Fundamentals of Mathematics</b>	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.	
<b>MAT 1102 Shop Math I</b>	4 0 4
A study of fundamental concepts of algebra—basic operations of addition, subtraction, multiplication and division with signed numbers, use of variables, solution of first order equations, ratio and proportion and solving a formula for any one of the variables. <b>Prerequisite:</b> MAT 1101.	
<b>MAT 1104 Shop Math II</b>	3 0 3
A study of fundamental concepts of geometry—angle measurement, triangles, circles, polygons, parallel lines. Geometric principles are applied to shop operations. <b>Prerequisite:</b> MAT 1102.	
<b>MAT 1123 Shop Math III</b>	3 0 3
A study of fundamental concepts of trigonometry—solution of right triangles and oblique triangles, evaluating trigonometric functions of any angle. All topics are applied to typical shop problems. <b>Prerequisite:</b> MAT 1104.	

## ■ MECHANICAL

<b>MEC 1101 Machine Shop Theory &amp; Practice I</b>	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.	
<b>MEC 1101A Machine Shop Theory &amp; Practice I</b>	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.	
<b>MEC 1101B Machine Shop Theory &amp; Practice I</b>	1 0 6 3
A continuation of MEC 1101A. <b>Prerequisite:</b> MEC 1101A.	
<b>MEC 1102 Machine Shop Theory &amp; Practice II</b>	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. <b>Prerequisite:</b> MEC 1101.	
<b>MEC 1102A Machine Shop Theory &amp; Practice II</b>	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. <b>Prerequisite:</b> MEC 1101A.	
<b>MEC 1102B Machine Shop Theory &amp; Practice II</b>	1 0 6 3
A continuation of MEC 1102A. <b>Prerequisite:</b> MEC 1102A.	
<b>MEC 1103 Machine Shop Theory &amp; Practice III</b>	3 0 12 7
Advanced work on milling machines and their accessories. Introduction to basic indexing and terminology with additional processes on calculating, cutting of spur and gears. 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. <b>Prerequisite:</b> MEC 1102.	

<b>MEC 1104 Machine Shop Theory &amp; Practice IV</b>	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, 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. <b>Prerequisite:</b> MEC 1103.	
<b>MEC 1115 Introduction to Metals</b>	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.	
<b>MEC 1155 Mechanical Systems</b>	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.	
<b>MEC 1170 Introduction to Computer Numerical Control Machining</b>	1 2 0 2
An introduction to the setup, 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, setup and operation of CNC machines. Operator safety and machine protection will be stressed. <b>Prerequisite:</b> MEC 1101 or Instructor Approval.	
<b>MEC 1171 Operation of Computer Numerical Control Machines</b>	2 2 0 3
An introduction to the setup and operation of computer numerical control machine tools. Computer numerical control description, operator controls and indicators, operation in setup, data, input, automatic operation, and tool holders will be areas of study. Safety and machine protection will be stressed at all times. <b>Prerequisite:</b> MEC 1170.	

## ■ MICROCOMPUTER SYSTEMS TECHNOLOGY

<b>MST 100 Introduction to Office Automation Technology</b>	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.	
<b>MST 101 Introduction to Microcomputers</b>	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.	
<b>MST 102 Keyboarding</b>	0 2 1
Introduction to keyboarding with emphasis on mastery of the keyboard to more efficiently use computer terminals.	
<b>MST 110 Word Processing Fundamentals</b>	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.	
<b>MST 115 Microcomputer Accounting Applications</b>	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. <b>Corequisite:</b> ACC 110 or Departmental Approval.	
<b>MST 120 Spreadsheet Fundamentals</b>	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.	
<b>MST 125 Advanced Spreadsheets</b>	3 2 4
This course is designed to reinforce basic skills and to introduce advanced skills and financial functions in the context of advanced business topics. Emphasis is placed on advanced spreadsheet design, file-building techniques, advanced database applications, financial @functions, and advanced macros. <b>Prerequisite:</b> MST 120.	

<b>MST 130 Database Fundamentals</b>	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.			
<b>MST 140 Microcomputer Graphics</b>	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.			
<b>MST 145 Microcomputer Utilization</b>	3	2	4
This course is designed to teach operating system commands, the selection and set-up of hardware, the installation of software, and the utilization of peripheral devices. <b>Prerequisite:</b> AOT 125 or Departmental Approval.			
<b>MST 150 Microcomputer Operations</b>	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. <b>Prerequisite:</b> MST 100 or Departmental Approval.			
<b>MST 200 Management Information Systems Concepts</b>	3	0	3
This course will focus on and explain the Systems Life Cycle. Students should understand that they have a responsibility to participate in the design, development and implementation of the system. They should have an understanding that systems design, development and implementation are team efforts and the system will only be as good as the effort put in by all the members of that team.			
<b>MST 201 Integrated Computer Applications</b>	3	2	4
Students will explore a variety of business-oriented software utilizing a state-of-the-art operating system. <b>Prerequisites:</b> AOT 135, MST 125, MST 130, MST 145.			
<b>MST 205 Office Automation Systems Analysis</b>	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. <b>Prerequisites:</b> MST 110, MST 120, MST 130, MST 140, MST 150.			
<b>MST 210 Word Processing Applications</b>	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. <b>Prerequisite:</b> MST 110.			
<b>MST 215 Office Automation Systems Design</b>	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. <b>Prerequisite:</b> MST 205.			
<b>MST 220 Spreadsheet Applications</b>	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. <b>Prerequisites:</b> MST 120, MST 210.			
<b>MST 225 Office Automation Systems Implementation</b>	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. <b>Prerequisite:</b> MST 215.			
<b>MST 230 Database Applications</b>	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. <b>Prerequisites:</b> MST 130, MST 220.			
<b>MST 235 Microcomputer Interfacing &amp; Maintenance</b>	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. <b>Prerequisite:</b> MST 150.			
<b>MST 240 Applications Programming I</b>	3	2	4
Introductory course designed to acquaint the student with the fundamentals of program design and development. Emphasis is on proper use of structured techniques in applications programming. <b>Prerequisites:</b> MST 110, MST 120, MST 130, MST 140, MST 150.			
<b>MST 245 Systems Architecture</b>	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. <b>Prerequisite:</b> MST 235.			

<b>MST 250 Applications Programming II</b>	3	2	4
Advanced course designed to provide the student with knowledge to write programs that produce information from database files. Emphasis is on using memory variables, allowing user input and setting up screen formats and basic menus. <b>Prerequisite:</b> MST 240.			
<b>MST 255 Data Communications</b>	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. <b>Prerequisite:</b> MST 245.			
<b>MST 260 Applications Programming III</b>	1	4	3
Advanced course that allows the student to develop programming skills in a variety of application packages. Packages studied will be determined on market demand. <b>Prerequisite:</b> MST 250.			

## ■ NURSING

<b>NUR 101 Introduction to Nursing</b>	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.				
<b>NUR 102 Principles of Nursing Practice</b>	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. <b>Corequisites:</b> BIO 201, NUR 101, PSY 103.				
<b>NUR 103 Adult-Child Health Nursing I</b>	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. <b>Prerequisites:</b> BIO 201, NUR 101, NUR 102, NUR 117, PSY 103. <b>Corequisite:</b> BIO 202.				
<b>NUR 104 Adult-Child Health Nursing II</b>	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. <b>Prerequisites:</b> BIO 202, NUR 103, NUT 115. <b>Corequisite:</b> BIO 203.				
<b>NUR 117 Pharmacology</b>	3	0	0	3
Provides the foundation of knowledge necessary to safely administer medications. Topics of discussion include history, sources and physical and chemical properties of drugs, as well as the ways in which drugs affect the body. Students are prepared to administer medications by emphasizing mathematical conversion between systems, interpretation of drug orders and nursing responsibilities. Broad drug classifications provide the framework for studying the use of drugs as therapeutic agents. Use of models, computer-based instruction and interactive video are provided in the lab setting.				
<b>NUR 201 Adult-Child Health Nursing III</b>	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. <b>Prerequisites:</b> BIO 203, NUR 104.				

<b>NUR 202 Adult-Child Health Nursing IV</b>	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. <b>Prerequisite:</b> NUR 201.	
<b>NUR 203 Adult-Child Health Nursing V</b>	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. <b>Prerequisite:</b> NUR 202.	
<b>NUR 204 Adult-Child Health Nursing VI</b>	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, ambulatory and home health care settings will be utilized for clinical learning. <b>Prerequisite:</b> NUR 203. <b>Corequisite:</b> NUR 217.	
<b>NUR 217 Professional Issues</b>	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. <b>Prerequisite:</b> NUR 203.	

## ■ NUTRITION

<b>NUT 115 Basic Nutrition</b>	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

<b>PEL 130 Electricity for Photoelectronics</b>	2 2 3
To introduce the student to the theory and application of DC circuits through manipulative experiences. The student will also develop an awareness of the electrical skills required in the field of photoelectronics.	
<b>PEL 140 Basic Electronics</b>	2 2 3
This course gives a general overview of electronics with emphasis on electronic circuits, devices and techniques that are encountered in photography and photofinishing equipment and systems. Topics covered include AC, inductance, capacitance, reactance, tubes, semiconductor fundamentals and devices. Digital circuit fundamentals are discussed also. <b>Prerequisite:</b> PEL 130.	
<b>PEL 251 Computer Photo Imaging &amp; Finishing</b>	1 6 4
An introductory course in using computers as a means of photo retouching, restoration and finishing. <b>Prerequisites:</b> PEL 140, PFN 143, PHO 111, PHO 114, PHO 134.	
<b>PEL 256 Photoelectronics I</b>	1 2 2
An opening course in photoelectronics. Course includes the analysis of schematic and wiring diagrams, identifying electromechanical and electronic components to include exploring their functions and applications in photographic processing and finishing. <b>Prerequisites:</b> MAT 111, PEL 140, PFN 129, PFN 147.	

- PEL 258 Electronics Technology I** 2 2 3  
 An opening course in electronics technology. Course includes the study and practice of proper safety procedures, identifying and using proper tools and test equipment, removing and/or replacing electronic components in photographic processing and finishing equipment using proper soldering techniques. Course also includes the application of semiconductor (solid-state) devices and basic circuitry. **Prerequisites:** MAT 111, PEL 140.
- PEL 260 Electronic Imaging Systems** 2 2 3  
 A study of the theory of converting images to electrical signals which may be displayed or stored electronically. Areas covered include infrared camera systems, VCNA systems, digital camera systems, electronic still camera systems, electronic photography, digital dark room computer imaging technologies and systems, scanners, film recorders and video capture systems for computer imaging. **Prerequisites:** PEL 130, PHO 111.
- 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. **Prerequisites:** MST 101, PEL 130, PHO 111, PHO 114.
- PEL 265 Electromechanical & Industrial Controls** 1 2 2  
 Course includes an introduction 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 266, PEL 268.
- PEL 266 Photoelectronics II** 1 4 3  
 A second course in photoelectronics. Course includes an analysis of electronic circuitry, control systems and microprocessor control systems for photographic processing and finishing, such as printers, cutters, film/paper processors. **Prerequisite:** PEL 256.
- PEL 267 Video Production** 2 4 4  
 Video Production combines photography, light, movement, sound, music and other elements to produce a medium that can be informative, entertaining and provocative. This course will challenge the student to use production techniques and imagination to create professional, effective video productions. **Prerequisite:** PHO 111.
- PEL 268 Electronics Technology II** 2 2 3  
 A second course in electronics technology. A study of operational amplifiers, multistage amplifiers, FETs, TTLs, Integrated Circuits and CMOS technology. **Prerequisite:** PEL 258.
- PEL 273 Systems Engineering Techniques** 1 2 2  
 Students will perform a systems analysis and integration of an industrial photographic processing and finishing lab and equipment. Students also will learn systems analysis theory, procedures and managerial practices to ensure that the definition of design for photographic processing and finishing equipment or labs achieves the required effectiveness at minimal unit production and life cycle costs. **Prerequisites:** PEL 266, PEL 268, PFN 147, PFN 251, PFN 262.
- PEL 276 Computer Presentation Graphics** 0 6 3  
 Students will apply techniques of image capture and creation, navigate systems software, design visuals, plan presentations, organize layout, select templates, evaluate clip art, text slides, logo use, data charts, pie charts, bar charts, map charts and diagrams. Students will also apply methods of computer retouching, enhancement and airbrushing techniques to include operating hard-copy image output devices. **Prerequisite:** PEL 251.
- PEL 278 Digital Electronics** 2 4 4  
 Students will study 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. **Prerequisites:** PEL 266, PEL 268, PEL 273.

## ■ 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 Photofinishing students.

<b>PFN 129 Introduction to Machine Processing &amp; Printing</b>	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. <b>Prerequisite:</b> PFN 110.			
<b>PFN 130 Advanced Photofinishing Processes</b>	1	10	6
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. Students will work during each lab with process E6, C41, RA4 and others. <b>Prerequisite:</b> PFN 129.			
<b>PFN 140 Minilab Operation, Maintenance &amp; Management</b>	1	6	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. <b>Prerequisites:</b> PFN 110, PFN 129, PFN 130.			
<b>PFN 143 Custom Color Printing I</b>	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. <b>Prerequisite:</b> PHO 111.			
<b>PFN 147 Photographic Machine Maintenance</b>	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. <b>Prerequisite:</b> PFN 130.			
<b>PFN 251 Laboratory Machine Processes</b>	1	4	3
Processing of a variety of film—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. <b>Prerequisites:</b> PFN 129, PFN 130, PFN 140.			
<b>PFN 262 Production Supervision</b>	0	4	2
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. <b>Prerequisites:</b> PFN 143, PFN 147, PFN 251.			
<b>PFN 263 Custom Color Printing II</b>	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. <b>Prerequisite:</b> PFN 143.			
<b>PFN 272 Photofinishing Laboratory Management</b>	1	6	4
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. <b>Prerequisite:</b> PFN 262.			

## ■ PHILOSOPHY

<b>PHI 121 Contemporary Moral Issues</b>	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.			

## ■ PHOTOGRAPHY

<b>PHO 111 Fundamentals of Photography</b>	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. <b>Corequisite:</b> PHO 114.			



PHO 112 Design Laboratory I	0	4	2
An introduction to the basic elements of design and the development of new perceptual skills through lab and photographic assignments and the study of contemporary photography. Labs explore design/perceptual concepts through drawing assignments, contemporary photographic images and group critique of photographic assignments. <b>Corequisites:</b> PHO 111, PHO 114.			
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. <b>Corequisite:</b> PHO 111.			
PHO 122 Design Laboratory II	0	4	2
Continuation of the study of the basic elements of design and developing perceptual skills via photographic and lab assignments and the study of contemporary photography. Introduction of the concepts and methods of visual communication and illustration. <b>Prerequisites:</b> PHO 111, PHO 112, PHO 114.			
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. <b>Prerequisites:</b> 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. <b>Prerequisites:</b> 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. <b>Prerequisite:</b> 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. <b>Prerequisites:</b> PHO 111, PHO 114.			
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 a thorough working knowledge and control of placement of plane of focus, depth of field and image shape modification. <b>Prerequisite:</b> PHO 125.			
PHO 132 Design Laboratory III	0	4	2
Continuation of study of elements of design with emphasis on color. Continued study of ways the medium of photography is used for illustration and visual communication. Analysis of photographic style through continued exposure to modern art and photography. Emphasis on the continued development of skills in organizing picture space for better impact and communication of ideas through innovation. <b>Prerequisite:</b> 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. <b>Prerequisite:</b> 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. <b>Prerequisite:</b> 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. <b>Prerequisites:</b> 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 and its capabilities with emphasis on practical applications for studio table-top and architectural interiors and exteriors. Study of object distance/focal length choices for exact control of image size and perspective. Introduction to use of studio strobe systems and use of large format color transparency and Polaroid positive/negative films. **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 148.
- 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. **Prerequisites:** Permission of the coordinator. **Successful completion of all Photography Technology 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:** Permission of the instructor. **Successful completion of all Photography Technology courses scheduled prior to PHO 251 is required.**
- PHO 252 **Commercial Photography I** 1 31 or 40 10  
An introduction to commercial photography, emphasizing a generalist approach to the various occupations/specialties within the field. The students will learn advanced lighting techniques with electronic strobes and tungsten lights for product and model photography in studio and on location. Segments of the business of commercial photography will be discussed. (Two lecture hours and thirty-one laboratory hours per week. Commercial photography internship of forty hours per week during the last six weeks of the quarter.) **Prerequisites:** Permission of the instructor. **Successful completion of all Photography Technology courses scheduled prior to PHO 252 is required.**

- PHO 253 Wedding Photography** 1 4 3  
 Study of the range of techniques used in producing wedding candids and the formal bridal portrait. The student learns to work within the protocol of various religious services through assignments at staged wedding ceremonies. Discussion of sales packages and album sources. **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 Photography Technology 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 Photography Technology 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  
 A continuation of the study of a generalist approach to commercial photography with emphasis on studio work. The students will practice shooting to layout specifications and work with art direction. Further segments of the business of commercial photography will be studied. **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. **Prerequisites:** Permission of the instructor. Successful completion of all Photography Technology courses scheduled prior to PHO 265 is required.
- 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** 1 30 4  
 Internship of 11 weeks 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 cannot be provided in the school setting. The course will be scheduled for one hour of lecture per week on site and 300 to 400 hours of work experience. **Prerequisites:** Permission of the coordinator. Successful completion of all Photography Technology 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 the opening of a studio business. Student research into the potential photographic market of selected areas. **Prerequisite:** PHO 261.
- PHO 272 Commercial Photography III 1 31 or 40 10  
Intensive portfolio development will be the central activity of this course. Students will evaluate their existing photography and work to improve technique and presentation, with the goal to create a diverse and marketable portfolio. Skills required for fulfilling the role of a photographic assistant, getting a job and self promotion will be studied. The business of photography will be further explored. (Two lecture hours and thirty-one laboratory hours per week. Commercial photography internship of forty hours per week during the last six weeks of the quarter.) **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. **Prerequisites:** PFN 143, 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 Photography Technology 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 278 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 Photography Technology courses scheduled prior to seventh quarter. **Corequisite:** PHO 278.
- PHO 280 Internship 1 30 4  
Continuation of PHO 270. Internship of 11 weeks during which the student studies and works under the supervision of biomedical photographers at participating medical facilities. The course will be scheduled for one hour of lecture per week on site and 300 to 400 hours of work experience. **Prerequisite:** PHO 270.

## ■ PHYSICS

- PHY 211 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 110 or Departmental Approval.
- PHY 222 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:** MAT 132.
- PHY 1101 Applied Science 3 0 3 4  
An introduction to physical principles and their application in industry. Topics in this course include force, motion, work, power, gear trains, levers and machines.

## ■ 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  
A course designed to investigate major forms of behavior disorders in children and adults. The focus will be on patterns that are most relevant to a broad, basic understanding of maladaptive behavior. Emphasis will include description, causations and treatment.
- 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 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 enable the student to obtain maximum comprehension of printed materials. Special emphasis is placed on building vocabulary and critically analyzing materials.

## ■ 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 for Criminal Justice I** 3 0 3  
Fundamentals of the Spanish language with an emphasis on speaking.
- SPA 102 Spanish for Criminal Justice II** 3 0 3  
Continuation of SPA 101. **Prerequisite:** SPA 101.

## ■ TELECOMMUNICATIONS

### TEL 101 Introduction to Telecommunications

3 0 3

This course provides orientation to the principles, techniques, codes and regulations, and equipment currently utilized in the field of telecommunications. Included is discussion of mutual aid and disaster operations. (Students enrolling in this class may be required to attend at GTCC.)

## ■ 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.

### 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 1125 Auto Body Welding

2 0 3 3

Upon completion of this course, students will be able to demonstrate a basic knowledge of welding and cutting equipment, terms and procedures used in today's auto body repair industry. Emphasis on safety procedures involved with mig, resistance, spot and oxyacetylene welding, oxyacetylene and plasma cutting.

# Continuing Education

Randolph Community College's Continuing Education division offers courses in a variety of program areas at both the Asheboro and Archdale campuses in addition to many locations throughout the county. These areas include occupational, community service, Learning Skills Center (Basic Education, Adult High School Diploma, General Educational Development, Human Resources Development, English as a Second Language, Compensatory Education, Job Opportunities and Basic Skills). Business and industry training programs within the Continuing Education division are the Small Business Center, Hosiery Technology Center, Focused Industry Training, New and Expanding Industry Training and In-Plant Training.

## Occupational Extension

This program area consists of courses that teach employment-related skills required to obtain and upgrade full-time or part-time employment. 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

Community service courses consist of single courses that focus on an individual's personal or leisure needs rather than occupational or professional employment.

## Learning Skills Center

The Learning Skills Center is located on the second floor of 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. As is the case with the traditional high school diploma, students are required to earn a total of 20 units of credit (including those that are transferable from their high school transcripts). The 20 units include English (4), math (3), social studies (3), science (3), health (1) and electives (6). This program is available on both Asheboro and Archdale campuses and at various locations throughout the county.

### ■ General Educational Development (GED) Certificate

Reading, writing, math, social studies, science and vocational subjects are taught in the Learning Skills Center on the Asheboro Campus and at various locations throughout the county. 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.

## ■ **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 access to computer software packages. Courses offered regularly through the Center include marketing, management, record keeping, 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 though they may have 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.



## Archdale Campus

RCC's Archdale Campus, located in Creekside Park off U.S. Highway 311, currently offers Continuing Education classes in Occupational Extension, Community Service, Learning Skills, Business and Industry Training, and selected college credit courses.

## Board of Trustees

The Randolph Community College Board of Trustees is made up of 13 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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## Randolph Community College Staff

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Maintenance Supervisor **Daniel G. Armstrong**  
Maintenance Staff **A. Wayne Hayes**  
Maintenance Staff **Kenneth D. Kinley**  
Maintenance Staff/Painter **Kenneth R. Miller**  
Maintenance Staff/Electrician **David H. Shields**  
Maintenance Staff **Gary W. Shore**

Housekeeping Staff/Third Shift Coordinator **Max R. Cheek**  
Housekeeping Staff **M. Elizabeth Brooks**  
Housekeeping Staff **James N. Geter**  
Housekeeping Staff **Clarence E. Goodman**  
Housekeeping Staff **Robert J. Guerette**  
Housekeeping Staff **Armenta L. Hedgecock**  
Housekeeping Staff **M. Sue Lucas**  
Housekeeping Staff **Richard A. Rich**  
Housekeeping Staff **Ermeta S. Robbins**  
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Campus Store Manager **Jan W. Hancock**  
Campus Store Assistant **Sharon S. Beane**  
Campus Store Assistant **Mary C. Brookshire**  
Campus Store Assistant **Beverly L. Lapetina**  
Campus Store Assistant **Frances A. McGee**

Campus Food Service Manager **Doris B. Smith**  
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Staff **Wanda C. Grant**  
Staff **Shirley H. Pickett**  
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## ■ **Continuing Education**

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Assistant Director of Extension, Archdale Campus **Jean K. Shropshire**  
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Assistant Director of Learning Skills Programs **Barbara F. Howard**  
Secretary, Learning Skills Programs **Patsy G. Rife**  
Assessment/LEIS Specialist, Learning Skills Programs **Kathryn H. Highfill**  
Instructor, HRD/Learning Skills Programs **J. Richard Anderson Jr.**  
Instructor, Compensatory Education **Donald R. Rakes**  
Aide, Compensatory Education **Rita A. Boling**  
Instructor/Recruiter/Retention Specialist, Learning Skills Programs **Linda S. King**  
Instructor, ESL-SLIAG/Recruiter **Maureen J. Bahr**  
Learning Skills/Math & Science Specialist  
Instructor/GED Examiner, Learning Skills Programs **Patsyanna B. Barker**  
Secretary, Learning Skills Programs **Betsy A. Kinney**  
Instructor, Computer **Janet A. Hall**

## ■ Instructional Affairs

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Faculty Assistant **Lisa L. Lawless**  
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Secretary, Learning Resources Center **Arlene H. Phillips**  
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Library Technical Assistant **Ruby W. Perryman**  
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Graphic Designer **Mark E. Unrue**  
Media Assistant **Daniel J. Thornburg**  
Offset Press Operator **Betty M. Peoples**

## ■ Student Development

Dean of Student Development **Paul D. Rudd**  
Executive Secretary/Admissions Officer **O'Dene S. Suggs**  
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Records Technician **Sharon C. Welch**  
Registrar **Carol M. Elmore**  
Secretary to the Registrar **Aldenia J. Brooks**  
Financial Aid Officer **Lynne O. Finison**  
Financial Aid Assistant **Rose T. Chilson**  
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Student Development Counselor **George E. Tonkin**  
Student Development Evening Counselor **Ronald W. Bushnell**  
Evening Receptionist/Secretary **Ruth V. Johnson**  
Admissions Counselor-Field Representative **Emily D. Howard**

# Randolph Community College Faculty

## ■ Art & Design Department

**Henry Harsch**, Departmental Chairman and Instructor, Commercial Graphics;  
B.S., M.A., East Carolina University  
**Betty Ann Busch**, Instructor, Floriculture; A.A.S., State University of New York,  
Agricultural and Technical College at Cobleskill  
**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  
**Carl M. Yontz**, Instructor, Commercial Graphics; B.A., Western Carolina University/  
M.B.A., University of North Carolina at Greensboro

## ■ Business Technology Department

- Phyllis E. Helms, Departmental Chairman and Instructor, Business Technology; B.A., University of North Carolina at Chapel Hill/A.A.S., Alamance Community College/ M.Ed., Ed.D. North Carolina State University
- Amy A. Brantley, Instructor, Business Technology; A.A.S., Randolph Community College/B.T., Appalachian State University/M.Ed., University of North Carolina at Greensboro
- Ralphael L. Brown, Instructor, Business Technology; B.S., North Carolina Agricultural and Technical State University/M.B.A., Alabama Agricultural and Mechanical University
- Moir L. Cahill, Instructor, Business Technology; B.A., Elon College/M.S.B.E., University of North Carolina at Greensboro
- Deborah A. Christenberry, Instructor, Business Technology; B.S., Western Carolina University/M.S., Virginia Polytechnic Institute and State University
- Ann M. Porter, Instructor, Business Technology; B.S., University of North Carolina at Greensboro
- Margaret W. Willett, Instructor, Business Technology; B.A., Elon College/M.S., Old Dominion University

## ■ College Preparatory Department

- David M. Heskett, Instructor, English; B.A., Stanford University/M.A., San Francisco State University
- Jane T. Lisk, Instructor, Reading; B.A., Limestone College/M.A., Appalachian State University
- Angelia A. Miles, Instructor, Math; B.S., North Carolina Agricultural and Technical State University

## ■ Criminal Justice Department

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

## ■ Electronics-Electrical Department

- Frank B. Chandler, Departmental Chairman and Instructor, Industrial Electricity/Electronics; B.S., M.S., East Tennessee State University/E.I.T.
- Keith H. Bunting, Instructor, Industrial Electricity/Electronics; Diploma, Randolph Community College

## ■ General Education Department

- Linda G. Rapp, Departmental Chairman and Instructor, Math-Physics; B.A., M.A., University of North Carolina at Greensboro
- Mary A. Chesson, Instructor, English; B.S., M.A., East Carolina University
- Ann Cutter, Instructor, Biology; B.S., Guilford College/M.A., University of North Carolina at Greensboro
- Joyce P. Harrington, Instructor, English; B.S., M.A., Appalachian State University
- 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

## ■ Health Occupations Department

- Lynn C. Tesh, Departmental Chairman and Instructor, Associate Degree Nursing; B.S.N., M.S.N., University of North Carolina at Greensboro
- Lucille D. Barrington, Instructor, Associate Degree Nursing; B.S.N., M.S.N., University of North Carolina at Greensboro
- Vicki L. Hulin, Instructor, Associate Degree Nursing; B.S.N., M.S.N., University of North Carolina at Greensboro

Carolyn M. McKenzie, Instructor, Associate Degree Nursing; B.S.N., University of North Carolina at Charlotte/M.S.N., University of North Carolina at Greensboro

Barbara P. Nalevanko, Instructor, Associate Degree Nursing; B.S.N., Case Western Reserve/M.S.N., University of North Carolina at Greensboro

Sharran E. Penny, Instructor, Associate Degree Nursing; B.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

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

Toby D. Hardister, Instructor, Photography; A.A.S., Randolph Community College

Glenda C. Martin, Lab Manager and Instructor, Photography; A.A.S., Davidson Community College

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, Photography; A.A.S., Randolph Community College/B.S., Western Carolina University

P. Irene Townsend, Lab Manager and Instructor, Photofinishing; B.S., University of North Carolina at Greensboro

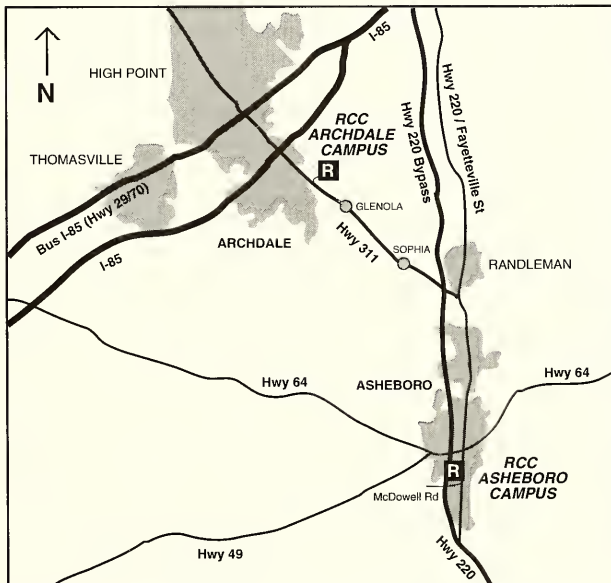
## ■ Power Mechanics Department

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

Julian M. Boyles, Instructor, Automotive Technology; A.A.S., Fayetteville Technical Community College

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

Robert P. Gelsomino, Instructor, Automotive Technology; A.A.S., Fayetteville Technical Community College



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To McDowell Road and 220 Bypass

Industrial Park Avenue

To South Fayetteville Street/Highway 220 Business

PARKING  
PARKING  
PARKING  
Faculty & Staff  
PARKING  
Visitors, Handicapped &  
Administration PARKING

Computer  
Technology  
Center (CTC)

Business  
Education  
Center (BEC)

Reception  
& Information

Administration  
Education Center (AEC)

PARKING

PARKING

Under  
Construction  
Health &  
Science  
Center

Learning  
Resources  
Center (LRC)

Student  
Services  
Center (SSC)

Building(s) . . .

7  
3  
5  
4

Photography  
Imaging  
Center

Building 13

PARKING


Under  
Construction  
Design  
Center (DC)

PARKING

Maintenance

Vocational Technical  
Center (VTC)

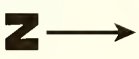
PARKING

	= STREETS & DRIVEWAYS
	= PARKING
	= CAMPUS BUILDINGS

To Industrial Park Avenue (RCC Main Entrance)

To McDowell Road

# RCC Asheboro Campus Map













**Randolph  
Community  
College**

PO Box 1009  
Asheboro, NC  
27204-1009