Randolph Community College

2000–2001 CATALOG

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Introduction

Introduction

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 Arts 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.

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.

From the President

We are pleased to provide you the wealth of information contained in this Catalog. We hope you will discover a career path from our comprehensive educational opportunities that will enable you to reach your goals.

If you haven't already, we hope you will visit our campus and meet our friendly faculty and staff. While I will be leaving RCC upon my retirement on July 1, 2000, I know my successor will lead RCC into the new millennium and even greater achievements. Please take advantage of the excellent opportunities at RCC. It will prove to be a rewarding experience.

Sincerely,

Larry K. Linker

Larry K. Linker, Ed.D.
President, Randolph Community College

Accreditation

Randolph Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Ga., 30033-4097, (404) 679-4501) to award the associate degree. Randolph Community College is authorized by the State Board of Community Colleges to award the Associate in Applied Science and the Associate in Arts degrees. Copies of this accreditation and authorization may be obtained by contacting the director of Planning & Research, (336) 633-0332.

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, or E-mailed to llingold@randolph.cc.nc.us.

2000 – 2001 Curriculum Calendar

■ Fall Semester

August 15, 16, 17 (T, W, Th) – Registration
August 21 (M) – Classes begin
August 21, 22 (M, T) – Late registration
August 22 (T) – Last day to register or add a course
September 4 (M) – Labor Day holiday
October 6 (F) – Classes end for fall break
October 9, 10 (M, T) – Fall break
October 11 (W) – Classes resume
October 25 (W) – Last day to withdraw from a course without academic penalty
November 23, 24 (Th, F) – Thanksgiving holidays
November 27 (M) – Classes resume
December 6, 7 (W, Th) – Early registration for spring semester *(returning students only)*
December 15 (F) – End of fall semester

■ Spring Semester

December 6, 7 (W, Th) – Early registration *(returning students only)*
January 4 (Th) – Registration
January 8 (M) – Classes begin
January 8, 9 (M, T) – Late registration
January 9 (T) – Last day to register or add a course
January 15 (M) – Martin Luther King Jr. holiday
March 14 (W) – Last day to withdraw from a course without academic penalty
April 13 (F) – Easter holiday
April 16, 17 (M, T) – Spring break
April 18 (W) – Classes resume
April 24 (T) – Early registration for summer session *(returning students only)*
May 3 (Th) – End of spring semester

■ Summer Session

April 24 (T) – Early registration *(returning students only)*
May 8 (T) – Registration
May 10 (Th) – Classes begin
May 10, 11 (Th, F) – Late registration
May 11 (F) – Last day to register or add a course
May 28 (M) – Memorial Day holiday (observed)
June 22 (F) – Last day to withdraw from a course without academic penalty
June 29 (F) – Classes end for summer break
July 2, 3, 4 (M, T, W) – Summer break
July 5 (Th) – Classes resume
July 31 (T) – End of summer session
August 11 (Sat) – Graduation

■ Summer Short Session

May 8 (T) – Registration*
May 10 (Th) – Classes begin
May 28 (M) – Memorial Day holiday (observed)
June 11 (M) – Last day to withdraw from a course without academic penalty
June 28 (Th) – End of summer short session

**** Due to the nature of this seven-week session, there will be no late registration.***

Curriculum Enrollment Quick Reference

■ Steps to Enrolling & Graduating

- Complete an RCC application. (See page 160.)
- Provide official copies of high school transcript and/or GED test scores and all college transcripts. (See page 160.)
- Call (336) 633-0224 to discuss placement testing. (See pages 160 – 161.)
- Meet with someone in RCC's financial aid office if necessary. (See pages 171 – 177.)
- Meet with your faculty advisor (during specified registration period). (See page 180.)
- Register for classes (during specified registration period). (See page 180.)
- Complete all course requirements for your program of study as published in your catalog of record, maintaining an overall GPA of 2.0 and a 2.0 average in all major courses. (Associate Degree Nursing students must maintain a 2.0 GPA in all nursing and nursing-related courses with no grade less than "C.") (See pages 12 – 96.)
- Apply to graduate. (See pages 194 – 195.)

■ Curriculum Expenses to Consider

- Books & supplies which will be more costly in majors like Advertising & Graphic Design, Associate Degree Nursing, Floriculture Technology, Interior Design and Photographic Technology. (See pages 166 – 167.)
- Transportation.
- Off-campus room and board.
- Personal expenses.
- Tuition & Activity Fees as follows.

In-State	*Fall & Spring Semesters*	
	1 through 13	$26.75/Credit Hour
	14 and up	$374.50/Semester
	Summer Session Only	
	1 through 8	$26.75/Credit Hour
	9 and up	$240.75/Session
Out-of-State	*Fall & Spring Semesters*	
	1 through 13	$169.75/Credit Hour
	14 and up	$2,376.50/Semester
	Summer Session Only	
	1 through 8	$169.75/Credit Hour
	9 and up	$1,527.75/Session

*Activity Fee – $1.20 per credit hour ($14.40 maximum per semester).
Activity fees for the summer session will be one half the normal charge.

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.

To obtain an application or transcript release forms, or for more information, contact Student Services at (336) 633-0224.

Locale

■ Asheboro Campus

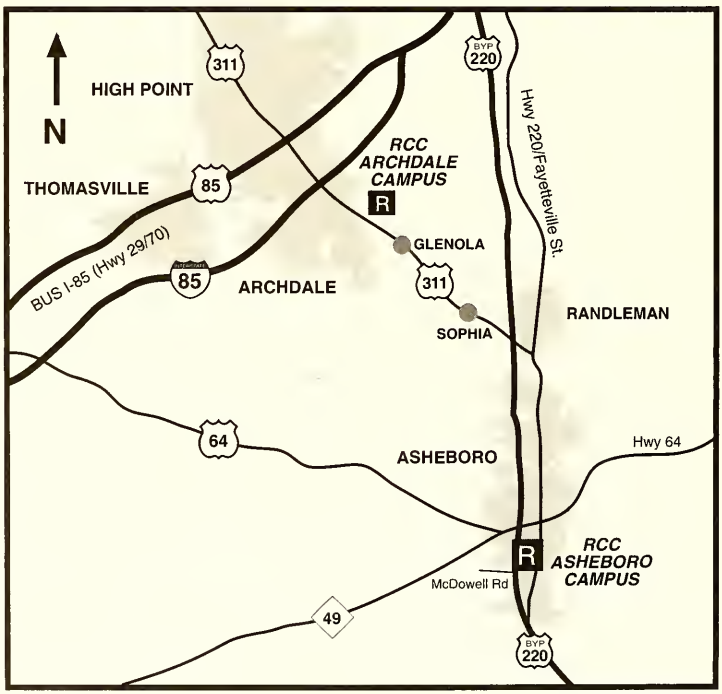
Situated near the geographic center of North Carolina, Randolph Community College lies adjacent to the ancient mountains in the area known as the Uwharries. The College is located in Asheboro at the McDowell Road exit of Highway 220 (Future I -73/I-74), just south of the interchange with Highways 64 and 49. 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 19,144, is the home of the North Carolina Zoological Park located off U.S. 64, five miles southeast of Asheboro. Countywide, the College draws from a population base of just over 123,000.

■ Archdale Campus

RCC's Archdale Campus, located at 110 Park Drive in Creekside Park off U.S. Highway 311, offers noncredit classes in Occupational Extension, Community Service, Basic Skills, and Business and Industry Training. Classes providing academic credit are offered in the following associate degree programs: Early Childhood Associate, Criminal Justice Technology and Associate in Arts (College Transfer).



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. The main phone is (336) 633-0200. Visit RCC's web site at the following address: www.randolph.cc.nc.us

■ Admissions

Robert S. Shackleford Jr. - Dean of Student Services; 633-0223; rsshackleford@randolph.cc.nc.us

Carol M. Elmore - Director of Admissions/Registrar; 633-0213; cmelmore@randolph.cc.nc.us

Rose T. Chilson - Administrative Assistant to Dean of Student Services; 633-0298; rtchilson@randolph.cc.nc.us

■ Financial Aid

Karen R. Ritter - Financial Aid Officer – Scholarships, Work-Study Jobs, Grants, Loans; 633-0222; krritter@randolph.cc.nc.us

Ron W. Bushnell - Student Services Counselor – Veterans' Benefits; 633-0201; rwbushnell@randolph.cc.nc.us

■ Counseling Services

Ron W. Bushnell - Student Services Counselor – Academic Counseling, Foreign Student Counseling; 633-0201; rwbushnell@randolph.cc.nc.us

Mary S. Morgan - Student Services Counselor – Career Development and Academic Counseling; 633-0308; msmorgan@randolph.cc.nc.us

Grover F. Yancey - Student Services Counselor – Academic Counseling, Disability Accommodation; 633-0246; gfyancey@randolph.cc.nc.us

■ Educational Programs

Marcia A. Daniel - Vice President of Educational Programs & Student Services – Inquiries on High School Students Attending Classes at Randolph Community College, Collaborative Agreements, General Coordination of All Educational Programs; 633-0218; madaniel@randolph.cc.nc.us

Lynn C. Tesh - Dean of Curriculum Programs – Information on Credit Courses of Study, Correspondence Regarding Curricula, Teaching Positions; 633-0206; pltesh@randolph.cc.nc.us

Celia T. Hurley - Director of Teaching Excellence/Distance Education – Information on Virtual Campus/Distance Education; 633-0299; cthurley@randolph.cc.nc.us

Rebekah H. Megerian - Dean of Developmental & Basic Skills – Information on adult high school completion and developmental education; 633-0227; rhmegerian@randolph.cc.nc.us

Don N. Childers - Dean of Business & Industry Services – Information on Noncredit Courses for Business & Industry, In-Plant Training, Focused Industry Training; 633-0228; dnchilders@randolph.cc.nc.us

Lewis W. Edwards- Dean of Extension Programs – Information on Noncredit Extension Courses; 633-0217; lwedwards@randolph.cc.nc.us

■ Transcripts

Carol M. Elmore - Director of Admissions/Registrar – Requests for Transcripts, Grades, Graduation Information; 633-0213; cmelmore@randolph.cc.nc.us

■ Student Services

Robert S. Shackleford Jr. - Dean of Student Services – General Student Services; 633-0223; rsshackleford@randolph.cc.nc.us

■ Learning Resources Center

Marcia A. Daniel - Vice President of Educational Programs & Student Services – General Library Services, Media Services, Coordination of All Learning Resources; 633-0218; madaniel@randolph.cc.nc.us

Debbie S. Luck - Director of Library Services – General Library Services, Media Services; 633-0272; dsluck@randolph.cc.nc.us

■ Business Matters

Ronald W. Jones - Vice President of Administrative Services – Information on Business Affairs, Fees, Financial Arrangements, Purchasing, General Campus Services; 633-0290; rwjones@randolph.cc.nc.us

■ Administrative Affairs

Dr. Larry K. Linker - President of the College – Policies, Gifts, Bequests, Endowments; 633-0286; lklinker@randolph.cc.nc.us

Programs of Study (Curricula-Credit)

Programs of Study (Curricula-Credit)

Certificates, diplomas or degrees are offered in the following areas of study by Randolph Community College. Programs are described on pages 14 – 96 in the order listed below. Required courses for each program are listed by semester. Each course is coded as follows to indicate the category for program completion per community college guidelines: **c=core course, g=general education course, om=other major course, co=concentration course, or=other required course.** Individuals interested in any of the following curriculum programs should contact the admissions office in Student Services for an application and more information.

The Associate in Arts (College Transfer) program provides opportunities for students to complete course work that will transfer to four-year colleges and universities as baccalaureate credit. RCC complies with the 1997 Comprehensive Articulation Agreement between the North Carolina Community College System and the University of North Carolina System which guarantees transfer credit for students who complete degree requirements. This degree is designed to prepare students to continue their education as juniors in their field of study.

College Preparatory Studies

English
Math
Reading

Associate Degrees, Diplomas & Certificates

Accounting – Associate Degree (day & evening)
Advertising & Graphic Design – Associate Degree (day)
Associate Degree Nursing – Associate Degree (day)
Associate in Arts (College Transfer) – Associate Degree (day & evening)
Premajors offered in Business Administration, Business Education & Marketing Education, English, Psychology and Sociology
Autobody Repair – Diploma (day); Certificate (evening)
Automotive Systems Technology –Associate Degree & Diploma (day); Certificate (evening)
Basic Law Enforcement Training – Certificate (day & evening)
Business Administration – Associate Degree (day & evening)
Business Administration: Banking & Finance Concentration – Associate Degree (day & evening)

Criminal Justice Technology – Associate Degree (day & evening)
Early Childhood Associate – Associate Degree, Diploma & Certificate (day & evening)
Electric Lineman Technology (collaborative program*) *for employees of electric membership companies only* – Associate Degree (day & evening)
Electrical/Electronics Technology – Associate Degree (day); Diploma & Certificate (day & evening)
Emergency Medical Science (collaborative program*) – Associate Degree (day)
Fire Protection Technology (collaborative program*) – Associate Degree (day & evening)
Floriculture Technology – Diploma (day); Certificate (evening)
General Occupational Technology – Diploma (day)
Historic Preservation Technology – Associate Degree & Diploma (day); Certificate (day & evening)
Industrial Maintenance Technology – Diploma & Certificate (evening)
Information Systems – Associate Degree (day & evening)
Information Systems: Network Administration & Support Concentration – Associate Degree (day & evening)
Interior Design – Associate Degree (day); Computer-Aided Drafting Certificate (evening)
Machining Technology – Associate Degree & Diploma (day); Certificate (day & evening)
Nursing Assistant *(for Huskins students only)* – Certificate (day)
Office Systems Technology – Associate Degree & Certificate (day & evening)
Photographic Technology: Biomedical Photography Concentration – Associate Degree (day)
Photographic Technology: Commercial Photography Concentration – Associate Degree (day)
Photographic Technology: Photojournalism Concentration – Associate Degree (day)
Photographic Technology: Portrait Studio Management Concentration – Associate Degree (day)
Physical Therapist Assistant (collaborative program*) – Associate Degree (day)
Real Estate Appraisal – Certificate (day & evening)
Rehabilitation Assistant – Diploma (day)
Spanish Interpreter Education – Associate Degree (day); Diploma (day & evening)
Speech-Language Pathology Assistant (collaborative program*) – Associate Degree (day)
Welding Technology – Certificate (evening)
These programs are offered in conjunction with another community college.

College Preparatory Studies

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

College Preparatory Studies courses exist as prerequisites to General Education courses. Please see the section "General Admissions Requirements for Curriculum Programs" on pages 158 – 159 for information concerning placement testing. Students who do not remove prerequisites through test scores or prior credit must take the appropriate math, reading or English courses in College Preparatory Studies prior to enrolling in certain General Education courses. College Preparatory classes are offered day and evening to accommodate every student who needs them. Grades earned in College Preparatory Studies are not included in the student's grade point average and credit hours earned do not count toward graduation.

The purpose of Special Services is to increase the retention and graduation of disadvantaged students. By the terms of the federal grant which supports Special Services, disadvantaged students are defined as those who are first-generation college students, those who have academic need, those who have financial need, or those who have disabilities that substantially impair their ability to perform academically. The mission of Special Services is to compensate for disadvantages by providing academic services and personal support to qualified students.

The missions of College Preparatory Studies and Special Services are to provide rigorous academic challenges and adequate personal support to ensure the academic success of the students at Randolph Community College.

COLLEGE PREPARATORY STUDIES

Courses Offered

		Hours/Week		Sem. Hrs.
		Class	Lab	Credit
ENG 075	Reading & Language Essentials	5	0	5
ENG 085	Reading & Writing Foundations	5	0	5
ENG 090	Composition Strategies	3	0	3
MAT 050	Basic Math Skills	3	2	4
MAT 060	Essential Mathematics	3	2	4
MAT 070	Introductory Algebra	3	2	4
MAT 080	Intermediate Algebra	3	2	4
RED 090	Improved College Reading	3	2	4

Course descriptions are on pages 97 – 145.

■ Accounting

[A25100] Degree (Day & Evening)

The Accounting curriculum is designed to provide students with knowledge and skills necessary for employment and growth in the accounting profession. Using the "language of business," accountants assemble and analyze, process and communicate essential information about financial operations.

In addition to course work in accounting principles, theories and practice, students will study business law, finance, management and economics. Related skills are developed through the study of communications, computer applications, financial analysis, critical thinking skills and ethics.

Graduates should qualify for entry-level accounting positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems and governmental agencies. With work experience and additional education, an individual may advance in the accounting profession.

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 Information Systems, 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 60 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, (336) 633-0314; or Noel Jones at UNCG, (336) 334-4257.

ACCOUNTING – DAY

Curriculum By Semesters - Degree

		Hours/Week Class	Hours/Week Lab	Sem. Hrs. Credit
First Year: Fall Semester				
ACC 120	Principles of Accounting I (c)	3	2	4
BUS 115	Business Law I (c)	3	0	3
CIS 110	Introduction to Computers (c)	2	2	3
OST 131	Keyboarding (c)	1	2	2
		9	6	12
First Year: Spring Semester				
ACC 121	Principles of Accounting II (c)	3	2	4
ECO 252	Principles of Macroeconomics (c)	3	0	3
ENG 111	Expository Writing (g)	3	0	3
OST 136	Word Processing (c)	1	2	2
--	Social/Behavioral Science Course (g)	3	0	3
		13	4	15
First Year: Summer Session				
ACC 131	Federal Income Taxes (c)	2	2	3
ACC 225	Cost Accounting (c)	3	0	3
BUS 137	Principles of Management (c)	3	0	3
ENG 114	Professional Research & Reporting (g)	3	0	3
		11	2	12
Second Year: Fall Semester				
ACC 220	Intermediate Accounting I (c)	3	2	4
BUS 225	Business Finance (c)	2	2	3
CIS 120	Spreadsheet I (c)	2	2	3
MAT 140	Survey of Mathematics (g)	3	0	3
		10	6	13
Second Year: Spring Semester				
ACC 140	Payroll Accounting (c)	1	2	2
ACC 221	Intermediate Accounting II (c)	3	2	4
BUS 255	Organizational Behavior in Business (c)	3	0	3
CIS 152	Database Concepts & Applications (c)	2	2	3
--	Humanities/Fine Arts Course (g)	3	0	3
		12	6	15

TOTAL SEMESTER CREDIT HOURS: 67

ACCOUNTING – EVENING

Curriculum By Semesters - Degree

		Hours/Week Class	Lab	Sem. Hrs. Credit
First Year: Fall Semester				
ACC 120	Principles of Accounting I (c)	3	2	4
CIS 110	Introduction to Computers (c)	2	2	3
OST 131	Keyboarding (c)	1	2	2
		6	6	9
First Year: Spring Semester				
ACC 121	Principles of Accounting II (c)	3	2	4
ENG 111	Expository Writing (g)	3	0	3
OST 136	Word Processing (c)	1	2	2
		7	4	9
First Year: Summer Session				
ACC 225	Cost Accounting (c)	3	0	3
ENG 114	Professional Research & Reporting (g)	3	0	3
		6	0	6
Second Year: Fall Semester				
ACC 220	Intermediate Accounting I (c)	3	2	4
CIS 120	Spreadsheet I (c)	2	2	3
MAT 140	Survey of Mathematics (g)	3	0	3
		8	4	10
Second Year: Spring Semester				
ACC 140	Payroll Accounting (c)	1	2	2
ACC 221	Intermediate Accounting II (c)	3	2	4
CIS 152	Database Concepts & Applications (c)	2	2	3
		6	6	9
Second Year: Summer Session				
ACC 131	Federal Income Taxes (c)	2	2	3
BUS 137	Principles of Management (c)	3	0	3
		5	2	6
Third Year: Fall Semester				
BUS 115	Business Law I (c)	3	0	3
BUS 225	Business Finance (c)	2	2	3
--	Humanities/Fine Arts Course (g)	3	0	3
		8	2	9
Third Year: Spring Semester				
BUS 255	Organizational Behavior in Business (c)	3	0	3
ECO 252	Principles of Macroeconomics (c)	3	0	3
--	Social/Behavioral Science Course (g)	3	0	3
		9	0	9

TOTAL SEMESTER CREDIT HOURS: 67

■ Advertising & Graphic Design

[A30100] Degree (Day)

The Advertising & Graphic Design curriculum is designed to provide students with knowledge and skills necessary for employment in the graphic design profession, which emphasizes design, advertising, illustration, and digital and multimedia preparation of printed and electronic promotional materials.

Students will be trained in the development of concept and design for promotional materials such as newspaper and magazine advertisements, posters, folders, letterheads, corporate symbols, brochures, booklets, preparation of art for printing, lettering and typography, photography and electronic media.

Graduates should qualify for employment opportunities with graphic design studios, advertising agencies, printing companies, department stores, a wide variety of manufacturing industries, newspapers and businesses with in-house graphics operations.

ADVERTISING & GRAPHIC DESIGN – DAY

Curriculum By Semesters - Degree

		Hours/Week Class	Hours/Week Lab	Sem. Hrs. Credit
First Year: Fall Semester				
ENG 111	Expository Writing (g)	3	0	3
GRA 151	Computer Graphics I (c)	1	3	2
GRD 121	Drawing Fundamentals I (c)	1	3	2
GRD 141	Graphic Design I (c)	2	4	4
MAT 115	Mathematical Models (g)	2	2	3
		9	**12**	**14**
First Year: Spring Semester				
ART 111	Art Appreciation (g)	3	0	3
GRA 152	Computer Graphics II (c)	1	3	2
GRD 110	Typography I (c)	2	2	3
GRD 142	Graphic Design II (c)	2	4	4
GRD 146	Design Applications II (om)	0	3	1
GRD 230	Technical Illustration (c)	1	3	2
		9	**15**	**15**
Second Year: Fall Semester				
GRA 121	Graphic Arts I (om)	2	4	4
GRA 153	Computer Graphics III (om)	1	3	2
GRD 131	Illustration I (om)	1	3	2
GRD 241	Graphic Design III (c)	2	4	4
GRD 246	Design Applications III (om)	0	3	1
GRD 281	Design of Advertising (om)	2	0	2
		8	**17**	**15**
Second Year: Spring Semester				
ENG 114	Professional Research & Reporting (g)	3	0	3
GRA 221	Graphic Arts II (om)	2	4	4
GRD 242	Graphic Design IV (om)	2	4	4
GRD 247	Design Applications IV (om)	0	3	1
GRD 265	Digital Print Production (om)	1	4	3
--	Social/Behavioral Science Course (g)	3	0	3
		11	**15**	**18**
Second Year: Summer Session				
GRA 154	Computer Graphics IV (om)	1	3	2
GRD 243	Graphic Design V (om)	2	4	4
GRD 280	Portfolio Design (c)	2	4	4
		5	**11**	**10**

TOTAL SEMESTER HOURS CREDIT: 72

■ Associate Degree Nursing

[A45100] Degree (Day)

The Associate Degree Nursing (integrated) curriculum provides individuals with the knowledge and skills necessary to provide nursing care to clients and groups of clients throughout the life span in a variety of settings.

Courses will include content related to the nurse's role as provider of nursing care, as manager of care, as member of the discipline of nursing, and as a member of the interdisciplinary team.

Graduates of this program are eligible to apply to take the National Council Licensure Examination (NCLEX-RN) which is required for practice as a registered nurse. Employment opportunities include hospitals, long term care facilities, clinics, physician's offices, industry and community agencies.

Advanced Placement for Licensed Practical Nurses

Licensed practical nurses requesting advanced placement will be granted credit for NUR 110 Nursing I 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
4. Completion of a self-study module "Legal Aspects of Nursing Practice."

LPNs who receive credit for NUR 110 are accountable for stated objectives for this course. Therefore, LPNs requesting advanced placement will be provided the course outline for NUR 110 for review. Should the LPN identify deficiencies following this review, he/she may choose to either audit or take the course for credit.

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 an articulation agreement with the University of North Carolina at Greensboro. UNCG has provided RCC with a written agreement so that students may receive credit for courses taken while at RCC. For further information, contact the Health Occupations & Human Services department chair at (336) 633-0264.

Randolph Community College's Associate Degree Nursing program has been awarded accreditation by the National League for Nursing. A copy of this accreditation may be obtained by contacting the director of Planning & Research, (336) 633-0332.

ASSOCIATE DEGREE NURSING – DAY

Curriculum By Semesters - Degree

		Hours/Week			Sem. Hrs.
		Class	Lab	Clinical	Credit
First Year: Fall Semester					
BIO 168	Anatomy & Physiology I (g)	3	3	0	4
NUR 110	Nursing I (c)	5	3	6	8
PSY 110	Life Span Development (om)	3	0	0	3
		11	6	6	15
First Year: Spring Semester					
BIO 169	Anatomy & Physiology II (om)	3	3	0	4
ENG 111	Expository Writing (g)	3	0	0	3
NUR 120	Nursing II (c)	5	3	6	8
		11	6	6	15
First Year: Summer Session					
NUR 130	Nursing III (c)	4	3	6	7
PSY 150	General Psychology (om)	3	0	0	3
SOC 210	Introduction to Sociology (g)	3	0	0	3
		10	3	6	13
Second Year: Fall Semester					
ENG 114	Professional Research & Reporting (g)	3	0	0	3
NUR 210	Nursing IV (c)	5	3	12	10
--	Humanities/Fine Arts Course (g)	3	0	0	3
		11	3	12	16
Second Year: Spring Semester					
ECO 151	Survey of Economics (g)	3	0	0	3
NUR 220	Nursing V (c)	4	3	15	10
		7	3	15	13

TOTAL SEMESTER HOURS CREDIT: 72

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)

■ Associate in Arts (College Transfer)

[A10100] Degree (Day & Evening)

The Associate in Arts (College Transfer) program is designed for students who wish to attend RCC for their freshman and sophomore years of college and who plan to complete a baccalaureate degree at a four-year college or university. Students who complete the program, with 64-65 total semester hours credit, will receive an Associate in Arts degree and will be able to transfer to constituent institutions of the University of North Carolina with junior status if grades in all courses are "C" or better. (To be considered for junior status at one of the UNC institutions, community college transfer students must meet the same requirements set for native students in that university with respect to such things as grade point average and credit hours accumulated.)

The Associate in Arts degree also includes a 44 hour general education core with courses in English composition, humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. The general education core transfer component is portable and transferable as a block across the North Carolina Community College System and from that system to UNC institutions, whether or not the transferring student has earned the associate degree. (To be eligible for inclusion in this policy, a student must have an overall grade point average of 2.0 on a 4.0 scale at the time of transfer and a grade of "C" or better in all general education core courses.) The transcripts of students who transfer before completing the general education core will be evaluated on a course-by-course basis by the receiving institution.

Students planning to transfer to a private college or university should consult personnel at that institution for information concerning transferability of courses.

Students should consult their academic advisor for help with course selection. Students must pass placement tests to qualify for certain Associate in Arts (College Transfer) courses. College Preparatory courses are available for those who need them.

ASSOCIATE IN ARTS (COLLEGE TRANSFER) – DAY & EVENING

Courses Offered - Degree

		Hours/Week Class	Lab	Sem. Hrs. Credit
General Education Core (44 Semester Hours Credit)*				
English Composition (6 Semester Hours Credit)				
ENG 111	Expository Writing *(required)*	3	0	3
Select one course from the following:				
ENG 112	Argument-Based Research	3	0	3
ENG 113	Literature-Based Research	3	0	3
ENG 114	Professional Research & Reporting	3	0	3

*Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

(Continued on next page)

Humanities/Fine Arts (12 Semester Hours Credit)*

Select four courses with at least three different prefixes from those listed below. At least one course must be a literature course (ENG prefix).

ART 111	Art Appreciation	3	0	3
ART 114	Art History Survey I	3	0	3
ART 115	Art History Survey II	3	0	3
DAN 110	Dance Appreciation	3	0	3
DRA 111	Theatre Appreciation	3	0	3
ENG 131	Introduction to Literature	3	0	3
ENG 231	American Literature I	3	0	3
ENG 232	American Literature II	3	0	3
ENG 233	Major American Writers	3	0	3
ENG 241	British Literature I	3	0	3
ENG 242	British Literature II	3	0	3
ENG 243	Major British Writers	3	0	3
ENG 252	Western World Literature II	3	0	3
HUM 110	Technology & Society	3	0	3
HUM 120	Cultural Studies	3	0	3
HUM 121	The Nature of America	3	0	3
HUM 122	Southern Culture	3	0	3
HUM 130	Myth in Human Culture	3	0	3
HUM 150	American Women's Studies	3	0	3
HUM 160	Introduction to Film	2	2	3
HUM 220	Human Values & Meaning	3	0	3
MUS 110	Music Appreciation	3	0	3
MUS 112	Introduction to Jazz	3	0	3
MUS 114	Non-Western Music	3	0	3
PHI 210	History of Philosophy	3	0	3
PHI 215	Philosophical Issues	3	0	3
PHI 240	Introduction to Ethics	3	0	3
REL 110	World Religions	3	0	3
REL 211	Introduction to Old Testament	3	0	3
REL 212	Introduction to New Testament	3	0	3
REL 221	Religion in America	3	0	3
SPA 111	Elementary Spanish I	3	0	3
SPA 112	Elementary Spanish II	3	0	3
SPA 211	Intermediate Spanish I	3	0	3
SPA 212	Intermediate Spanish II	3	0	3

*Three semester hours credit in speech/communication may be substituted for three semester hours credit in Humanities/Fine Arts. Speech/communication may not substitute for the literature requirement.

Social/Behavioral Sciences (12 Semester Hours Credit)

Select four courses with at least three different prefixes from those listed below. At least one course must be a history course (HIS prefix).

ANT 210	General Anthropology	3	0	3
ANT 220	Cultural Anthropology	3	0	3
ANT 221	Comparative Cultures	3	0	3
ANT 240	Archaeology	3	0	3
ECO 151	Survey of Economics	3	0	3
ECO 251	Principles of Microeconomics	3	0	3
ECO 252	Principles of Macroeconomics	3	0	3
HIS 121	Western Civilization I	3	0	3
HIS 122	Western Civilization II	3	0	3

HIS 131	American History I	3	0	3
HIS 132	American History II	3	0	3
POL 110	Introduction to Political Science	3	0	3
POL 120	American Government	3	0	3
PSY 150	General Psychology	3	0	3
PSY 237	Social Psychology	3	0	3
PSY 281	Abnormal Psychology	3	0	3
SOC 210	Introduction to Sociology	3	0	3
SOC 213	Sociology of the Family	3	0	3
SOC 220	Social Problems	3	0	3

Natural Sciences/Mathematics (14 Semester Hours Credit)

Natural Sciences (8 Semester Hours Credit)

BIO 111	General Biology I	3	3	4
BIO 112	General Biology II	3	3	4
CHM 131	Introduction to Chemistry	3	0	3
CHM 131A	Introduction to Chemistry Lab	0	3	1
CHM 132	Organic & Biochemistry	3	3	4

Mathematics (6 Semester Hours Credit)

Select one course from the following:

MAT 140	Survey of Mathematics	3	0	3
MAT 161	College Algebra	3	0	3
MAT 171	Precalculus Algebra	3	0	3

Select one additional course from the MAT courses above or from the following:

CIS 110	Introduction to Computers	2	2	3
CIS 115	Introduction to Programming & Logic	2	2	3
MAT 151	Statistics I	3	0	3
MAT 172	Precalculus Trigonometry	3	0	3
MAT 263	Brief Calculus	3	0	3
MAT 271	Calculus I	3	2	4

Other Required Courses to earn Associate in Arts Degree (20-21 Semester Hours Credit)*

Select additional courses from those listed above, below or on page 22.

ACC 120	Principles of Accounting I	3	2	4
ACC 121	Principles of Accounting II	3	2	4
BUS 110	Introduction to Business	3	0	3
BUS 115	Business Law I	3	0	3
COM 110	Introduction to Communication	3	0	3
COM 231	Public Speaking	3	0	3

*Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

TOTAL SEMESTER HOURS CREDIT: 64-65

Randolph Community College offers premajors in Business Administration, Business Education & Marketing Education, English, Psychology and Sociology. For specific requirements see pages 24 – 28.

PREMAJOR ASSOCIATE IN ARTS ARTICULATION AGREEMENT: BUSINESS ADMINISTRATION – DAY & EVENING

Students who intend to major in Business Administration, who successfully complete this course of study and who meet the requirements for admission to the four-year college or university are eligible to apply for admission to the major with junior standing.

All community colleges will not offer all premajor programs and course selections may vary. Check college catalogs for course and program offerings.

Required Courses - Degree*

General Education Core (44 Semester Hours Credit)**

English Composition (6 Semester Hours Credit)

ENG 111 Expository Writing *(required)* (3 SHC)

Select one course from the following:

ENG 112 Argument-Based Research (3 SHC), ENG 113 Literature-Based Research (3 SHC), ***or*** ENG 114 Professional Research & Reporting (3 SHC)

Humanities/Fine Arts (12 Semester Hours Credit)***

Four courses from three discipline areas are required. One course must be a literature course (ENG prefix). Select three additional courses from the following discipline areas: music, art, drama, dance, foreign languages, interdisciplinary humanities, literature, philosophy, and religion.

Social/Behavioral Sciences (12 Semester Hours Credit)

Four courses from three discipline areas are required. One course must be a history course (HIS prefix). Select three additional courses from the following discipline areas: anthropology, economics, geography, history, political science, psychology, and sociology.

The following courses are recommended:

POL 120 American Government (3 SHC), PSY 150 General Psychology (3 SHC), ***and*** SOC 210 Introduction to Sociology (3 SHC)

Natural Sciences/Mathematics (14 Semester Hours Credit)

Natural Sciences (8 Semester Hours Credit) - Select 8 semester hours from the biological and physical science disciplines, including accompanying laboratory work.

Mathematics (6 Semester Hours Credit) - The following courses are required:

MAT 161 College Algebra (3 SHC) ***or*** MAT 171 Precalculus Algebra (3 SHC) ***and*** MAT 263 Brief Calculus (3 SHC) ***or*** MAT 271 Calculus I (4 SHC)

Other Required Courses (20 Semester Hours Credit)**

The following courses are required:

ACC 120 Principles of Accounting I (4 SHC), ACC 121 Principles of Accounting II (4 SHC), CIS 110 Introduction to Computers (3 SHC), ECO 251 Principles of Microeconomics (3 SHC), ECO 252 Principles of Macroeconomics (3 SHC), ***and*** MAT 151 Statistics I (3 SHC)

*For course selection, refer to the complete course listings for Associate in Arts (College Transfer) on pages 21 – 23.

**Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

***Three semester hours credit in speech/communication may be substituted for three semester hours credit in Humanities/Fine Arts. Speech/communication may not substitute for the literature requirement.

TOTAL SEMESTER HOURS CREDIT: 64

Application to a Four-Year College or University

Admission application deadlines vary; students must meet the deadline for the institution to which they plan to transfer. Upon successful completion of the associate in arts degree, students who meet the requirements outlined in this premajor articulation agreement for Business Administration will be eligible to be considered for admission as juniors to the University of North Carolina institutions offering the baccalaureate degree: ASU, ECU, ECSU, FSU, NCA&T, NCCU, NCSU, UNCA, UNC-CH, UNC-C, UNCG, UNCP, UNCW, WCU, WSSU.

Application to the Major

Grade point average requirements vary and admission is competitive across the several programs in Business Administration.

PREMAJOR ASSOCIATE IN ARTS ARTICULATION AGREEMENT: BUSINESS EDUCATION & MARKETING EDUCATION – DAY & EVENING

Students who intend to major in Business Education & Marketing Education, who successfully complete this course of study and who meet the requirements for admission to the four-year college or university are eligible to apply for admission to the major with junior standing.

All community colleges will not offer all premajor programs and course selections may vary. Check college catalogs for course and program offerings.

Required Courses - Degree*

General Education Core (44 Semester Hours Credit)**

English Composition (6 Semester Hours Credit)

ENG 111 Expository Writing *(required)* (3 SHC)

Select one course from the following:

ENG 112 Argument-Based Research (3 SHC), ENG 113 Literature-Based Research (3 SHC), ***or*** ENG 114 Professional Research & Reporting (3 SHC)

Humanities/Fine Arts (12 Semester Hours Credit)***

Four courses from three discipline areas are required. One course must be a literature course (ENG prefix). Select three additional courses from the following discipline areas: music, art, drama, dance, foreign languages, interdisciplinary humanities, literature, philosophy, and religion.

Social/Behavioral Sciences (12 Semester Hours Credit)

Four courses from three discipline areas are required. One course must be a history course (HIS prefix).

The following course is required: ECO 251 Principles of Microeconomics (3 SHC)

Select two additional courses from the following discipline areas: anthropology, economics, geography, history, political science, psychology, and sociology. The following courses are recommended:

PSY 150 General Psychology (3 SHC), ***and*** SOC 210 Introduction to Sociology (3 SHC)

Natural Sciences/Mathematics (14 Semester Hours Credit)

Natural Sciences (8 Semester Hours Credit) - Select 8 semester hours from the biological and physical science disciplines, including accompanying laboratory work.

Mathematics (6 Semester Hours Credit) - The following courses are required:

CIS 110 Introduction to Computers (3 SHC) ***and*** MAT 161 College Algebra (3 SHC) ***or*** MAT 171 Precalculus Algebra (3 SHC)

Other Required Courses (20-21 Semester Hours Credit)**

The following courses are required:

ACC 120 Principles of Accounting I (4 SHC), ECO 252 Principles of Macroeconomics (3 SHC) ***and*** CIS 115 Introduction to Programming & Logic (3 SHC)

Select 10-11 additional hours of approved courses. The following courses are recommended:

ACC 121 Principles of Accounting II (4 SHC), BUS 110 Introduction to Business (3 SHC) ***and*** BUS 115 Business Law I (3 SHC)

*For course selection, refer to the complete course listings for Associate in Arts (College Transfer) on pages 21 – 23.

**Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

***Three semester hours credit in speech/communication may be substituted for three semester hours credit in Humanities/Fine Arts. Speech/communication may not substitute for the literature requirement.

TOTAL SEMESTER HOURS CREDIT: 64-65

Application to a Four-Year College or University

Admission application deadlines vary; students must meet the deadline for the institution to which they plan to transfer. Upon successful completion of the associate in arts degree, students who meet the requirements outlined in this premajor articulation agreement for Business Education & Marketing Education will be eligible to be considered for admission as juniors to the University of North Carolina institutions offering the baccalaureate degree: Business Education - ASU, ECU, ECSU, FSU, NCA&T, NCSU, UNCG, WCU; Marketing Education - ASU, ECU, FSU, NCA&T, NCCU, NCSU, UNCA, UNC-C, UNCG, UNCW, WCU.

Application to the Major

Grade point average requirements vary and admission is competitive across the several programs in Business Education. Admission to teacher licensure programs requires satisfactory scores on PRAXIS I and II.

PREMAJOR ASSOCIATE IN ARTS ARTICULATION AGREEMENT: ENGLISH – DAY & EVENING

Students who intend to major in English, who successfully complete this course of study and who meet the requirements for admission to the four-year college or university are eligible to apply for admission to the major with junior standing.

All community colleges will not offer all premajor programs and course selections may vary. Check college catalogs for course and program offerings.

Required Courses - Degree*

General Education Core (44 Semester Hours Credit)**

English Composition (6 Semester Hours Credit)

ENG 111 Expository Writing *(required)* (3 SHC)

Select one course from the following:

ENG 112 Argument-Based Research (3 SHC) ***or*** ENG 113 Literature-Based Research (3 SHC)

Humanities/Fine Arts (12 Semester Hours Credit)***

Four courses from three discipline areas are required. One course must be a literature course (ENG prefix) selected from the following:

ENG 231 American Literature I (3 SHC), ENG 232 American Literature II (3 SHC),
ENG 241 British Literature I (3 SHC) ***or*** ENG 242 British Literature II (3 SHC)

Select three additional courses from the following discipline areas: music, art, drama, dance, foreign languages, interdisciplinary humanities, literature, philosophy, and religion. The following foreign language sequence is recommended:

SPA 111 Elementary Spanish I (3 SHC) ***and*** SPA 112 Elementary Spanish II (3 SHC)

Social/Behavioral Sciences (12 Semester Hours Credit)

Four courses from three discipline areas are required. One course must be a history course (HIS prefix). Select three additional courses from the following discipline areas: anthropology, economics, geography, history, political science, psychology, and sociology.

Natural Sciences/Mathematics (14 Semester Hours Credit)

Natural Sciences (8 Semester Hours Credit) - Select 8 semester hours from the biological and physical science disciplines, including accompanying laboratory work.

Mathematics (6 Semester Hours Credit) - Select 6 semester hours. One must be an introductory course, the other may be a higher level MAT course or may be selected from among other quantitative subjects such as computer science (CIS) and statistics (MAT).

Other Required Courses (20-21 Semester Hours Credit)**

An additional English course from the list above under Humanities/Fine Arts is required.
Select 17-18 additional hours of approved courses. One history course (HIS prefix) is recommended.
Also, the following intermediate foreign language sequence is recommended:
SPA 211 Intermediate Spanish I (3 SHC) ***and*** SPA 212 Intermediate Spanish II (3 SHC)

*For course selection, refer to the complete course listings for Associate in Arts (College Transfer) on pages 21 – 23.

**Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

***Three semester hours credit in speech/communication may be substituted for three semester hours credit in Humanities/Fine Arts. Speech/communication may not substitute for the literature requirement.

TOTAL SEMESTER HOURS CREDIT: 64-65

Application to a Four-Year College or University

Admission application deadlines vary; students must meet the deadline for the institution to which they plan to transfer. Upon successful completion of the associate in arts degree, students who meet the requirements outlined in this premajor articulation agreement for English will be eligible to be considered for admission as juniors to the University of North Carolina institutions offering the baccalaureate degree: ASU, ECU, ECSU, FSU, NCA&T, NCCU, NCSU, UNCA, UNC-CH, UNC-C, UNCG, UNCP, UNCW, WCU, WSSU.

Application to the Major

Grade point average requirements vary and admission is competitive across the several programs in English.

PREMAJOR ASSOCIATE IN ARTS ARTICULATION AGREEMENT: PSYCHOLOGY – DAY & EVENING

Students who intend to major in Psychology, who successfully complete this course of study and who meet the requirements for admission to the four-year college or university are eligible to apply for admission to the major with junior standing.

All community colleges will not offer all premajor programs and course selections may vary. Check college catalogs for course and program offerings.

Required Courses - Degree*

General Education Core (44 Semester Hours Credit)**

English Composition (6 Semester Hours Credit)

ENG 111 Expository Writing *(required)* (3 SHC)

Select one course from the following:

ENG 112 Argument-Based Research (3 SHC), ENG 113 Literature-Based Research (3 SHC), *or* ENG 114 Professional Research & Reporting (3 SHC)

Humanities/Fine Arts (12 Semester Hours Credit)***

Four courses from three discipline areas are required. One course must be a literature course (ENG prefix). Select three additional courses from the following discipline areas: music, art, drama, dance, foreign languages, interdisciplinary humanities, literature, philosophy, and religion.

Social/Behavioral Sciences (12 Semester Hours Credit)

Four courses from three discipline areas are required. One course must be a history course (HIS prefix).

The following course is required: PSY 150 General Psychology (3 SHC)

Select two additional courses from the following discipline areas: anthropology, economics, geography, history, political science, psychology, and sociology.

Natural Sciences/Mathematics (14 Semester Hours Credit)

Natural Sciences (8 Semester Hours Credit) - Select 8 semester hours from the biological and physical science disciplines, including accompanying laboratory work. The following course is required:

BIO 111 General Biology I (4 SHC)

Mathematics (6 Semester Hours Credit) - Select 6 semester hours. One must be MAT 161 (or higher) College Algebra (3 SHC). The other may be a higher level MAT course or may be selected from among other quantitative subjects such as computer science (CIS) and statistics (MAT).

Other Required Courses (20-21 Semester Hours Credit)**

Select 20-21 additional hours of approved courses.

*For course selection, refer to the complete course listings for Associate in Arts (College Transfer) on pages 21 – 23.

**Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

***Three semester hours credit in speech/communication may be substituted for three semester hours credit in Humanities/Fine Arts. Speech/communication may not substitute for the literature requirement.

TOTAL SEMESTER HOURS CREDIT: 64-65

Application to a Four-Year College or University

Admission application deadlines vary; students must meet the deadline for the institution to which they plan to transfer. Upon successful completion of the associate in arts degree, students who meet the requirements outlined in this premajor articulation agreement for Psychology will be eligible to be considered for admission as juniors to the University of North Carolina institutions offering the baccalaureate degree: ASU, ECU, ECSU, FSU, NCA&T, NCCU, NCSU, UNCA, UNC-CH, UNC-C, UNCG, UNCP, UNCW, WCU, WSSU.

Application to the Major

Grade point average requirements vary and admission is competitive across the several programs in Psychology.

PREMAJOR ASSOCIATE IN ARTS ARTICULATION AGREEMENT: SOCIOLOGY – DAY & EVENING

Students who intend to major in Sociology, who successfully complete this course of study and who meet the requirements for admission to the four-year college or university are eligible to apply for admission to the major with junior standing.

All community colleges will not offer all premajor programs and course selections may vary. Check college catalogs for course and program offerings.

Required Courses - Degree*

General Education Core (44 Semester Hours Credit)**

English Composition (6 Semester Hours Credit)

ENG 111 Expository Writing *(required)* (3 SHC)

Select one course from the following; however, ENG 112 is recommended.

ENG 112 Argument-Based Research (3 SHC), ENG 113 Literature-Based Research (3 SHC), *or* ENG 114 Professional Research & Reporting (3 SHC)

Humanities/Fine Arts (12 Semester Hours Credit)***

Four courses from three discipline areas are required. One course must be a literature course (ENG prefix). Select three additional courses from the following discipline areas: music, art, drama, dance, foreign languages, interdisciplinary humanities, literature, philosophy, and religion.

Social/Behavioral Sciences (12 Semester Hours Credit)

Four courses from three discipline areas are required. One course must be a history course (HIS prefix). The following courses are required:

SOC 210 Introduction to Sociology (3 SHC) **and** SOC 213 Sociology of the Family (3 SHC) *or* SOC 220 Social Problems (3 SHC)

Select one additional course from the following discipline areas: anthropology, economics, geography, political science, and psychology.

Natural Sciences/Mathematics (14 Semester Hours Credit)

Natural Sciences (8 Semester Hours Credit) - Select 8 semester hours from the biological and physical science disciplines, including accompanying laboratory work.

Mathematics (6 Semester Hours Credit) - Select 6 semester hours. One must be an introductory course. The following course is recommended for the second course:

MAT 151 Statistics (3 SHC)

Other Required Courses (20-21 Semester Hours Credit)**

Select 20-21 additional hours of approved courses.

*For course selection, refer to the complete course listings for Associate in Arts (College Transfer) on pages 21 – 23.

**Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

***Three semester hours credit in speech/communication may be substituted for three semester hours credit in Humanities/Fine Arts. Speech/communication may not substitute for the literature requirement.

TOTAL SEMESTER HOURS CREDIT: 64-65

Application to a Four-Year College or University

Admission application deadlines vary; students must meet the deadline for the institution to which they plan to transfer. Upon successful completion of the associate in arts degree, students who meet the requirements outlined in this premajor articulation agreement for Sociology will be eligible to be considered for admission as juniors to the University of North Carolina institutions offering the baccalaureate degree: ASU, ECU, ECSU, FSU, NCA&T, NCCU, NCSU, UNCA, UNC-CH, UNC-C, UNCG, UNCP, UNCW, WCU, WSSU.

Application to the Major

Grade point average requirements vary and admission is competitive across the several programs in Sociology.

■ Autobody Repair

[D60100] Diploma (Day); [C60100] Certificate (Evening)

The Autobody Repair curriculum provides training in the use of equipment and materials of the autobody repair trade. The student studies the construction of the automobile body and techniques of autobody repairing, rebuilding and refinishing.

The course work includes autobody fundamentals, industry overview and safety. Students will perform hands-on repairs in the areas of nonstructural and structural repairs, mig welding, plastics and adhesives, refinishing and other related areas.

Graduates of the curriculum should qualify for entry-level employment opportunities in the automotive body and refinishing industry. Graduates may find employment with franchised independent garages, or they maybecome self-employed.

Randolph Community College's Autobody Repair program uses the I-CAR ADVANCE-TECH curriculum which includes the PACE program. ADVANCE-TECH is the only state-of-the-art, industry endorsed and developed collision repair curriculum that prepares students for the high-tech, rewarding careers of the collision repair industry. ADVANCE-TECH is mandated or endorsed by several state departments of education and meets NATEF requirements for ASE certification.

AUTOBODY REPAIR – DAY

Curriculum By Semesters - Diploma

		Hours/Week Class	Lab	Sem. Hrs. Credit
First Year: Fall Semester				
AUB 111	Painting & Refinishing I (c)	2	6	4
AUB 121	Nonstructural Damage I (c)	1	4	3
AUB 131	Structural Damage I (c)	2	4	4
AUB 134	Autobody MIG Welding (c)	1	4	3
CIS 113	Computer Basics (om)	0	2	1
		6	20	15
First Year: Spring Semester				
AUB 112	Painting & Refinishing II (c)	2	6	4
AUB 122	Nonstructural Damage II (c)	2	6	4
AUB 136	Plastics & Adhesives (c)	1	4	3
BUS 230	Small Business Management (om)	3	0	3
MAT 101	Applied Mathematics I (g)	2	2	3
		10	18	17
First Year: Summer Session				
AUB 114	Special Finishes (c)	1	2	2
AUB 132	Structural Damage II (c)	2	6	4
AUB 144	Mechanical & Electrical Specialties (om)	2	2	3
ENG 102	Applied Communications II (g)	3	0	3
		8	10	12

TOTAL SEMESTER HOURS CREDIT: 44

AUTOBODY REPAIR – EVENING

Curriculum By Semesters - Certificate

		Hours/Week Class	Lab	Sem. Hrs. Credit
First Year: Fall Semester				
AUB 121	Nonstructural Damage I (c)	1	4	3
AUB 134	Autobody MIG Welding (c)	1	4	3
		2	8	6
First Year: Spring Semester				
AUB 111	Painting & Refinishing I (c)	2	6	4
AUB 131	Structural Damage I (c)	2	4	4
		4	10	8

TOTAL SEMESTER HOURS CREDIT: 14

■ Automotive Systems Technology

[A60160] Degree (Day); [D60160] Diploma (Day); [C60160] Certificate (Evening)

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

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

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

AUTOMOTIVE SYSTEMS TECHNOLOGY – DAY

Curriculum By Semesters - Diploma & Degree

		Hours/Week			Sem. Hrs.
		Class	Lab	Wk. Exp.	Credit
First Year: Fall Semester					
AUT 115	*Engine Fundamentals (om)	2	3	0	3
AUT 116	*Engine Repair (om)	1	3	0	2
AUT 141	*Suspension & Steering Systems (c)	2	4	0	4
AUT 151	*Brake Systems (c)	2	2	0	3
AUT 152	*Brake Systems Lab (om)	0	2	0	1
ENG 111	*Expository Writing (g)	3	0	0	3
		10	14	0	16
First Year: Spring Semester					
AUT 161	*Electrical Systems (om)	2	6	0	4
AUT 171	*Heating & Air Conditioning (om)	2	3	0	3
AUT 183	*Engine Performance-Fuels (c)	2	3	0	3
AUT 184	*Engine Performance-Fuels Lab (om)	0	3	0	1
ENG 114	Professional Research & Reporting (g)	3	0	0	3
MAT 121	*Algebra/Trigonometry I (g)	2	2	0	3
		11	17	0	17
First Year: Summer Session					
AUT 111	Basic Automotive Technology (om)	1	2	0	2
or					
COE 112	Cooperative Work Experience I (om)	0	0	20	2
		1	2	0	2
				or	
		0	0	20	2
Second Year: Fall Semester					
AUT 162	*Chassis Electrical & Electronics (c)	2	2	0	3
AUT 163	*Chassis Electrical & Electronics Lab (om)	0	2	0	1
AUT 186	*Automotive Computer Applications (om)	1	2	0	2
AUT 231	*Manual Drive Trains/Axles (om)	2	3	0	3
AUT 232	*Manual Drive Trains/Axles Lab (om)	0	3	0	1
--	Social/Behavioral Science Course (g)	3	0	0	3
		8	12	0	13

(Continued on next page)

Second Year: Spring Semester					
AUT 181	*Engine Performance-Electrical (c)	2	3	0	3
AUT 182	*Engine Performance-Electrical Lab (om)	0	3	0	1
AUT 221	*Automatic Transmissions (om)	2	6	0	4
AUT 281	Advanced Engine Performance (c)	2	2	0	3
--	Humanities/Fine Arts Course (g)	3	0	0	3
		9	14	0	14
Second Year: Summer Session					
AUT 113	Automotive Servicing (om)	2	6	0	4
or					
COE 122	Cooperative Work Experience II (om)	0	0	20	2
		2	6	0	4
			or		
		0	0	20	2

*Courses required for diploma.
TOTAL SEMESTER HOURS CREDIT FOR DIPLOMA: 48
TOTAL SEMESTER HOURS CREDIT FOR DEGREE: 64 *or* 66

AUTOMOTIVE SYSTEMS TECHNOLOGY – EVENING

Curriculum By Semesters - Certificate

		Hours/Week Class	Lab	Sem. Hrs. Credit
First Year: Fall Semester				
AUT 115	Engine Fundamentals (om)	2	3	3
AUT 116	Engine Repair (om)	1	3	2
		3	6	5
First Year: Spring Semester				
AUT 151	Brake Systems (c)	2	2	3
AUT 152	Brake Systems Lab (om)	0	2	1
		2	4	4
First Year: Summer Session				
AUT 171	Heating & Air Conditioning (om)	2	3	3
		2	3	3

TOTAL SEMESTER HOURS CREDIT: 12

■ Basic Law Enforcement Training

[C55120] Certificate (Day & Evening)

Basic Law Enforcement Training (BLET) is designed to give students essential skills required for entry-level employment as law enforcement officers with state, county or municipal governments, or with private enterprise.

This program utilizes State-commission-mandated topics and methods of instruction. General subjects include, but are not limited to, criminal, juvenile, traffic and alcoholic beverage laws; investigative, patrol, custody and court procedures; emergency responses; and ethics and community relations.

Students must successfully complete all units of study and pass the certification examination mandated by the North Carolina Criminal Justice Education and Training Standards Commission and the North Carolina Sheriffs' Education and Training Standards Commission to receive a certificate.

This program is offered during the day in the spring semester only, and during the evening from fall semester through spring semester.

Randolph Community College's Basic Law Enforcement Training program has been accredited by the North Carolina Criminal Justice Education and Training Standards Commission. To receive accreditation, RCC had to meet certain criteria including documentation of instructor qualifications; facility requirements such as space and lighting; equipment needs such as audiovisual equipment and automobiles for training; availability of reference materials; and formalized agreements with agencies sharing training facilities such as firing and driving ranges.

A copy of this accreditation may be obtained by calling the director of Planning & Research, (336) 633-0332.

Changes in this program are currently in the approval process at the North Carolina Community College System.

BASIC LAW ENFORCEMENT TRAINING – DAY

Curriculum By Semester - Certificate

		Hours/Week Class	Lab	Sem. Hrs. Credit
First Year: Spring Semester				
CJC 100	Basic Law Enforcement Training (c)	8	30	18
		8	30	18

TOTAL SEMESTER HOURS CREDIT: 18

BASIC LAW ENFORCEMENT TRAINING – EVENING

Curriculum By Semester - Certificate

		Hours/Week Class	Lab	Sem. Hrs. Credit
First Year: Fall Semester				
CJC 100A	Basic Law Enforcement Training (c)	4	15	9
		4	15	9
First Year: Spring Semester				
CJC 100B	Basic Law Enforcement Training (c)	4	15	9
		4	15	9

TOTAL SEMESTER HOURS CREDIT: 18

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

CJC 131	Criminal Law	3 credits
CJC 132	Court Procedures & Evidence	3 credits
CJC 221	Investigative Principles	4 credits
CJC 231	Constitutional Law	3 credits

■ Business Administration

[A25120] Degree (Day & Evening)

The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with a fundamental knowledge of business functions, processes and an understanding of business organizations in today's global economy.

Course work includes business concepts such as accounting, business law, economics, management and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building and decision making.

Through these skills, students will have a sound business education base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

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 Information Systems, 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 60 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, (336) 633-0314; or Noel Jones at UNCG, (336) 334-4257.

BUSINESS ADMINISTRATION – DAY

Curriculum By Semesters - Degree

		Hours/Week Class	Lab	Sem. Hrs. Credit
First Year: Fall Semester				
ACC 120	Principles of Accounting I (c)	3	2	4
BUS 110	Introduction to Business (om)	3	0	3
BUS 115	Business Law I (c)	3	0	3
CIS 110	Introduction to Computers (om)	2	2	3
OST 131	Keyboarding (om)	1	2	2
		12	6	15
First Year: Spring Semester				
ACC 121	Principles of Accounting II (om)	3	2	4
BUS 116	Business Law II (om)	3	0	3
BUS 137	Principles of Management (c)	3	0	3
CIS 120	Spreadsheet I (om)	2	2	3
OST 136	Word Processing (om)	1	2	2
		12	6	15
First Year: Summer Session				
BUS 255	Organizational Behavior in Business (om)	3	0	3
ENG 111	Expository Writing (g)	3	0	3
MAT 140	Survey of Mathematics (g)	3	0	3
MKT 120	Principles of Marketing (c)	3	0	3
		12	0	12
Second Year: Fall Semester				
ECO 252	Principles of Macroeconomics (c)	3	0	3
ENG 114	Professional Research & Reporting (g)	3	0	3
MKT 123	Fundamentals of Selling (om)	3	0	3
--	Humanities/Fine Arts Course (g)	3	0	3
		12	0	12
Second Year: Spring Semester				
ACC 131	Federal Income Taxes (om)	2	2	3
BUS 225	Business Finance (om)	2	2	3
BUS 239	Business Applications Seminar (om)	1	2	2
INT 110	International Business (om)	3	0	3
--	Social/Behavioral Science Course (g)	3	0	3
		11	6	14

TOTAL SEMESTER HOURS CREDIT: 68

BUSINESS ADMINISTRATION – EVENING

Curriculum By Semesters - Degree

		Hours/Week Class	Hours/Week Lab	Sem. Hrs. Credit
First Year: Fall Semester				
BUS 110	Introduction to Business (om)	3	0	3
CIS 110	Introduction to Computers (om)	2	2	3
OST 131	Keyboarding (om)	1	2	2
		6	4	8
First Year: Spring Semester				
BUS 137	Principles of Management (c)	3	0	3
CIS 120	Spreadsheet I (om)	2	2	3
OST 136	Word Processing (om)	1	2	2
		6	4	8
First Year: Summer Session				
ENG 111	Expository Writing (g)	3	0	3
MAT 140	Survey of Mathematics (g)	3	0	3
		6	0	6
Second Year: Fall Semester				
ACC 120	Principles of Accounting I (c)	3	2	4
BUS 115	Business Law I (c)	3	0	3
ENG 114	Professional Research & Reporting (g)	3	0	3
		9	2	10
Second Year: Spring Semester				
ACC 121	Principles of Accounting II (om)	3	2	4
BUS 116	Business Law II (om)	3	0	3
INT 110	International Business (om)	3	0	3
--	Social/Behavioral Science Course (g)	3	0	3
		12	2	13
Second Year: Summer Session				
BUS 255	Organizational Behavior in Business (om)	3	0	3
MKT 120	Principles of Marketing (c)	3	0	3
		6	0	6
Third Year: Fall Semester				
ECO 252	Principles of Macroeconomics (c)	3	0	3
MKT 123	Fundamentals of Selling (om)	3	0	3
--	Humanities/Fine Arts Course (g)	3	0	3
		9	0	9
Third Year: Spring Semester				
ACC 131	Federal Income Taxes (om)	2	2	3
BUS 225	Business Finance (om)	2	2	3
BUS 239	Business Applications Seminar (om)	1	2	2
		5	6	8

TOTAL SEMESTER HOURS CREDIT: 68

■ Business Administration
Banking & Finance Concentration
[A2512A] Degree (Day & Evening)

Banking & Finance is a concentration under the curriculum title of Business Administration. This curriculum is designed to prepare individuals for a career with various financial institutions and other businesses.

Course work includes principles of banking, money and banking, lending fundamentals, banking and business law, and practices in the areas of marketing, management, accounting and economics.

Graduates should qualify for a variety of entry-level jobs in banking and finance. Also available are employment opportunities with insurance, brokerage and mortgage companies, and governmental lending agencies.

BUSINESS ADMINISTRATION
BANKING & FINANCE CONCENTRATION – DAY

Curriculum By Semesters - Degree

		Hours/Week Class	Lab	Sem. Hrs. Credit
First Year: Fall Semester				
ACC 120	Principles of Accounting I (c)	3	2	4
BAF 110	Principles of Banking (co)	3	0	3
BUS 115	Business Law I (c)	3	0	3
CIS 110	Introduction to Computers (c)	2	2	3
OST 131	Keyboarding (om)	1	2	2
		12	6	15
First Year: Spring Semester				
ACC 121	Principles of Accounting II (om)	3	2	4
BAF 115	Marketing for Bankers (om)	3	0	3
BUS 137	Principles of Management (c)	3	0	3
CIS 120	Spreadsheet I (om)	2	2	3
OST 136	Word Processing (om)	1	2	2
		12	6	15
First Year: Summer Session				
BUS 255	Organizational Behavior in Business (om)	3	0	3
ENG 111	Expository Writing (g)	3	0	3
MAT 140	Survey of Mathematics (g)	3	0	3
MKT 120	Principles of Marketing (c)	3	0	3
		12	0	12
Second Year: Fall Semester				
BAF 131	Fundamentals of Bank Lending (co)	3	0	3
BAF 222	Money & Banking (co)	3	0	3
ECO 252	Principles of Macroeconomics (c)	3	0	3
ENG 114	Professional Research & Reporting (g)	3	0	3
--	Humanities/Fine Arts Course (g)	3	0	3
		15	0	15
Second Year: Spring Semester				
BAF 141	Law & Banking: Principles (co)	3	0	3
BAF 232	Consumer Lending (om)	3	0	3
BAF 235	Analyzing Financial Statements (om)	3	0	3
--	Social/Behavioral Science Course (g)	3	0	3
		12	0	12

TOTAL SEMESTER HOURS CREDIT: 69

BUSINESS ADMINISTRATION
BANKING & FINANCE CONCENTRATION – EVENING

Curriculum By Semesters - Degree

		Hours/Week Class	Hours/Week Lab	Sem. Hrs. Credit
First Year: Fall Semester				
BAF 110	Principles of Banking (co)	3	0	3
CIS 110	Introduction to Computers (c)	2	2	3
OST 131	Keyboarding (om)	1	2	2
		6	4	8
First Year: Spring Semester				
BAF 115	Marketing for Bankers (om)	3	0	3
CIS 120	Spreadsheet I (om)	2	2	3
OST 136	Word Processing (om)	1	2	2
		6	4	8
First Year: Summer Session				
ENG 111	Expository Writing (g)	3	0	3
MAT 140	Survey of Mathematics (g)	3	0	3
		6	0	6
Second Year: Fall Semester				
ACC 120	Principles of Accounting I (c)	3	2	4
BAF 222	Money & Banking (co)	3	0	3
BUS 115	Business Law I (c)	3	0	3
ENG 114	Professional Research & Reporting (g)	3	0	3
		12	2	13
Second Year: Spring Semester				
ACC 121	Principles of Accounting II (om)	3	2	4
BAF 232	Consumer Lending (om)	3	0	3
--	Social/Behavioral Science Course (g)	3	0	3
		9	2	10
Second Year: Summer Session				
BUS 255	Organizational Behavior in Business (om)	3	0	3
MKT 120	Principles of Marketing (c)	3	0	3
		6	0	6
Third Year: Fall Semester				
BAF 131	Fundamentals of Bank Lending (co)	3	0	3
ECO 252	Principles of Macroeconomics (c)	3	0	3
--	Humanities/Fine Arts Course (g)	3	0	3
		9	0	9
Third Year: Spring Semester				
BAF 141	Law & Banking: Principles (co)	3	0	3
BAF 235	Analyzing Financial Statements (om)	3	0	3
BUS 137	Principles of Management (c)	3	0	3
		9	0	9

TOTAL SEMESTER HOURS CREDIT: 69

■ Criminal Justice Technology

[A55180] Degree (Day & Evening)

The Criminal Justice Technology curriculum is designed to provide knowledge of criminal justice systems and operations. Study will focus on local, state and federal law enforcement; judicial processes; corrections and security services. The criminal justice system's role within society will be explored.

Emphasis is on criminal justice systems, criminology, juvenile justice, criminal and constitutional law, investigative principles, ethics and community relations. Additional study may include issues and concepts of government, counseling, communications, computers and technology.

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

CRIMINAL JUSTICE TECHNOLOGY – DAY

Curriculum By Semesters - Degree

		Hours/Week Class	Lab	Sem. Hrs. Credit
First Year: Fall Semester				
CIS 113	Computer Basics (om)	0	2	1
CJC 111	Introduction to Criminal Justice (c)	3	0	3
CJC 112	Criminology (c)	3	0	3
CJC 141	Corrections (om)	3	0	3
ENG 111	Expository Writing (g)	3	0	3
		12	2	13
First Year: Spring Semester				
CJC 113	Juvenile Justice (c)	3	0	3
CJC 131	Criminal Law (c)	3	0	3
CJC 132	Court Procedures & Evidence (om)	3	0	3
ENG 114	Professional Research & Reporting (g)	3	0	3
MAT 140	Survey of Mathematics (g)	3	0	3
		15	0	15
First Year: Summer Session				
CIS 226	Trends in Technology (om)	1	2	2
CJC 121	Law Enforcement Operations (om)	3	0	3
POL 120	American Government (om)	3	0	3
--	Humanities/Fine Arts Course (g)	3	0	3
		10	2	11
Second Year: Fall Semester				
CJC 212	Ethics & Community Relations (c)	3	0	3
CJC 215	Organization & Administration (om)	3	0	3
CJC 231	Constitutional Law (c)	3	0	3
SPA 120	Spanish for the Workplace (om)	3	0	3
SPA 181	Spanish Lab 1 (om)	0	2	1
--	Social/Behavioral Science Course (g)	3	0	3
		15	2	16
Second Year: Spring Semester				
CJC 211	Counseling (om)	3	0	3
CJC 221	Investigative Principles (c)	3	2	4
CJC 222	Criminalistics (om)	3	0	3
POL 130	State & Local Government (om)	3	0	3
--	Social/Behavioral Science Course (g)	3	0	3
		15	2	16

TOTAL SEMESTER HOURS CREDIT: 71

CRIMINAL JUSTICE TECHNOLOGY – EVENING

Curriculum By Semesters - Degree

		Hours/Week Class	Hours/Week Lab	Sem. Hrs. Credit
First Year: Fall Semester				
CIS 113	Computer Basics (om)	0	2	1
CJC 111	Introduction to Criminal Justice (c)	3	0	3
CJC 113	Juvenile Justice (c)	3	0	3
ENG 111	Expository Writing (g)	3	0	3
		9	**2**	**10**
First Year: Spring Semester				
CIS 226	Trends in Technology (om)	1	2	2
CJC 112	Criminology (c)	3	0	3
CJC 131	Criminal Law (c)	3	0	3
		7	**2**	**8**
First Year: Summer Session				
CJC 132	Court Procedures & Evidence (om)	3	0	3
ENG 114	Professional Research & Reporting (g)	3	0	3
POL 120	American Government (om)	3	0	3
		9	**0**	**9**
Second Year: Fall Semester				
CJC 141	Corrections (om)	3	0	3
SPA 120	Spanish for the Workplace (om)	3	0	3
SPA 181	Spanish Lab 1 (om)	0	2	1
		6	**2**	**7**
Second Year: Spring Semester				
CJC 212	Ethics & Community Relations (c)	3	0	3
CJC 222	Criminalistics (om)	3	0	3
POL 130	State & Local Government (om)	3	0	3
		9	**0**	**9**
Second Year: Summer Session				
CJC 121	Law Enforcement Operations (om)	3	0	3
CJC 231	Constitutional Law (c)	3	0	3
--	Social/Behavioral Science Course (g)	3	0	3
		9	**0**	**9**
Third Year: Fall Semester				
CJC 211	Counseling (om)	3	0	3
CJC 221	Investigative Principles (c)	3	2	4
MAT 140	Survey of Mathematics (g)	3	0	3
		9	**2**	**10**
Third Year: Spring Semester				
CJC 215	Organization & Administration (om)	3	0	3
--	Humanities/Fine Arts Course (g)	3	0	3
--	Social/Behavioral Science Course (g)	3	0	3
		9	**0**	**9**

TOTAL SEMESTER HOURS CREDIT: 71

■ Early Childhood Associate

[A55220] Degree (Day & Evening); [D55220] Diploma (Day & Evening); [C55220] Certificate (Day & Evening)

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

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

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Head Start programs and school-age programs.

Early Childhood Credentials

Under the credentials track, there are three options, depending upon the need of the student.

1. *Early Childhood Credential I & II – This program of study involves taking two courses: EDU 111 Early Childhood Credential I and EDU 112 Early Childhood Credential II. Completion of these courses will meet the minimum credential requirement to teach in a child care center.*
2. *Family & Early Childhood Credential – This program of study involves taking two courses: EDU 111 Early Childhood Credential I and EDU 113 Family & Early Childhood Credential. Completion of these courses will meet the minimum credential requirement to teach in a family child care home.*
3. *Early Childhood Administration Credential I & II – This program of study involves taking 12 semester hours of courses, specifically EDU 261 Early Childhood Administration Credential I, EDU 262 Early Childhood Administration Credential II, and seven additional semester hours of courses (2-4 courses depending on which courses are taken). Completion of these courses will meet the minimum credential requirement to be a director of a child care center.*

Courses for School-Age Providers

Two courses are required for teachers and administrators of school-age programs: EDU 145 Child Development II (offered each spring semester) and EDU 235 School-Age Development & Programs (offered each fall semester. Completion of these two courses will meet the state's educational requirements for school-age program providers.

EARLY CHILDHOOD ASSOCIATE – DAY

Curriculum By Semesters - Certificate, Diploma & Degree

		Hours/Week			Sem. Hrs.
		Class	Lab	Clinical	Credit
First Year: Fall Semester					
CIS 110	*Introduction to Computers (om)	2	2	0	3
EDU 111	**Early Childhood Credential I (c)	2	0	0	2
	(for students wanting the Early Childhood Credentials or the Family & Early Childhood Credential)				
or					
EDU 119	Early Childhood Education (c)	3	2	0	4
	(for students NOT taking credentials courses)				
or					
EDU 261	**Early Childhood Administration Credential I (om)	2	0	0	2
	(for students wanting the Early Childhood Administration Credentials)				
EDU 131	*Child, Family & Community (c)	3	0	0	3
EDU 144	**Child Development I (c)	3	0	0	3
EDU 146	**Child Guidance (c)	3	0	0	3
ENG 111	*Expository Writing (g)	3	0	0	3
		17	**4**	**0**	**19**
				or	
		16	**2**	**0**	**17**
First Year: Spring Semester					
EDU 112	**Early Childhood Credential II (c)	2	0	0	2
	(for students wanting the Early Childhood Credentials)				
or					
EDU 113	**Family & Early Childhood Credential (c)	2	0	0	2
	(for students wanting the Family & Early Childhood Credential)				
or					
EDU 262	**Early Childhood Administration Credential II (om)	3	0	0	3
	(for students wanting the Early Childhood Administration Credentials)				
EDU 145	**Child Development II (c)	3	0	0	3
EDU 153	**Health, Safety & Nutrition (om)	3	0	0	3
EDU 153A	**Health, Safety & Nutrition Lab (om)	0	2	0	1
ENG 114	*Professional Research & Reporting (g)	3	0	0	3
SOC 210	*Introduction to Sociology (g)	3	0	0	3
		12	**2**	**0**	**13**
				or	
		14	**2**	**0**	**15**
				or	
		15	**2**	**0**	**16**
First Year: Summer Session					
COE 111	*Cooperative Work Experience I (c)	0	0	10	1
COE 115	*Work Experience Seminar I (om)	1	0	0	1
EDU 221	*Children with Special Needs (c)	3	0	0	3
EDU 234	*Infants, Toddlers & Twos (om)	3	0	0	3
		7	**0**	**10**	**8**
Second Year: Fall Semester					
COE 121	Cooperative Work Experience II (om)	0	0	10	1
COE 125	Work Experience Seminar II (om)	1	0	0	1
EDU 251	Exploration Activities (om)	3	0	0	3
EDU 259	Curriculum Planning (om)	3	0	0	3
EDU 282	Early Childhood Literature (om)	3	0	0	3
MAT 115	Mathematical Models (g)	2	2	0	3
		12	**2**	**10**	**14**

Second Year: Spring Semester					
COE 132	Cooperative Work Experience III (om)	0	0	20	2
COE 135	Work Experience Seminar III (om)	1	0	0	1
EDU 151	Creative Activities (om)	3	0	0	3
EDU 151A	Creative Activities Lab (om)	0	2	0	1
ENG 131	Introduction to Literature (g)	3	0	0	3
PSY 115	Stress Management (om)	2	0	0	2
		9	2	20	12

*Courses required for diploma. **Courses required for diploma & certificate.
TOTAL SEMESTER HOURS CREDIT FOR CERTIFICATE: 17 *or* 18
TOTAL SEMESTER HOURS CREDIT FOR DIPLOMA: 40 *or* 41
TOTAL SEMESTER HOURS CREDIT FOR DEGREE: 66 *or* 67

EARLY CHILDHOOD ASSOCIATE – EVENING

Curriculum By Semesters - Certificate, Diploma & Degree

		Hours/Week			Sem. Hrs.
		Class	Lab	Clinical	Credit
First Year: Fall Semester					
EDU 111	**Early Childhood Credential I (c)	2	0	0	2
	(for students wanting the Early Childhood Credentials or the Family & Early Childhood Credential)				
or					
EDU 119	Early Childhood Education (c)	3	2	0	4
	(for students NOT taking credentials courses)				
or					
EDU 261	**Early Childhood Administration Credential I (om)	2	0	0	2
	(for students wanting the Early Childhood Administration Credentials)				
EDU 144	**Child Development I (c)	3	0	0	3
ENG 111	*Expository Writing (g)	3	0	0	3
		9	2	0	10
				or	
		8	0	0	8
First Year: Spring Semester					
CIS 110	*Introduction to Computers (om)	2	2	0	3
EDU 112	**Early Childhood Credential II (c)	2	0	0	2
	(for students wanting the Early Childhood Credentials)				
or					
EDU 113	**Family & Early Childhood Credential (c)	2	0	0	2
	(for students wanting the Family & Early Childhood Credential)				
or					
EDU 262	**Early Childhood Administration Credential II (om)	3	0	0	3
	(for students wanting the Early Childhood Administration Credentials)				
EDU 145	**Child Development II (c)	3	0	0	3
		5	2	0	6
				or	
		7	2	0	8
				or	
		8	2	0	9

(Continued on next page)

First Year: Summer Session					
COE 111	*Cooperative Work Experience I (c)	0	0	10	1
COE 115	*Work Experience Seminar I (om)	1	0	0	1
EDU 234	*Infants, Toddlers & Twos (om)	3	0	0	3
		4	0	10	5
Second Year: Fall Semester					
EDU 131	*Child, Family & Community (c)	3	0	0	3
EDU 146	**Child Guidance (c)	3	0	0	3
ENG 114	*Professional Research & Reporting (g)	3	0	0	3
		9	0	0	9
Second Year: Spring Semester					
EDU 153	**Health, Safety & Nutrition (om)	3	0	0	3
EDU 153A	**Health, Safety & Nutrition Lab (om)	0	2	0	1
MAT 115	Mathematical Models (g)	2	2	0	3
		5	4	0	7
Second Year: Summer Session					
COE 121	Cooperative Work Experience II (om)	0	0	10	1
COE 125	Work Experience Seminar II (om)	1	0	0	1
EDU 221	*Children with Special Needs (c)	3	0	0	3
		4	0	10	5
Third Year: Fall Semester					
EDU 251	Exploration Activities (om)	3	0	0	3
EDU 259	Curriculum Planning (om)	3	0	0	3
ENG 131	Introduction to Literature (g)	3	0	0	3
		9	0	0	9
Third Year: Spring Semester					
EDU 151	Creative Activities (om)	3	0	0	3
EDU 151A	Creative Activities Lab (om)	0	2	0	1
PSY 115	Stress Management (om)	2	0	0	2
SOC 210	*Introduction to Sociology (g)	3	0	0	3
		8	2	0	9
Third Year: Summer Session					
COE 132	Cooperative Work Experience III (om)	0	0	20	2
COE 135	Work Experience Seminar III (om)	1	0	0	1
EDU 282	Early Childhood Literature (om)	3	0	0	3
		4	0	20	6

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

TOTAL SEMESTER HOURS CREDIT FOR CERTIFICATE: 17 *or* 18
TOTAL SEMESTER HOURS CREDIT FOR DIPLOMA: 40 *or* 41
TOTAL SEMESTER HOURS CREDIT FOR DEGREE: 66 *or* 67

■ Electric Lineman Technology* (collaborative program)

[A35210] Degree (Day & Evening)

The Electric Lineman Technology curriculum prepares individuals to work as linemen in the preparation and repair of rural electrical utility service. Students will combine electrical theory with laboratory and practical applications in the course of study.

Students will be expected to master competencies such as those included in elements of electricity, overhead pole and electrical line construction, safety codes and applications, electric power system, transformer and meter installations and exploration of underground electrical distribution.

Upon successful completion of the program, individuals will receive the Associate in Applied Science degree and will possess the necessary skills for employment in the dynamic electrical utility field.

This program is a collaborative effort between Randolph Community College and Nash Community College. Nash Community College is the "host" college.

**This program is for employees of electric membership companies only.*

ELECTRIC LINEMAN TECHNOLOGY – DAY & EVENING

Required Courses - Degree

		Hours/Week			Sem. Hrs.
		Class	Lab	Wk. Exp.	Credit
Courses that may be completed at Randolph Community College.					
COM 110	Introduction to Communication	3	0	0	3
ELC 111	Introduction to Electricity	2	2	0	3
ENG 111	Expository Writing	3	0	0	3
MAT 121	Algebra/Trigonometry I	2	2	0	3
Courses that must be completed at Nash Community College.					
CIS 111	*Basic PC Literacy	1	2	0	2
COE 114	Cooperative Experience I	0	0	40	4
COE 124	Cooperative Experience II	0	0	40	4
COE 134	Cooperative Experience III	0	0	40	4
ELC 231	Electric Power Systems	3	2	0	4
ELC 233	Energy Management	2	2	0	3
ELT 111	Introduction to Electric Lineman	2	0	0	2
ELT 112	National Electrical Safety Code	2	2	0	3
ELT 114	Overhead Line Construction I	1	1	0	2
ELT 115	Overhead Line Construction II	2	0	0	2
ELT 116	Overhead Line Construction III	2	0	0	2
ELT 117	Overhead Line Construction IV	2	0	0	2
ELT 211	Underground Line Construction I	2	0	0	2
ELT 212	Underground Line Construction II	2	0	0	2
ELT 221	Advanced Line Construction	2	0	0	2
HEA 112	First Aid and Life Saving Skills	1	2	0	2
HUM 115	*Critical Thinking	3	0	0	3
PSY 135	*Group Processes	3	0	0	3
--	Free Elective	4	0	0	4

*Substitute courses are available at RCC.

TOTAL SEMESTER HOURS CREDIT: 64

■ Electrical/Electronics Technology

[A35220] Degree (Day); [D35220] Diploma (Day & Evening); [C35220] Certificate (Day & Evening)

The Electrical/Electronics Technology curriculum is designed to provide training for persons interested in the installation and maintenance of electrical/electronic systems found in residential, commercial and industrial facilities.

Training, most of which is hands-on, will include such topics as AC/DC theory, basic wiring practices, digital electronics, programmable logic controllers, industrial motor controls, the National Electrical Code, and other subjects as local needs require.

Graduates should qualify for a variety of jobs in the electrical/electronics field as an on-the-job trainee or apprentice assisting in the layout, installation and maintenance of electrical/electronic systems.

ELECTRICAL/ELECTRONICS TECHNOLOGY – DAY

Curriculum By Semesters - Certificate, Diploma, Degree

		Hours/Week Class	Hours/Week Lab	Sem. Hrs. Credit
First Year: Fall Semester				
CIS 113	**Computer Basics (om)	0	2	1
ELC 125	**Diagrams & Schematics (om)	1	2	2
ELC 126	**Electrical Computations (om)	2	2	3
ISC 110	**Workplace Safety (om)	1	0	1
--	Humanities/Fine Arts Course (g)	3	0	3
--	Social/Behavioral Science Course (g)	3	0	3
		10	6	13
First Year: Spring Semester				
ELC 112	*DC/AC Electricity (c)	3	6	5
ELC 113	**Basic Wiring I (c)	2	6	4
MAT 121	**Algebra/Trigonometry I (g)	2	2	3
		7	14	12
First Year: Summer Session				
ELC 118	**National Electrical Code (om)	1	2	2
ELN 131	*Electronic Devices (c)	3	3	4
ENG 111	*Expository Writing (g)	3	0	3
		7	5	9
Second Year: Fall Semester				
ELC 114	*Basic Wiring II (c)	2	6	4
ELC 117	*Motors & Controls (c)	2	6	4
ELN 133	Digital Electronics (c)	3	3	4
		7	15	12
Second Year: Spring Semester				
ELC 128	*Introduction to PLC (c)	2	3	3
ELN 132	Linear IC Applications (om)	3	3	4
ELN 231	Industrial Controls (om)	2	3	3
ENG 114	Professional Research & Reporting (g)	3	0	3
		10	9	13

(Continued on next page)

Second Year: Summer Session				
DFT 119	Basic CAD (om)	1	2	2
ELC 215	Electrical Maintenance (om)	2	3	3
ELN 229	Industrial Electronics (om)	2	4	4
		5	**9**	**9**

*Courses required for diploma. **Courses required for diploma & certificate.
TOTAL SEMESTER HOURS CREDIT FOR CERTIFICATE: 16
TOTAL SEMESTER HOURS CREDIT FOR DIPLOMA: 39
TOTAL SEMESTER HOURS CREDIT FOR DEGREE: 68

ELECTRICAL/ELECTRONICS TECHNOLOGY – EVENING

Curriculum By Semesters - Certificate & Diploma

		Hours/Week Class	Hours/Week Lab	Sem. Hrs. Credit
First Year: Fall Semester				
ELC 125	*Diagrams & Schematics (om)	1	2	2
ELC 126	*Electrical Computations (om)	2	2	3
ISC 110	*Workplace Safety (om)	1	0	1
		4	**4**	**6**
First Year: Spring Semester				
ELC 113	*Basic Wiring I (c)	2	6	4
ELC 118	*National Electrical Code (om)	1	2	2
		3	**8**	**6**
First Year: Summer Session				
CIS 113	*Computer Basics (om)	0	2	1
MAT 121	*Algebra/Trigonometry I (g)	2	2	3
		2	**4**	**4**
Second Year: Fall Semester				
ELC 112	DC/AC Electricity (c)	3	6	5
		3	**6**	**5**
Second Year: Spring Semester				
ELC 114	Basic Wiring II (c)	2	6	4
ELN 131	Electronic Devices (c)	3	3	4
		5	**9**	**8**
Second Year: Summer Session				
ELC 117A	Motors & Controls (c)	1	3	2
ENG 111	Expository Writing (g)	3	0	3
		4	**3**	**5**
Third Year: Fall Semester				
ELC 117B	Motors & Controls (c)	1	3	2
ELC 128	Introduction to PLC (c)	2	3	3
		3	**6**	**5**

*Courses required for certificate.
TOTAL SEMESTER HOURS CREDIT FOR CERTIFICATE: 16
TOTAL SEMESTER HOURS CREDIT FOR DIPLOMA: 39

■ Emergency Medical Science (collaborative program)

[A45340] Degree (Day)

The Emergency Medical Science curriculum is designed to prepare graduates to enter the workforce as paramedics. Additionally, the program can provide an associate degree for individuals desiring an opportunity for career enhancement.

The course of study provides the student an opportunity to acquire basic and advanced life support knowledge and skills by utilizing classroom instruction, practical laboratory sessions, hospital clinical experience, and field internships with emergency medical service agencies.

Students progressing through the program may be eligible to apply for both state and national certification exams. Employment opportunities include ambulance services, fire and rescue agencies, air medical services, specialty areas of hospitals, industry, educational institutions and government agencies.

This program is a collaborative effort between Randolph Community College and Guilford Technical Community College. Guilford Technical Community College is the "host" college. All required EMS courses, except the rescue course, are available on the Randolph Community College campus under the auspices of Guilford Technical Community College. 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.

EMS core courses (EMS 235, EMS 280) will be taught on RCC's campus by GTCC faculty if ten or more students register for these courses. RCC instructors will teach all general courses except PSY 118 which will be offered at GTCC. For Basic Rescue training at RCC, contact Ken Fields (336) 633-0221.

EMERGENCY MEDICAL SCIENCE BRIDGING PROGRAM – DAY

Required Courses - Degree

		Hours/Week Class	Lab	Sem. Hrs. Credit
Courses that may be completed at Randolph Community College.				
BIO 163	Basic Anatomy & Physiology	4	2	5
or				
BIO 168	Anatomy & Physiology I	3	3	4
and				
BIO 169	Anatomy & Physiology II	3	3	4
CIS 110	Introduction to Computers	2	2	3
EMS 235	EMS Management	2	0	2
EMS 280	EMS Bridging Course	2	2	3
ENG 111	Expository Writing	3	0	3
ENG 114	Professional Research & Reporting	3	0	3
PHI 240	Introduction to Ethics	3	0	3
Courses that must be completed at Guilford Technical Community College.				
COM 120	Interpersonal Communication	3	0	3
EMS 140	Rescue Scene Management	1	6	3
PSY 118	Interpersonal Psychology	3	0	3

TOTAL SEMESTER HOURS CREDIT: 31 *or* 34

■ Fire Protection Technology (collaborative program)

[A55240] Degree (Day & Evening)

The Fire Protection Technology curriculum is designed to provide individuals with technical and professional knowledge to make decisions regarding fire protection for both public and private sectors. It also provides a sound foundation for continuous higher learning in fire protection, administration and management.

Course work includes classroom and laboratory exercises to introduce the student to various aspects of fire protection. Students will learn technical and administrative skills such as hydraulics, hazardous materials, arson investigation, fire protection safety, fire suppression management, law and codes.

Graduates should qualify for employment or advancement in governmental agencies, industrial firms, insurance rating organizations, educational organizations and municipal fire departments. Employed persons should have opportunities for skilled and supervisory-level positions within their current organizations.

This program is a collaborative effort between Randolph Community College and Guilford Technical Community College. Guilford Technical Community College is the "host" college.

FIRE PROTECTION TECHNOLOGY – DAY & EVENING

Required Courses - Degree

		Hours/Week Class	Hours/Week Lab	Sem. Hrs. Credit
Courses that may be completed at Randolph Community College.				
CIS 110	Introduction to Computers	2	2	3
ENG 111	Expository Writing	3	0	3
ENG 114	Professional Research & Reporting	3	0	3
MAT 115	Mathematical Models	2	2	3
--	Humanities/Fine Arts Course	3	0	3
--	Social/Behavioral Science Course	3	0	3
Courses that may be offered at Randolph Community College or Guilford Technical Community College.				
FIP 120	Introduction to Fire Protection	2	0	2
FIP 124	Fire Prevention & Public Education	3	0	3
FIP 128	Detection & Investigation	3	0	3
FIP 132	Building Construction	3	0	3
FIP 136	Inspections & Codes	3	0	3
FIP 144	Sprinklers & Automatic Alarms	2	2	3
FIP 148	Fixed & Portable Extinguishing Systems	2	2	3
FIP 152	Fire Protection Law	2	0	2
FIP 160	Fire Protection/Electrical	2	0	2
FIP 160A	Fire Protection/Electrical Lab	0	2	1
FIP 164	OSHA Standards	2	0	2
FIP 220	Fire Fighting Strategies	3	0	3
FIP 224	Instructional Methodology	3	0	3
FIP 230	Chemistry of Hazardous Materials I	5	0	5
FIP 232	Hydraulics & Water Distribution	2	2	3
FIP 244	Fire Protection Project	3	0	3
FIP 276	Managing Fire Services	3	0	3
--	Fire Protection Electives			6
Course that must be completed at Guilford Technical Community College.				
COM 120	Interpersonal Communication	3	0	3

TOTAL SEMESTER HOURS CREDIT: 74

Fire Protection Technology Electives

Students select 6 semester hours credit from the following:

FIP 140	Industrial Fire Protection	2	0	2
FIP 176	HAZMAT: Operations	4	0	4
FIP 180	*Wildland Fire Behavior	3	0	3
FIP 188	Introduction to Wildland Fires	3	2	4
FIP 221	Advanced Fire Fighting Strategies	3	0	3
FIP 228	Local Government Finance	2	0	2
FIP 231	Chemistry of Hazardous Materials II	4	2	5
FIP 236	Emergency Management	2	0	2
FIP 240	Fire Service Supervision	2	0	2
FIP 256	Municipal Public Relations	2	0	2
FIP 264	Flame Properties & Materials Rating	1	4	3

*This course is only offered at Guilford Technical Community College.

■ Floriculture Technology

[D15180] Diploma (Day); [C15180] Certificate (Evening)

The Floriculture Technology curriculum prepares individuals to enter the floral industry as a floral designer, manager or owner and provides a basic knowledge of floral history, floral design, design principles, horticulture and floral shop management.

Course work includes a study of the floral industry and prepares the students for purchasing, creating and merchandising saleable floral products. Students also will learn to identify and care for foliage, flowers and plants used in the industry.

Graduates should have opportunities for employment as floral designers, floral shop owners/managers, or floral salespersons. Wholesale florists, floral/gift suppliers, garden centers, gift shops, greenhouses, and outlet centers also employ graduates of this curriculum.

FLORICULTURE TECHNOLOGY – DAY

Curriculum By Semesters - Diploma

		Hours/Week Class	Lab	Sem. Hrs. Credit
First Year: Fall Semester				
FLO 110	Introduction to Floriculture (c)	2	0	2
FLO 112	Floral Design Principles (c)	3	0	3
FLO 114	Floral Design I (c)	3	9	6
FLO 120	Florist Plant Products (om)	2	4	4
HOR 150	Introduction to Horticulture (om)	2	0	2
		12	**13**	**17**
First Year: Spring Semester				
FLO 116	Floral Design II (c)	4	12	10
FLO 118	Floral Shop Management (om)	1	2	2
HOR 235	Greenhouse Production (om)	2	2	3
--	Social/Behavioral Science Course (g)	3	0	3
		10	**16**	**18**
First Year: Summer Session				
CIS 113	Computer Basics (or)	0	2	1
ENG 102	Applied Communications II (g)	3	0	3
FLO 210	Advanced Floral Design I (om)	1	2	2
HOR 154	Introduction to Horticulture Therapy (om)	2	4	4
		6	**8**	**10**

TOTAL SEMESTER HOURS CREDIT: 45

FLORICULTURE TECHNOLOGY – EVENING

Curriculum By Semesters - Certificate

		Hours/Week Class	Lab	Sem. Hrs. Credit
First Year: Fall Semester				
FLO 110	Introduction to Floriculture (c)	2	0	2
FLO 112	Floral Design Principles (c)	3	0	3
		5	**0**	**5**
First Year: Spring Semester				
FLO 114	Floral Design I (c)	3	9	6
		3	**9**	**6**
First Year: Summer Session				
FLO 118	Floral Shop Management (om)	1	2	2
		1	**2**	**2**

TOTAL SEMESTER HOURS CREDIT: 13

■ General Occupational Technology

[D55280] Diploma (Day)

The General Occupational Technology curriculum provides individuals with an opportunity to upgrade their skills and to earn a diploma by taking courses suited for their occupational interests and/or needs.

The curriculum content will be individualized for students according to their occupational interests and needs. A program of study for each student will be selected from associate degree level courses by the College.

Graduates will become more effective workers, better qualified for advancement within their field of employment, and become qualified for a wide range or entry-level employment opportunities.

Students who are waiting admission into the Health Occupations Department may enroll in the General Occupational Technology curriculum. The following lists show each program, courses available in GOT that are required for each program, and other courses that may be taken while enrolled in GOT.

GENERAL OCCUPATIONAL TECHNOLOGY FOR ASSOCIATE DEGREE NURSING – DAY

Required Courses - Diploma

		Hours/Week Class	Lab	Sem. Hrs Credit
BIO 168	*Anatomy & Physiology I	3	3	4
BIO 169	*Anatomy & Physiology II	3	3	4
ECO 151	Survey of Economics	3	0	3
ENG 111	Expository Writing	3	0	3
ENG 114	Professional Research & Reporting	3	0	3
HUM 120	Cultural Studies	3	0	3
or				
PHI 215	Philosophical Issues	3	0	3
or				
PHI 240	Introduction to Ethics	3	0	3
PSY 110	*Life Span Development	3	0	3
PSY 150	General Psychology	3	0	3
SOC 210	Introduction to Sociology	3	0	3
Students select 19 additional semester hours credit from the following:				
CIS 110	Introduction to Computers	2	2	3
CIS 113	Computer Basics	0	2	1
COM 110	Introduction to Communication	3	0	3
ENG 131	Introduction to Literature	3	0	3
HUM 120	Cultural Studies	3	0	3
MAT 115	Mathematical Models	2	2	3
MAT 161	College Algebra	3	0	3
PHI 215	Philosophical Issues	3	0	3
PHI 240	Introduction to Ethics	3	0	3

*Students planning to enroll in Associate Degree Nursing must maintain no less than a "C" to enter the ADN program.

TOTAL SEMESTER HOURS CREDIT: 48

GENERAL OCCUPATIONAL TECHNOLOGY FOR EMERGENCY MEDICAL SCIENCE – DAY

Required Courses - Diploma

		Hours/Week Class	Lab	Sem. Hrs. Credit
BIO 163	Basic Anatomy & Physiology	4	2	5
or				
BIO 168	Anatomy & Physiology I	3	3	4
and				
BIO 169	Anatomy & Physiology II	3	3	4
CIS 110	Introduction to Computers	2	2	3
COM 110	Introduction to Communication	3	0	3
ENG 111	Expository Writing	3	0	3
ENG 114	Professional Research & Reporting	3	0	3
ENG 131	Introduction to Literature	3	0	3
or				
HUM 120	Cultural Studies	3	0	3
or				
PHI 215	Philosophical Issues	3	0	3
PHI 240	Introduction to Ethics	3	0	3
Students select 25 or 22 additional semester hours credit from the following:*				
CIS 113	Computer Basics	0	2	1
ECO 151	Survey of Economics	3	0	3
ENG 131	Introduction to Literature	3	0	3
HUM 120	Cultural Studies	3	0	3
MAT 115	Mathematical Models	2	2	3
MAT 161	College Algebra	3	0	3
PHI 215	Philosophical Issues	3	0	3
PSY 110	Life Span Development	3	0	3
PSY 150	General Psychology	3	0	3
SOC 210	Introduction to Sociology	3	0	3

*Students who take BIO 163 select 25 hours, students who take BIO 168 & 169 select 22 hours.

TOTAL SEMESTER HOURS CREDIT: 48

GENERAL OCCUPATIONAL TECHNOLOGY FOR PHYSICAL THERAPIST ASSISTANT – DAY

Required Courses - Diploma

		Hours/Week Class	Lab	Sem. Hrs. Credit
BIO 168	Anatomy & Physiology I	3	3	4
BIO 169	Anatomy & Physiology II	3	3	4
COM 110	Introduction to Communication	3	0	3
ENG 111	Expository Writing	3	0	3
ENG 114	Professional Research & Reporting	3	0	3
ENG 131	Introduction to Literature	3	0	3
or				
HUM 120	Cultural Studies	3	0	3
or				
PHI 215	Philosophical Issues	3	0	3
or				
PHI 240	Introduction to Ethics	3	0	3
PSY 110	Life Span Development	3	0	3
PSY 150	General Psychology	3	0	3
Students select 22 additional semester hours credit from the following:				
CIS 110	Introduction to Computers	2	2	3
CIS 113	Computer Basics	0	2	1
ECO 151	Survey of Economics	3	0	3
ENG 131	Introduction to Literature	3	0	3
HUM 120	Cultural Studies	3	0	3
MAT 115	Mathematical Models	2	2	3
MAT 161	College Algebra	3	0	3
PHI 215	Philosophical Issues	3	0	3
PHI 240	Introduction to Ethics	3	0	3
SOC 210	Introduction to Sociology	3	0	3

TOTAL SEMESTER HOURS CREDIT: 48

GENERAL OCCUPATIONAL TECHNOLOGY FOR REHABILITATION ASSISTANT – DAY

Required Courses - Diploma

		Hours/Week Class	Lab	Sem. Hrs. Credit
BIO 163	Basic Anatomy & Physiology	4	2	5
or				
BIO 168	Anatomy & Physiology I	3	3	4
and				
BIO 169	Anatomy & Physiology II	3	3	4
CIS 113	Computer Basics	0	2	1
ENG 111	Expository Writing	3	0	3
MAT 101	Applied Mathematics I	2	2	3
PSY 110	Life Span Development	3	0	3
PSY 150	General Psychology	3	0	3
Students select 27 or 30 additional semester hours credit from the following:*				
CIS 110	Introduction to Computers	2	2	3
COM 110	Introduction to Communication	3	0	3
ECO 151	Survey of Economics	3	0	3
ENG 114	Professional Research & Reporting	3	0	3
ENG 131	Introduction to Literature	3	0	3
HUM 120	Cultural Studies	3	0	3
MAT 115	Mathematical Models	2	2	3
MAT 161	College Algebra	3	0	3
PHI 215	Philosophical Issues	3	0	3
PHI 240	Introduction to Ethics	3	0	3
SOC 210	Introduction to Sociology	3	0	3

*Students who take BIO 163 select 30 hours, students who take BIO 168 & 169 select 27 hours.

TOTAL SEMESTER HOURS CREDIT: 48

GENERAL OCCUPATIONAL TECHNOLOGY FOR SPEECH-LANGUAGE PATHOLOGY ASSISTANT – DAY

Required Courses - Diploma

		Hours/Week Class	Hours/Week Lab	Sem. Hrs. Credit
BIO 163	Basic Anatomy & Physiology	4	2	5
or				
BIO 168	Anatomy & Physiology I	3	3	4
and				
BIO 169	Anatomy & Physiology II	3	3	4
CIS 110	Introduction to Computers	2	2	3
COM 110	Introduction to Communication	3	0	3
ENG 111	Expository Writing	3	0	3
ENG 114	Professional Research & Reporting	3	0	3
ENG 131	Introduction to Literature	3	0	3
or				
HUM 120	Cultural Studies	3	0	3
MAT 115	Mathematical Models	2	2	3
PSY 110	Life Span Development	3	0	3
PSY 150	General Psychology	3	0	3
Students select 16 or 19 additional semester hours credit from the following:*				
CIS 113	Computer Basics	0	2	1
ECO 151	Survey of Economics	3	0	3
ENG 131	Introduction to Literature	3	0	3
HUM 120	Cultural Studies	3	0	3
MAT 161	College Algebra	3	0	3
PHI 215	Philosophical Issues	3	0	3
PHI 240	Introduction to Ethics	3	0	3
SOC 210	Introduction to Sociology	3	0	3

*Students who take BIO 163 select 19 hours, students who take BIO 168 & 169 select 16 hours.

TOTAL SEMESTER HOURS CREDIT: 48

■ Historic Preservation Technology

[A35110] Degree (Day); [D35110] Diploma (Day); [C35110] Certificate (Day & Evening)

The Historic Preservation Technology curriculum introduces students to a broad range of issues and topics found in the preservation movement. The program emphasizes technical training in subjects that have broad application in the workplace, ranging from site management to real estate development.

Course work emphasizes the familiarization of American architectural styles, legal tools available to preservation efforts and site documentation and assessment methods. Specific skills are developed in the areas of photography and drafting, as well as the ability to complete architectural surveys, conservation plans and economic feasibility studies.

This program is currently in the approval process at the North Carolina Community College System.

HISTORIC PRESERVATION TECHNOLOGY – DAY

Curriculum By Semesters - Certificate, Diploma & Degree

		Hours/Week			Sem. Hrs.
		Class	Lab	Wk. Exp.	Credit
First Year: Fall Semester					
ANT 210	General Anthropology (g)	3	0	0	3
ARC 250	*Survey of Architecture (or)	3	0	0	3
ENG 111	*Expository Writing (g)	3	0	0	3
HPT 111	**Principles of Historic Preservation (c)	3	0	0	3
HPT 112	*Introduction to Photographic Documentation (c)	2	2	0	3
		14	2	0	15
First Year: Spring Semester					
BUS 137	Principles of Management (c)	3	0	0	3
CIS 113	Computer Basics (c)	0	2	0	1
DFT 115	**Architectural Drafting (c)	1	2	0	2
ENG 114	*Professional Research & Reporting (g)	3	0	0	3
HPT 115	*Introduction to Archaeology (c)	3	0	0	3
MAT 121	Algebra/Trigonometry I (g)	2	2	0	3
		12	6	0	15
First Year: Summer Session					
COE 112	Cooperative Work Experience I (c)	0	0	10	1
HPT 270	*18th & 19th Century American Architecture: Antebellum North Carolina (om)	3	0	0	3
		3	0	10	4
Second Year: Fall Semester					
HPT 110	*Historical & Cultural Landscapes (c)	3	0	0	3
HPT 240	HABS/HAER Photography & Measured Drawings (om)	2	3	0	3
HPT 250	**Preservation Planning & Historic Settings (om)	3	3	0	4
HPT 251	*Preservation Management & Community Preservation Organizations (om)	3	0	0	3
HPT 252	Recording Historic Properties (om)	3	0	0	3
		14	6	0	16

Second Year: Spring Semester					
HPT 233	**Historic Construction Methods (om)	3	3	0	4
HPT 254	**Real Estate Development & Adaptive/Extended Use of Historic Structures (om)	3	0	0	3
HPT 260	*Historic Preservation Law (om)	3	0	0	3
HPT 272	Reading in American Vernacular Architecture (om)	3	0	0	3
--	Humanities/Fine Arts Course (g)	3	0	0	3
		15	3	0	16

*Courses required for diploma.
**Courses required for diploma and certificate.
TOTAL SEMESTER HOURS CREDIT FOR CERTIFICATE: 16
TOTAL SEMESTER HOURS CREDIT FOR DIPLOMA: 43
TOTAL SEMESTER HOURS CREDIT FOR DEGREE: 66

HISTORIC PRESERVATION TECHNOLOGY – EVENING

Curriculum By Semesters - Certificate

		Hours/Week Class	Hours/Week Lab	Sem. Hrs. Credit
First Year: Fall Semester				
DFT 115	Architectural Drafting (c)	1	2	2
HPT 111	Principles of Historic Preservation (c)	3	0	3
		4	2	5
First Year: Spring Semester				
HPT 233	Historic Construction Methods (om)	3	3	4
HPT 254	Real Estate Development & Adaptive/Extended Use of Historic Structures (om)	3	0	3
		6	3	7
Second Year: Fall Semester				
HPT 250	Preservation Planning & Historic Settings (om)	3	3	4
		3	3	4

TOTAL SEMESTER HOURS CREDIT: 16

■ Industrial Maintenance Technology

[D50240] Diploma (Evening); [C50240] Certificate (Evening)

The Industrial Maintenance Technology curriculum is designed to prepare or upgrade individuals to service, maintain, repair or install equipment for a wide range of industries. Instruction includes theory and skill training needed for inspecting, testing, troubleshooting and diagnosing industrial equipment and physical facilities.

Students will learn technical skills in blueprint reading, electricity, hydraulics/pneumatics, machining, welding and various maintenance procedures. Practical application in these industrial systems will be emphasized and additional advanced course work may be offered.

Upon completion of any of the various levels of this curriculum, graduates should gain the necessary practical skills and related technical information to qualify for employment or advancement in the various areas of industrial maintenance technology.

INDUSTRIAL MAINTENANCE TECHNOLOGY – EVENING

Curriculum By Semesters - Certificate & Diploma

		Hours/Week Class	Lab	Sem. Hrs. Credit
First Year: Fall Semester				
BPR 111	*Blueprint Reading (c)	1	2	2
ELC 126	*Electrical Computations (om)	2	2	3
ISC 110	*Workplace Safety (om)	1	0	1
MNT 110	*Introduction to Maintenance Procedures (c)	1	3	2
		5	7	8
First Year: Spring Semester				
ELC 113	*Basic Wiring I (om)	2	6	4
MEC 111	*Machine Processes I (c)	2	3	3
		4	9	7
First Year: Summer Session				
CIS 113	Computer Basics (om)	0	2	1
MAT 121	Algebra/Trigonometry I (g)	2	2	3
		2	4	4
Second Year: Fall Semester				
ELC 112	DC/AC Electricity (c)	3	6	5
WLD 112	Basic Welding Processes (c)	1	3	2
		4	9	7
Second Year: Spring Semester				
AHR 120	HVACR Maintenance (om)	1	3	2
DFT 119	Basic CAD (om)	1	2	2
HYD 110	Hydraulics/Pneumatics I (c)	2	3	3
		4	8	7
Second Year: Summer Session				
ELC 117A	Motors & Controls (om)	1	3	2
ENG 111	Expository Writing (g)	3	0	3
		4	3	5
Third Year: Fall Semester				
ELC 117B	Motors & Controls (om)	1	3	2
ELC 128	Introduction to PLC (om)	2	3	3
MNT 111	Maintenance Practices (om)	1	3	2
		4	9	7

*Courses required for certificate.

TOTAL SEMESTER HOURS CREDIT FOR CERTIFICATE: 15

TOTAL SEMESTER HOURS CREDIT FOR DIPLOMA: 45

■ Information Systems

[A25260] Degree (Day & Evening)

The Information Systems curriculum is designed to prepare graduates for employment with organizations that use computers to process, manage and communicate information. This is a flexible program, designed to meet community information systems needs.

Course work includes computer systems terminology and operations, logic, operating systems, database, data communications/networking and related business topics. Studies will provide experience for students to implement, support and customize industry-standard information systems.

Graduates should qualify for a wide variety of computer-related, entry-level positions that provide opportunities for advancement with increasing experience and ongoing training. Duties may include systems maintenance and troubleshooting, support and training, and business applications design and implementation.

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 Information Systems, 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 60 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, (336) 633-0314; or Noel Jones at UNCG, (336) 334-4257.

INFORMATION SYSTEMS – DAY

Curriculum By Semesters - Degree

		Hours/Week Class	Hours/Week Lab	Sem. Hrs. Credit
First Year: Fall Semester				
ACC 120	Principles of Accounting I (c)	3	2	4
CIS 110	Introduction to Computers (c)	2	2	3
CIS 126	Graphic Software Introduction (om)	2	2	3
OST 131	Keyboarding (om)	1	2	2
		8	8	12
First Year: Spring Semester				
CIS 120	Spreadsheet I (om)	2	2	3
CIS 152	Database Concepts & Applications (c)	2	2	3
ENG 111	Expository Writing (g)	3	0	3
OST 136	Word Processing (om)	1	2	2
--	Humanities/Fine Arts Course (g)	3	0	3
		11	6	14
First Year: Summer Session				
CIS 115	Introduction to Programming & Logic (c)	2	2	3
CIS 130	Survey of Operating Systems (c)	2	3	3
ENG 114	Professional Research & Reporting (g)	3	0	3
OST 233	Office Publications Design (om)	2	2	3
		9	7	12
Second Year: Fall Semester				
CIS 157	Database Programming I (om)	2	2	3
CIS 215	Hardware Installation/Maintenance (om)	2	3	3
CIS 286	Systems Analysis & Design (om)	3	0	3
MAT 140	Survey of Mathematics (g)	3	0	3
		10	5	12
Second Year: Spring Semester				
CIS 217	Computer Training & Support (om)	2	2	3
CIS 226	Trends in Technology (om)	1	2	2
CIS 288	Systems Project (om)	1	4	3
NET 110	Data Communication/Networking (c)	2	2	3
--	Social/Behavioral Science Course (g)	3	0	3
		9	10	14

TOTAL SEMESTER HOURS CREDIT: 64

INFORMATION SYSTEMS – EVENING

Curriculum By Semesters - Degree

		Hours/Week Class	Lab	Sem. Hrs. Credit
First Year: Fall Semester				
CIS 110	Introduction to Computers (c)	2	2	3
CIS 126	Graphic Software Introduction (om)	2	2	3
OST 131	Keyboarding (om)	1	2	2
		5	6	8
First Year: Spring Semester				
CIS 120	Spreadsheet I (om)	2	2	3
CIS 226	Trends in Technology (om)	1	2	2
ENG 111	Expository Writing (g)	3	0	3
OST 136	Word Processing (om)	1	2	2
		7	6	10
First Year: Summer Session				
CIS 130	Survey of Operating Systems (c)	2	3	3
ENG 114	Professional Research & Reporting (g)	3	0	3
		5	3	6
Second Year: Fall Semester				
ACC 120	Principles of Accounting I (c)	3	2	4
CIS 215	Hardware Installation/Maintenance (om)	2	3	3
		5	5	7
Second Year: Spring Semester				
CIS 152	Database Concepts & Applications (c)	2	2	3
CIS 217	Computer Training & Support (om)	2	2	3
NET 110	Data Communication/Networking (c)	2	2	3
		6	6	9
Second Year: Summer Session				
CIS 115	Introduction to Programming & Logic (c)	2	2	3
OST 233	Office Publications Design (om)	2	2	3
		4	4	6
Third Year: Fall Semester				
CIS 157	Database Programming I (om)	2	2	3
CIS 286	Systems Analysis & Design (om)	3	0	3
MAT 140	Survey of Mathematics (g)	3	0	3
		8	2	9
Third Year: Spring Semester				
CIS 288	Systems Project (om)	1	4	3
--	Humanities/Fine Arts Course (g)	3	0	3
--	Social/Behavioral Science Course (g)	3	0	3
		7	4	9

TOTAL SEMESTER HOURS CREDIT: 64

■ Information Systems
Network Administration & Support Concentration
[A25340] Degree (Day & Evening)

Network Administration & Support is a concentration under the curriculum title of Information Systems. This curriculum prepares students to install and support networks and develops strong analytical skills and extensive computer knowledge.

Course work includes extensive hands-on experience with networks. Classes cover media types, topologies and protocols with installation and support of hardware and software; troubleshooting network and computer problems; and administrative responsibilities. Elective choices provide opportunity for specialization individualization.

Graduates should qualify for positions such as LAN/PC administrator, microcomputer support specialist, network control operator, communications technician/analyst, network/computer consultant and information systems specialist. Graduates also are prepared to sit for certification exams which can result in industry recognized credentials.

INFORMATION SYSTEMS
NETWORK ADMINISTRATION & SUPPORT CONCENTRATION – DAY

Curriculum By Semesters - Degree

		Hours/Week Class	Lab	Sem. Hrs. Credit
First Year: Fall Semester				
CIS 110	Introduction to Computers (c)	2	2	3
CIS 130	Survey of Operating Systems (c)	2	3	3
OST 131	Keyboarding (om)	1	2	2
--	Humanities/Fine Arts Course (g)	3	0	3
		8	**7**	**11**
First Year: Spring Semester				
CIS 120	Spreadsheet I (om)	2	2	3
CIS 152	Database Concepts & Applications (c)	2	2	3
CIS 215	Hardware Installation/Maintenance (om)	2	3	3
ENG 111	Expository Writing (g)	3	0	3
OST 136	Word Processing (om)	1	2	2
		10	**9**	**14**
First Year: Summer Session				
CIS 115	Introduction to Programming & Logic (c)	2	2	3
CIS 174	Network System Manager I (co)	2	2	3
ENG 114	Professional Research & Reporting (g)	3	0	3
NET 110	Data Communication/Networking (c)	2	2	3
		9	**6**	**12**
Second Year: Fall Semester				
BUS 151	People Skills (c)	3	0	3
CIS 175	Network Management I (co)	2	2	3
CIS 274	Network System Manager II (co)	2	2	3
CIS 286	Systems Analysis & Design (om)	3	0	3
MAT 140	Survey of Mathematics (g)	3	0	3
		13	**4**	**15**
Second Year: Spring Semester				
CIS 217	Computer Training & Support (om)	2	2	3
CIS 275	Network Management II (co)	2	2	3
CIS 287	Network Support (co)	2	2	3
CIS 288	Systems Project (om)	1	4	3
--	Social/Behavioral Science Course (g)	3	0	3
		10	**10**	**15**

TOTAL SEMESTER HOURS CREDIT: 67

INFORMATION SYSTEMS
NETWORK ADMINISTRATION & SUPPORT CONCENTRATION – EVENING

Curriculum By Semesters - Degree

		Hours/Week Class	Hours/Week Lab	Sem. Hrs. Credit
First Year: Fall Semester				
CIS 110	Introduction to Computers (c)	2	2	3
CIS 130	Survey of Operating Systems (c)	2	3	3
OST 131	Keyboarding (om)	1	2	2
		5	7	8
First Year: Spring Semester				
CIS 120	Spreadsheet I (om)	2	2	3
CIS 215	Hardware Installation/Maintenance (om)	2	3	3
OST 136	Word Processing (om)	1	2	2
		5	7	8
First Year: Summer Session				
CIS 174	Network System Manager I (co)	2	2	3
NET 110	Data Communication/Networking (c)	2	2	3
		4	4	6
Second Year: Fall Semester				
CIS 274	Network System Manager II (co)	2	2	3
ENG 111	Expository Writing (g)	3	0	3
--	Humanities/Fine Arts Course (g)	3	0	3
		8	2	9
Second Year: Spring Semester				
CIS 152	Database Concepts & Applications (c)	2	2	3
CIS 175	Network Management I (co)	2	2	3
ENG 114	Professional Research & Reporting (g)	3	0	3
		7	4	9
Second Year: Summer Session				
CIS 115	Introduction to Programming & Logic (c)	2	2	3
CIS 275	Network Management II (co)	2	2	3
		4	4	6
Third Year: Fall Semester				
BUS 151	People Skills (c)	3	0	3
CIS 286	Systems Analysis & Design (om)	3	0	3
MAT 140	Survey of Mathematics (g)	3	0	3
--	Social/Behavioral Science Course (g)	3	0	3
		12	0	12
Third Year: Spring Semester				
CIS 217	Computer Training & Support (om)	2	2	3
CIS 287	Network Support (co)	2	2	3
CIS 288	Systems Project (om)	1	4	3
		5	8	9

TOTAL SEMESTER HOURS CREDIT: 67

■ Interior Design

[A30220] Degree (Day)

The Interior Design curriculum is designed to prepare students for a variety of job opportunities in the field of both residential and nonresidential interior design. The focus of the studies is technical knowledge, professional practices and aesthetic principles.

Curriculum content includes residential and nonresidential interior design, architectural drafting, computer aided design and universal design. Also included are basic design, history of interiors and furnishings, color theory, products, business practices, graphic presentations and general educational courses.

Graduates should qualify for a variety of jobs including residential and commercial interior design; set design; showroom design; and sales positions for furniture, textiles and accessories; and all businesses dealing with interiors.

Changes in this program are currently in the approval process at the North Carolina Community College System.

INTERIOR DESIGN – DAY

Curriculum By Semester - Degree

		Hours/Week			Sem. Hrs.
		Class	Lab	Wk. Exp.	Credit
First Year: Fall Semester					
ART 114	Art History Survey I (g)	3	0	0	3
DES 110	Architectural Graphics (c)	0	6	0	2
DES 125	Graphic Presentation I (c)	0	6	0	2
DES 135	Principles & Elements of Design I (c)	2	4	0	4
ENG 111	Expository Writing (g)	3	0	0	3
		8	**16**	**0**	**14**
First Year: Spring Semester					
ART 115	Art History Survey II (om)	3	0	0	3
DES 120	CAD for Interior Design (c)	0	6	0	2
DES 136	Principles & Elements of Design II (om)	2	4	0	4
DES 220	Introduction to Interior Design (c)	1	6	0	3
ENG 114	Professional Research & Reporting (g)	3	0	0	3
		9	**16**	**0**	**15**
Second Year: Fall Semester					
DES 225	Textiles/Fabrics (c)	2	2	0	3
DES 230	Residential Design I (c)	1	6	0	3
DES 240	Nonresidential Design I (c)	1	6	0	3
DES 255	History/Interiors & Furnishings I (c)	3	0	0	3
MAT 140	Survey of Mathematics (g)	3	0	0	3
		10	**14**	**0**	**15**

Second Year: Spring Semester					
COE 112	Cooperative Work Experience I (om)	0	0	20	2
or					
DES 260	Materials Calculations/Interior Design (om)	3	0	0	3
DES 210	Business Practices/Interior Design (c)	2	0	0	2
DES 256	History/Interiors & Furnishings II (om)	3	0	0	3
DES 290	Showroom & Gallery Design (om)	1	6	0	3
--	Social/Behavioral Science Course (g)	3	0	0	3
		9	6	20	13
				or	
		12	6	0	14
Second Year: Summer Session					
DES 235	Products (c)	2	2	0	3
DES 241	Nonresidential Design II (om)	1	6	0	3
DES 265	Lighting/Interior Design (om)	2	0	0	2
DES 285	Capstone/Interior Design (om)	2	6	0	4
		7	14	0	12

TOTAL SEMESTER CREDIT HOURS: 69 *or* 70

COMPUTER-AIDED DRAFTING

[C30220] Certificate (Evening)

Computer-Aided Drafting is a certificate under the Interior Design curriculum. This curriculum prepares a student to use a computer with CAD software to create drawings used in a variety of industries. Course work includes computer-aided drafting equipment and software, drafting standards and math. Graduates of this program will qualify as an entry-level CAD operator. CAD operators are needed in a variety of manufacturing and service industries including machining, furniture, architecture, engineering and related fields. For more information, contact Gerald Hampton at (336) 633-0235.

INTERIOR DESIGN
COMPUTER-AIDED DRAFTING – EVENING

Curriculum By Semester - Certificate

		Hours/Week Class	Lab	Sem. Hrs. Credit
First Year: Fall Semester				
CIS 110	Introduction to Computers (om)	2	2	3
DFT 151	CAD I (om)	2	3	3
		4	5	6
First Year: Spring Semester				
DFT 152	CAD II (om)	2	3	3
MAT 120	Geometry & Trigonometry (g)	2	2	3
		4	5	6
First Year: Summer Session				
DFT 153	CAD III (om)	2	3	3
		2	3	3

TOTAL SEMESTER CREDIT HOURS: 15

■ Machining Technology

[A50300] Degree (Day); [D50330] Diploma (Day); [C50330]Certificate (Day & Evening)

The Machining Technology curriculum is designed to develop skills in the theory and safe use of hand tools, power machinery, computerized equipment and sophisticated precision inspection instruments.

Students will learn to interpret blueprints, set up manual and CNC machines, perform basic and advanced machining operations and make decisions to insure that work quality is maintained.

Employment opportunities for machining technicians exist in manufacturing industries, public institutions, governmental agencies and in a wide range of specialty machining job shops.

MACHINING TECHNOLOGY – DAY

Curriculum By Semesters - Certificate, Diploma, Degree

		Hours/Week			Sem. Hrs.
		Class	Lab	Wk. Exp.	Credit
First Year: Fall Semester					
BPR 111	**Blueprint Reading (c)	1	2	0	2
ENG 111	*Expository Writing (g)	3	0	0	3
MAC 111	**Machining Technology I (c)	2	12	0	6
MAC 122	*CNC Turning (c)	1	3	0	2
MAC 151	**Machining Calculations (om)	1	2	0	2
		8	**19**	**0**	**15**
First Year: Spring Semester					
BPR 121	*Blueprint Reading: Mechanical (c)	1	2	0	2
ENG 114	*Professional Research & Reporting (g)	3	0	0	3
MAC 112	**Machining Technology II (c)	2	12	0	6
MAC 124	*CNC Milling (c)	1	3	0	2
MAC 152	**Advanced Machining Calculations (om)	1	2	0	2
		8	**19**	**0**	**15**
First Year: Summer Session					
MAC 113	*Machining Technology III (c)	2	12	0	6
MEC 110	*Introduction to CAD/CAM (om)	1	2	0	2
or					
COE 111	*Cooperative Work Experience I (om)	0	0	10	1
		3	**14**	**0**	**8**
				or	
		2	**12**	**10**	**7**
Second Year: Fall Semester					
MAC 214	Machining Technology IV (om)	2	12	0	6
MAC 224	Advanced CNC Milling (om)	1	3	0	2
MAC 243	Die Making I (om)	2	6	0	4
MAT 120	Geometry & Trigonometry (g)	2	2	0	3
		7	**23**	**0**	**15**
Second Year: Spring Semester					
MAC 222	Advanced CNC Turning (om)	1	3	0	2
MAC 241	Jig & Fixtures I (om)	2	6	0	4
MAC 245	Mold Construction I (om)	2	6	0	4
--	Humanities/Fine Arts Course (g)	3	0	0	3
--	Social/Behavioral Science Course (g)	3	0	0	3
		11	**15**	**0**	**16**

Second Year: Summer Session					
MEC 231	Computer-Aided Manufacturing I (om)	1	4	0	3
or					
COE 112	Cooperative Work Experience I (om)	0	0	20	2
		1	4	0	3
				or	
		0	0	20	2

*Courses required for diploma. **Courses required for diploma & certificate.
TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE: 18
TOTAL SEMESTER CREDIT HOURS FOR DIPLOMA: 37 *or* 38
TOTAL SEMESTER CREDIT HOURS FOR DEGREE: 70 *or* 72

MACHINING TECHNOLOGY – EVENING

Curriculum By Semesters - Certificate

		Hours/Week Class	Hours/Week Lab	Sem. Hrs. Credit
First Year: Fall Semester				
BPR 111	Blueprint Reading (c)	1	2	2
MAC 111A	Machining Technology I (c)	1	6	3
		2	8	5
First Year: Spring Semester				
MAC 111B	Machining Technology I (c)	1	6	3
MAC 151	Machining Calculations (om)	1	2	2
		2	8	5
Second Year: Fall Semester				
MAC 112A	Machining Technology II (c)	1	6	3
MAC 152	Advanced Machining Calculations (om)	1	2	2
		2	8	5
Second Year: Spring Semester				
MAC 112B	Machining Technology II (c)	1	6	3
		1	6	3

TOTAL SEMESTER HOURS CREDIT: 18

■ Nursing Assistant

[C45480] Certificate (Day)

The Nursing Assistant curriculum prepares individuals to work under the supervision of licensed health care professionals in performing nursing care and services for persons of all ages.

Course work emphasizes growth and development throughout the life span, personal care, vital signs, communication, nutrition, medical asepsis, therapeutic activities, accident and fire safety, household environment and equipment management, family resources and services, and employment skills.

Graduates of this curriculum may be eligible to be listed on the registry as a Nursing Assistant I and Nursing Assistant II. They may be employed in home health agencies, hospitals, clinics, nursing homes, extended care facilities and doctors' offices.

This program is offered only to Huskins students and includes only NAS 101 for Nursing Assistant I certification.

NURSING ASSISTANT - DAY

Required Courses - Certificate

		Hours/Week			Sem. Hrs.
		Class	Lab	Clinical	Credit
NAS 101	Nursing Assistant I (c)	3	2	3	5
NAS 102	Nursing Assistant II (c)	3	2	6	6
NAS 103	Home Health Care (c)	2	0	0	2

TOTAL SEMESTER HOURS CREDIT: 13

Nursing Assistant classes for students not eligible for this certificate program are offered through Continuing Education. For more information, call (336) 633-0267.

■ Office Systems Technology

[A25360] Degree (Day & Evening); [C25360] Certificate (Day & Evening)

The Office Systems Technology curriculum prepares individuals for positions in administrative support careers. It equips office professionals to respond to the demands of a dynamic computerized workplace.

Students will complete courses designed to develop proficiency in the use of integrated software, oral and written communication, analysis and coordination of office duties and systems, and other support topics. Emphasis is placed on nontechnical as well as technical skills.

Graduates should qualify for employment in a variety of positions in business, government and industry. Job classifications range from entry level to supervisor to middle management.

OFFICE SYSTEMS TECHNOLOGY - DAY

Curriculum By Semester - Certificate & Degree

		Hours/Week Class	Hours/Week Lab	Sem. Hrs. Credit
First Year: Fall Semester				
CIS 110	*Introduction to Computers (c)	2	2	3
OST 131	*Keyboarding (c)	1	2	2
OST 164	Text Editing Applications (c)	3	0	3
OST 184	Records Management (om)	1	2	2
--	Social/Behavioral Science Course (g)	3	0	3
		10	6	13
First Year: Spring Semester				
BUS 115	Business Law I (om)	3	0	3
CIS 152	*Database Concepts & Applications (om)	2	2	3
ENG 111	Expository Writing (g)	3	0	3
OST 134	*Text Entry & Formatting (c)	2	2	3
OST 136	*Word Processing (c)	1	2	2
		11	6	14
First Year: Summer Session				
BUS 137	Principles of Management (om)	3	0	3
ENG 114	Professional Research & Reporting (g)	3	0	3
MAT 140	Survey of Mathematics (g)	3	0	3
--	Humanities/Fine Arts Course (g)	3	0	3
		12	0	12
Second Year: Fall Semester				
ACC 120	Principles of Accounting I (om)	3	2	4
CIS 120	*Spreadsheet I (om)	2	2	3
OST 135	Advanced Text Entry & Formatting (om)	3	2	4
OST 236	Advanced Word/Information Processing (om)	2	2	3
		10	8	14
Second Year: Spring Semester				
ACC 140	Payroll Accounting (om)	1	2	2
OST 233	Office Publications Design (om)	2	2	3
OST 284	Emerging Technologies (om)	1	2	2
OST 286	Professional Development (om)	3	0	3
OST 289	Office Systems Management (c)	2	2	3
		9	8	13

*Courses required for certificate.

TOTAL SEMESTER HOURS CREDIT FOR CERTIFICATE: 16

TOTAL SEMESTER HOURS CREDIT FOR DEGREE: 66

OFFICE SYSTEMS TECHNOLOGY – EVENING

Curriculum By Semesters - Certificate & Degree

		Hours/Week Class	Lab	Sem. Hrs. Credit
First Year: Fall Semester				
CIS 110	*Introduction to Computers (c)	2	2	3
OST 131	*Keyboarding (c)	1	2	2
OST 164	Text Editing Applications (c)	3	0	3
		6	4	8
First Year: Spring Semester				
ENG 111	Expository Writing (g)	3	0	3
OST 134	*Text Entry & Formatting (c)	2	2	3
OST 136	*Word Processing (c)	1	2	2
		6	4	8
First Year: Summer Session				
ENG 114	Professional Research & Reporting (g)	3	0	3
MAT 140	Survey of Mathematics (g)	3	0	3
		6	0	6
Second Year: Fall Semester				
OST 135	Advanced Text Entry & Formatting (om)	3	2	4
OST 236	Advanced Word/Information Processing (om)	2	2	3
--	Social/Behavioral Science Course (g)	3	0	3
		8	4	10
Second Year: Spring Semester				
BUS 115	Business Law I (om)	3	0	3
CIS 152	*Database Concepts & Applications (om)	2	2	3
OST 286	Professional Development (om)	3	0	3
		8	2	9
Second Year: Summer Session				
BUS 137	Principles of Management (om)	3	0	3
OST 233	Office Publications Design (om)	2	2	3
--	Humanities/Fine Arts Course (g)	3	0	3
		8	2	9
Third Year: Fall Semester				
ACC 120	Principles of Accounting I (om)	3	2	4
CIS 120	*Spreadsheet I (om)	2	2	3
OST 184	Records Management (om)	1	2	2
		6	6	9
Third Year: Spring Semester				
ACC 140	Payroll Accounting (om)	1	2	2
OST 284	Emerging Technologies (om)	1	2	2
OST 289	Office Systems Management (c)	2	2	3
		4	6	7

*Courses required for certificate.

TOTAL SEMESTER HOURS CREDIT FOR CERTIFICATE: 16

TOTAL SEMESTER HOURS CREDIT FOR DEGREE: 66

■ Photographic Technology
Biomedical Photography Concentration
[A3028A] Degree (Day)

Biomedical Photography is a concentration under the curriculum title of Photographic Technology. This curriculum prepares individuals with the techniques and procedures used in biological photography both on campus and in clinical settings.

Course work includes all core first-year studies along with a strong foundation in basic portraiture, commercial and photojournalism. Specialized courses include macrophotography/photomicrography, anatomy, multi-image production and internship experiences under close supervision in a hospital setting.

Graduates should be thoroughly prepared to safely and successfully perform the duties required in entry-level positions in biomedical photography or related areas.

PHOTOGRAPHIC TECHNOLOGY
BIOMEDICAL PHOTOGRAPHY CONCENTRATION – DAY

Curriculum By Semesters - Degree

		Hours/Week			Sem. Hrs.
		Class	Lab	Wk. Exp.	Credit
First Year: Fall Semester					
ENG 111	Expository Writing (g)	3	0	0	3
PHO 110	Fundamentals of Photography (c)	3	6	0	5
PHO 111	Photographic Correction & Finishing I (om) *(first 8 weeks of 16-week semester)*	0	3	0	1
PHO 112	Design Laboratory I (om)	0	3	0	1
PHO 114	Photographic Chemistry (om) *(last 8 weeks of 16-week semester)*	1	3	0	2
--	Social/Behavioral Science Course (g)	3	0	0	3
		10	15	0	15
First Year: Spring Semester					
ENG 114	Professional Research & Reporting (g)	3	0	0	3
MAT 115	Mathematical Models (g)	2	2	0	3
PHO 121	Photographic Correction & Finishing II (om)	0	3	0	1
PHO 122	Design Laboratory II (om)	0	3	0	1
PHO 123	Large-Format Photography I (c) *(last 8 weeks of 16-week semester)*	1	3	0	2
PHO 125	Basic Object Lighting (c)	0	3	0	1
PHO 126	Basic Portrait Lighting (c)	0	3	0	1
PHO 127	Photographic Materials/Processes (om)	4	0	0	4
PHO 127A	Photographic Materials/Processes Lab (om)	0	3	0	1
		10	20	0	17
First Year: Summer Session					
PFN 130	Custom Color Printing I (om)	1	2	0	2
PHO 132	Small-Format Photography (co)	2	6	0	4
PHO 133	Large-Format Photography II (c)	1	3	0	2
PHO 135	Product Lighting (c)	0	3	0	1
PHO 139	Introduction to Digital Imaging (om)	1	3	0	2
		5	17	0	11

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Second Year: Fall Semester					
BIO 163	Basic Anatomy & Physiology (om)	4	2	0	5
PFN 110	Process Monitoring I (om)	1	3	0	2
	(first 8 weeks of 16-week semester)				
PHO 212	Biomedical Photojournalism (co)	1	3	0	2
	(first 8 weeks of 16-week semester)				
PHO 218	Biomedical Portrait Lighting (co)	0	3	0	1
	(last 8 weeks of 16-week semester)				
PHO 222	Video Production (om)	1	6	0	3
PHO 225	Biomedical Object Lighting (co)	0	3	0	1
	(last 8 weeks of 16-week semester)				
--	Humanities/Fine Arts Course (g)	3	0	0	3
		10	**20**	**0**	**17**
Second Year: Spring Semester					
COE 112	Cooperative Work Experience I (om)	0	0	20	2
	(last 8 weeks of 16-week semester)				
PHO 213	Macro/Micro Photography (co)	1	6	0	4
	(first 8 weeks of 16-week semester)				
PHO 224	Multi-Image Production (co)	2	3	0	3
	(first 8 weeks of 16-week semester)				
		3	**9**	**20**	**9**
Second Year: Summer Session					
COE 122	Cooperative Work Experience II (om)	0	0	20	2
	(first 8 weeks of 11-week session)				
PHO 230	Biomedical Portfolio Preparation (co)	0	6	0	2
	(last 3 weeks of 11-week session)				
		0	**6**	**20**	**4**

TOTAL SEMESTER HOURS CREDIT: 73

■ Photographic Technology
Commercial Photography Concentration
[A3028B] Degree (Day)

Commercial Photography is a concentration under the curriculum title of Photographic Technology. This curriculum provides in-depth study of professional commercial photography. Its segments, business practices, tools, techniques and applications are explored via demonstrations, assignments and on-the-job internships.

Course work includes in-depth study of advertising photography and product illustration; studio and location camera techniques and lighting; model, food and architectural photography; layout specifications and art direction; corporate and stock photography; digital imaging applications; and current commercial business practices.

Graduates should be thoroughly prepared to successfully perform the duties required in entry-level positions within the commercial photography industry.

PHOTOGRAPHIC TECHNOLOGY
COMMERCIAL PHOTOGRAPHY CONCENTRATION – DAY

Curriculum By Semesters - Degree

		Hours/Week			Sem. Hrs.
		Class	Lab	Wk. Exp.	Credit
First Year: Fall Semester					
ENG 111	Expository Writing (g)	3	0	0	3
PHO 110	Fundamentals of Photography (c)	3	6	0	5
PHO 111	Photographic Correction & Finishing I (om) *(first 8 weeks of 16-week semester)*	0	3	0	1
PHO 112	Design Laboratory I (om)	0	3	0	1
PHO 114	Photographic Chemistry (om) *(last 8 weeks of 16-week semester)*	1	3	0	2
--	Social/Behavioral Science Course (g)	3	0	0	3
		10	15	0	15
First Year: Spring Semester					
ENG 114	Professional Research & Reporting (g)	3	0	0	3
MAT 115	Mathematical Models (g)	2	2	0	3
PHO 121	Photographic Correction & Finishing II (om)	0	3	0	1
PHO 122	Design Laboratory II (om)	0	3	0	1
PHO 123	Large-Format Photography I (c) *(last 8 weeks of 16-week semester)*	1	3	0	2
PHO 125	Basic Object Lighting (c)	0	3	0	1
PHO 126	Basic Portrait Lighting (c)	0	3	0	1
PHO 127	Photographic Materials/Processes (om)	4	0	0	4
PHO 127A	Photographic Materials/Processes Lab (om)	0	3	0	1
		10	20	0	17

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First Year: Summer Session					
PFN 130	Custom Color Printing I (om)	1	2	0	2
PHO 132	Small-Format Photography (co)	2	6	0	4
PHO 133	Large-Format Photography II (c)	1	3	0	2
PHO 135	Product Lighting (c)	0	3	0	1
PHO 139	Introduction to Digital Imaging (om)	1	3	0	2
		5	**17**	**0**	**11**
Second Year: Fall Semester					
COE 112	Cooperative Work Experience I (om) *(last 8 weeks of 16-week semester)*	0	0	20	2
PHO 215	Photographic Illustration (co) *(first 8 weeks of 16-week semester)*	2	12	0	6
PHO 219	Digital Applications (om) *(first 8 weeks of 16-week semester)*	1	3	0	2
		3	**15**	**20**	**10**
Second Year: Spring Semester					
COE 122	Cooperative Work Experience II (om) *(last 8 weeks of 16-week semester)*	0	0	20	2
PHO 224	Multi-Image Production (om) *(first 8 weeks of 16-week semester)*	2	3	0	3
PHO 229	Advertising Photography (co) *(first 8 weeks of 16-week semester)*	2	12	0	6
		4	**15**	**20**	**11**
Second Year: Summer Session					
PHO 231	Commercial Portfolio Preparation (co)	0	6	0	2
--	Humanities/Fine Arts Course (g)	3	0	0	3
		3	**6**	**0**	**5**

TOTAL SEMESTER HOURS CREDIT: 69

■ Photographic Technology
Photojournalism Concentration
[A3028C] Degree (Day)

Photojournalism is a concentration under the curriculum title of Photographic Technology. This curriculum provides in-depth coverage of professional photojournalism as it is currently practiced at newspapers and magazines.

Students will receive practical comprehensive instruction in the logistics and techniques of photojournalism. Courses include detailed study of photography of news, sports and features; computer-based layout and design; legal and ethical issues. Newspaper internships provide on-the-job training.

Graduates should be thoroughly prepared to successfully perform the duties required in entry-level positions in photojournalism.

PHOTOGRAPHIC TECHNOLOGY
PHOTOJOURNALISM CONCENTRATION – DAY

Curriculum By Semesters - Degree

		Hours/Week			Sem. Hrs.
		Class	Lab	Wk. Exp.	Credit
First Year: Fall Semester					
ENG 111	Expository Writing (g)	3	0	0	3
PHO 110	Fundamentals of Photography (c)	3	6	0	5
PHO 111	Photographic Correction & Finishing I (om) *(first 8 weeks of 16-week semester)*	0	3	0	1
PHO 112	Design Laboratory I (om)	0	3	0	1
PHO 114	Photographic Chemistry (om) *(last 8 weeks of 16-week semester)*	1	3	0	2
--	Social/Behavioral Science Course (g)	3	0	0	3
		10	15	0	15
First Year: Spring Semester					
ENG 114	Professional Research & Reporting (g)	3	0	0	3
MAT 115	Mathematical Models (g)	2	2	0	3
PHO 121	Photographic Correction & Finishing II (om)	0	3	0	1
PHO 122	Design Laboratory II (om)	0	3	0	1
PHO 123	Large-Format Photography I (c) *(last 8 weeks of 16-week semester)*	1	3	0	2
PHO 125	Basic Object Lighting (c)	0	3	0	1
PHO 126	Basic Portrait Lighting (c)	0	3	0	1
PHO 127	Photographic Materials/Processes (om)	4	0	0	4
PHO 127A	Photographic Materials/Processes Lab (om)	0	3	0	1
		10	20	0	17

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First Year: Summer Session					
PFN 130	Custom Color Printing I (om)	1	2	0	2
PHO 132	Small-Format Photography (co)	2	6	0	4
PHO 133	Large-Format Photography II (c)	1	3	0	2
PHO 135	Product Lighting (c)	0	3	0	1
PHO 139	Introduction to Digital Imaging (om)	1	3	0	2
		5	**17**	**0**	**11**
Second Year: Fall Semester					
COE 112	Cooperative Work Experience I (om) *(last 8 weeks of 16-week semester)*	0	0	20	2
PHO 217	Photojournalism I (co) *(first 8 weeks of 16-week semester)*	1	6	0	4
		1	**6**	**20**	**6**
Second Year: Spring Semester					
JOU 110	Introduction to Journalism (om)	3	0	0	3
PHO 227	Photojournalism II (co)	2	12	0	8
--	Humanities/Fine Arts Course (g)	3	0	0	3
		8	**12**	**0**	**14**
Second Year: Summer Session					
COE 122	Cooperative Work Experience II (om) *(last 8 weeks of 11-week session)*	0	0	20	2
PHO 232	Photojournalism Portfolio Preparation (co) *(first 3 weeks of 11-week session)*	0	6	0	2
		0	**6**	**20**	**4**

TOTAL SEMESTER HOURS CREDIT: 67

■ Photographic Technology
Portrait Studio Management Concentration
[A3028D] Degree (Day)

Portrait Studio Management is a concentration under the curriculum title of Photographic Technology. This curriculum prepares individuals with the techniques and procedures used in professional portraiture.

Course work includes equipment operations and photographic techniques specific to studio and location portraiture of individuals and groups. Additional topics covered include wedding protocol and logistics, posing, business practices, retouching, presentation and studio management.

Graduates should be thoroughly prepared to successfully perform the duties required in entry-level portrait studio management.

PHOTOGRAPHIC TECHNOLOGY
PORTRAIT STUDIO MANAGEMENT CONCENTRATION – DAY

Curriculum By Semesters - Degree

		Hours/Week			Sem. Hrs.
		Class	Lab	Wk. Exp.	Credit
First Year: Fall Semester					
ENG 111	Expository Writing (g)	3	0	0	3
PHO 110	Fundamentals of Photography (c)	3	6	0	5
PHO 111	Photographic Correction & Finishing I (om) *(first 8 weeks of 16-week semester)*	0	3	0	1
PHO 112	Design Laboratory I (om)	0	3	0	1
PHO 114	Photographic Chemistry (om) *(last 8 weeks of 16-week semester)*	1	3	0	2
--	Social/Behavioral Science Course (g)	3	0	0	3
		10	15	0	15
First Year: Spring Semester					
ENG 114	Professional Research & Reporting (g)	3	0	0	3
MAT 115	Mathematical Models (g)	2	2	0	3
PHO 121	Photographic Correction & Finishing II (om)	0	3	0	1
PHO 122	Design Laboratory II (om)	0	3	0	1
PHO 123	Large-Format Photography I (c) *(last 8 weeks of 16-week semester)*	1	3	0	2
PHO 125	Basic Object Lighting (c)	0	3	0	1
PHO 126	Basic Portrait Lighting (c)	0	3	0	1
PHO 127	Photographic Materials/Processes (om)	4	0	0	4
PHO 127A	Photographic Materials/Processes Lab (om)	0	3	0	1
		10	20	0	17
First Year: Summer Session					
PFN 130	Custom Color Printing I (om)	1	2	0	2
PHO 132	Small-Format Photography (co)	2	6	0	4
PHO 133	Large-Format Photography II (c)	1	3	0	2
PHO 135	Product Lighting (c)	0	3	0	1
PHO 139	Introduction to Digital Imaging (om)	1	3	0	2
		5	17	0	11

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Second Year: Fall Semester					
BUS 230	Small Business Management (om)	3	0	0	3
PHO 210	Professional Wedding Photography (co)	1	6	0	3
PHO 211	Professional Portraiture I (co)	1	9	0	4
PHO 222	Video Production (om)	1	6	0	3
		6	**21**	**0**	**13**
Second Year: Spring Semester					
COE 112	Cooperative Work Experience I (om) *(last 8 weeks of 16-week semester)*	0	0	20	2
PHO 221	Professional Portraiture II (co) *(first 8 weeks of 16-week semester)*	1	9	0	4
		1	**9**	**20**	**6**
Second Year: Summer Session					
PHO 228	Advanced Correction & Finishing (om)	1	3	0	2
PHO 233	Portrait Portfolio Preparation (co)	0	6	0	2
--	Humanities/Fine Arts Course (g)	3	0	0	3
		4	**9**	**0**	**7**

TOTAL SEMESTER HOURS CREDIT: 69

■ Physical Therapist Assistant (collaborative program)

[A45620] Degree (Day)

The Physical Therapist Assistant curriculum prepares graduates to work in direct patient care settings under the supervision of physical therapists. Assistants work to improve or restore function by alleviation or prevention of physical impairment and perform other essential activities in a physical therapy department.

Course work includes normal human anatomy and physiology, the consequences of disease or injury, and physical therapy treatment of a variety of patient conditions affecting humans throughout the life span.

Graduates may be eligible to take the licensure examination administered by the North Carolina Board of Physical Therapy Examiners. Employment is available in general hospitals, rehabilitation centers, extended care facilities, specialty hospitals, home health agencies, private clinics and public school systems.

This program is a collaborative effort between Randolph Community College and Guilford Technical Community College. Guilford Technical Community College is the "host" college. This agreement allows for RCC to have one student slot every odd year. RCC students will take all general education requirements on the RCC campus and will transfer to Guilford Technical Community College for all major courses and completion of the program.

PHYSICAL THERAPIST ASSISTANT – DAY

Required Courses - Degree

		Hours/Week Class	Lab	Sem. Hrs. Credit
Courses that may be completed at Randolph Community College.				
BIO 168	Anatomy & Physiology I	3	3	4
BIO 169	Anatomy & Physiology II	3	3	4
COM 110	Introduction to Communication	3	0	3
ENG 111	Expository Writing	3	0	3
ENG 114	Professional Research & Reporting	3	0	3
PSY 150	General Psychology	3	0	3
--	Humanities/Fine Arts Course	3	0	3
Courses that must be completed at Guilford Technical Community College.				
PHY 110	Conceptual Physics	3	0	3
PHY 110A	Conceptual Physics Lab	0	2	1
PSY 241	Developmental Psychology	3	0	3
PTA 110	Introduction to Physical Therapy	2	3	3
PTA 125	Gross & Functional Anatomy	3	6	5
PTA 135	Pathology	4	0	4
PTA 145	Therapeutic Procedures	2	6	4
PTA 155	Physical Therapist Assistant Clinical I	0	6	2
PTA 185	Physical Therapist Assistant Clinical II	0	9	3
PTA 212	Health Care/Resources	2	0	2
PTA 215	Therapeutic Exercise	2	3	3
PTA 222	Professional Interactions	2	0	2
PTA 225	Introduction to Rehabilitation	3	3	4
PTA 235	Neurological Rehabilitation	3	6	5
PTA 245	Physical Therapist Assistant Clinical III	0	12	4
PTA 255	Physical Therapist Assistant Clinical IV	0	12	4

Students must demonstrate math and computer proficiency at the following course level prior to graduation: MAT 110 or MAT 115 and CIS 110.

TOTAL SEMESTER HOURS CREDIT: 75

■ Real Estate Appraisal

[C25420] Certificate (Day & Evening)

The Real Estate Appraisal curriculum is designed to prepare individuals to enter the appraisal profession as a registered trainee and advance to licensed or certified appraiser levels.

Course work includes appraisal theory and concepts with applications, the North Carolina Appraisers Act, North Carolina Appraisal Board rules, and the Uniform Standards of Professional Appraisal Practice.

Graduates should be prepared to complete the North Carolina Registered Trainee Examinations and advance to licensure or certification levels as requirements are met.

This program is offered on a demand-only basis. To get your name on a waiting list, contact the associate dean of evening programs at (336) 633-0214.

REAL ESTATE APPRAISAL – DAY & EVENING

Required Courses - Certificate

		Hours/Week Class	Lab	Sem. Hrs. Credit
Residential (State-Licensed Appraiser)				
REA 101	Introduction to Real Estate Appraisal R-1 (c)	2	0	2
REA 102	Valuation Principles & Practices R-2 (c)	2	0	2
REA 103	Applied Residential Property Valuation R-3 (c)	2	0	2
Commercial-General (State-Certified Appraiser)				
REA 201	Introduction to Income Property Appraisal G-1 (c)	2	0	2
REA 202	Advanced Income Capitalization Procedures G-2 (c)	2	0	2
REA 203	Applied Income Property Valuation G-3 (c)	2	0	2

The courses listed above must be taken in sequence.
TOTAL SEMESTER HOURS CREDIT: 12

■ Rehabilitation Assistant

[D45710] Diploma (Day)

This curriculum provides individuals with the knowledge and skills necessary to provide continuance of established rehabilitative care to clients throughout the lifespan in a variety of settings.

Courses will include content related to the rehabilitation assistant's role as adjunct provider of the transdisciplinary plan of care. Students will learn basics of rehabilitation care such as special mobility needs, communication/counseling skills, and self-care progression.

Employment opportunities will be available under rehabilitation or nursing services in facilities such as hospitals, mental health facilities, rehabilitation centers, extended care, home health, public schools and day care centers.

REHABILITATION ASSISTANT – DAY

Curriculum By Semesters - Diploma

		Hours/Week			Sem. Hrs.
		Class	Lab	Clinical	Credit
First Year: Fall Semester					
BIO 163	Basic Anatomy & Physiology (om)	4	2	0	5
PSY 110	Life Span Development (om)	3	0	0	3
REH 110	Rehabilitation I (c)	6	3	9	10
		13	**5**	**9**	**18**
First Year: Spring Semester					
ENG 111	Expository Writing (g)	3	0	0	3
MAT 101	Applied Mathematics I (g)	2	2	0	3
PSY 150	General Psychology (om)	3	0	0	3
REH 115	Rehabilitation II (c)	6	3	9	10
		14	**5**	**9**	**19**
First Year: Summer Session					
CIS 113	Computer Basics (om)	0	2	0	1
REH 210	Rehabilitation III (c)	6	3	9	10
		6	**5**	**9**	**11**

TOTAL SEMESTER HOURS CREDIT: 48

■ Spanish Interpreter Education

[A55370] Degree (Day); [D55370] Diploma (Day & Evening)

The Spanish Interpreter Education curriculum prepares individuals to work as entry-level Spanish interpreters who will provide communication access in interview and interactive settings. In addition, this curriculum provides in-service training for working interpreters who want to upgrade their skills.

Course work includes the acquisition of Spanish: grammar, structure and sociolinguistic properties; cognitive processes associated with interpretation between Spanish and English; the structure and character of the Spanish community; and acquisition of consecutive and the simultaneous interpreting skills.

Entry-level jobs for paraprofessional interpreters are available in educational systems or a variety of community settings. Individuals may choose from part-time, full-time or self-employment/freelance positions, or apply language skills to other human service related areas.

Proficiency testing is available for SPA 111, SPA 112, SPA 211, SPA 212, SPA 181, SPA 182, SPA 281 and SPA 282. Placement testing is available for SPA 111, SPA 112, SPA 211 and SPA 212. Call Sarah Perera at (336) 633-0248 for more information.

SPANISH INTERPRETER EDUCATION – DAY

Curriculum By Semesters - Diploma & Degree

		Hours/Week Class	Lab	Sem. Hrs. Credit
First Year: Fall Semester				
CIS 110	Introduction to Computers (or)	2	2	3
ENG 111	*Expository Writing (g)	3	0	3
MAT 140	Survey of Mathematics (g)	3	0	3
SPA 111	*Elementary Spanish I (c)	3	0	3
SPA 181	*Spanish Lab 1 (c)	0	2	1
SPI 113	*Introduction to Spanish Interpretation (c)	3	0	3
		14	**4**	**16**
First Year: Spring Semester				
ENG 114	*Professional Research & Reporting (g)	3	0	3
PSY 150	General Psychology (g)	3	0	3
SPA 112	*Elementary Spanish II (c)	3	0	3
SPA 141	*Culture & Civilization (c)	3	0	3
SPA 161	*Cultural Immersion (c)	2	3	3
SPA 182	*Spanish Lab 2 (c)	0	2	1
		14	**5**	**16**
First Year: Summer Session				
SPA 120	*Spanish for the Workplace (c)	3	0	3
SPA 211	*Intermediate Spanish I (c)	3	0	3
SPA 281	*Spanish Lab 3 (c)	0	2	1
SPI 114	*Analytical Skills for Spanish Interpreting (c)	3	0	3
		9	**2**	**10**
Second Year: Fall Semester				
SPA 212	*Intermediate Spanish II (c)	3	0	3
SPA 215	Spanish Phonetics & the Structure of Language (c)	3	0	3
SPA 282	*Spanish Lab 4 (c)	0	2	1
SPI 213	*Review of Grammar (c)	3	0	3
SPI 214	*Introduction to Translation (c)	3	0	3
--	Humanities/Fine Arts Course (g)	3	0	3
		15	**2**	**16**
Second Year: Spring Semester				
COE 112	Cooperative Work Experience I (c)	0	20	2
COE 115	Work Experience Seminar I (c)	1	0	1
COM 231	Public Speaking (g)	3	0	3
SPA 221	Spanish Conversation (c)	3	0	3
SPA 231	Reading & Composition (c)	3	0	3
		10	**20**	**12**

*Courses required for diploma.

TOTAL SEMESTER HOURS CREDIT FOR DIPLOMA: 43

TOTAL SEMESTER HOURS CREDIT FOR DEGREE: 70

SPANISH INTERPRETER EDUCATION – EVENING

Curriculum By Semesters - Diploma

		Hours/Week Class	Hours/Week Lab	Sem. Hrs. Credit
First Year: Fall Semester				
ENG 111	Expository Writing (g)	3	0	3
SPA 111	Elementary Spanish I (c)	3	0	3
SPA 181	Spanish Lab 1 (c)	0	2	1
		6	2	7
First Year: Spring Semester				
SPA 112	Elementary Spanish II (c)	3	0	3
SPA 182	Spanish Lab 2 (c)	0	2	1
SPI 113	Introduction to Spanish Interpretation (c)	3	0	3
		6	2	7
First Year: Summer Session				
SPA 120	Spanish for the Workplace (c)	3	0	3
SPA 211	Intermediate Spanish I (c)	3	0	3
SPA 281	Spanish Lab 3 (c)	0	2	1
		6	2	7
Second Year: Fall Semester				
ENG 114	Professional Research & Reporting (g)	3	0	3
SPA 212	Intermediate Spanish II (c)	3	0	3
SPA 282	Spanish Lab 4 (c)	0	2	1
		6	2	7
Second Year: Spring Semester				
SPI 114	Analytical Skills for Spanish Interpreting (c)	3	0	3
SPI 213	Review of Grammar (c)	3	0	3
SPI 214	Introduction to Translation (c)	3	0	3
		9	0	9
Second Year: Summer Session				
SPA 141	Culture & Civilization (c)	3	0	3
SPA 161	Cultural Immersion (c)	2	3	3
		5	3	6

TOTAL SEMESTER HOURS CREDIT: 43

■ Speech-Language Pathology Assistant (collaborative program)

[A45730] Degree (Day)

The Speech-Language Pathology Assistant curriculum prepares graduates to work under the supervision of a licensed speech-language pathologist who evaluates, diagnoses and treats individuals with various communication disorders.

Courses provide instruction in methods of screening for speech, language and hearing disorders and in following written protocols designed to remediate individual communication problems. Supervised field experiences include working with patients of various ages and with various disorders.

Graduates may be eligible for registration with the North Carolina Board of Examiners for Speech-Language Pathologists and Audiologists and must be supervised by a licensed speech-language pathologist. They may be employed in health care or education settings.

This program is a collaborative effort between Randolph Community College and Forsyth Technical Community College. Forsyth Technical Community College (FTCC) is the "host" college. This agreement allows for each college to have five students in the program. Randolph Community College students will take all general education requirements on the RCC campus and will transfer to Forsyth Technical Community College for all major courses and completion of the program.

SPEECH-LANGUAGE PATHOLOGY ASSISTANT – DAY

Required Courses - Degree

		Hours/Week			Sem. Hrs.
		Class	Lab	Clinical	Credit
Courses that may be completed at Randolph Community College.					
BIO 163	Basic Anatomy & Physiology	4	2	0	5
or					
BIO 168	Anatomy & Physiology I	3	3	0	4
and					
BIO 169	Anatomy & Physiology II	3	3	0	4
CIS 110	Introduction to Computers	2	2	0	3
COM 110	Introduction to Communication	3	0	0	3
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research & Reporting	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
PSY 150	General Psychology	3	0	0	3
--	Humanities/Fine Arts Course	3	0	0	3
Courses that must be completed at Forsyth Technical Community College.					
ENG 115	*Oral Communications	3	0	0	3
PSY 241	Developmental Psychology	3	0	0	3
PSY 255	Introduction to Exceptionality	3	0	0	3
PSY 265	Behavioral Modification	3	0	0	3
SLP 111	Introduction to Speech-Language Pathology	3	0	0	3
SLP 112	Speech-Language Pathology Anatomy & Physiology	3	0	0	3
SLP 120	Speech-Language Pathology Administrative Office Procedures	2	0	0	2
SLP 130	Phonetics/Speech Patterns	2	2	0	3
SLP 140	Normal Communication	3	0	0	3
SLP 211	Disorders & Treatment I	3	2	0	4
SLP 212	Disorders & Treatment II	3	2	3	5
SLP 220	Assistive Technology	1	2	0	2
SLP 230	Speech-Language Pathology Fieldwork	0	0	12	4
SLP 231	Speech-Language Pathology Fieldwork Seminar	3	0	0	3

*This course is not required if students take COM 110 at RCC.

TOTAL SEMESTER HOURS CREDIT: 67 *or* 70

■ Welding Technology

[C50420] Certificate (Evening)

The Welding Technology curriculum provides students with a sound understanding of the science, technology and applications essential for successful employment in the welding and metal industry.

Instruction includes consumable and nonconsumable electrode welding and cutting processes. Courses in math, blueprint reading, metallurgy, welding inspection, and destructive and nondestructive testing provides the student with industry-standard skills developed through classroom training and practical application.

Successful graduates of the Welding Technology curriculum may be employed as entry-level technicians in welding and metalworking industries. Career opportunities also exist in construction, manufacturing, fabrication, sales, quality control, supervision and welding-related self-employment.

WELDING TECHNOLOGY – EVENING

Curriculum By Semesters - Certificate

		Hours/Week Class	Hours/Week Lab	Sem. Hrs. Credit
First Year: Fall Semester				
WLD 111	Oxy-Fuel Welding (om)	1	3	2
WLD 141	Symbols & Specifications (c)	2	2	3
		3	5	5
First Year: Spring Semester				
WLD 115	SMAW (Stick) Plate (c)	2	9	5
		2	9	5
Second Year: Fall Semester				
WLD 121	GMAW (MIG) FCAW/Plate (c)	2	6	4
		2	6	4
Second Year: Spring Semester				
WLD 131	GTAW (TIG) Plate (c)	2	6	4
		2	6	4

TOTAL SEMESTER HOURS CREDIT: 18

Course Descriptions

Course Descriptions

Course content for technical, vocational and certificate level courses is outlined in the course descriptions to follow. All courses are alphabetized 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/work experience (if any) and credit hours.

■ ACC - Accounting

ACC 120 **Principles of Accounting I** 3 2 4

This course introduces the basic principles and procedures of accounting. Emphasis is placed on collecting, summarizing, analyzing, and reporting financial information. Upon completion, students should be able to analyze data and prepare journal entries and reports as they relate to the accounting cycle. *This course has been approved to satisfy the Comprehensive Articulation Agreement premajor elective requirement.*

ACC 121 **Principles of Accounting II** 3 2 4

This course is a continuation of ACC 120. Emphasis is placed on corporate and managerial accounting for both external and internal reporting and decision making. Upon completion, students should be able to analyze and record corporate transactions, prepare financial statements and reports, and interpret them for management. *This course has been approved to satisfy the Comprehensive Articulation Agreement premajor elective requirement.* **Prerequisite: ACC 120.**

ACC 131 **Federal Income Taxes** 2 2 3

This course provides an overview of federal income taxes for individuals, partnerships, and corporations. Emphasis is placed on the application of the Internal Revenue Code to preparation of tax returns for individuals, partnerships, and corporations. Upon completion, students should be able to complete federal tax returns for individuals, partnerships, and corporations.

ACC 140 **Payroll Accounting** 1 2 2

This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages; calculating social security, income, and unemployment taxes; preparing appropriate payroll tax forms; and journalizing/posting transactions. Upon completion, students should be able to analyze data, make appropriate computations, complete forms, and prepare accounting entries. **Prerequisite: ACC 115 or ACC 120.**

ACC 220 **Intermediate Accounting I** 3 2 4

This course is a continuation of the study of accounting principles with in-depth coverage of theoretical concepts and financial statements. Topics include generally accepted accounting principles and statements and extensive analyses of balance sheet components. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards. **Prerequisite: ACC 121.**

ACC 221 **Intermediate Accounting II** 3 2 4

This course is a continuation of ACC 220. Emphasis is placed on special problems which may include leases, bonds, investments, ratio analyses, present value applications, accounting changes, and corrections. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered. **Prerequisite: ACC 220.**

ACC 225 **Cost Accounting** 3 0 3

This course introduces the nature and purposes of cost accounting as an information system for planning and control. Topics include direct materials, direct labor, factory overhead, process, job order, and standard cost systems. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered. **Prerequisite: ACC 121.**

■ AHR - Air Conditioning & Refrigeration

AHR 120 HVACR Maintenance 1 3 2

This course introduces the basic principles of industrial air conditioning and heating systems. Emphasis is placed on preventive maintenance procedures for heating and cooling equipment and related components. Upon completion, students should be able to perform routine preventive maintenance tasks, maintain records, and assist in routine equipment repairs.

■ ANT - Anthropology

ANT 210 General Anthropology 3 0 3

This course introduces the physical, archaeological, linguistic and ethnological fields of anthropology. Topics include human origins, genetic variations, archaeology, linguistics, primatology and contemporary cultures. Upon completion, students should be able to demonstrate an understanding of the four major fields of anthropology. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

ANT 220 Cultural Anthropology 3 0 3

This course introduces the nature of human culture. Emphasis is placed on cultural theory, methods of fieldwork and cross-cultural comparisons in the areas of ethnology, language and the cultural past. Upon completion, students should be able to demonstrate an understanding of basic cultural processes and how cultural data are collected and analyzed. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

ANT 221 Comparative Cultures 3 0 3

This course provides an ethnographic survey of societies around the world covering their distinctive cultural characteristics and how these relate to cultural change. Emphasis is placed on the similarities and differences in social institutions such as family, economics, politics, education and religion. Upon completion, students should be able to demonstrate knowledge of a variety of cultural adaptive strategies. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

ANT 240 Archaeology 3 0 3

This course introduces the scientific study of the unwritten record of the human past. Emphasis is placed on the process of human cultural evolution as revealed through archaeological methods of excavation and interpretation. Upon completion, students should be able to demonstrate an understanding of how archaeologists reconstruct the past and describe the variety of past human cultures. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

■ ARC - Architecture

ARC 250 Survey of Architecture 3 0 3

This course introduces the historical trends in architectural form. Topics include historical and current trends in architecture. Upon completion, students should be able to demonstrate an understanding of significant historical and current architectural styles.

■ ART - Art

ART 111 Art Appreciation 3 0 3

This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms including but not limited to sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ART 114 Art History Survey I 3 0 3

This course covers the development of art forms from ancient times to the Renaissance. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate a historical understanding of art as a product reflective of human social development. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ART 115 Art History Survey II 3 0 3

This course covers the development of art forms from the Renaissance to the present. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate a historical understanding of art as a product reflective of human social development. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

■ AUB - Automotive Body Repair

AUB 111 Painting & Refinishing I 2 6 4

This course introduces the proper procedures for using automotive refinishing equipment and materials in surface preparation and application. Topics include federal, state, and local regulations, personal safety, refinishing equipment and materials, surface preparation, masking, application techniques, and other related topics. Upon completion, students should be able to identify and use proper equipment and materials in refinishing following accepted industry standards.

AUB 112 Painting & Refinishing II 2 6 4

This course covers advanced painting techniques and technologies with an emphasis on identifying problems encountered by the refinishing technician. Topics include materials application, color matching, correction of refinishing problems, and other related topics. Upon completion, students should be able to perform spot, panel, and overall refinishing repairs and identify and correct refinish problems. **Prerequisite: AUB 111.**

AUB 114 Special Finishes 1 2 2

This course introduces multistage finishes, custom painting, and protective coatings. Topics include base coats, advanced intermediate coats, clear coats, and other related topics. Upon completion, students should be able to identify and apply specialized finishes based on accepted industry standards. **Prerequisite: AUB 111.**

AUB 121 Nonstructural Damage I 1 4 3

This course introduces safety, tools, and the basic fundamentals of body repair. Topics include shop safety, damage analysis, tools and equipment, repair techniques, materials selection, materials usage, and other related topics. Upon completion, students should be able to identify and repair minor direct and indirect damage including removal/repairing/replacing of body panels to accepted standards.

AUB 122 Nonstructural Damage II 2 6 4

This course covers safety, tools, and advanced body repair. Topics include shop safety, damage analysis, tools and equipment, advanced repair techniques, materials selection, materials usage, movable glass, and other related topics. Upon completion, students should be able to identify and repair or replace direct and indirect damage to accepted standards including movable glass and hardware.

AUB 131 Structural Damage I 2 4 4

This course introduces safety, equipment, structural damage analysis, and damage repairs. Topics include shop safety, design and construction, structural analysis and measurement, equipment, structural glass, repair techniques, and other related topics. Upon completion, students should be able to analyze and perform repairs to a vehicle which has received light/moderate structural damage.

AUB 132 Structural Damage II 2 6 4

This course provides an in-depth study of structural damage analysis and repairs to vehicles that have received moderate to heavy structural damage. Topics include shop safety, structural analysis and measurement, equipment, structural glass, advanced repair techniques, structural component replacement and alignment, and other related topics. Upon completion, students should be able to analyze and perform repairs according to industry standards. **Prerequisite: AUB 131.**

AUB 134 Autobody MIG Welding 1 4 3

This course covers the terms and procedures for welding the various metals found in today's autobody repair industry with an emphasis on personal/environmental safety. Topics include safety and precautionary measures, setup/operation of MIG equipment, metal identification methods, types of welds/joints, techniques, inspection methods, and other related topics. Upon completion, students should be able to demonstrate a basic knowledge of welding operations and safety procedures according to industry standards.

AUB 136 Plastics & Adhesives 1 4 3

This course covers safety, plastic and adhesive identification, and the various repair methods of automotive plastic components. Topics include safety, identification, preparation, material selection, and the various repair procedures including refinishing. Upon completion, students should be able to identify, remove, repair, and/or replace automotive plastic components in accordance with industry standards.

AUB 144 Mechanical & Electrical Specialties 2 2 3

This course concentrates on special automotive mechanical and electrical system operations and diagnostics. Topics include personal and environmental safety, suspension and steering, electrical, restraint, and air-conditioning systems. Upon completion, students should be able to identify system components and perform basic system diagnostic checks and/or repairs according to industry standards.

■ AUT - Automotive

AUT 111 Basic Automotive Technology 1 2 2

This course introduces basic concepts, terms, workplace safety, regulations, and service information relating to automotive technology. Emphasis is placed on developing familiarity with automotive components along with basic identification and proper use of various hand and power tools and shop equipment. Upon completion, students should be able to define and use terms associated with automobiles and identify and use basic tools and shop equipment. **Prerequisite: Successful completion of all required fall and spring first-year AUT courses.**

AUT 113 Automotive Servicing 2 6 4

This course covers diagnostic procedures necessary to determine the nature and cause of auto service problems and the procedures used to repair/replace components. Emphasis is placed on troubleshooting, testing, adjusting, repairing, and replacing components using appropriate test equipment and service information. Upon completion, students should be able to perform a variety of automotive repairs using proper service procedures and operate appropriate equipment. **Prerequisite: Successful completion of all required first- and second-year AUT courses.**

AUT 115 Engine Fundamentals 2 3 3

This course covers the theory, construction, inspection, diagnosis, and repair of internal combustion engines and related systems. Topics include fundamental operating principles of engines and diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis/repair of automotive engines using appropriate tools, equipment, procedures, and service information.

AUT 116 Engine Repair 1 3 2

This course covers service/repair/rebuilding of block, head, and internal engine components. Topics include engine repair/reconditioning using service specifications. Upon completion, students should be able to rebuild/recondition an automobile engine to service specifications. **Corequisite: AUT 115.**

AUT 141 Suspension & Steering Systems 2 4 4

This course covers principles of operation, types, and diagnosis/repair of suspension and steering systems to include steering geometry. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair various steering and suspension components, check and adjust various alignment angles, and balance wheels.

AUT 151 Brake Systems 2 2 3

This course covers principles of operation and types, diagnosis, service, and repair of brake systems. Topics include drum and disc brakes involving hydraulic, vacuum boost, hydra-boost, electrically powered boost, and anti-lock and parking brake systems. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems.

AUT 152 Brake Systems Lab 0 2 1

This course provides a laboratory setting to enhance brake system skills. Emphasis is placed on practical experiences that enhance the topics presented in AUT 151. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in AUT 151. **Corequisite: AUT 151.**

AUT 161 Electrical Systems 2 6 4

This course covers basic electrical theory and wiring diagrams, test equipment, and diagnosis/repair/replacement of batteries, starters, alternators, and basic electrical accessories. Topics include diagnosis and repair of battery, starting, charging, lighting, and basic accessory systems problems. Upon completion, students should be able to diagnose, test, and repair the basic electrical components of an automobile.

AUT 162 Chassis Electrical & Electronics 2 2 3

This course covers electrical/electronic diagnosis/repair, including wiring diagrams, instrumentation, and electronic/computer-controlled devices and accessories. Topics include interpreting wiring diagrams and diagnosis and repair of chassis electrical and electronic systems. Upon completion, students should be able to read and interpret wiring diagrams and determine/perform needed repairs on chassis electrical and electronic systems. **Prerequisite: AUT 161.**

AUT 163 Chassis Electrical & Electronics Lab 0 2 1

This course provides a laboratory setting to enhance chassis electrical and electronic system skills. Emphasis is placed on practical experiences that enhance the topics presented in AUT 162. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in AUT 162. **Corequisite: AUT 162.**

AUT 171 Heating & Air Conditioning 2 3 3

This course covers the theory of refrigeration and heating, electrical/electronic/pneumatic controls, and diagnosis/repair of climate control systems. Topics include diagnosis and repair of climate control components and systems, recovery/recycling of refrigerants, and safety and environmental regulations. Upon completion, students should be able to describe the operation, diagnose, and safely service climate control systems using appropriate tools, equipment, and service information.

AUT 181 Engine Performance-Electrical 2 3 3

This course covers the principles, systems, and procedures required for diagnosing and restoring engine performance using electrical/electronics test equipment. Topics include procedures for diagnosis and repair of ignition, emission control, and related electronic systems. Upon completion, students should be able to describe operation of and diagnose/repair ignition/emission control systems using appropriate test equipment and service information. **Prerequisites: AUT 161, AUT 162, AUT 186.**

AUT 182 Engine Performance-Electrical Lab 0 3 1

This course provides a laboratory setting to enhance the skills for diagnosing and restoring engine performance using electrical/electronics test equipment. Emphasis is placed on practical experiences that enhance the topics presented in AUT 181. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in AUT 181. **Corequisite: AUT 181.**

AUT 183 Engine Performance-Fuels 2 3 3

This course covers the principles of fuel delivery/management, exhaust/emission systems, and procedures for diagnosing and restoring engine performance using appropriate test equipment. Topics include procedures for diagnosis/repair of fuel delivery/management and exhaust/emission systems using appropriate service information. Upon completion, students should be able to describe, diagnose, and repair engine fuel delivery/management and emission control systems using appropriate service information and diagnostic equipment.

AUT 184 Engine Performance-Fuels Lab 0 3 1

This course provides a laboratory setting to enhance the skills for diagnosing and repairing fuel delivery/management and emission systems. Emphasis is placed on practical experiences that enhance the topics presented in AUT 183. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in AUT 183. **Corequisite: AUT 183.**

AUT 186 Automotive Computer Applications 1 2 2

This course introduces computer operating systems, word processing, and electronic automotive service information systems. Emphasis is placed on operation systems, word processing, and electronic automotive service information systems. Upon completion, students should be able to use an operating system to access information pertaining to automotive technology and perform word processing. **Prerequisite: AUT 161.**

AUT 221 Automatic Transmissions 2 6 4

This course covers operation, diagnosis, service, and repair of automatic transmissions/transaxles. Topics include hydraulic, pneumatic, mechanical, and electrical/electronic operation of automatic drive trains and the use of appropriate service tools and equipment. Upon completion, students should be able to explain operational theory and diagnose and repair automatic drive trains.

AUT 231 Manual Drive Trains/Axles 2 3 3

This course covers the operation, diagnosis, and repair of manual transmissions/transaxles, clutches, drive shafts, axles, and final drives. Topics include theory of torque, power flow, and manual drive train service and repair using appropriate service information, tools, and equipment. Upon completion, students should be able to explain operational theory and diagnose and repair manual drive trains.

AUT 232 Manual Drive Trains/Axles Lab 0 3 1

This course provides a laboratory setting to enhance the skills for diagnosing and repairing manual transmissions/transaxles, clutches, drive shafts, axles, and final drives. Emphasis is placed on practical experiences that enhance the topics presented in AUT 231. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in AUT 231. **Corequisite: AUT 231.**

AUT 281 Advanced Engine Performance 2 2 3

This course utilizes service information and specialized test equipment to diagnose/repair power train control systems. Topics include computerized ignition, fuel and emission systems, related diagnostic tools and equipment, data communication networks, and service information. Upon completion, students should be able to perform advanced engine performance diagnosis and repair. **Prerequisites: AUT 161, AUT 162, AUT 183, AUT 186.**

■ BAF - Banking & Finance

BAF 110 Principles of Banking 3 0 3

This course covers the fundamentals of bank functions in a descriptive fashion. Topics include banks and the monetary system, the relationship of banks to depositors, the payment functions, bank loans and accounting, regulations and examinations. Upon completion, students should be able to demonstrate an understanding of the business of banking from a broad perspective.

BAF 115 Marketing for Bankers 3 0 3

This course is designed to provide a practical understanding of marketing in the financial services organization. Topics include consumer motivation and buying, marketing information and research, the marketing management process, public relations and communications. Upon completion, students should be able to develop a marketing plan integrating public relations, advertising, sales promotion, selling and service distribution.

BAF 131 Fundamentals of Bank Lending 3 0 3

This course introduces the basic knowledge and skills needed to be an effective lender. Topics include the functions of the loan interview and credit investigation, the "C's" of credit, elements of loan documentation, and warning signs of problem loans. Upon completion, students should be able to demonstrate an understanding of the credit functions and regulatory issues affecting this key banking function. *This course is a unique concentration requirement of the Banking & Finance concentration in the Business Administration program.* **Prerequisite: ACC 120.**

BAF 141 Law & Banking: Principles 3 0 3

This course provides an overview of the legal aspects of banking and the legal framework within which banks function. Topics include the court system, consumer protection, tangible and intangible property ownership, and the legalities and regulations of bank transactions. Upon completion, students should be able to discuss the nontechnical aspects of the legal system and how these affect the bank's organization and operation. *This course is a unique concentration requirement of the Banking & Finance concentration in the Business Administration program.*

BAF 222 Money & Banking 3 0 3

This course provides a fundamental treatment of how money and banks function in the United States and world economies. Topics include the roles of money in the U.S. economy, the functions of the Federal Reserve Board, and the workings of monetary and fiscal policies. Upon completion, students should be able to explain how the monetary economy functions, how banks are creators of money, and the impact of the Federal Reserve. *This course is a unique concentration requirement of the Banking & Finance concentration in the Business Administration program.*

BAF 232 Consumer Lending 3 0 3

This course details the many types of credit arrangements in which a finance charge is paid for the privilege of repaying debt in delayed payments. Topics include consumer credit policy, the loan process, servicing and collecting loans, consumer compliance, and evaluating credit risks. Upon completion, students should be able to identify collection policies and procedures, explain principles of credit evaluation, define open-end credit, and describe indirect lending.

BAF 235 Analyzing Financial Statements 3 0 3

This course provides practice in constructing and analyzing long-range, multiple-year forecasts of income statements and balance sheets, and cash budgets. Topics include trend, ratio, common size, comparative analysis, programs, projections and cash budgets. Upon completion, students should be able to analyze income statements, balance sheets and *pro forma* statements. **Prerequisite: ACC 120.**

■ BIO - Biology

BIO 111 General Biology I 3 3 4

This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, cell structure and function, metabolism and energy transformation, genetics, evolution, classification and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

BIO 112 General Biology II 3 3 4

This course is a continuation of BIO 111. Emphasis is placed on organisms, biodiversity, plant and animal systems, ecology and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.* **Prerequisite: BIO 111.**

BIO 163 Basic Anatomy & Physiology 4 2 5

This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships.

BIO 168 Anatomy & Physiology I 3 3 4

This course provides a comprehensive study of the anatomy and physiology of the human body. Topics include body organization, homeostasis, cytology, histology, and the integumentary, skeletal, muscular, nervous and special senses. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. Selected topics from microbiology are included in this course. *This course has been approved to satisfy the Comprehensive Articulation Agreement premajor elective requirement.*

BIO 169 Anatomy & Physiology II 3 3 4

This course provides a continuation of the comprehensive study of the anatomy and physiology of the human body. Topics include the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems as well as metabolism, nutrition, acid-base balance, and fluid and electrolyte balance. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. Selected topics from microbiology are included in this course. *This course has been approved to satisfy the Comprehensive Articulation Agreement premajor elective requirement.* **Prerequisite: BIO 168.**

■ BPR - Blueprint Reading

BPR 111 Blueprint Reading 1 2 2

This course introduces the basic principles of blueprint reading. Topics include line types, orthographic projections, dimensioning methods, and notes. Upon completion, students should be able to interpret basic blueprints and visualize the features of a part.

BPR 121 Blueprint Reading: Mechanical 1 2 2

This course covers the interpretation of intermediate blueprints. Topics include tolerancing, auxiliary views, sectional views, and assembly drawings. Upon completion, students should be able to read and interpret a mechanical working drawing. **Prerequisite: BPR 111 or MAC 131.**

■ BUS - Business

BUS 110 Introduction to Business 3 0 3

This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects. *This course has been approved to satisfy the Comprehensive Articulation Agreement premajor elective requirement.*

BUS 115 Business Law I 3 0 3

This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, Uniform Commercial Code, and the working of the court systems. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations. *This course has been approved to satisfy the Comprehensive Articulation Agreement premajor elective requirement.*

BUS 116 Business Law II 3 0 3

This course continues the study of ethics and business law. Emphasis is placed on bailments, sales, risk-bearing, forms of business ownership, and copyrights. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations. **Prerequisite: BUS 115.**

BUS 137 Principles of Management 3 0 3

This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management.

BUS 151 People Skills 3 0 3

This course introduces the basic concepts of identity and communication in the business setting. Topics include self-concept, values, communication styles, feelings and emotions, roles versus relationships, and basic assertiveness, listening, and conflict resolution. Upon completion, students should be able to distinguish between unhealthy, self-destructive, communication patterns and healthy, nondestructive, positive communication patterns.

BUS 225 Business Finance 2 2 3

This course provides an overview of business financial management. Emphasis is placed on financial statement analysis, time value of money, management of cash flow, risk and return, and sources of financing. Upon completion, students should be able to interpret and apply the principles of financial management. **Prerequisite: ACC 120.**

BUS 230 Small Business Management 3 0 3

This course introduces the challenges of entrepreneurship including the startup and operation of a small business. Topics include market research techniques, feasibility studies, site analysis, financing alternatives, and managerial decision making. Upon completion, students should be able to develop a small business plan.

BUS 239 Business Applications Seminar 1 2 2

This course is designed as a capstone course for Business Administration majors. Emphasis is placed on decision making in the areas of management, marketing, production, purchasing, and finance. Upon completion, students should be able to apply the techniques, processes, and vital professional skills needed in the work place. **Prerequisites: ACC 120, BUS 115, BUS 137, MKT 120, and either ECO 151, 251 or 252.**

BUS 255 Organizational Behavior in Business 3 0 3

This course covers the impact of different management practices and leadership styles on worker satisfaction and morale, organizational effectiveness, productivity, and profitability. Topics include a discussion of formal and informal organizations, group dynamics, motivation, and managing conflict and change. Upon completion, students should be able to analyze different types of interpersonal situations and determine an appropriate course of action.

■ CHM - Chemistry

CHM 131 Introduction to Chemistry 3 0 3

This course introduces the fundamental concepts of inorganic chemistry. Topics include measurement, matter and energy, atomic and molecular structure, nuclear chemistry, stoichiometry, chemical formulas and reactions, chemical bonding, gas laws, solutions, and acids and bases. Upon completion, students should be able to demonstrate a basic understanding of chemistry as it applies to other fields. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

CHM 131A Introduction to Chemistry Lab 0 3 1

This course is a laboratory to accompany CHM 131. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 131. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 131. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.* **Corequisite: CHM 131.**

CHM 132 Organic & Biochemistry 3 3 4

This course provides a survey of major functional classes of compounds in organic and biochemistry. Topics include structure, properties and reactions of the major organic and biological molecules and basic principles of metabolism. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts needed to pursue studies in related professional fields. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.* **Prerequisite: CHM 131.**

■ CIS - Information Systems

CIS 110 Introduction to Computers 2 2 3

This course provides an introduction to computers and computing. Topics include the impact of computers on society, ethical issues, and hardware/software applications, including spreadsheets, databases, word processors, graphics, the Internet, and operating systems. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. Credit by proficiency exam is available.*

CIS 113 Computer Basics 0 2 1

This course introduces basic computer usage for non-computer majors. Emphasis is placed on developing basic personal computer skills. Upon completion, students should be able to demonstrate competence in basic computer applications sufficient to use computer-assisted instructional software. *Credit by proficiency exam is available.*

CIS 115 Introduction to Programming & Logic 2 2 3

This course introduces computer programming and problem solving in a programming environment, including an introduction to operating systems, text editor, and a language translator. Topics include language syntax, data types, program organization, problem-solving methods, algorithm design, and logic control structures. Upon completion, students should be able to manage files with operating system commands, use top-down algorithm design, and implement algorithmic solutions in a programming language. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.* **Prerequisites: MAT 070 or acceptable placement score, and CIS 110.**

CIS 120 Spreadsheet I 2 2 3

This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts. *Credit by proficiency exam is available.* **Prerequisite: CIS 110 or CIS 111.**

CIS 126 Graphic Software Introduction 2 2 3

This course provides an introduction to graphic design and execution of pictorial graphics using a variety of software packages. Emphasis is placed on creation and manipulation of images using graphic design software. Upon completion, students should be able to create graphic designs and incorporate these designs into printed publications. *Credit by proficiency exam is available.*

CIS 130 Survey of Operating Systems 2 3 3

The course covers operating system concepts which are necessary for maintaining and using computer systems. Topics include disk, file, and directory structures; installation and setup; resource allocation, optimization, and configuration; system security; and other related topics. Upon completion, students should be able to install and configure operating systems and optimize performance.

CIS 152 Database Concepts & Applications 2 2 3

This course introduces database design and creation using a DBMS product. Topics include database terminology, usage in industry, design theory, types of DBMS models, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to create simple database tables, queries, reports, and forms which follow acceptable design practices. *Credit by proficiency exam is available.* **Prerequisite: CIS 110, CIS 111 or CIS 115.**

CIS 157 Database Programming I 2 2 3

This course is designed to develop programming proficiency in a selected DBMS. Emphasis is placed on the Data Definition Language (DDL) and Data Manipulation Language (DML) of the DBMS as well as on report generation. Upon completion, students should be able to write programs which create, update, and produce reports representative of industry requirements. **Prerequisites: CIS 115, CIS 130, CIS 152.**

CIS 174 Network System Manager I 2 2 3

This course covers effective network management. Topics include network file system design and security, log-in scripts and user menus, printing services, E-mail and backup. Upon completion, students should be able to administer an office network system. **Prerequisite: CIS 215.**

CIS 175 Network Management I 2 2 3

This course covers fundamental network administration and system management. Topics include accessing and configuring basic network services, managing directory services, and using network management software. Upon completion, students should be able to apply system administrator skills in developing a network management strategy. **Prerequisite: CIS 174.**

CIS 215 Hardware Installation/Maintenance 2 3 3
This course covers the basic hardware of a personal computer, including operations and interactions with software. Topics include component identification, the memory system, peripheral installation and configuration, preventive maintenance, and diagnostics and repair. Upon completion, students should be able to select appropriate computer equipment, upgrade and maintain existing equipment, and troubleshoot and repair non-functioning personal computers. *Credit by proficiency exam is available.* **Prerequisites: CIS 110, CIS 111 or CIS 115, and CIS 130.**

CIS 217 Computer Training & Support 2 2 3
This course introduces computer training and support techniques. Topics include methods of adult learning, training design, delivery, and evaluation, creating documentation, and user support methods. Upon completion, students should be able to design and implement training and provide continued support for computer users. **Prerequisites: CIS 110, OST 136.**

CIS 226 Trends in Technology 1 2 2
This course introduces emerging information systems technologies. Emphasis is placed on evolving technologies and trends in business and industry. Upon completion, students should be able to articulate an understanding of the current trends and issues in emerging technologies for information systems. **Prerequisite: CIS 110 or CIS 113.**

CIS 274 Network System Manager II 2 2 3
This course is a continuation of CIS 174 focusing on advanced network management, configuration and installation. Emphasis is placed on server configuration files, startup procedure, server protocol support, memory and performance concepts, and management maintenance. Upon completion, students should be able to install and upgrade networks and servers for optimal performance. **Prerequisite: CIS 174.**

CIS 275 Network Management II 2 2 3
This course is a continuation of CIS 175 focusing on advanced enterprise networks. Topics include directory service tree planning, management distribution and protection, improving network security, auditing the network, printing, networking, and system administration of an Internet node. Upon completion, students should be able to manage client services and network features and optimize network performance. **Prerequisite: CIS 175.**

CIS 286 Systems Analysis & Design 3 0 3
This course examines established and evolving methodologies for the analysis, design, and development of a business information system. Emphasis is placed on business systems characteristics, managing information systems projects, prototyping, CASE tools, and systems development life cycle phases. Upon completion, students should be able to analyze a problem and design an appropriate solution using a combination of tools and techniques. **Prerequisites: CIS 115, CIS 120, CIS 152, OST 136.**

CIS 287 Network Support 2 2 3
This course provides experience using CD ROM and on-line research tools and hands-on experience for advanced hardware support and troubleshooting. Emphasis is placed on troubleshooting network adapter cards and cabling, network storage devices, the DOS workstation, and network printing. Upon completion, students should be able to analyze, diagnose, research and fix network hardware problems. **Prerequisite: CIS 274 or CIS 275.**

CIS 288 Systems Project 1 4 3
This course provides an opportunity to complete a significant systems project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, documentation, installation, testing, presentation, and training. Upon completion, students should be able to complete a project from the definition phase through implementation. **Prerequisite: CIS 227 or CIS 286.**

■ CJC - Criminal Justice

CJC 100 Basic Law Enforcement Training 8 30 18
This course covers the skills and knowledge needed for entry-level employment as a law enforcement officer in North Carolina. Emphasis is placed on topics and areas as defined by the North Carolina Administrative Code. Upon completion, students should be able to demonstrate competence in the topics and areas required for the state comprehensive examination. This is a certificate-level course.

CJC 100A Basic Law Enforcement Training 4 15 9
CJC 100B Basic Law Enforcement Training 4 15 9
These courses cover the skills and knowledge needed for entry-level employment as a law enforcement officer in North Carolina. Emphasis is placed on topics and areas as defined by the North Carolina Administrative Code. Upon completion, students should be able to demonstrate competence in the topics and areas required for the state comprehensive examination. These are certificate-level courses. **Prerequisite: CJC 100A is prerequisite for CJC 100B.**

CJC 111 Introduction to Criminal Justice 3 0 3
This course introduces the components and processes of the criminal justice system. Topics include history, structure, functions, and philosophy of the criminal justice system and their relationship to life in our society. Upon completion, students should be able to define and describe the major system components and their interrelationships and evaluate career options. *This course has been approved to satisfy the Comprehensive Articulation Agreement premajor elective requirement.*

CJC 112 Criminology 3 0 3
This course introduces deviant behavior as it relates to criminal activity. Topics include theories of crime causation; statistical analysis of criminal behavior; past, present, and future social control initiatives; and other related topics. Upon completion, students should be able to explain and discuss various theories of crime causation and societal response.

CJC 113 Juvenile Justice 3 0 3
This course covers the juvenile justice system and related juvenile issues. Topics include an overview of the juvenile justice system, treatment and prevention programs, special areas and laws unique to juveniles, and other related topics. Upon completion, students should be able to identify/discuss juvenile court structure/procedures, function and jurisdiction of juvenile agencies, processing/detention of juveniles, and case disposition.

CJC 121 Law Enforcement Operations 3 0 3
This course introduces fundamental law enforcement operations. Topics include the contemporary evolution of law enforcement operations and related issues. Upon completion, students should be able to explain theories, practices, and issues related to law enforcement operations. *This course has been approved to satisfy the Comprehensive Articulation Agreement premajor elective requirement.*

CJC 131 Criminal Law 3 0 3
This course covers the history/evolution/principles and contemporary applications of criminal law. Topics include sources of substantive law, classification of crimes, parties to crime, elements of crimes, matters of criminal responsibility, and other related topics. Upon completion, students should be able to discuss the sources of law and identify, interpret, and apply the appropriate statutes/elements.

CJC 132 Court Procedures & Evidence 3 0 3
This course covers judicial structure/process/procedure from incident to disposition, kinds and degrees of evidence, and the rules governing admissibility of evidence in court. Topics include consideration of state and federal courts, arrest, search and seizure laws, exclusionary and statutory rules of evidence, and other related issues. Upon completion, students should be able to identify and discuss procedures necessary to establish a lawful arrest/search, proper judicial procedures, and the admissibility of evidence. *Credit by proficiency exam is available.*

CJC 141 Corrections 3 0 3
This course covers the history, major philosophies, components, and current practices and problems of the field of corrections. Topics include historical evolution, functions of the various components, alternatives to incarceration, treatment programs, inmate control, and other related topics. Upon completion, students should be able to explain the various components, processes, and functions of the correctional system. *This course has been approved to satisfy the Comprehensive Articulation Agreement premajor elective requirement.*

CJC 211 Counseling 3 0 3
This course introduces the basic elements of counseling and specific techniques applicable to the criminal justice setting. Topics include observation, listening, recording, interviewing, and problem exploration necessary to form effective helping relationships. Upon completion, students should be able to discuss and demonstrate the basic techniques of counseling.

CJC 212 Ethics & Community Relations 3 0 3
This course covers ethical considerations and accepted standards applicable to criminal justice organizations and professionals. Topics include ethical systems; social change, values, and norms; cultural diversity; citizen involvement in criminal justice issues; and other related topics. Upon completion, students should be able to apply ethical considerations to the decision-making process in identifiable criminal justice situations.

CJC 215 Organization & Administration 3 0 3

This course introduces the components and functions of organization and administration as it applies to the agencies of the criminal justice system. Topics include operations/functions of organizations; recruiting, training, and retention of personnel; funding and budgeting; communications; span of control and discretion; and other related topics. Upon completion, students should be able to identify and discuss the basic components and functions of a criminal justice organization and its administrative operations.

CJC 221 Investigative Principles 3 2 4

This course introduces the theories and fundamentals of the investigative process. Topics include crime scene/incident processing, information gathering techniques, collection/preservation of evidence, preparation of appropriate reports, court presentations, and other related topics. Upon completion, students should be able to identify, explain, and demonstrate the techniques of the investigative process, report preparation, and courtroom presentation.

CJC 222 Criminalistics 3 0 3

This course covers the functions of the forensic laboratory and its relationship to successful criminal investigations and prosecutions. Topics include advanced crime scene processing, investigative techniques, current forensic technologies, and other related topics. Upon completion, students should be able to identify and collect relevant evidence at simulated crime scenes and request appropriate laboratory analysis of submitted evidence.

CJC 231 Constitutional Law 3 0 3

The course covers the impact of the Constitution of the United States and its amendments on the criminal justice system. Topics include the structure of the Constitution and its amendments, court decisions pertinent to contemporary criminal justice issues, and other related topics. Upon completion, students should be able to identify/discuss the basic structure of the United States Constitution and the rights/procedures as interpreted by the courts.

■ COE - Cooperative Education

COE 111 Cooperative Work Experience I 0 0 10 1

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. **Prerequisite: Consent of instructor.**

COE 112 Cooperative Work Experience I 0 0 20 2

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. **Prerequisite: Consent of instructor.**

COE 115 Work Experience Seminar I 1 0 0 1

This course offers a forum to analyze practical co-op work experiences with a faculty member and other students who are engaged in similar co-op work experiences. Emphasis is placed on processing, discussing and evaluating experiences gained in Cooperative Work Experience I. Upon completion, students should be able to analyze the productivity and effectiveness of their work experiences and articulate what was learned about this career field. They should also be able to outline a strategy to improve their own work-related competencies and career development based on those experiences. **Corequisite: COE 111, COE 112, COE 113 or COE 114.**

COE 121 Cooperative Work Experience II 0 0 10 1

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. **Prerequisite: Consent of instructor.**

COE 122 Cooperative Work Experience II 0 0 20 2

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. **Prerequisite: Consent of instructor.**

COE 125 Work Experience Seminar II 1 0 0 1

This course offers a forum to analyze practical co-op work experiences with a faculty member and other students who are engaged in similar co-op work experiences. Emphasis is placed on processing, discussing and evaluating experiences gained in the Cooperative Work Experience II class. Upon completion, students should be able to analyze the productivity and effectiveness of their work experiences and articulate what was learned about this career field. They should also be able to outline a strategy to improve their own work-related competencies and career development based on those experiences. **Corequisite: COE 121, COE 122, COE 123 or COE 124.**

COE 132 Cooperative Work Experience III 0 0 20 2

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. **Prerequisite: Consent of instructor.**

COE 135 Work Experience Seminar III 1 0 0 1

This course offers a forum to analyze practical co-op work experiences with a faculty member and other students who are engaged in similar co-op work experiences. Emphasis is placed on processing, discussing and evaluating experiences gained in the Cooperative Work Experience III class. Upon completion, students should be able to analyze the productivity and effectiveness of their work experiences and articulate what was learned about this career field. They should also be able to outline a strategy to improve their own work-related competencies and career development based on those experiences. **Corequisite: COE 131, COE 132, COE 133 or COE 134.**

■ COM - Communication

COM 110 Introduction to Communication 3 0 3

This course provides an overview of the basic concepts of communication and the skills necessary to communicate in various contexts. Emphasis is placed on communication theories and techniques used in interpersonal group, public, intercultural, and mass communication situations. Upon completion, students should be able to explain and illustrate the forms and purposes of human communication in a variety of contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in speech/communication.*

COM 231 Public Speaking 3 0 3

This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is placed on research, preparation, delivery and evaluation of informative, persuasive and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in speech/communication.*

■ DAN - Dance Appreciation

DAN 110 Dance Appreciation 3 0 3

This course for nondance majors surveys diverse dance forms and the religious and cultural values that shape them. Topics include dances from Europe, Africa, Asia and America. Upon completion, students should be able to demonstrate an understanding of the diverse forms and values that dance embraces. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education requirement in humanities/fine arts.*

■ DES - Design

DES 110 Architectural Graphics 0 6 2

This course introduces basic drafting skills and techniques. Emphasis is placed on the use of drafting equipment, lettering, dimensioning, elevations, sections, construction details, and actual fixture sizes as related to interior design situations. Upon completion, students should be able to complete working drawings skillfully utilizing principles of drafting.

DES 120 CAD for Interior Design 0 6 2

This course introduces basic computer-aided design and drafting skills and techniques within interior design applications. Emphasis is placed on the most common computer commands used in architectural drafting and design to draw, edit, manipulate layers, and create reusable drawings. Upon completion, students should be able to use specific computer applications to complete drawings and plot/print. **Prerequisite: DES 110.**

DES 125 Graphic Presentation I 0 6 2
This course introduces graphic presentation techniques for communicating ideas. Topics include drawing, perspective drawing, and wet and dry media. Upon completion, students should be able to produce a pictorial presentation.

DES 135 Principles & Elements of Design I 2 4 4
This course introduces the basic concepts and terminology of design as they relate to the design profession. Topics include line, pattern, space, mass, shape, texture, color, unity, variety, rhythm, emphasis, balance, proportion, scale, and function. Upon completion, students should be able to demonstrate an understanding of the principles covered through hands-on application.

DES 136 Principles & Elements of Design II 2 4 4
This course provides continued study of design principles introduced in DES 135. Emphasis is placed on color theory, pattern, and texture as used in interiors as well as an investigation of the psychology of color. Upon completion, students should be able to originate a color program for interiors. **Prerequisite: DES 135.**

DES 210 Business Practices/Interior Design 2 0 2
This course introduces contemporary business practices for interior design. Topics include employment skills, business formations, professional associations, preparation of professional contracts and correspondence, and means of compensation. Upon completion, students should be able to describe the basic business formations and professional associations and compose effective letters and contracts.

DES 220 Introduction to Interior Design 1 6 3
This course covers the basic principles of design as they relate specifically to interior design, furniture arrangement, wall composition, color, furnishings, collages, and illustration. Emphasis is placed on spatial relationships, craftsmanship, and visual presentation techniques. Upon completion, students should be able to arrange furnishings in rooms for various purposes, select furnishings and colors, and illustrate ideas graphically. **Prerequisites: DES 135 and ARC 111 or DES 110 or DFT 115.**

DES 225 Textiles/Fabrics 2 2 3
This course includes the study of woven and nonwoven fabrics for interiors. Topics include characteristics of fibers, yarns, weaving, felting, and knitting; processing of leather; and adorning and finishing of interior fabrics. Upon completion, students should be able to recognize and use correct terminology for upholstery, window treatments, and rugs/carpets with regard to flammability, performance, and durability.

DES 230 Residential Design I 1 6 3
This course includes principles of interior design for various residential design solutions. Emphasis is placed on visual presentation and selection of appropriate styles to meet specifications. Upon completion, students should be able to complete scaled floor plans, elevations, specifications, color schemes and fabrics, and finishes and furniture selection. **Prerequisite: DES 220.**

DES 235 Products 2 2 3
This course provides an overview of interior finishing materials and the selection of quality upholstery and case goods. Topics include hard and resilient floor coverings; wall coverings and finishes; ceilings, moldings, and furniture construction techniques; and other interior components. Upon completion, students should be able to recognize and use correct terminology, select appropriate materials for interior surfaces, and choose furniture based on sound construction.

DES 240 Nonresidential Design I 1 6 3
This course introduces commercial/contract design including retail, office, institutional, restaurant, and hospitality design. Emphasis is placed on ADA requirements, building codes and standards, space planning, and selection of appropriate materials for nonresidential interiors. Upon completion, students should be able to analyze and design introductory nonresidential projects using graphic presentation concepts. **Prerequisite: DES 220.**

DES 241 Nonresidential Design II 1 6 3
This course provides an in-depth study of nonresidential design exploring more comprehensive design solutions such as health care facilities, furniture gallery design, and large office complexes. Emphasis is placed on design of commercial interiors and suitability of materials to meet ADA requirements, codes, and standards. Upon completion, students should be able to design nonresidential spaces meeting ADA requirements and select furniture, materials, fabrics, and accessories meeting codes and flammability standards. **Prerequisite: DES 240.**

DES 255 History/Interiors & Furnishings I 3 0 3

This course covers interiors, exteriors, and furnishings from ancient Egypt through French Neo-Classicism. Emphasis is placed on vocabulary, chronology, and style recognition. Upon completion, students should be able to classify and date interior and exterior architecture and furnishings and be conversant with pertinent vocabulary.

DES 256 History/Interiors & Furnishings II 3 0 3

This course covers English, American, and various styles of nineteenth- and twentieth-century furniture, interiors, and exteriors. Emphasis is placed on style recognition, vocabulary, and chronology. Upon completion, students should be able to recognize and describe major styles of furniture, interiors, and exteriors.

DES 260 Materials Calculations/Interior Design 3 0 3

This course includes the study of calculations for square footage, square yardage, and cut-length yardage. Emphasis is placed on the development of workable formulas, worksheets, and order forms that can be used in an interior design business. Upon completion, students should be able to produce electronic worksheets and order forms for calculating window treatments, wall coverings, and floor coverings for a given space.

DES 265 Lighting/Interior Design 2 0 2

This course introduces theory and contemporary concepts in lighting. Topics include light levels, light quality, lamps and fixtures, and their use in interior design. Upon completion, students should be able to determine light levels and requirements based on national standards and select luminaires for specific light qualities.

DES 285 Capstone/Interior Design 2 6 4

This course provides additional studio time to investigate areas of special interest, upgrade weaknesses, and/or capitalize on strengths. Topics include a broad range of options, both residential and nonresidential, combining individual research and instructional guidance. Upon completion, students should be able to complete the graphics, client folder, and all schedules for a professional project. **Prerequisites: DES 210, DES 230, DES 240.**

DES 290 Showroom & Gallery Design 1 6 3

This course focuses on skills and techniques directly related to showroom and gallery design for home furnishings and accessories. Topics include furniture arrangement, accessory use and display, vignette design, lighting and hue scheme coordination. Upon completion, students should be able to design and coordinate the installation of furniture/accessory showrooms and galleries. **Prerequisites: DES 230, DES 240.**

■ DFT - Drafting

DFT 115 Architectural Drafting 1 2 2

This course introduces basic drafting practices used in residential and light commercial design. Topics include floor plans, foundations, details, electrical components, elevations and dimensioning practice. Upon completion, students should be able to complete a set of working drawings for a simple structure.

DFT 119 Basic CAD 1 2 2

This course introduces computer-aided drafting software for specific technologies to non-drafting majors. Emphasis is placed on understanding the software command structure and drafting standards for specific technical fields. Upon completion, students should be able to create and plot basic drawings.

DFT 151 CAD I 2 3 3

This course introduces CAD software as a drawing tool. Topics include drawing, editing, file management and plotting. Upon completion, students should be able to produce and plot a CAD drawing.

DFT 152 CAD II 2 3 3

This course is a continuation of DFT 151. Topics include advanced two-dimensional, three-dimensional, and solid modeling and extended CAD applications. Upon completion, students should be able to generate and manage CAD drawings and models to produce engineering documents. **Prerequisite: DFT 151.**

DFT 153 CAD III 2 3 3

This course covers basic principles of three-dimensional CAD wireframe and surface models. Topics include user coordinate systems, three-dimensional viewpoints, three-dimensional wireframes, and surface components and viewpoints. Upon completion, students should be able to create and manipulate three-dimensional wireframe and surface models. **Prerequisite: DFT 151.**

■ DRA - Drama

DRA 111 Theatre Appreciation 3 0 3

This course provides a study of the art, craft and business of the theatre. Emphasis is placed on the audience's appreciation of the work of the playwright, director, actor, designer, producer and critic. Upon completion, students should be able to demonstrate a vocabulary of theatre terms and to recognize the contributions of various theatre artists. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirements in humanities/fine arts.*

■ ECO - Economics

ECO 151 Survey of Economics 3 0 3

This course, introduces basic concepts of micro- and macroeconomics. Topics include supply and demand, optimizing economic behavior, prices and wages, money, interest rates, banking system, unemployment, inflation, taxes, government spending, and international trade. Upon completion, students should be able to explain alternative solutions for economic problems faced by private and government sectors. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

ECO 251 Principles of Microeconomics 3 0 3

This course introduces economic analysis of individuals, businesses, and industries in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

ECO 252 Principles of Macroeconomics 3 0 3

This course introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

■ EDU - Education

EDU 111 Early Childhood Credential I 2 0 0 2

This course introduces early childhood education and the role of the teacher in environments that encourage exploration and learning. Topics include professionalism, child growth and development, individuality, family and culture. Upon completion, students should be able to identify and demonstrate knowledge of professional roles, major areas of child growth and development, and diverse families.

EDU 112 Early Childhood Credential II 2 0 0 2

This course introduces developmentally appropriate practices, positive guidance, and standards of health, safety and nutrition. Topics include the learning environment, planning developmentally appropriate activities, positive guidance techniques, and health, safety and nutrition standards. Upon completion, students should be able to demonstrate developmentally appropriate activities and positive guidance techniques and describe health/sanitation/nutrition practices that promote healthy environments for children. **Prerequisite: EDU 111.**

EDU 113 Family & Early Childhood Credential 2 0 0 2

This course covers business/professional practices for family early childhood providers, developmentally appropriate practices, positive guidance, and methods of providing a safe and healthy environment. Topics include developmentally appropriate practices; health, safety and nutrition; and business and professionalism. Upon completion, students should be able to develop a handbook of policies, procedures and practices for a family child care home. **Prerequisite: EDU 111.**

EDU 119 Early Childhood Education 3 2 0 4

This course covers the foundations of the education profession, types of programs, professionalism, and planning quality programs for children. Topics include historical foundations, career options, types of programs, professionalism, observational skills, and planning developmentally appropriate schedules, environments and activities for children. Upon completion, students should be able to demonstrate observational skills, identify appropriate schedules and environments, develop activity plans, and describe influences on the profession.

EDU 131 Child, Family & Community 3 0 0 3

This course covers the relationships between the families, programs for children/schools, and the community. Emphasis is placed on establishing and maintaining positive collaborative relationships with families and community resources. Upon completion, students should be able to demonstrate strategies for effectively working with diverse families and identifying and utilizing community resources.

EDU 144 Child Development I 3 0 0 3

This course covers the theories of child development and the developmental sequences of children from conception through the preschool years for early childhood educators. Emphasis is placed on sequences in physical/motor, social, emotional, cognitive, and language development and appropriate experiences for the young child. Upon completion, students should be able to identify developmental milestones, plan experiences to enhance development, and describe appropriate interaction techniques and environments for typical/atypical development. *Credit by proficiency exam is available.*

EDU 145 Child Development II 3 0 0 3

This course covers theories of child development and developmental sequences of children from preschool through middle childhood for early childhood educators. Emphasis is placed on characteristics of physical/motor, social, emotional, and cognitive/language development and appropriate experiences for children. Upon completion, students should be able to identify developmental characteristics, plan experiences to enhance development, and describe appropriate interaction techniques and environments. *Credit by proficiency exam is available.*

EDU 146 Child Guidance 3 0 0 3

This course introduces practical principles and techniques for developmentally appropriate guidance. Emphasis is placed on encouraging self-esteem and cultural awareness, effective communication skills, and direct and indirect guidance techniques and strategies. Upon completion, students should be able to demonstrate strategies which encourage positive social interactions, promote conflict resolution, and develop self-control, self-motivation and self-esteem in children.

EDU 151 Creative Activities 3 0 0 3

This course covers creative learning environments, planning and implementing developmentally appropriate experiences, and developing appropriate teaching materials for the classroom. Emphasis is placed on creative activities for children in art, music, movement and physical skills, and dramatics. Upon completion, students should be able to select and evaluate developmentally appropriate learning materials and activities. **Corequisite: EDU 151A.**

EDU 151A Creative Activities Lab 0 2 0 1

This course provides a laboratory component to complement EDU 151. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of appropriate creative activities. **Corequisite: EDU 151.**

EDU 153 Health, Safety & Nutrition 3 0 0 3

This course focuses on promoting and maintaining the health and well-being of children. Topics include health and nutritional needs, safe and healthy environments, and recognition and reporting of child abuse and neglect. Upon completion, students should be able to set up and monitor safe indoor and outdoor environments and implement a nutrition education program. *Credit by proficiency exam is available.* **Corequisite: EDU 153A.**

EDU 153A Health, Safety & Nutrition Lab 0 2 0 1

This course provides a laboratory component to complement EDU 153. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of safe indoor/outdoor environments and nutrition education programs. *Credit by proficiency exam is available.* **Corequisite: EDU 153.**

EDU 221 Children with Special Needs 3 0 0 3

This course introduces working with children with special needs. Emphasis is placed on the characteristics and assessment of children and strategies for adapting the home and classroom environment. Upon completion, students should be able to recognize atypical development, make appropriate referrals, and work collaboratively to plan, implement and evaluate inclusion strategies. **Prerequisites: EDU 144 and EDU 145; or PSY 244 and PSY 245.**

EDU 234 Infants, Toddlers & Twos 3 0 0 3

This course covers the skills needed to effectively implement group care for infants, toddlers and two-year-olds. Emphasis is placed on child development and developmentally appropriate practices. Upon completion, students should be able to identify, plan, select materials and equipment, and implement and evaluate a developmentally appropriate curriculum.

EDU 235 School-Age Development & Program 2 0 0 2

This course presents developmentally appropriate practices in group care for school-age children. Topics include principles of development, environmental planning, and positive guidance techniques. Upon completion, students should be able to discuss developmental principles for children five to 12 years of age and plan and implement age-appropriate activities.

EDU 251 Exploration Activities 3 0 0 3

This course covers discovery experiences in science, math and social studies. Emphasis is placed on developing concepts for each area and encouraging young children to explore, discover and construct concepts. Upon completion, students should be able to discuss the discovery approach to teaching, explain major concepts in each area, and plan appropriate experiences for children.

EDU 259 Curriculum Planning 3 0 0 3

This course covers early childhood curriculum planning. Topics include philosophy, curriculum, indoor and outdoor environmental design, scheduling, observation and assessment, and instructional planning and evaluation. Upon completion, students should be able to assess children and curriculum; plan for daily, weekly and long-range instructions; and design environments with appropriate equipment and supplies. **Prerequisite: EDU 112, EDU 113 or EDU 119.**

EDU 261 Early Childhood Administration Credential I 2 0 0 2

This course covers the policies, procedures and responsibilities for the management of early childhood education programs. Topics include implementation of goals, principles of supervision, budgeting and financial management, and meeting the standards for a N.C. Child Day Care license. Upon completion, students should be able to develop program goals, explain licensing standards, determine budgeting needs, and describe effective methods of personnel supervision.

EDU 262 Early Childhood Administration Credential II 3 0 0 3

This course provides a foundation for budgetary, financial and personnel management of the child care center. Topics include budgeting, financial management, marketing, hiring, supervision and professional development of a child care center. Upon completion, students should be able to formulate marketing, financial management, and fund development plans and develop personnel policies, including supervision and staff development plans. **Prerequisite: EDU 261.**

EDU 282 Early Childhood Literature 3 0 0 3

This course covers the history, selection and integration of literature and language in the early childhood curriculum. Topics include the history and selection of developmentally appropriate children's literature and the use of books and other media to enhance language and literacy in the classroom. Upon completion, students should be able to select appropriate books for storytelling, reading aloud, puppetry, flannel board use, and other techniques.

■ ELC - Electricity

ELC 111 Introduction to Electricity 2 2 3

This course introduces the fundamental concepts of electricity and test equipment to nonelectrical/electronics majors. Topics include basic DC and AC principles (voltage, resistance, current, impedance); components (resistors, inductors and capacitors); power; and operation of test equipment. Upon completion, students should be able to construct and analyze simple DC and AC circuits using electrical test equipment.

ELC 112 DC/AC Electricity 3 6 5

This course introduces the fundamental concepts of and computations related to DC/AC electricity. Emphasis is placed on DC/AC circuits, components, operation of test equipment; and other related topics. Upon completion, students should be able to construct, verify, and analyze simple DC/AC circuits. **Prerequisite: ELC 126.**

ELC 113 Basic Wiring I 2 6 4

This course introduces the care/usage of tools and materials used in electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical blueprint reading; planning, layout; and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment associated with basic electrical installations.

ELC 114 Basic Wiring II 2 6 4

This course provides additional instruction in the application of electrical tools, materials, and test equipment associated with electrical installations. Topics include the NEC; safety; electrical blueprints; planning, layout, and installation of equipment and conduits; and wiring devices such as panels and overcurrent devices. Upon completion, students should be able to properly install equipment and conduit associated with electrical installations. **Prerequisite: ELC 113.**

ELC 117 Motors & Controls 2 6 4

This course introduces the fundamental concepts of motors and motor controls. Topics include ladder diagrams, pilot devices, contactors, motor starters, motors, and other control devices. Upon completion, students should be able to properly select, connect, and troubleshoot motors and control circuits. **Prerequisite: ELC 111, ELC 112 or ELC 131.**

ELC 117A Motors & Controls 1 3 2

ELC 117B Motors & Controls 1 3 2

This course introduces the fundamental concepts of motors and motor controls. Topics include ladder diagrams, pilot devices, contactors, motor starters, motors, and other control devices. Upon completion, students should be able to properly select, connect, and troubleshoot motors and control circuits. **Prerequisites: ELC 111, ELC 112 or ELC 131; and ELC 117A is prerequisite for ELC 117B.**

ELC 118 National Electrical Code 1 2 2

This course covers the use of the current National Electrical Code. Topics include the NEC history, wiring methods, overcurrent protection, materials, and other related topics. Upon completion, students should be able to effectively use the NEC.

ELC 125 Diagrams & Schematics 1 2 2

This course covers the interpretation of electrical diagrams, schematics, and drawings common to electrical applications. Emphasis is placed on reading and interpreting electrical diagrams and schematics. Upon completion, students should be able to read and interpret electrical diagrams and schematics. *Credit by proficiency exam is available.*

ELC 126 Electrical Computations 2 2 3

This course introduces the fundamental applications of mathematics which are used by an electrical/electronics technician. Topics include whole numbers, fractions, decimals, powers, roots, simple electrical formulas, and usage of a scientific calculator. Upon completion, students should be able to solve simple electrical mathematical problems. DC circuit theorems, DC circuit laws and the use of the ohmmeter, ammeter and voltmeter will be covered. *Credit by proficiency exam is available.*

ELC 128 Introduction to PLC 2 3 3

This course introduces the programmable logic controller (PLC) and its associated applications. Topics include ladder logic diagrams, input/output modules, power supplies, surge protection, selection/installation of controllers, and interfacing of controllers with equipment. Upon completion, students should be able to install PLCs and create simple programs.

ELC 215 Electrical Maintenance 2 3 3

This course introduces the theory of maintenance and the skills necessary to maintain electrical equipment found in industrial and commercial facilities. Topics include maintenance theory, predictive and preventive maintenance, electrical equipment operation and maintenance, and maintenance documentation. Upon completion, students should be able to perform maintenance on electrical equipment in industrial and commercial facilities. **Prerequisite: ELC 117.**

■ ELN - Electronics

ELN 131 Electronic Devices 3 3 4

This course includes semiconductor-based devices such as diodes, bipolar transistors, FETs, thyristors, and related components. Emphasis is placed on analysis, selection, biasing, and applications in power supplies, small signal amplifiers, and switching and control circuits. Upon completion, students should be able to construct, analyze, verify, and troubleshoot discrete component circuits using appropriate techniques and test equipment. **Corequisite: ELC 112, ELC 131 or ELC 140.**

ELN 132 Linear IC Applications 3 3 4

This course introduces the characteristics and applications of linear integrated circuits. Topics include op-amp circuits, differential amplifiers, instrumentation amplifiers, waveform generators, active filters, PLLs, and IC voltage regulators. Upon completion, students should be able to construct, analyze, verify, and troubleshoot linear integrated circuits using appropriate techniques and test equipment. **Prerequisite: ELN 131 or BMT 113.**

ELN 133 Digital Electronics 3 3 4

This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, MSI and LSI circuits, AC/DC converters, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot digital circuits using appropriate techniques and test equipment.

ELN 229 Industrial Electronics 2 4 4

This course covers semiconductor devices used in industrial applications. Topics include the basic theory, application, and operating characteristics of semiconductor devices (filters, rectifiers, FET, SCR, Diac, Triac, Op-amps, etc). Upon completion, students should be able to install and/or troubleshoot these devices for proper operation in an industrial electronic circuit. **Prerequisite: ELC 112, ELC 131 or ELN 140.**

ELN 231 Industrial Controls 2 3 3

This course introduces the fundamental concepts of solid-state control of rotating machinery and associated peripheral devices. Topics include rotating machine theory, ladder logic, electromechanical and solid state relays, motor controls, pilot devices, three-phase power systems, and other related topics. Upon completion, students should be able to interpret ladder diagrams and demonstrate an understanding of electromechanical and electronic control of rotating machinery. **Prerequisite: ELC 112, ELC 131 or ELC 140.**

■ EMS - Emergency Medical Science

EMS 235 EMS Management 2 0 2

This course stresses the principles of managing a modern emergency medical service system. Topics include structure and function of municipal governments, EMS grantsmanship, finance, regulatory agencies, system management, legal issues, and other topics relevant to the EMS manager. Upon completion, students should be able to understand the principles of managing emergency medical service delivery systems. **Prerequisite: Enrollment in Emergency Medical Science program or Emergency Medical Science Bridging program.**

EMS 280 EMS Bridging Course 2 2 3

This course is designed to bridge the knowledge gained in a continuing education paramedic program with the knowledge gained in an EMS curriculum program. Topics include patient assessment, documentation, twelve-lead ECG analysis, thrombolytic agents, cardiac pacing, and advanced pharmacology. Upon completion, students should be able to perform advanced patient assessment documentation using the problem-oriented medical record format and manage complicated patients. **Prerequisite: Enrollment in the Emergency Medical Science Bridging program.**

■ ENG - English

ENG 075 Reading & Language Essentials 5 0 5

This course uses whole language to develop proficiency in basic reading and writing. Emphasis is placed on increasing vocabulary, developing comprehension skills and improving grammar. Upon completion, students should be able to understand and create grammatically and syntactically correct sentences. This course integrates ENG 070 and RED 070. This course does not satisfy the developmental reading and writing prerequisites for ENG 111 or ENG 111A.

ENG 085 Reading & Writing Foundations 5 0 5

This course uses whole language to develop proficiency in reading and writing for college. Emphasis is placed on applying analytical and critical reading skills to a variety of texts and on introducing the writing process. Upon completion, students should be able to recognize and use various patterns of text organization and compose effective paragraphs. This course integrates ENG 080 and RED 080. This course does not satisfy the developmental reading and writing prerequisites for ENG 111 or ENG 111A. **Prerequisites: ENG 070 and RED 070, or ENG 075 or acceptable placement score.**

ENG 090 Composition Strategies 3 0 3

This course provides practice in the writing process and stresses effective paragraphs. Emphasis is placed on learning and applying the conventions of standard written English in developing paragraphs within the essay. Upon completion, students should be able to compose a variety of paragraphs and a unified, coherent essay. This course satisfies the developmental writing requirements for ENG 111 and ENG 111A. **Prerequisite: ENG 080 or ENG 085 or acceptable placement score.**

ENG 102 Applied Communications II 3 0 3

This course is designed to enhance writing and speaking skills for the workplace. Emphasis is placed on generating short writings such as job application documents, memoranda, and reports and developing interpersonal communication skills with employees and the public. Upon completion, students should be able to prepare effective, short, and job-related written and oral communications. This is a diploma-level course.

ENG 111 Expository Writing 3 0 3

This course is the required first course in a series of two designed to develop the ability to produce clear expository prose. Emphasis is placed on the writing process including audience analysis, topic selection, thesis support and development, editing, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. Students will be introduced to research skills using MLA style of documentation. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition. **Prerequisites: ENG 090 and RED 090, or ENG 095, or acceptable placement score.**

ENG 112 Argument-Based Research 3 0 3

This course, the second in a series of two, introduces research techniques, documentation, styles and argumentative strategies. Emphasis is placed on analyzing information and ideas and incorporating research findings into documented argumentative essays and research projects. Upon completion, students should be able to summarize, paraphrase, interpret and synthesize information from primary and secondary sources using standard research format and styles. Students will be introduced to effective presentation strategies for oral and written argumentation. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.* **Prerequisite: ENG 111.**

ENG 113 Literature-Based Research 3 0 3

This course, the second in a series of two, expands the concepts developed in ENG 111 by focusing on writing that involves literature-based research and documentation. Emphasis is placed on critical reading and thinking and the analysis and interpretation of prose, poetry, and drama (plot, characterization, theme, cultural context, etc.). Upon completion, students should be able to construct mechanically sound, documented essays and research papers that analyze and respond to literary works. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.* **Prerequisite: ENG 111.**

ENG 114 Professional Research & Reporting 3 0 3

This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.* **Prerequisite: ENG 111.**

ENG 131 Introduction to Literature 3 0 3

This course introduces the principal genres of literature. Emphasis is placed on literary terminology, devices, structure, and interpretation. Upon completion, students should be able to analyze and respond to literature. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.* **Prerequisite: ENG 111. Corequisite: ENG 112, ENG 113 or ENG 114.**

ENG 231 American Literature I 3 0 3

This course covers selected works in early American literature from its beginnings to 1865. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.* **Prerequisite: ENG 112, ENG 113 or ENG 114.**

ENG 232 American Literature II 3 0 3

This course covers selected works in early American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.* **Prerequisite: ENG 112, ENG 113 or ENG 114.**

ENG 233 Major American Writers 3 0 3

This course provides an intensive study of the works of several major American authors. Emphasis is placed on American history, culture, and the literary merits. Upon completion, students should be able to interpret, analyze, and evaluate the works studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.* **Prerequisite: ENG 112, ENG 113 or ENG 114.**

ENG 241 British Literature I 3 0 3

This course covers selected works in British literature from its beginnings to the Romantic Period. Emphasis is placed on historical background, cultural context and literary analysis of selected prose, poetry and drama. Upon completion, students should be able to interpret, analyze and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.* **Prerequisite: ENG 112, ENG 113 or ENG 114.**

ENG 242 British Literature II 3 0 3

This course covers selected works in British literature from the Romantic Period to the present. Emphasis is placed on historical background, cultural context and literary analysis of selected prose, poetry and drama. Upon completion, students should be able to interpret, analyze and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.* **Prerequisite: ENG 112, ENG 113 or ENG 114.**

ENG 243 Major British Writers 3 0 3

This course provides an intensive study of the works of several major British authors. Emphasis is placed on British history, culture and the literary merits. Upon completion, students should be able to interpret, analyze and evaluate the works studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.* **Prerequisite: ENG 112, ENG 113 or ENG 114.**

ENG 252 Western World Literature II 3 0 3

This course provides a survey of selected European works from the Neoclassical period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry and drama. Upon completion, students should be able to interpret, analyze and respond to selected works. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.* **Prerequisite: ENG 112, ENG 113 or ENG 114.**

■ FIP - Fire Protection

FIP 120 Introduction to Fire Protection 2 0 2

This course provides an overview of the history, development, methods, systems and regulations as they apply to the fire protection field. Topics include history, evolution, statistics, suppression, organizations, careers, curriculum and other related topics. Upon completion, students should be able to demonstrate a broad understanding of the fire protection field.

FIP 124 Fire Prevention & Public Education 3 0 3

This course introduces fire prevention concepts as they relate to community and industrial operations. Topics include the development and maintenance of fire prevention programs, educational programs and inspection programs. Upon completion, students should be able to research, develop and present a fire safety program to a citizens' or industrial group.

FIP 128 Detection & Investigation 3 0 3

This course covers procedures for determining the origin and cause of accidental and incendiary fires. Topics include collection and preservation of evidence, detection and determination of accelerants, courtroom procedure and testimony, and documentation of the fire scene. Upon completion, students should be able to conduct a competent fire investigation and present those findings to appropriate officials or equivalent.

FIP 132 Building Construction 3 0 3

This course covers the principles and practices related to various types of building construction, including residential and commercial, as impacted by fire conditions. Topics include types of construction and related elements, fire resistive aspects of construction materials, building codes, collapse and other related topics. Upon completion, students should be able to understand and recognize various types of construction and their positive or negative aspects as related to fire conditions.

FIP 136 Inspections & Codes 3 0 3

This course covers the fundamentals of fire and building codes and procedures to conduct an inspection. Topics include review of fire and building codes, writing inspection reports, identifying hazards, plan reviews, site sketches and other related topics. Upon completion, students should be able to conduct a fire code compliance inspection and produce a written report.

FIP 140 Industrial Fire Protection 2 0 2

This course covers fire protection systems in industrial facilities. Topics include applicable health and safety standards, insurance carrier regulations, other regulatory agencies, hazards of local industries, fire brigade operation, and loss prevention programs. Upon completion, students should be able to prepare a procedure to plan, organize and evaluate an industrial facility's fire protection.

FIP 144 Sprinklers & Automatic Alarms 2 2 3

This course introduces various types of automatic sprinklers, standpipes and fire alarm systems. Topics include wet or dry systems, testing and maintenance, water supply requirements, fire detection and alarm systems, and other related topics. Upon completion, students should be able to demonstrate a working knowledge of various sprinkler and alarm systems and required inspection and maintenance.

FIP 148 Fixed & Portable Extinguishing Systems 2 2 3

This course provides a study of various types of fixed and portable extinguishing systems, their operation, installation and maintenance. Topics include applications, testing and maintenance of Halon, carbon dioxide, dry chemical and special extinguishing agents in fixed and portable systems. Upon completion, students should be able to identify various types of fixed and portable systems, including their proper application and maintenance.

FIP 152 Fire Protection Law 2 0 2

This course covers fire protection law. Topics include torts, legal terms, contracts, liability, review of case histories and other related topics. Upon completion, students should be able to discuss laws, codes, and ordinances as they relate to fire protection.

FIP 160 Fire Protection/Electrical 2 0 2

This course covers the methods and means of electrical installations and uses as related to fire. Topics include basic electrical theories, wiring methods, electrical components and circuitry, and an introduction to the National Electrical Code. Upon completion, students should be able to demonstrate a basic knowledge of electricity, including its uses, characteristics and hazards.

FIP 160A Fire Protection/Electrical Lab 0 2 1

This course provides practical applications to support FIP 160. Topics include switching devices, basic circuits, electrical distribution and other related topics. Upon completion, students should be able to demonstrate knowledge of basic electrical equipment and hazards as related to fire protection.

Corequisite: FIP 160.

FIP 164 OSHA Standards 2 0 2

This course covers public and private sector OSHA work site requirements. Emphasis is placed on accident prevention and reporting, personal safety, machine operations and hazardous material handling. Upon completion, students should be able to analyze and interpret specific OSHA regulations and write workplace policies designed to achieve compliance.

FIP 176 HAZMAT: Operations 4 0 4

This course is designed to increase first responder awareness of the type, nature, physiological effects of, and defensive techniques for mitigation of HAZMAT incidents. Topics include recognition, identification, regulations and standards, zoning, resource usage, defensive operations, and other related topics. Upon completion, students should be able to recognize and identify the presence of hazardous materials and use proper defensive techniques for incident mitigation.

FIP 188 Introduction to Wildland Fires 3 2 4

This course introduces basic wildland fire suppression functions. Emphasis is placed on the operation of tools, equipment, aircraft and basic fire suppression methods. Upon completion, students should be able to understand basic theories in wildland fire suppression and demonstrate them through written and performance evaluations.

FIP 220 Fire Fighting Strategies 3 0 3
This course provides preparation for command of initial incident operations involving emergencies within both the public and private sector. Topics include incident management, fire-ground tactics and strategies, incident safety, and command/control of emergency operations. Upon completion, students should be able to describe the initial incident system as it relates to operations involving various emergencies in fire and non-fire situations.

FIP 221 Advanced Fire Fighting Strategies 3 0 3
This course covers command-level operations for multi-company/agency operations involving fire and non-fire emergencies. Topics include advanced ICS, advanced incident analysis, command-level fire operations, and control of both man-made and natural major disasters. Upon completion, students should be able to describe proper and accepted systems for the mitigation of emergencies at the level of overall scene command. **Prerequisite: FIP 220.**

FIP 224 Instructional Methodology 3 0 3
This course covers the knowledge, skills and abilities needed to train others in fire service operations. Topics include planning, presenting and evaluating lesson plans, learning styles, use of media, communication and other related topics. Upon completion, students should be able to meet all requirements of NFPA 1041 Fire Service Instructor Level Two.

FIP 228 Local Government Finance 2 0 2
This course introduces local government financial principles and practices. Topics include budget preparation and justification, revenue policies, statutory requirements, taxation, audits and the economic climate. Upon completion, students should be able to comprehend the importance of finance as it applies to the operation of a department.

FIP 230 Chemistry of Hazardous Materials I 5 0 5
This course covers the evaluation of hazardous materials. Topics include use of the periodic table, hydrocarbon derivatives, placards and labels, parameters of combustion, and spill and leak mitigation. Upon completion, students should be able to demonstrate knowledge of the chemical behavior of hazardous materials.

FIP 231 Chemistry of Hazardous Materials II 4 2 5
This course covers hazardous materials characterization, properties, location, handling and response guidelines, hazard survey principles and other related topics. Topics include radiation hazards, instruments, inspections and detection of the presence of hazardous materials in industrial/commercial occupancies. Upon completion, students should be able to inspect chemical/radioactive sites and use on-site visits to gasoline and/or LPG storage facilities /chemical plants to develop a preplan. **Prerequisite: FIP 230.**

FIP 232 Hydraulics & Water Distribution 2 2 3
This course covers the flow of fluids through fire hoses, nozzles, appliances, pumps, standpipes, water mains and other devices. Emphasis is placed on supply and delivery systems, fire flow testing, hydraulic calculations and other related topics. Upon completion, students should be able to perform hydraulic calculations, conduct water availability tests, and demonstrate knowledge of water distribution systems. **Prerequisite: MAT 115.**

FIP 236 Emergency Management 2 0 2
This course covers the four phases of emergency management: mitigation, preparedness, response and recovery. Topics include organizing for emergency management, coordinating for community resources, public sector liability, and the roles of government agencies at all levels. Upon completion, students should be able to demonstrate an understanding of comprehensive emergency management and the integrated emergency management system.

FIP 240 Fire Service Supervision 2 0 2
This course covers supervisory skills and practices in the fire protection field. Topics include the supervisor's job, supervision skills, the changing work environment, managing change, organizing for results, discipline and grievances and loss control. Upon completion, students should be able to demonstrate an understanding of the roles and responsibilities of the effective fire service supervisor.

FIP 244 Fire Protection Project 3 0 3
This course provides an opportunity to apply knowledge covered in previous courses to employment situations that the fire protection professional will encounter. Emphasis is placed on the development of comprehensive and professional practices. Upon completion, students should be able to demonstrate knowledge of the fire protection service through written and performance evaluations. **Prerequisite: Completion of core curriculum requirements.**

FIP 256 Municipal Public Relations 2 0 2

This course is a general survey of municipal public relations and their effect on the governmental process. Topics include principles of public relations, press releases, press conferences, public information officers, image surveys and the effects of perceived service on fire protection delivery. Upon completion, students should be able to manage the public relations functions of a fire service organization.

FIP 264 Flame Properties & Materials Rating 1 4 3

This course covers the role of interior finishes in fires, smoke obscuration and density, flame spread, pyrolysis and other related topics. Emphasis is placed on testing equipment which includes Rack Impingement, Bench Furnace and the two-foot tunnel. Upon completion, students should be able to understand the operation of the testing equipment and compile a reference notebook.

FIP 276 Managing Fire Services 3 0 3

This course provides an overview of fire department operative services. Topics include finance, staffing, equipment, code enforcement, management information, specialized services, legal issues, planning and other related topics. Upon completion, students should be able to understand concepts and apply fire department management and operations principles.

■ FLO - Floriculture

FLO 110 Introduction to Floriculture 2 0 2

This course provides an overview of the floral industry. Topics include tools, supplies/suppliers, flower identification, and care and handling of products used in the floral profession. Upon completion, students should be able to identify the flowers, tools, and supplies used in industry as well as care for fresh floral products.

FLO 112 Floral Design Principles 3 0 3

This course covers design fundamentals as applied to the floral industry, past and present. Topics include the elements and principles of design, color theory, floral history, and visual merchandising. Upon completion, students should be able to recognize period floral designs and have a working knowledge of the elements and principles of design.

FLO 114 Floral Design I 3 9 6

This course provides the hands-on training foundation for a career in floral design. Topics include basic geometric arrangements, simple corsage work, bows, vase designs, and holiday creations. Upon completion, students should be able to tie a bow and construct basic geometric arrangements, simple corsages, vase designs, and holiday items.

FLO 116 Floral Design II 4 12 10

This course covers sympathy design fundamentals, stressing cooperation with the funeral director; wedding designs; and professional bridal consultation. Topics include sympathy offerings, terminology, wedding trends, ceremony and reception flowers, and industry etiquette. Upon completion, students should be able to construct funeral designs, wedding flowers, and work professionally with the funeral industry and bridal clientele. **Prerequisites: FLO 110, FLO 112, FLO 114.**

FLO 118 Floral Shop Management 1 2 2

This course provides exposure to all elements related to the management area of a retail florist. Topics include buying and pricing, shop layout, wire services, advertising and promotion, delivery, and customer/employee relations. Upon completion, students should be able to properly send and receive wire orders, design a shop floor plan, purchase and price products effectively, and utilize good customer/employee relations.

FLO 120 Florist Plant Products 2 4 4

This course provides an overview of particular green and blooming plants utilized by the floral industry. Emphasis is placed on identification, care requirements, propagation, presentation and merchandising of selected green and blooming plants. Upon completion, students should be able to identify, maintain, propagate and merchandise selected plants sold by the retail floral shop.

FLO 210 Advanced Floral Design I 1 2 2

This course introduces advanced floral design techniques and terminology as used by the professional floral designer. Emphasis is placed on floral designs, utilizing contemporary terminology and design techniques, such as hi-style, waterfall, basing, grouping, vegetative pave, etc. Upon completion, students should be able to understand modern floral terminology and construct designs utilizing contemporary techniques. **Prerequisite: FLO 116.**

■ GRA - Graphic Arts

GRA 121 Graphic Arts I 2 4 4

This course introduces terminology, tools and materials, procedures, and equipment used in graphic arts production. Topics include copy preparation and pre-press production relative to printing. Upon completion, students should be able to demonstrate an understanding of graphic arts production. Content includes computer image preparation for printing, producing scanned halftone images, graphic arts photography, and offset printing. **Prerequisite: GRA 152.**

GRA 151 Computer Graphics I 1 3 2

This course introduces the use of hardware and software for production and design in graphic arts. Topics include graphical user interface and current industry uses such as design, layout, typography, illustration and imaging for production. Upon completion, students should be able to understand and use the computer as a fundamental design and production tool. The basic use of current industry standard software such as Quark Xpress, Adobe Illustrator and Adobe Photoshop is explored through the production of single-page layout, illustration and scanning.

GRA 152 Computer Graphics II 1 3 2

This course covers advanced design and layout concepts utilizing illustration, page layout and imaging software in graphic arts. Emphasis is placed on enhancing and developing the skills that were introduced in GRA 151. Upon completion, students should be able to select and utilize appropriate software for design and layout solutions. Further emphasis is placed on the function of Quark, Adobe Illustrator and Adobe Photoshop through typography, multipage layout, illustration, scanning and output to printing devices. **Prerequisite: GRA 151.**

GRA 153 Computer Graphics III 1 3 2

This course is a continuation of GRA 152. Emphasis is placed on advanced computer graphics hardware and software applications. Upon completion, students should be able to demonstrate competence in selection and utilization of appropriate software for specialized applications. This course encompasses advanced level functions of Quark Xpress, Adobe Illustrator and Adobe Photoshop including color separation, typography scanning, illustration and complex page layout. **Prerequisite: GRA 152.**

GRA 154 Computer Graphics IV 1 3 2

This course is a continuation of GRA 153. Emphasis is placed on advanced techniques using a variety of hardware and software applications to produce complex projects. Upon completion, students should be able to use electronic document production tools. This course uses industry standard software to advance students to professional technical illustration, complex process page layout, document construction, and web page design. **Prerequisite: GRA 153.**

GRA 221 Graphic Arts II 2 4 4

This course is a continuation of GRA 121. Topics include multi-color image preparation, pre-press production, control of close/hairline register in image assembly and press operation, and post-press procedures. Upon completion, students should be able to demonstrate competence in all phases of graphic arts production. Content includes digital color separation for printing, color trapping, computer image preparation for multicolor printing, enhancement of scanned images, and multicolor offset printing. **Prerequisites: GRA 121, GRA 151, GRA 152, GRA 153.**

■ GRD - Graphic Design

GRD 110 Typography I 2 2 3

This course introduces the history and mechanics of type and its application to layout and design. Topics include typographic fundamentals, anatomy, measurements, composition, identification, and terminology. Upon completion, students should be able to demonstrate proficiency in design application, analysis, specification, and creation of typographic elements. Content includes the use of the computer to set type for design applications.

GRD 121 Drawing Fundamentals I 1 3 2

This course increases observation skills using basic drawing techniques and media in graphic design. Emphasis is placed on developing the use of graphic design principles, media applications, spatial considerations, drawing styles, and approaches. Upon completion, students should be able to show competence and proficiency in finished works. Also, significant emphasis will be placed on the drawing of the human figure.

GRD 131 Illustration I 1 3 2

This course introduces the application of rendering techniques to create illustrations. Emphasis is placed on controlling various media, methods, surfaces, design problems, and the appropriate media selection process. Upon completion, students should be able to produce quality illustrations from conception through finished artwork. Content includes design of illustration for scanning and preparing illustration for computer design application. **Prerequisite: ART 131, DES 125 or GRD 121.**

GRD 141 Graphic Design I 2 4 4

This course introduces the conceptualization process used in visual problem solving. Emphasis is placed on learning the principles of design and on the manipulation and organization of elements. Upon completion, students should be able to apply design principles and visual elements to projects. Content includes basic color theory and its application and development of hand skills for design execution.

GRD 142 Graphic Design II 2 4 4

This course covers the application of visual elements and design principles in advertising and graphic design. Topics include creation of various designs, such as logos, advertisements, posters, outdoor advertising, and publication design. Upon completion, students should be able to effectively apply design principles and visual elements to projects. Content includes the use of the computer to set type for design application and for final design production. **Prerequisites: ART 121, DES 135 or GRD 141; and GRD 121. Corequisites: GRD 110, GRD 146.**

GRD 146 Design Applications II 0 3 1

This course is designed to provide additional hands-on training in graphic design. Emphasis is placed on producing comprehensive projects utilizing concepts and technologies covered in GRD 141 and GRD 142. Upon completion, students should be able to provide solutions to design problems. **Corequisite: GRD 142.**

GRD 230 Technical Illustration 1 3 2

This course introduces technical and industrial illustration techniques. Topics include orthographic, isometric, linear perspective, and exploded views. Upon completion, students should be able to demonstrate competence in various technical rendering techniques. These skills will develop proficiency in basic drafting, freehand and projected perspective, as well as various media, with a concentration on mechanical inking. **Prerequisite: ART 131, DES 125 or GRD 121.**

GRD 241 Graphic Design III 2 4 4

This course is an advanced exploration of various techniques and media for advertising and graphic design. Emphasis is placed on advanced concepts and solutions to complex and challenging graphic design problems. Upon completion, students should be able to demonstrate competence and professionalism in visual problem solving. Content includes advanced design for newspaper and magazine advertisements; computer typesetting; image generation using computers, copiers and scanners; and comprehensive design execution using computers. **Prerequisite: DES 136 or GRD 142. Corequisite: GRD 246.**

GRD 242 Graphic Design IV 2 4 4

This course is a continuation of GRD 241. Emphasis is placed on using advanced media techniques, concepts, strategies, and professionalism in all aspects of design. Upon completion, students should be able to conceptualize, create, and produce designs for reproduction. Content includes advanced graphic design for direct advertising including logos, newsletters, collateral promotional design, advertising campaign coordination, and advanced computer operations for design execution. **Prerequisite: GRD 241. Corequisite: GRD 247.**

GRD 243 Graphic Design V 2 4 4

This course covers artist/client relationships in advanced design processes. Emphasis is placed on analyzing the limitations and potential of communication media and strategies. Upon completion, students should be able to show mastery of media in producing designs to client specifications. Content includes more complex forms of direct advertising and collateral promotional design including coordination of marketing strategies with campaign design and comprehensive computer design execution. **Prerequisites: GRD 242, GRD 265.**

GRD 246 Design Applications III 0 3 1

This course is designed to provide additional hands-on training in graphic design. Emphasis is placed on producing complex design projects utilizing concepts and technologies taught in GRD 241. Upon completion, students should be able to produce complex design projects for reproduction. **Corequisite: GRD 241.**

GRD 247 Design Applications IV 0 3 1

This course is designed to provide additional hands-on training in graphic design. Emphasis is placed on producing sophisticated design projects utilizing concepts and techniques covered in GRD 242. Upon completion, students should be able to solve complex design problems by producing projects to meet client specifications for reproduction. **Corequisite: GRD 242.**

GRD 265 Digital Print Production 1 4 3

This course covers preparation of digital files for output and reproduction. Emphasis is placed on output options, separations, color proofing, and cost and design considerations. Upon completion, students should be able to prepare files and select appropriate output methods for design solutions. This course uses Quark Xpress, Adobe Illustrator and Adobe Photoshop to produce complex color page design, photographic manipulation, electronic prepress, and output to RIP and imagesetter. **Prerequisites: GRA 152 or GRD 152; and GRA 153.**

GRD 280 Portfolio Design 2 4 4

This course covers the organization and presentation of a design/advertising or graphic art portfolio and appropriate related materials. Emphasis is placed on development and evaluation of the portfolio, design and production of a résumé and self-promotional materials, and interview techniques. Upon completion, students should be able to prepare and professionally present an effective portfolio and related self-promotional materials. Content includes making arrangements and conducting mock employment interviews with professionals, follow-up to the interview, and being evaluated by the interviewers. **Prerequisites: GRD 142 and GRD 152 or GRA 152; and GRD 242, GRD 247, GRD 265.**

GRD 281 Design of Advertising 2 0 2

This course explores the origins, roles, scope, forms, and development of advertising. Emphasis is placed on advertising development from idea through production and the interrelationship of marketing to types of advertising, media, and organizational structure. Upon completion, students should be able to demonstrate an understanding of the complexities and relationships involved in advertising design.

■ HIS - History

HIS 121 Western Civilization I 3 0 3

This course introduces western civilization from prehistory to the early modern era. Topics include ancient Greece, Rome and Christian institutions of the Middle Ages and the emergence of national monarchies in western Europe. Upon completion, students should be able to analyze significant political, socioeconomic and cultural developments in early western civilization. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 122 Western Civilization II 3 0 3

This course introduces western civilization from the early modern era to the present. Topics include the religious wars, the Industrial Revolution, World Wars I and II and the Cold War. Upon completion, students should be able to analyze significant political, socioeconomic and cultural developments in modern western civilization. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 131 American History I 3 0 3

This course is a survey of American history from prehistory through the Civil War era. Topics include the migrations to the Americas, the colonial and revolutionary periods, the development of the republic and the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic and cultural developments in early American history. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 132 American History II 3 0 3

This course is a survey of American history from the Civil War era to the present. Topics include industrialization, immigration, the Great Depression, the major American wars, the Cold War and social conflict. Upon completion, students should be able to analyze significant political, socioeconomic and cultural developments in American history since the Civil War. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

■ HOR - Horticulture

HOR 150 Introduction to Horticulture 2 0 2

This course covers the history, development and basic techniques of horticulture. Topics include propagation techniques, planting procedures, watering and fertility, plant growth, pest and disease control, and garden design and history. Upon completion, students should be able to demonstrate an understanding of the basic principles of horticulture.

HOR 154 Introduction to Horticulture Therapy 2 4 4

This course introduces the concept of horticulture therapy and how it can be applied to improve human well-being. Emphasis is placed on developing a horticulture therapy program, planning activities, and adjusting activities based on the age, disability, or need of the individual. Upon completion, students should be able to develop project ideas, write lesson plans, and lead informal classes using horticulture therapy techniques.

HOR 235 Greenhouse Production 2 2 3

This course covers the production of greenhouse crops. Emphasis is placed on product selection and production based on market needs and facility availability, including record keeping. Upon completion, students should be able to select and make production schedules to successfully produce greenhouse crops.

■ HPT - Historical Preservation Technology

HPT 110 Historical & Cultural Landscapes 3 0 3

This course introduces historical trends in the settlement of North America. Topics include geography, immigrant migrations, and changes in social perception from the seventeenth through twentieth centuries in North America. Upon completion, students will be able to demonstrate an understanding of the cultural landscape of North America and its development.

HPT 111 Principles of Historic Preservation 3 0 3

This course provides an introduction to federal, state and local preservation laws and regulations. Emphasis is placed on understanding the content and applicability of these laws for local preservation programs and public projects. Upon completion, students will be able to demonstrate a working knowledge of preservation law.

HPT 112 Introduction to Photographic Documentation 2 2 3

This course provides an introduction to standardized photographic documentation in both field and laboratory situations. Topics include basic 35mm camera handling, subject composition and lighting techniques. Upon completion, students will be able to document a wide range of activities and materials in archaeological and architectural projects.

HPT 115 Introduction to Archaeology 3 0 3

This course introduces the methodological and theoretical elements of modern prehistoric archaeology. Topics include theories of cultural change, dating methods, sampling studies, and the reconstruction of economic, social and religious patterns in prehistoric and historic societies. Upon completion, students will be able to demonstrate the basic methods and theoretical models necessary to comprehend and participate effectively in professional archaeological research.

HPT 233 Historic Construction Methods 3 3 4

This course covers the methods used in the construction of houses prior to the 1900s. Topics include availability of modern materials, tools, regional and socioeconomic variations, practical experience working with these tools, and duplicating style with modern tools. Upon completion, students will be able to demonstrate a working knowledge of construction methods and the tools used prior to the twentieth century.

HPT 240 HABS/HAER Photography & Measured Drawings 2 3 3

This course is designed to train students to record historic architectural and industrial structures that are part of America's historic built environment. Emphasis will be placed on specialized skills including CAD, drafting, photography and digital recording methods. Upon completion, students will be able to use standardized photographic techniques and measured drawings to record and document existing structures. **Prerequisite: HPT 112.**

HPT 250 Preservation Planning & Historic Settings 3 3 4

This course introduces a framework for the management of historic properties in both urban and rural contexts. Emphasis is placed on property management, zoning and the development of historic properties as both educational and historic resources for the surrounding community. Upon completion, students will be able to advise and assist in the development of preservation plans for historic sites. **Prerequisite: HPT 111.**

HPT 251 Preservation Management & Community Preservation Organizations 3 0 3
This course will introduce students to the major theoretical and philosophical tenants of historic preservation management in America today. Emphasis will be placed on management issues pertinent to preservation efforts conducted by local groups within their communities. Upon completion, students should be able to demonstrate an in-depth understanding of preservation management organizations and techniques.

HPT 252 Recording Historic Properties 3 0 3
This course introduces detailed research methods for the documentation of historic properties. Emphasis is placed on both archival research and physical recording techniques. Upon completion, students should be able not only to record any existing structures, but also to identify an ownership history and historic context for historic properties.

HPT 254 Real Estate Development & Adaptive/Extended Use of Historic Structures 3 0 3
This course introduces the principles of real estate development ranging from contracts, brokerage, leases, residual land value analysis, discounted cash flow and net present value techniques. Emphasis is placed on issues and procedures involved in extending the productivity of buildings through a combination of lectures, field trips to sites throughout North Carolina, and in class projects. Upon completion, students should be able to develop and present feasibility studies for the reuse of endangered or underutilized properties.

HPT 260 Historic Preservation Law 3 0 3
This course is designed to prepare students with detailed knowledge of the defining legal cases and judgments in areas of historic preservation on the federal, state and local levels. Topics include the National Historic Preservation Act, *Maher v. City of New Orleans*, *Penn Central v. The City of New York*, federal funding programs, preservation easements, revolving funds, and tax credits. Upon completion, students should be able to demonstrate a working knowledge of preservation law as applicable to historic restoration and project management.

HPT 270 18th & 19th Century American Architecture: Antebellum North Carolina 3 0 3
This course introduces students to the architecture of 18th and 19th centuries in North Carolina. Emphasis is placed on site investigation and documentation of a group of the region's most important antebellum structures. Upon completion, students should be able to demonstrate a working knowledge of antebellum architecture and its significance.

HPT 272 Readings in American Vernacular Architecture 3 0 3
This course provides a detailed introduction into the most influential interpretive frameworks employed in the study of American buildings and historic landscapes. Emphasis is placed on the methods and theories that have formed and changed in the field of vernacular architecture. Upon completion, students should be able to identify, describe and interpret the significance of vernacular historic structures.

■ HUM - Humanities

HUM 110 Technology & Society 3 0 3
This course considers technological change from historical, artistic, and philosophical perspectives and its effect on human needs and concerns. Emphasis is placed on the causes and consequences of technological change. Upon completion, students should be able to critically evaluate the implications of technology. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

HUM 120 Cultural Studies 3 0 3
This course introduces the distinctive features of a particular culture. Topics include art, history, music, literature, politics, philosophy, and religion. Upon completion, students should be able to appreciate the unique character of the study culture. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

HUM 121 The Nature of America 3 0 3
This course provides an interdisciplinary survey of the American cultural, social and political experience. Emphasis is placed on the multicultural character of American society, distinctive qualities of various regions, and the American political system. Upon completion, students should be able to analyze significant cultural, social and political aspects of American life. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

HUM 122 Southern Culture 3 0 3

This course explores the major qualities that make the South a distinct region. Topics include music, politics, literature, art, religion, race relations, and the role of social class in historical and contemporary contexts. Upon completion, students should be able to identify the characteristics that distinguish Southern culture. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

HUM 130 Myth in Human Culture 3 0 3

This course provides an in-depth study of myths and legends. Topics include the varied sources of myths and their influence on the individual and society within diverse cultural contexts. Upon completion, students should be able to demonstrate a general familiarity with myths and a broad-based understanding of the influence of myths and legends on modern culture. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

HUM 150 American Women's Studies 3 0 3

This course provides an interdisciplinary study of the history, literature and social roles of American women from Colonial times to the present. Emphasis is placed on women's roles as reflected in American language usage, education, law, the workplace, and mainstream culture. Upon completion, students should be able to identify and analyze the roles of women as reflected in various cultural forms. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

HUM 160 Introduction to Film 2 2 3

This course introduces the fundamental elements of film artistry and production. Topics include film styles, history and production techniques, as well as the social values reflected in film art. Upon completion, students should be able to critically analyze the elements covered in relation to selected films. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

HUM 220 Human Values & Meaning 3 0 3

This course presents some major dimensions of human experience as reflected in art, music, literature, philosophy and history. Topics include the search for identity, the quest for knowledge, the need for love, the individual and society, and the meaning of life. Upon completion, students should be able to recognize interdisciplinary connections and distinguish between open and closed questions and between narrative and scientific models of understanding. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

■ HYD - Hydraulics

HYD 110 Hydraulics/Pneumatics I 2 3 3

This course introduces the basic components and functions of hydraulic and pneumatic systems. Topics include standard symbols, pumps, control valves, control assemblies, actuators, FRL, maintenance procedures, and switching and control devices. Upon completion, students should be able to understand the operation of a fluid power system, including design, application, and troubleshooting.

■ INT - International Business

INT 110 International Business 3 0 3

This course provides an overview of the environment, concepts, and basic differences involved in international business. Topics include forms of foreign involvement, international trade theory, governmental influences on trade and strategies, international organizations, multinational corporations, personnel management, and international marketing. Upon completion, students should be able to describe the foundation of international business. **Prerequisites: BUS 110, BUS 137.**

■ ISC - Industrial Science

ISC 110 Workplace Safety 1 0 1

This course introduces the basic concepts of workplace safety. Topics include fire, ladders, lifting, lockout/tagout, personal protective devices, and other workplace safety issues related to OSHA compliance. Upon completion, students should be able to demonstrate an understanding of the components of a safe workplace.

■ JOU - Journalism

JOU 110 Introduction to Journalism 3 0 3

This course presents a study of journalistic news, feature, and sports writing. Emphasis is placed on basic news writing techniques and on related legal and ethical issues. Upon completion, students should be able to gather, write, and edit news, feature, and sports articles.

■ MAC - Machining

MAC 111 Machining Technology I 2 12 6

This course introduces machining operations as they relate to the metalworking industry. Topics include machine shop safety, measuring tools, lathes, drilling machines, saws, milling machines, bench grinders, and layout instruments. Upon completion, students should be able to safely perform the basic operations of measuring, layout, drilling, sawing, turning, and milling.

MAC 111A Machining Technology I 1 6 3

MAC 111B Machining Technology I 1 6 3

These courses introduce machining operations as they relate to the metalworking industry. Topics include machine shop safety, measuring tools, lathes, drilling machines, saws, milling machines, bench grinders, and layout instruments. Upon completion, students should be able to safely perform the basic operations of measuring, layout, drilling, sawing, turning, and milling. **Prerequisite: MAC 111A is prerequisite for MAC 111B.**

MAC 112 Machining Technology II 2 12 6

This course provides additional instruction and practice in the use of precision measuring tools, lathes, milling machines, and grinders. Emphasis is placed on setup and operation of machine tools including the selection and use of work holding devices, speeds, feeds, cutting tools, and coolants. Upon completion, students should be able to perform basic procedures on precision grinders and advanced operations of measuring, layout, drilling, sawing, turning, and milling. **Prerequisite: MAC 111.**

MAC 112A Machining Technology II 1 6 3

MAC 112B Machining Technology II 1 6 3

These courses provide additional instruction and practice in the use of precision measuring tools, lathes, milling machines, and grinders. Emphasis is placed on setup and operation of machine tools including the selection and use of work holding devices, speeds, feeds, cutting tools, and coolants. Upon completion, students should be able to perform basic procedures on precision grinders and advanced operations of measuring, layout, drilling, sawing, turning, and milling. **Prerequisites: MAC 111A, MAC 111B; and MAC 112A is prerequisite for MAC 112B.**

MAC 113 Machining Technology III 2 12 6

This course provides an introduction to advanced and special machining operations. Emphasis is placed on working to specified tolerances with special and advanced setups. Upon completion, students should be able to produce a part to specifications. **Prerequisite: MAC 112.**

MAC 122 CNC Turning 1 3 2

This course introduces the programming, setup, and operation of CNC turning centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC turning centers.

MAC 124 CNC Milling 1 3 2

This course introduces the manual programming, setup, and operation of CNC machining centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC machining centers.

MAC 151 Machining Calculations 1 2 2

This course introduces basic calculations as they relate to machining occupations. Emphasis is placed on basic calculations and their applications in the machine shop. Upon completion, students should be able to perform basic shop calculations. *Credit by proficiency exam is available.*

MAC 152 Advanced Machining Calculations 1 2 2

This course combines mathematical functions with practical machine shop applications and problems. Emphasis is placed on gear ratios, lead screws, indexing problems, and their applications in the machine shop. Upon completion, students should be able to calculate solutions to machining problems. *Credit by proficiency exam is available.* **Prerequisite: MAC 151.**

MAC 214 Machining Technology IV 2 12 6

This course provides advanced applications and practical experience in the manufacturing of complex parts. Emphasis is placed on inspection, gaging, and the utilization of machine tools. Upon completion, students should be able to manufacture complex assemblies to specifications. **Prerequisite: MAC 112.**

MAC 222 Advanced CNC Turning 1 3 2

This course covers advanced methods in setup and operation of CNC turning centers. Emphasis is placed on programming and production of complex parts. Upon completion, students should be able to demonstrate skills in programming, operations, and setup of CNC turning centers. **Prerequisite: MAC 122.**

MAC 224 Advanced CNC Milling 1 3 2

This course covers advanced methods in setup and operation of CNC machining centers. Emphasis is placed on programming and production of complex parts. Upon completion, students should be able to demonstrate skills in programming, operations, and setup of CNC machining centers. **Prerequisite: MAC 124.**

MAC 241 Jigs & Fixtures I 2 6 4

This course introduces the application and use of jigs and fixtures. Emphasis is placed on design and manufacture of simple jigs and fixtures. Upon completion, students should be able to design and build simple jigs and fixtures. **Prerequisite: MAC 112.**

MAC 243 Die Making I 2 6 4

This course introduces the principles and applications of die making. Topics include types, construction, and application of dies. Upon completion, students should be able to design and build simple dies. **Prerequisite: MAC 112.**

MAC 245 Mold Construction I 2 6 4

This course introduces the principles of mold making. Topics include types, construction, and application of molds. Upon completion, students should be able to design and build simple molds. **Prerequisite: MAC 112.**

■ MAT - Mathematics

MAT 050 Basic Math Skills 3 2 4

This course is designed to strengthen basic math skills. Topics include properties, rounding, estimating, comparing, converting and computing whole numbers, fractions and decimals. Upon completion, students should be able to perform basic computations and solve relevant mathematical problems.

MAT 060 Essential Mathematics 3 2 4

This course is a comprehensive study of mathematical skills which should provide a strong mathematical foundation to pursue further study. Topics include principles and applications of decimals, fractions, percents, ratio and proportion, order of operations, geometry, measurement and elements of algebra and statistics. Upon completion, students should be able to perform basic computations and solve relevant, multistep mathematical problems using technology where appropriate. **Prerequisite: MAT 050 or acceptable placement score.**

MAT 070 Introductory Algebra 3 2 4

This course establishes a foundation in algebraic concepts and problem solving. Topics include signed numbers, exponents, order of operations, simplifying expressions, solving linear equations and inequalities, graphing, formulas, polynomials, factoring and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology. **Prerequisite: MAT 060 or acceptable placement score. Corequisite: RED 080, ENG 085 or acceptable placement score.**

MAT 080 Intermediate Algebra 3 2 4

This course continues the study of algebraic concepts with emphasis on applications. Topics include factoring; rational expressions; rational exponents; rational, radical and quadratic equations; systems of equations; inequalities; graphing; functions; variations; complex numbers; and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology. **Prerequisite: MAT 070 or acceptable placement score. Corequisite: RED 080, ENG 085 or acceptable placement score.**

MAT 101 Applied Mathematics I 2 2 3

This course is a comprehensive review of arithmetic with basic algebra designed to meet the needs of certificate and diploma programs. Topics include arithmetic and geometric skills used in measurement, ratio and proportion, exponents and roots, applications of percent, linear equations, formulas, and statistics. Upon completion, students should be able to solve practical problems in their specific areas of study. This course is intended for certificate and diploma programs. *Credit by proficiency exam is available.* **Prerequisite: MAT 060 or acceptable placement score.**

MAT 115 Mathematical Models 2 2 3

This course develops the ability to utilize mathematical skills and technology to solve problems at a level found in non-mathematics-intensive programs. Topics include applications to percent, ratio and proportion, formulas, statistics, functional notation, linear functions and their groups, probability, sampling techniques, scatter plots, and modeling. Upon completion, students should be able to solve practical problems, reason and communicate with mathematics, and work confidently, collaboratively and independently. **Prerequisite: MAT 070 or acceptable placement score.**

MAT 120 Geometry & Trigonometry 2 2 3

This course introduces the concepts of plane trigonometry and geometry with emphasis on applications to problem solving. Topics include the basic definitions and properties of plane and solid geometry, area and volume, right triangle trigonometry, and oblique triangles. Upon completion, students should be able to solve applied problems both independently and collaboratively using technology. **Prerequisite: MAT 070 or acceptable placement score.**

MAT 121 Algebra/Trigonometry I 2 2 3

This course provides an integrated approach to technology and the skills required to manipulate, display, and interpret mathematical functions and formulas used in problem solving. Topics include simplification, evaluation, and solving of algebraic and radical functions; complex numbers; right triangle trigonometry; systems of equations; and the use of technology. Upon completion, students should be able to demonstrate an understanding of the use of mathematics and technology to solve problems and analyze and communicate results. **Prerequisite: MAT 070 or acceptable placement score.**

MAT 140 Survey of Mathematics 3 0 3

This course provides an introduction in a nontechnical setting to selected topics in mathematics. Topics include, but are not limited to, sets, logic, probability, statistics, matrices, mathematical systems, geometry, topology, mathematics of finance and modeling. Upon completion, students should be able to understand a variety of mathematical applications, think logically, and be able to work collaboratively and independently. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.* **Prerequisite: MAT 070 or acceptable placement score.**

MAT 151 Statistics I 3 0 3

This course provides a project-based approach to the study of basic probability, descriptive and inferential statistics, and decision making. Emphasis is placed on measures of central tendency and dispersion, correlation, regression, discrete and continuous probability distributions, quality control, population parameter estimation, and hypothesis testing. Upon completion, students should be able to describe important characteristics of a set of data and draw inferences about a population from sample data. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.* **Prerequisite: MAT 080, MAT 090 or acceptable placement score.**

MAT 161 College Algebra 3 0 3

This course provides an integrated technological approach to algebraic topics used in problem solving. Emphasis is placed on applications involving equations and inequalities, polynomials, rational, exponential and logarithmic functions; and graphing and data analysis/modeling. Upon completion, students should be able to choose an appropriate model to fit a data set and use the model for analysis and prediction. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.* **Prerequisite: MAT 080, MAT 090 or acceptable placement score.**

MAT 171 Precalculus Algebra 3 0 3

This is the first of two courses designed to emphasize topics which are fundamental to the study of calculus. Emphasis is placed on equations and inequalities, functions (linear, polynomial, rational), systems of equations and inequalities, and parametric equations. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and predictions. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.* **Prerequisite: MAT 080, MAT 090 or acceptable placement score.**

MAT 172 Precalculus Trigonometry 3 0 3

This is the second of two courses designed to emphasize topics which are fundamental to the study of calculus. Emphasis is placed on properties and applications of transcendental functions and their graphs, right and oblique triangle trigonometry, conic sections, vectors and polar coordinates. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.* **Prerequisite: MAT 171.**

MAT 263 Brief Calculus 3 0 3

This course introduces concepts of differentiation and integration and their applications to solving problems; the course is designed for students needing one semester of calculus. Topics include functions, graphing, differentiation, and integration with emphasis on applications drawn from business, economics, and biological and behavioral sciences. Upon completion, students should be able to demonstrate an understanding of the use of basic calculus and technology to solve problems and to analyze and communicate results. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.* **Prerequisite: MAT 161.**

MAT 271 Calculus I 3 2 4

This course covers in depth the differential calculus portion of a three-course calculus sequence. Topics include limits, continuity, derivatives, and integrals of algebraic and transcendental functions of one variable, with applications. Upon completion, students should be able to apply differentiation and integration techniques to algebraic and transcendental functions. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/ mathematics.* **Prerequisite: MAT 172 or MAT 175.**

■ MEC - Mechanical

MEC 110 Introduction to CAD/CAM 1 2 2

This course introduces CAD/CAM. Emphasis is placed on transferring part geometry from CAD to CAM for the development of a CNC-ready program. Upon completion, students should be able to use CAD/CAM software to produce a CNC program.

MEC 111 Machine Processes I 2 3 3

This course introduces safety, hand tools, machine processes, measuring instruments, and the operation of machine shop equipment. Topics include safety, measuring tools, and the basic setup and operation of lathes, milling machines, drill presses, and saws. Upon completion, students should be able to manufacture a simple part to a specified tolerance.

MEC 231 Computer-Aided Manufacturing I 1 4 3

This course introduces computer-aided manufacturing (CAM) applications and concepts. Emphasis is placed on developing/defining part geometry and the processing of information needed to manufacture parts. Upon completion, students should be able to demonstrate skills in defining part geometry, program development, and code generation using CAM software.

■ MKT - Marketing & Retailing

MKT 120 Principles of Marketing 3 0 3

This course introduces principles and problems of marketing goods and services. Topics include promotion, placement, and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision making.

MKT 123 Fundamentals of Selling 3 0 3

This course is designed to emphasize the necessity of selling skills in a modern business environment. Emphasis is placed on sales techniques involved in various types of selling situations. Upon completion, students should be able to demonstrate an understanding of the techniques covered.

■ MNT - Maintenance

MNT 110 Introduction to Maintenance Procedures 1 3 2

This course covers basic maintenance fundamentals for power transmission equipment. Topics include equipment inspection, lubrication, alignment, and other scheduled maintenance procedures. Upon completion, students should be able to demonstrate knowledge of accepted maintenance procedures and practices according to current industry standards.

MNT 111 Maintenance Practices 1 3 2

This course provides in-depth theory and practical applications relating to predictive and preventive maintenance programs. Emphasis is placed on equipment failure, maintenance management software, and techniques such as vibration and infrared analysis. Upon completion, students should be able to demonstrate an understanding of modern analytical and documentation methods. **Prerequisite: MNT 110.**

■ MUS - Music

MUS 110 Music Appreciation 3 0 3

This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

MUS 112 Introduction to Jazz 3 0 3

This course introduces the origins and musical components of jazz and the contributions of its major artists. Emphasis is placed on the development of discriminating listening habits, as well as the investigation of the styles and structural forms of the jazz idiom. Upon completion, students should be able to demonstrate skills in listening and understanding this form of American music. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

MUS 114 Non-Western Music 3 0 3

This course provides a basic survey of the music of the non-Western world. Emphasis is placed on nontraditional instruments, sources and performing practices. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of non-Western music. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

■ NAS - Nursing Assistant

NAS 101 Nursing Assistant I 3 2 3 5

This course introduces basic nursing skills required to provide personal care for patients, residents, or clients in a health care setting. Topics include communications, safety, patients' rights, personal care, vital signs, elimination, nutrition, emergencies, rehabilitation and mental health. Upon completion, students should be able to demonstrate skills necessary to qualify as a Nursing Assistant I with the North Carolina Nurse Aide I Registry. *This is a certificate-level course.*

■ NET - Networking Technology

NET 110 Data Communication/Networking 2 2 3

This course introduces data communication and networking. Topics include telecommunication standards, protocols, equipment, network topologies, communication software, LANs, WANs, the Internet, and network operating systems. Upon completion, students should be able to demonstrate understanding of the fundamentals of telecommunication and networking. **Prerequisite: CIS 215.**

■ NUR - Nursing

NUR 110 Nursing I 5 3 6 8

This course introduces concepts basic to beginning nursing practice. Emphasis is placed on introducing the nurse's role as provider of care, manager of care, and member of the discipline of nursing. Upon completion, students should be able to demonstrate beginning competence in caring for individuals with common alterations in health. **Prerequisite: Admission to the Associate Degree Nursing program.**

NUR 120 Nursing II 5 3 6 8

This course provides an expanded knowledge base for delivering nursing care to individuals of various ages. Emphasis is placed on developing the nurse's role as provider of care, manager of care, and member of the discipline of nursing. Upon completion, students should be able to participate in the delivery of nursing care for individuals with common alterations in health. Clinical experiences will include critical care and acute care across the life span. **Prerequisite: NUR 110.**

NUR 130 Nursing III 4 3 6 7

This course provides an expanded knowledge base for delivering nursing care to individuals of various ages. Emphasis is placed on expanding the nurse's role as provider of care, manager of care, and member of the discipline of nursing. Upon completion, students should be able to deliver nursing care to individuals with common alterations in health. Clinical experiences will include care of individuals across the life span in hospital and extended care facilities. **Prerequisite: NUR 120.**

NUR 210 Nursing IV 5 3 12 10

This course provides an expanded knowledge base for delivering nursing care to individuals of various ages. Emphasis is placed on using collaboration as a provider of care, manager of care, and member of the discipline of nursing. Upon completion, students should be able to modify nursing care for individuals with common alterations in health. Clinical experiences will include the care of the childbearing family and hospitalized clients across the life span. **Prerequisite: NUR 130.**

NUR 220 Nursing V 4 3 15 10

This course provides an expanded knowledge base for delivering nursing care to individuals of various ages. Emphasis is placed on the nurse's role as an independent provider and manager of care for a group of individuals and member of a multidisciplinary team. Upon completion, students should be able to provide comprehensive nursing care to a group of individuals with common complex health alterations. Clinical experiences will include psychiatric/mental health, home health and a focus on the application of management skills. **Prerequisite: NUR 210.**

■ OST - Office Systems Technology

OST 131 Keyboarding 1 2 2

This course covers basic keyboarding skills. Emphasis is placed on the touch system, correct techniques, and development of speed and accuracy. Upon completion, students should be able to key at an acceptable speed and accuracy level using the touch system. *Credit by proficiency exam is available.*

OST 134 Text Entry & Formatting 2 2 3

This course is designed to provide the skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce mailable documents and key timed writings at speeds commensurate with employability. **Prerequisite: OST 131.**

OST 135 Advanced Text Entry & Formatting 3 2 4

This course is designed to incorporate computer application skills in the generation of office documents. Emphasis is placed on the production of letters, manuscripts, business forms, tabulation, legal documents, and newsletters. Upon completion, students should be able to make independent decisions regarding planning, style, and method of presentation. **Prerequisite: OST 134.**

OST 136 Word Processing 1 2 2

This course introduces word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment. *Credit by proficiency exam is available.* **Prerequisite: OST 131.**

OST 164 Text Editing Applications 3 0 3

This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text.

OST 184 Records Management 1 2 2

This course includes the creation, maintenance, protection, security, and disposition of records stored in a variety of media forms. Topics include alphabetic, geographic, subject, and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system.

OST 233 Office Publications Design 2 2 3

This course provides entry-level skills in using software with desktop publishing capabilities. Topics include principles of page layout, desktop publishing terminology and applications, and legal and ethical considerations of software use. Upon completion, students should be able to design and produce professional business documents and publications. **Prerequisite: OST 136.**

OST 236 Advanced Word/Information Processing 2 2 3

This course develops proficiency in the utilization of advanced word/information processing functions. Topics include tables, graphics, macros, sorting, document assembly, merging, and newspaper and brochure columns. Upon completion, students should be able to produce a variety of complex business documents. **Prerequisite: OST 135 or OST 136.**

OST 284 Emerging Technologies 1 2 2

This course provides opportunities to explore emerging technologies. Emphasis is placed on identifying, researching, and presenting current technological topics for class consideration and discussion. Upon completion, students should be able to understand the importance of keeping abreast of technological changes that affect the office professional.

OST 286 Professional Development 3 0 3

This course covers the personal competencies and qualities needed to project a professional image in the office. Topics include interpersonal skills, health lifestyles, appearance, attitude, personal and professional growth, multicultural awareness, and professional etiquette. Upon completion, students should be able to demonstrate these attributes in the classroom, office, and society. **Prerequisite: OST 236.**

OST 289 Office Systems Management 2 2 3

This course provides a capstone course for the office professional. Topics include administrative office procedures, imaging, communication techniques, ergonomics, and equipment utilization. Upon completion, students should be able to function proficiently in a changing office environment. **Prerequisites: OST 134, OST 136, OST 164, CIS 120, CIS 152.**

■ PFN - Photofinishing

PFN 110 Process Monitoring I 1 3 2

This course introduces the principles of chemical process monitoring for continuous processing of film and paper, densitometry and sensitometry, and EPA and OSHA standards. Emphasis is placed on process monitoring, why and how a process is performed, what equipment and materials are needed, and EPA and OSHA standards. Upon completion, students should be able to analyze process monitoring data using densitometry, sensitometry, and related equipment and demonstrate knowledge of EPA and OSHA standards.

PFN 130 Custom Color Printing I 1 2 2

This course introduces the materials, processes, and techniques used in custom color printing. Topics include color theory, color balancing, cropping, dodging, burning, and print finishing. Upon completion, students should be able to demonstrate knowledge of color theory and printing techniques. **Prerequisites: PHO 111, PHO 127.**

■ PHI - Philosophy

PHI 210 History of Philosophy 3 0 3

This course introduces fundamental philosophical issues through an historical perspective. Emphasis is on such figures as Plato, Aristotle, Lao-Tzu, Confucius, Augustine, Aquinas, Descartes, Locke, Kant, Wollstonecraft, Nietzsche, and Sartre. Upon completion, students should be able to identify and distinguish among the key positions of the philosophers studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.* **Prerequisite: ENG 111.**

PHI 215 Philosophical Issues 3 0 3

This course introduces fundamental issues in philosophy considering the views of classical and contemporary philosophers. Emphasis is placed on knowledge and belief, appearance and reality, determinism and free will, faith and reason, and justice and inequality. Upon completion, students should be able to identify, analyze, and critique the philosophical components of an issue. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.* **Prerequisite: ENG 111.**

PHI 240 Introduction to Ethics 3 0 3

This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on utilitarianism, rule-based ethics, existentialism, relativism versus objectivism, and egoism. Upon completion, students should be able to apply various ethical theories to individual moral issues such as euthanasia, abortion, crime and punishment, and justice. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.* **Prerequisite: ENG 111.**

■ PHO - Photography

PHO 110 Fundamentals of Photography 3 6 5

This course covers the basic technical aspects of black and white photography, including camera controls, light and optics, flash, film exposure, and processing. Emphasis is placed on mechanical principles of camera design and the relationship between subject and photographic image, with hands-on experience in the darkroom. Upon completion, students should be able to consistently produce technically excellent images. **Corequisite: PHO 111.**

PHO 111 Photographic Correction & Finishing I 0 3 1

This course introduces traditional mounting and corrections techniques used in black and white photography. Topics include various mounting and presentation techniques and chemical and physical methods for correction on both negatives and prints. Upon completion, students should be able to mount and mat photographs and retouch and spot photographic images in black and white. **Corequisite: PHO 110.**

PHO 112 Design Laboratory I 0 3 1

This course covers basic perceptual and design skills required for effective professional photographic communication. Emphasis is placed on fundamental design principles and historic photographic images, execution and critique of photographic assignments, and laboratory projects emphasizing right-brain processing. Upon completion, students should be able to utilize basic design principles and knowledge of photographic history to produce images demonstrating control of the picture space. **Corequisites: PHO 110, PHO 111.**

PHO 114 Photographic Chemistry 1 3 2

This course covers basic chemistry and the reactions specific to photographic processes. Topics include chemistry, emulsion-making, latent image formation, chemical reactions in development, and other processing steps in both black/white and color photography. Upon completion, students should be able to understand the photographic chemical process, work safely with chemicals, and use common laboratory devices and procedures.

PHO 121 Photographic Correction & Finishing II 0 3 1

This course introduces corrective techniques in retouching color photography and various mounting and presentation techniques for photographic images. Emphasis is placed on retouching color images using a variety of techniques and color image presentation. Upon completion, students should be able to retouch and spot photographic images in color and use various mounting and presentation techniques for photographic images. **Prerequisites: PHO 110, PHO 111.**

PHO 122 Design Laboratory II 0 3 1

This course continues development of perceptual and design skills required for effective professional communication in both black/white and color photography. Topics include illustration, layout design, color impact, color relationships, and continued study of photographic images. Upon completion, students should be able to utilize design elements and principles to produce black/white and color images demonstrating clear visual communication. **Prerequisites: PHO 110, PHO 111, PHO 112.**

PHO 123 Large-Format Photography I 1 3 2

This course provides a comprehensive hands-on study of the large-format camera, including capabilities, movements, and applications and sheet film handling and processing. Topics include large-format camera types, nomenclature, components, and movements with assignments emphasizing control of plane of sharp focus, depth-of-field, and image shape modification. Upon completion, students should be able to utilize the basic capabilities of large-format cameras and demonstrate knowledge of sheet film handling and processing. **Prerequisite: PHO 110. Corequisite: PHO 125.**

PHO 125 Basic Object Lighting 0 3 1

This course introduces the techniques used in controlling studio lighting for object illustration using tungsten light and electronic flash on basic geometric shapes. Topics include equipment operation, safety, and maintenance; light quality; exposure methods; and the illusion of form in a photograph. Upon completion, students should be able to safely and correctly work with studio lighting equipment to produce quality images of a variety of geometric forms. **Prerequisite: PHO 110.**

PHO 126 Basic Portrait Lighting 0 3 1

This course covers basic techniques used in studio lighting for portraiture, including controlled lighting of facial contours using electronic flash. Topics include F/stop series; equipment operation, safety, and maintenance; and basic lighting patterns. Upon completion, students should be able to safely set up and operate strobe lighting in a studio applying appropriate light patterns to the subject. **Prerequisite: PHO 110.**

PHO 127 Photographic Materials/Processes 4 0 4

This course covers the materials and processes of current black/white and color photography and the reproduction of tone and color. Topics include light, color temperature, subjects, emulsion sensitivity, development, printing systems, and their interrelationships in the reproduction process. Upon completion, students should be able to state the effects that each part of the photographic process has upon the resulting black/white or color image. **Prerequisites: PHO 110, PHO 114.**

PHO 127A Photographic Materials/Processes Lab 0 3 1

This course provides an opportunity for practical application of the materials covered in PHO 127. Topics include control of film exposure and development, color temperature, and printing. Upon completion, students should be able to determine the effects that the photographic process has upon the resulting black/white or color image. **Prerequisites: PHO 110, PHO 114. Corequisite: PHO 127.**

PHO 132 Small-Format Photography 2 6 4

This course introduces small-format cameras and their application in location portraiture, industrial photography, photojournalism, and multimedia photography and portable lighting equipment and techniques. Topics include rapid camera operation, location photography, exposure techniques, portable flash, process modification, filtration, and simple multimedia production. Upon completion, students should be able to produce professional quality images under a variety of adverse shooting conditions using the equipment and techniques studied. **Prerequisites: PHO 110, PHO 125, PHO 126; or PHO 110, PHO 115.**

PHO 133 Large-Format Photography II 1 3 2

This course provides an advanced, hands-on study of the large-format camera concentrating on professional applications in studio and architectural photography. Topics include optical principles, control of the image through camera position/focal length, and image size/perspective choices applied in specific photographic assignments. Upon completion, students should be able to utilize advanced large-format camera capabilities in a variety of professional applications. **Prerequisites: PHO 123, PHO 125.**

PHO 135 Product Lighting 0 3 1

This course covers studio lighting techniques used to illustrate a wide variety of product surfaces and shapes. Topics include lighting and subject styling applied in the illustration of glass, plastic, metals, leathers, fabrics, wood, and other product surfaces. Upon completion, students should be able to produce quality images of a variety of subjects using both tungsten and electronic flash. **Prerequisite: PHO 125.**

PHO 139 Introduction to Digital Imaging 1 3 2

This course introduces the conversion of photographs into digital images by exploring the effect hardware and software have on the reproduction process. Topics include basic imaging tools and vocabulary, calibration, density, contrast, and color. Upon completion, students should be able to demonstrate a basic understanding of the digital imaging process and be able to capture and output images. **Prerequisite: PHO 110.**

PHO 210 Professional Wedding Photography 1 6 3

This course covers the techniques used in producing wedding photographs and formal bridal portraits, along with applicable business practices. Emphasis is placed on the protocol of various religious services, discussion of sales packages and album sources, and promotional and advertising techniques. Upon completion, students should be able to photograph a wedding and deliver a professional photographic wedding album along with bridal portraits. This course is a unique concentration requirement in the Portrait Studio Management concentration in the Photographic Technology program. **Prerequisite: PHO 132.**

PHO 211 Professional Portraiture I 1 9 4

This course covers lighting, cameras, and accessory equipment used in studio/location professional portraiture and the dynamics and psychology of posing individuals and groupings. Topics include lighting, backgrounds, make-up, clothing, presentation techniques, sound business principles, and direct sales methods. Upon completion, students should be able to produce a variety of professional portraits and demonstrate an understanding of the business considerations of professional portrait photography. This course is a unique concentration requirement in the Portrait Studio Management concentration in the Photographic Technology program. **Prerequisites: PHO 126 and successful completion of all required first-year PFN and PHO courses.**

PHO 212 Biomedical Photojournalism 1 3 2

This course introduces practical techniques used in biomedical news and public relations photography. Topics include a study of general news, sports, and public relations along with advanced photographic techniques. Upon completion, students should be able to demonstrate an understanding of basic aspects of biomedical news, sports, and public relations photography by completion of assignments. This course is a unique concentration requirement in the Biomedical concentration in the Photographic Technology program. **Prerequisite: PHO 132.**

PHO 213 Macro/Micro Photography 1 6 4

This course covers the equipment and techniques used by biomedical photographers in the production of magnified images by direct photographic means using cameras and microscopes. Topics include magnification ratios, specialized lighting equipment and techniques, specimen preparation, and a variety of medically related subjects. Upon completion, students should be able to produce quality scaled reproductions of properly prepared subjects. This course is a unique concentration requirement in the Biomedical concentration in the Photographic Technology program. **Prerequisites: PHO 132 and successful completion of all required first-year PFN and PHO courses.**

PHO 215 Photographic Illustration 2 12 6

This course provides a comprehensive study of professional commercial photographic illustration, including tools, techniques, and applications in preparation for internship experiences. Topics include theory and practice of location and studio lighting, camera techniques, and people/product and editorial illustration. Upon completion, students should be able to plan and execute professionally acceptable images in studio and on location illustrating people and products emphasizing commercial applications. This course is a unique concentration requirement in the Commercial Photography concentration in the Photographic Technology program. **Prerequisites: PHO 132, PHO 133, PHO 135 and successful completion of all required first-year PFN and PHO courses.**

PHO 217 Photojournalism I 1 6 4

This course covers logistics and techniques used in current professional newspaper photography. Topics include detailed study of spot and general news, sports, and feature photography along with basic newspaper layout, advanced photographic techniques, and legal issues. Upon completion, students should be able to demonstrate an understanding of basic aspects of news, sports, and feature photography. **Prerequisites: PHO 132 or PHO 223, and successful completion of all required first-year PFN and PHO courses.**

PHO 218 Biomedical Portrait Lighting 0 3 1

This course provides an advanced study of portrait lighting in studio and on location using electronic flash and small-format camera. Emphasis is placed on understanding principles of portrait lighting and small-format cameras in biomedical settings. Upon completion, students should be able to apply techniques to professionally light a variety of subjects in studio and on location. This course is a unique concentration requirement in the Biomedical concentration in the Photographic Technology program. **Prerequisites: PHO 126, PHO 132.**

PHO 219 Digital Applications 1 3 2

This course provides additional experience in digital photography including input/output and computer manipulation of images. Topics include legal and ethical issues and commonly used hardware and software packages, including their basic controls and imaging tools. Upon completion, students should be able to input/output images and manipulate images. **Prerequisite: PHO 139.**

PHO 221 Professional Portraiture II 1 9 4

This course provides an in-depth study of portraiture of family groups, children, and pets; full-length portraits; character studies; and client relations. Topics include a variety of portrait situations along with professional business ethics, etiquette, and protocol. Upon completion, students should be able to produce professional quality portraits and demonstrate knowledge of business ethics and protocol. This course is a unique concentration requirement in the Portrait Studio Management concentration in the Photographic Technology program. **Prerequisite: PHO 211.**

PHO 222 Video Production 1 6 3

This course combines photography, light, movement, sound, music, and other elements to produce a video medium that can be informative, entertaining, and productive. Topics include video utilization, techniques and styles, pre-production scripting and planning, camera techniques, lighting, directing talent, and editing techniques. Upon completion, students should be able to create effective video productions, operate video camera equipment, and edit raw source tape to a final product.

PHO 224 Multi-Image Production 2 3 3

This course covers slide/tape and computer-based multimedia production. Topics include graphic and photographic techniques, story boarding, control of image continuity and pacing, title production, script writing, audio production, copyright laws, and ethics. Upon completion, students should be able to use multimedia hardware and software for productions. **Prerequisite: PHO 132 or PHO 223.**

PHO 225 Biomedical Object Lighting 0 3 1

This course provides an advanced study of object lighting in studio and on location using electronic flash and small-format cameras. Emphasis is placed on understanding lighting principles and light control, including filtration, light balancing, multiple light setups, and lighting a variety of object types and surfaces. Upon completion, students should be able to professionally light a variety of subjects in studio and location situations. This course is a unique concentration requirement in the Biomedical concentration in the Photographic Technology program. **Prerequisites: PHO 132, PHO 135.**

PHO 227 Photojournalism II 2 12 8

This course provides additional experience in news photography. Topics include expanded coverage, illustration, layout, picture usage, picture stories, editing, survey of regional newspapers, employment opportunities, portfolio development, and job seeking skills. Upon completion, students should be able to understand the operation of a daily newspaper and professionally photograph news, sports, and feature situations. This course is a unique concentration requirement in the Photojournalism concentration in the Photographic Technology program. **Prerequisite: PHO 217.**

PHO 228 Advanced Correction & Finishing 1 3 2

This course covers various corrections for the photographic image, including surface texture and framing presentation. Emphasis is placed on negative and print correction, air brush techniques, and major restoration techniques. Upon completion, students should be able to professionally retouch/restore and frame the photographic image. **Prerequisite: PHO 121.**

PHO 229 Advertising Photography 2 12 6

This course covers advertising photography, including its segments, practices, tools, techniques, and professional applications. Emphasis is placed on layout specification, art direction, and professional business practices. Upon completion, students should be able to demonstrate an understanding of commercial photography and create professional quality images under art direction within layout specifications. This course is a unique concentration requirement in the Commercial Photography concentration in the Photographic Technology program. **Prerequisite: PHO 215.**

PHO 230 Biomedical Portfolio Preparation 0 6 2

This course provides an opportunity to plan, execute, and present a professional biomedical photographic portfolio. Emphasis is placed on developing a portfolio of professional quality images which demonstrate talent and technical skills in a marketable presentation. Upon completion, students should be able to use their completed portfolio to show prospective employers and clients their professional photographic and presentation skills. This course is a unique concentration requirement in the Biomedical concentration in the Photographic Technology program. **Prerequisite: PHO 213.**

PHO 231 Commercial Portfolio Preparation 0 6 2

This course provides an opportunity to plan, execute, and present a professional commercial photographic portfolio. Emphasis is placed on developing a portfolio of professional quality images which demonstrate talent and technical skills in a marketable presentation. Upon completion, students should be able to use their completed portfolio to show prospective employers and clients their professional photographic and presentation skills. This course is a unique concentration requirement in the Commercial Photography concentration in the Photographic Technology program. **Prerequisite: PHO 229.**

PHO 232 Photojournalism Portfolio Preparation 0 6 2

This course provides an opportunity to plan, execute, and present a professional photojournalism photographic portfolio. Emphasis is placed on developing a portfolio of professional quality images which demonstrate talent and technical skills in a marketable presentation. Upon completion, students should be able to use their completed portfolio to show prospective employers and clients their professional photographic and presentation skills. This course is a unique concentration requirement in the Photojournalism concentration in the Photographic Technology program. **Prerequisite: PHO 227.**

PHO 233 Portrait Portfolio Preparation 0 6 2

This course provides an opportunity to plan, execute, and present a professional portrait portfolio. Emphasis is placed on developing a portfolio of professional quality images which demonstrate talent and technical skills in a marketable presentation. Upon completion, students should be able to use their completed portfolio to show prospective employers and clients their professional photographic and presentation skills. This course is a unique concentration requirement of the Portrait Studio Management concentration in the Photographic Technology program. **Prerequisite: PHO 221.**

■ POL - Political Science

POL 110 Introduction to Political Science 3 0 3

This course introduces basic political concepts used by governments and addresses a wide range of political issues. Topics include political theory, ideologies, legitimacy and sovereignty in democratic and nondemocratic systems. Upon completion, students should be able to discuss a variety of issues inherit in all political systems and draw logical conclusions in evaluating these systems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

POL 120 American Government 3 0 3

This course is a study of the origins, development, structure, and functions of American national government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy formation. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

POL 130 State & Local Government 3 0 3

This course includes state and local political institutions and practices in the context of American federalism. Emphasis is placed on procedural and policy differences as well as political issues in state, regional, and local governments of North Carolina. Upon completion, students should be able to identify and discuss various problems associated with intergovernmental politics and their effect on the community and the individual. *This course has been approved to satisfy the Comprehensive Articulation Agreement premajor elective requirement.*

■ PSY - Psychology

PSY 110 Life Span Development 3 0 3

This course provides an introduction to the study of human growth and development. Emphasis is placed on the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span and apply this knowledge to their specific field of study.

PSY 115 Stress Management 2 0 2

This course covers stressors and techniques for stress management. Topics include anger, assertiveness, adaptation to change, conflict, coping skills, identification of stressors, time management, and the physiology of stress and burnout. Upon completion, students should be able to demonstrate an understanding of the effective management of stress.

PSY 150 General Psychology 3 0 3

This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

PSY 237 Social Psychology 3 0 3

This course introduces the study of individual behavior within social contexts. Topics include affiliation, attitude formation and change, conformity, altruism, aggression, attribution, interpersonal attraction, and group behavior. Upon completion, students should be able to demonstrate an understanding of the basic principles of social influences on behavior. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.* **Prerequisite: PSY 150 or SOC 210.**

PSY 281 Abnormal Psychology 3 0 3

This course provides an examination of the various psychological disorders, as well as theoretical, clinical, and experimental perspectives of the study of psychopathology. Emphasis is placed on terminology, classification, etiology, assessment and treatment of the major disorders. Upon completion, students should be able to distinguish between normal and abnormal behavior patterns as well as demonstrate knowledge of etiology, symptoms and therapeutic techniques. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.* **Prerequisite: PSY 150.**

■ REA - Real Estate Appraisal

REA 101 Introduction to Real Estate Appraisal R-1 2 0 2

This course introduces the entire valuation process, with specific coverage of residential neighborhood and property analysis. Topics include basic real property law, concepts of value and operation of real estate markets, mathematical and statistical concepts, finance, and residential construction/design. Upon completion, students should be able to demonstrate adequate preparation for REA 102. This course is required for the Real Estate Appraisal certificate.

REA 102 Valuation Principles & Practices R-2 2 0 2

This course introduces procedures used to develop an estimate of value and how the various principles of value relate to the application of such procedures. Topics include the sales comparison approach, site valuation, sales comparison, the cost approach, the income approach, and reconciliation. Upon completion, students should be able to complete the Uniform Residential Appraisal Report (URAR). This course is required for the Real Estate Appraisal certificate. **Prerequisite: REA 101.**

REA 103 Applied Residential Property Valuation R-3 2 0 2

This course covers the laws and standards practiced by appraisers in the appraisal of residential 1-4 unit properties and small farms. Topics include Financial Institutions Reform and Recovery Enforcement Act (FIRREA), Uniform Standards of Professional Appraisal Practice (USPAP), and North Carolina statutes and rules. Upon completion, students should be able to demonstrate eligibility to sit for the NC Appraisal Board license trainee examination and to enroll in REA 201. This course is required for the Real Estate Appraisal certificate. **Prerequisite: REA 102.**

REA 201 Introduction to Income Property Appraisal G-1 2 0 2

This course introduces concepts and techniques used to appraise real estate income properties. Topics include real estate market analysis, property analysis and site valuation, how to use financial calculators, present value, NOI, and before-tax cash flow. Upon completion, students should be able to estimate income property values using direct capitalization and to sit for the NC Certified Residential Appraiser examination. This course is required for the Real Estate Appraisal certificate. **Prerequisite: REA 103.**

REA 202 Advanced Income Capitalization Procedures G-2 2 0 2

This course expands direct capitalization techniques and introduces yield capitalization. Topics include yield rates, discounted cash flow, financial leverage, and traditional yield capitalization formulas. Upon completion, students should be able to estimate the value of income producing property using yield capitalization techniques. This course is required for the Real Estate Appraisal certificate. A financial calculator is required for this course. **Prerequisite: REA 201.**

REA 203 Applied Income Property Valuation G-3 2 0 2

This course covers the laws, rules, and standards pertaining to the principles and practices applicable to the appraisal of income properties. Topics include FIRREA, USPAP, Uniform Commercial and Industrial Appraisal Report (UCIAR) form, North Carolina statutes and rules, and case studies. Upon completion, students should be able to prepare a narrative report that conforms to the USPAP and sit for the NC Certified General Appraisal examination. This course is required for the Real Estate Appraisal certificate. **Prerequisite: REA 202.**

■ RED - Reading

RED 090 Improved College Reading 3 2 4

This course is designed to improve reading and critical thinking skills. Topics include vocabulary enhancement; extracting implied meaning; analyzing author's purpose, tone and style; and drawing conclusions and responding to written material. Upon completion, students should be able to comprehend and analyze college-level reading material. This course satisfies the developmental reading prerequisite for ENG 111 or ENG 111A. **Prerequisite: ENG 085, RED 080 or acceptable placement score.**

■ REH - Rehabilitation

REH 110 Rehabilitation I 6 3 9 10

This course introduces basic rehabilitation concepts and terminology. Emphasis is placed on basic physical rehabilitation skills for assisting the client in completing the prescribed rehabilitation regimen. Upon completion, students should be able to perform selected skills for clients with rehabilitation needs, incorporating knowledge of the multidisciplinary team in the practice setting. **Prerequisite: Admission to the Rehabilitation Assistant program.**

REH 115 Rehabilitation II 6 3 9 10

This course is designed to build upon concepts introduced in REH 110, teaching the students to assist clients with a functional regimen for everyday life. Topics include compliance to splinting protocol, along with rehabilitation keys for successful self care. Upon completion, students should be able to assist clients in functioning within their normal daily routine while continuing rehabilitation. **Prerequisite: REH 110.**

REH 210 Rehabilitation III 6 3 9 10

This course is designed to build upon basic communication and rehabilitation skills covered in level one courses (REH 110, REH 115). Emphasis is placed upon care of clients experiencing mental illness, substance abuse, changes in body image, and life situations. Upon completion, students should be able to function as a rehabilitation assistant in various clinical settings. **Prerequisite: REH 115.**

■ REL - Religion

REL 110 World Religions 3 0 3

This course introduces the world's major religious traditions. Topics include Primal religions, Hinduism, Buddhism, Islam, Judaism and Christianity. Upon completion, students should be able to identify the origins, history, beliefs and practices of the religions studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities fine arts.*

REL 211 Introduction to Old Testament 3 0 3

This course is a survey of the literature of the Hebrews with readings from the law, prophets and other writings. Emphasis is placed on the use of literary, historical, archaeological and cultural analysis. Upon completion, students should be able to use the tools of critical analysis to read and understand Old Testament literature. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

REL 212 Introduction to New Testament 3 0 3

This course is a survey of the literature of first-century Christianity with readings from the gospels, Acts and the Pauline and pastoral letters. Topics include the literary structure, audience and religious perspective of the writings, as well as the historical and cultural context of the early Christian community. Upon completion, students should be able to use the tools of critical analysis to read and understand New Testament literature. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

REL 221 Religion in America 3 0 3

This course is an examination of religious beliefs and practices in the United States. Emphasis is placed on mainstream religious traditions and nontraditional religious movements from the Colonial period to the present. Upon completion, students should be able to recognize and appreciate the diversity of religious traditions in America. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

■ SOC - Sociology

SOC 210 Introduction to Sociology 3 0 3

This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

SOC 213 Sociology of the Family 3 0 3

This course covers the institution of the family and other intimate relationships. Emphasis is placed on mate selection, gender roles, sexuality, communication, power and conflict, parenthood, diverse lifestyles, divorce and remarriage, and economic issues. Upon completion, students should be able to analyze the family as a social institution and the social forces which influence its development and change. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

SOC 220 Social Problems 3 0 3

This course provides an in-depth study of current social problems. Emphasis is placed on causes, consequences, and possible solutions to problems associated with families, schools, workplaces, communities, and the environment. Upon completion, students should be able to recognize, define, analyze, and propose solutions to these problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/ behavioral sciences.*

■ SPA - Spanish

SPA 111 Elementary Spanish I 3 0 3

This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. Credit by proficiency exam is available.*

SPA 112 Elementary Spanish II 3 0 3

This course is a continuation of SPA 111 focusing on the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate further cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. Credit by proficiency exam is available.* **Prerequisite: SPA 111.**

SPA 120 Spanish for the Workplace 3 0 3

This course offers applied Spanish for the workplace to facilitate basic communication with people whose native language is Spanish. Emphasis is placed on oral communication and career-specific vocabulary that targets health, business, and/or public service professions. Upon completion, students should be able to communicate at a functional level with native speakers and demonstrate cultural sensitivity.

SPA 141 Culture & Civilization 3 0 3

This course provides an opportunity to explore issues related to the Hispanic world. Topics include historical and current events, geography and customs. Upon completion, students should be able to identify and discuss selected topics and cultural differences related to the Hispanic world.

SPA 161 Cultural Immersion 2 3 3

This course explores Hispanic culture through intensive study on campus and field experience in a host country or area. Topics include an overview of linguistic, historical, geographical, sociopolitical, economic and/or artistic concerns of the area visited. Upon completion, students should be able to exhibit first-hand knowledge of issues pertinent to the host area and demonstrate understanding of cultural differences.

SPA 181 Spanish Lab 1 0 2 1

This course provides an opportunity to enhance acquisition of the fundamental elements of the Spanish language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. *Credit by proficiency exam is available.*

SPA 182 Spanish Lab 2 0 2 1

This course provides an opportunity to enhance acquisition of the fundamental elements of the Spanish language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate cultural awareness. *Credit by proficiency exam is available.* **Prerequisite: SPA 181.**

SPA 211 Intermediate Spanish I 3 0 3

This course provides a review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately and creatively about the past, present and future. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. Credit by proficiency exam is available.* **Prerequisite: SPA 112.**

SPA 212 Intermediate Spanish II 3 0 3

This course provides a continuation of SPA 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. Credit by proficiency exam is available.* **Prerequisite: SPA 211.**

SPA 215 Spanish Phonetics & the Structure of Language 3 0 3

This course is designed to improve the understanding of Spanish phonetics and the structure of the Spanish language. Topics include the structure of the Spanish language, phonology, morphology and syntax. Upon completion, students should have an understanding of the phonetics and structure of the Spanish language and be able to contrast the structure of the Spanish and English languages.

SPA 221 Spanish Conversation 3 0 3

This course provides an opportunity for intensive communication in spoken Spanish. Emphasis is placed on vocabulary acquisition and interactive communication through the discussion of media materials and authentic texts. Upon completion, students should be able to discuss selected topics, express ideas and opinions clearly, and engage in formal and informal conversations. **Prerequisite: SPA 212.**

SPA 231 Reading & Composition 3 0 3

This course provides an opportunity for intensive reading and composition in Spanish. Emphasis is placed on the use of literary and cultural materials to enhance and expand reading and writing skills. Upon completion, students should be able to demonstrate in writing an in-depth understanding of assigned readings. **Prerequisite: SPA 212.**

SPA 281 Spanish Lab 3 0 2 1

This course provides an opportunity to enhance the review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate effectively, accurately and creatively about the past, present and future. *Credit by proficiency exam is available.* **Prerequisite: SPA 182.**

SPA 282 Spanish Lab 4 0 2 1

This course provides an opportunity to enhance the review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. *Credit by proficiency exam is available.* **Prerequisite: SPA 281.**

■ SPI - Spanish Interpreter

SPI 113 Introduction to Spanish Interpretation 3 0 3

This course introduces the field of interpreting, interpretation models, cognitive processes associated with interpretation, professional ethical standards, employment opportunities and working conditions. Topics include specialized jargon, code of ethics, interpreter assessments/qualifications, and protocol associated with various settings. Upon completion, students should be able to explain the rationale for placement of interpreters and apply ethical standards to a variety of working situations.

SPI 114 Analytical Skills for Spanish Interpreting 3 0 3

This course is designed to improve cognitive processes associated with interpreting, listening, short-term memory, semantic equivalence, visual/auditory processing, thought organization and logic. Emphasis is placed on developing skills necessary to generate equivalent messages between Spanish and English. Upon completion, students should be able to consecutively interpret nontechnical, interactive messages between Spanish and English.

SPI 213 Review of Grammar 3 0 3

This course is designed to review the common elements of Spanish grammar in oral and written form. Emphasis is placed on the fundamental grammatical concepts of the Spanish language. Upon completion, students should be able to demonstrate comprehension and correct usage of specified grammatical concepts in both oral and written form.

SPI 214 Introduction to Translation 3 0 3

This course is designed to improve the quality of Spanish to English and English to Spanish translation. Emphasis is placed on the practice of Spanish to English to Spanish translation in a variety of prose styles. Upon completion, students should be able to demonstrate the usage and understanding of the processes involved in translating.

■ WLD - Welding

WLD 111 Oxy-Fuel Welding 1 3 2

This course introduces the oxy-fuel welding process. Topics include safety, proper equipment setup, and operation of oxy-fuel welding equipment with emphasis on bead application, profile, and discontinuities. Upon completion, students should be able to oxy-fuel weld fillets and grooves on plate and pipe in various positions.

WLD 112 Basic Welding Processes 1 3 2

This course introduces basic welding and cutting. Emphasis is placed on beads applied with gases, mild steel fillers, and electrodes and the capillary action of solder. Upon completion, students should be able to set up welding and oxy-fuel equipment and perform welding, brazing, and soldering processes.

WLD 115 SMAW (Stick) Plate 2 9 5

This course introduces the shielded metal arc (stick) welding process. Emphasis is placed on padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, students should be able to perform SMAW fillet and groove welds on carbon plate with prescribed electrodes.

WLD 121 GMAW (MIG) FCAW/Plate 2 6 4

This course introduces metal arc welding and flux core arc welding processes. Topics include equipment setup and fillet and groove welds with emphasis on application of GMAW and FCAW electrodes on carbon steel plate. Upon completion, students should be able to perform fillet welds on carbon steel with prescribed electrodes in the flat, horizontal, and overhead positions.

WLD 131 GTAW (TIG) Plate 2 6 4

This course introduces the gas tungsten arc (TIG) welding process. Topics include correct selection of tungsten, polarity, gas, and proper filler rod with emphasis placed on safety, equipment setup, and welding techniques. Upon completion, students should be able to perform GTAW fillet and groove welds with various electrodes and filler materials.

WLD 141 Symbols & Specifications 2 2 3

This course introduces the basic symbols and specifications used in welding. Emphasis is placed on interpretation of lines, notes, welding symbols, and specifications. Upon completion, students should be able to read and interpret symbols and specifications commonly used in welding.

Programs of Study (Continuing Education-Noncredit)

Programs of Study (Continuing Education-Noncredit)

Randolph Community College offers noncredit 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 and Basic Skills Programs (Adult Basic Education, Adult High School Diploma, General Educational Development, Human Resources Development, English as a Second Language and Compensatory Education). Business and industry training programs within Continuing Education are the Small Business Center, Hosiery Technology Center, Focused Industry Training, New and Expanding Industry Training and In-Plant Training.

Occupational Extension

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

Basic Skills Programs

The Basic Skills area is located on the second floor of the Learning Resources Center. Programs offered through Basic Skills are available not only on the College campuses, but also 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 Basic Skills.

■ 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 competency-based 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 and science are taught in the Basic Skills area on the Asheboro Campus and at various locations throughout the county to prepare students for the five tests that make up the GED. Staff and faculty assess students' skills and place them in appropriate classes 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 or training. HRD instructors help students explore their interests and opportunities and develop job-seeking skills, such as interviewing and résumé preparation. Program follow up on graduates is at three, six and 12-month intervals.

■ Compensatory Education

This program focuses on skills that enable adults with mental retardation 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 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. The N.C. REAL program is the latest addition. This program uses active learning principles to teach entrepreneurship. Successful participants exit with a business plan and an opportunity to apply for up to $25,000 in business start-up money.

■ Focused Industry Training

Funded by special legislative appropriation, Focused Industry Training enables the College 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.

General Information

General Information

Statement of Purpose

RCC's fundamental purpose is personally helping our students succeed and enriching our community.

We are committed to...	So we strive to...
our students	• provide a supportive, caring, student-centered environment • accept students where they are educationally • help students with varying backgrounds, resources, interests, abilities and career goals to succeed
quality educational opportunities	• promote academic excellence • encourage teaching excellence • ensure the continued relevance of our programs and support services as they are affected by technological, cultural and social change
accessibility	• provide convenient, affordable educational opportunities and services without regard to race, ethnicity, religion, national origin, political affiliation, gender, age or special needs • enable success within our open doors in spite of academic, geographic, financial or technological barriers • provide a seamless transition from high school to the College and on to employment and/or other postsecondary educational opportunities
our community	• contribute to the social/cultural and economic development of the community • offer education and training that meet the community's work force development needs • cultivate partnerships with the civic, economic, educational and cultural groups of our service area
our employees	• provide opportunities for professional growth and development • maintain adequate, fair and equitable benefits, policies and procedures • maintain a work environment which encourages open communication, innovation, productivity, accountability and personal commitment

leveraging technology	• acquire and allocate adequate resources for essential technology • use current technologies that support educational training objectives • support students, faculty and staff in the appropriate use of technology
effectiveness	• ensure efficiency and effectiveness in the use of all College resources • engage in sound planning, management and systematic evaluation for the improvement of programs and services • ensure fiscal responsibility and public accountability

In support of these commitments, Randolph Community College offers a variety of educational opportunities to meet needs in the lifelong process of personal and professional development including

- courses and programs which prepare individuals for employment, career upgrading and advancement;
- the first two years of study for those seeking transfer to a four-year college or university;
- training in basic skills and English as a second language to improve literacy;
- adult education to assist students in completing secondary school;
- opportunities for lifelong learning to enhance personal, social, cultural and recreational life; and
- programs for students who need to develop basic academic skills for postsecondary study.

We share a vision of student-centered educational excellence and responsiveness to community needs that is demonstrated through

- quality teaching and educational support services,
- access to opportunity and
- community involvement.

■ College Description

Randolph Community College, a member institution of the North Carolina Community College System, is a public, two-year, comprehensive, postsecondary educational institution established to serve the citizens of Randolph County. Since opening its doors in 1962 as Randolph Industrial Education Center, the College has seen many changes including

- three name changes—Randolph Technical Institute, Randolph Technical College and Randolph Community College,
- facilities expansion—from 33,000 square feet to more than 270,000 square feet on two campuses in Asheboro and Archdale, and
- enrollment growth—from 75 students to more than 1,900 credit and 8,300 noncredit students.

Degrees, Diplomas & Certificates

Randolph Community College offers the Associate in Applied Science degree, the Associate in Arts degree, diplomas and certificate programs.

■ Associate in Applied Science

Satisfactory completion of an approved program of no fewer than 64 semester credit hours is required.

■ Associate in Arts

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 36 semester credit hours. Certificates are issued for the completion of approved programs of no fewer than 12 semester credit hours, but less than 19.

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 at least twice as many quality points as credit hours attempted in order to graduate.

2. All general and specific requirements of the College must 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 Services. 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.

Concurrent Enrollment

The purpose of concurrent enrollment (Huskins and Cooperative Programs) 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 nine Huskins Bill Cooperative Program courses of study: Autobody Repair, Automotive Systems Technology, Criminal Justice Technology, Early Childhood Associate, Electrical/Electronics Technology, Emergency Medical Science, Fire Protection Technology, Machining Technology, and Nursing Assistant. Eligible students from the high school take one class per semester (fall and spring) in their chosen area by attending classes in the afternoon at RCC.

■ Cooperative Programs

To be eligible for Cooperative Programs students must be

1. at least 16 years of age,
2. recommended by the chief administrative public school officer (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.) **Exception:** To accommodate students whose high schools have adopted block schedules, the requirement of enrollment in three high school courses is interpreted as the equivalent to enrollment in high school courses for one-half of the school day.

Students eligible for Cooperative Programs 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 for Concurrent Enrollment

For the Cooperative Programs student taking 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 Cooperative Programs students, but will be used to determine eligibility to enroll in college credit courses.

Those Cooperative Programs 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 Cooperative Programs students must make an appointment for placement testing before the registration dates. Call Student Services for placement testing times and dates, (336) 633-0224.

High school students desiring to enroll in a Huskins class at RCC are not required to take the ASSET, present SAT scores or take any form of placement test, unless they plan to enroll in Huskins English or math courses which do require placement tests. They must meet local high school guidelines for dual enrollment.

Continuing Education Credit

Certificates of completion are awarded for Continuing Education courses in which Continuing Education Units are earned if participants meet the specified criteria presented at the first class session. Certificates are awarded by request for non-CEU courses if participants attend a minimum of 80 percent of the scheduled course hours.

Student Services

Randolph Community College strives to create an atmosphere where the student is the focus of the academic community. The College's attention is thereby fixed on the student and his/her life at the College. Student Services serves as a facilitator to the student for the various areas of campus life, including the following:

1. An effort to assist the student in making the adjustment to the more specialized and/or general postsecondary education of Randolph Community College
2. Personal 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 of the College to accurately recommend proper classes
4. Up-to-date and accurate records on all students of the College with necessary security and confidentiality enforced
5. Accurate and informative recruiting/marketing programs
6. Seeking avenues of financial aid for eligible students
7. Leadership and encouragement for the development of student organizations and activities
8. Health promotion activities appropriate to the needs of the student body
9. Information and aid to students for career development, job referral and program advisement

Application & Admissions

Application & Admissions

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 and remain enrolled on a continuous basis as required by their curriculum.

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 Services 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. 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, diploma and certificate programs. Special consideration may be given on an individual basis to students not meeting these specific entrance requirements. For students who have not earned a high school diploma or GED certificate, taking an ability-to-benefit test may be an option. If so, the student will be referred to the appropriate office for further discussion. If the ability-to-benefit test is taken, a passing score must be achieved in order to enroll.

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.

Persons intending to enroll in a specific curriculum are encouraged to submit their applications at least two months prior to the term in which they wish to enroll. Applications can be obtained from high school counselors and from Student Services. 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 Services, (336) 633-0224. If needed, individual appointments may be made by personally speaking with a counselor at (336) 633-0224.

College Preparatory Studies courses exist as prerequisites to General Education courses. Removal of these prerequisites is subject to the approval of the chairperson of the General Education department. The College uses the Assessing Student Success Entry Transfer/Computerized Adaptive Assessment and Support System (ASSET/COMPASS) test to determine whether students have met College Preparatory prerequisites for General Education courses. This test is given as part of RCC's admissions process. In place of the College's testing, students may present appropriate, prior college credit or adequate SAT or other standardized test scores to document their meeting these prerequisites. See the ASSET/COMPASS Placement Testing section on pages 160 – 161 for additional information.

Students who do not remove prerequisites through test scores or prior credit must take the appropriate math, reading or English courses in College Preparatory Studies prior to enrolling in certain General Education courses. College Preparatory classes are offered day and evening to accommodate every student who needs them. Grades earned in College Preparatory Studies are not included in the student's grade point average and credit hours earned do not count toward graduation.

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 testing policy that applies to ***Associate Degree Nursing*** students, please read the section on page 162 and contact RCC's Health Occupations & Human Services department.

Applicants for the ***Associate Degree Nursing*** program have additional admissions requirements. For more information see the section on page 162. Applicants for the ***Emergency Medical Science*** program have additional admissions requirements. See page 51 for more information. Applicants for the ***Basic Law Enforcement Training*** program, the ***Physical Therapist Assistant*** program, the ***Rehabilitation Assistant*** program and the ***Speech-Language Pathology Assistant*** program have additional admissions requirements. For more information contact Student Services at (336) 633-0224, or the Health Occupations & Human Services Department at (336) 633-0264.

Information regarding transfer student admissions is on pages 162 – 163.

Steps to Enrolling

- Complete an RCC application.
- Provide official copies of high school transcript and/or GED test scores and all college transcripts.*
- Call (336) 633-0224 to discuss placement testing.
- Meet with someone in RCC's financial aid office if necessary.
- Meet with your faculty advisor (during specified registration period).
- Register for classes (during specified registration period).

*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 transcript should be forwarded to the College after the student's graduation. GED graduates must submit official copies of their GED test scores. Students transferring from other colleges or post-high school institutions must submit official transcripts from all such institutions attended. For transcript release forms, call Student Services, (336) 633-0224. Transcripts are not official unless they are sent directly from the high school or college attended.

ASSET/COMPASS Placement Testing

■ What is ASSET/COMPASS?

ASSET/COMPASS is a series of short placement tests covering the areas of English, reading and mathematics developed by American College Testing (ACT).

■ Who Takes ASSET/COMPASS?

All students applying for an associate degree program at Randolph Community College are required to take the ASSET/COMPASS tests unless determined to be exempt. Possible exemptions are listed below.

1. Students who have attended another accredited postsecondary institution and have earned credit for
   - entry-level English composition (exempt from Reading and Writing Skills),
   - math (exempt from Numerical Skills), or
   - college algebra (exempt from Numerical Skills, Elementary & Intermediate Algebra)
2. RCC will accept ASSET/COMPASS, SAT, ACT test scores from another school taken within a five-year period. These scores must be received prior to tests taken on this campus.
3. Students who have taken the SAT will be placed into appropriate college-level English and math courses if their scores are
   - 480 (new score) or above on the verbal portion (exempt from Writing & English Skills),
   - 480 (new score) or above on math portion (exempt from Numerical Skills), or
   - 520 (new score) or above on math portion (exempt from Elementary & Intermediate Algebra).

Students who took the SAT prior to 1996 should consult their admissions counselor.

Students seeking entry into ***Associate Degree Nursing, Physical Therapist Assistant, Speech-Language Pathology Assistant*** or ***Rehabilitation Assistant*** must take the tests and may not use the exemption scores.

■ When Do You Need to Take ASSET/COMPASS?

Students required to take ASSET/COMPASS should do so before they register for their first semester at RCC. Students unable to test before the term begins may not register for English or math courses before testing and are permitted to register for one term only before testing.

■ Why Do You Need to Take ASSET/COMPASS?

RCC counselors and advisors use test scores as an assessment of an applicant's skill level in reading, English and math. Students' scores on ASSET and COMPASS determine placement into or exemption from College Preparatory courses. The test scores for exemption from College Preparatory courses follow:

College Preparatory Course	ASSET Test	COMPASS Test
ENG 085 Reading & Writing Foundations	70*	109*
ENG 090 Composition Strategies	40	48
MAT 060 Essential Mathematics	40	43
MAT 070 Introductory Algebra	44	41
MAT 080 Intermediate Algebra	43	52
RED 090 Improved College Reading	40	76

*Indicates combined scores of reading and writing.

■ More on ASSET/COMPASS

1. There is no charge for taking the ASSET/COMPASS tests.
2. The tests can be taken twice. However, a different version of the ASSET/COMPASS tests will be given each time. Please check with an RCC counselor for details.
3. Test scores (ASSET/COMPASS, SAT, ACT) are valid for five years.

■ Special Needs & Accommodations for Testing

Testing accommodations for students with special needs are available upon request and with appropriate documentation. Contact the Information Center at (336) 633-0224 before scheduling placement testing.

Basic Skills Programs Referral Policy

RCC offers two levels of remedial instruction. In addition to College Preparatory Studies, the College offers Basic Skills through Continuing Education. During the admissions interview, following placement testing, the RCC admissions counselors will advise students who would be better served in Basic Skills. After working in Basic Skills, 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 Basic Skills Programs.

Additional Admissions Information

■ 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, chemistry and/or algebra 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 ASSET/COMPASS (Applicants who do not meet minimum scores on the test must take the appropriate College Preparatory course(s), which after successful completion will qualify applicants to retest in Student Services. Retesting is available a maximum of two times during one calendar year.)
4. Complete student medical form

* 5. CPR certification

* 6. Evidence of health/accident insurance

7. 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.*

Any student who is admitted to the Associate Degree Nursing program and declines his/her slot in the program will be required to reapply.

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

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

■ Transfer Student Admissions

Transfer students must

1. apply to the institution;
2. submit evidence of placement testing (ASSET/COMPASS, SAT, ACT), prior credit for English and/or math, or make arrangements to be tested by RCC; and
3. request official transcripts from high school or school awarding GED and all colleges attended.

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 curriculum programs, and the dean of

Student Services or designee. Transfer students will be informed of transfer credit prior to the end of the first academic term in which they are enrolled, if official transcripts are received in a timely manner. Transfer credit from other institutions may not exceed 75% of course requirements for completion of a degree, diploma or certificate program.

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 Services.

■ Transfer Credit for General Education Courses

Students who have comparable semester hour credit for English, humanities/fine arts, social/behavioral sciences, mathematics, and/or natural sciences will be given credit for satisfying the appropriate General Education requirements as determined by departmental guidelines.

■ Foreign (F-1) Student Admissions

In addition to the admissions procedures required of native students, foreign applicants must demonstrate English comprehension. Foreign applicants, for whom English is not a native language, may demonstrate adequate comprehension of English by one of two methods.

1. Submission of a TOEFL score of 550 or above paper based or 213 or above computer based.
2. Successful completion of one or more years of a U.S. high school or postsecondary education and a TOEFL score of 450 or above paper based or 133 or above computer based.

In addition, foreign applicants must submit an RCC application for admissions, high school/GED evidence of completion and college transcripts if applicable, and take the College's placement test.

Please note: Foreign applicants are responsible for having their transcripts translated into English, if needed, and evaluated by an approved transcript evaluation service if requested. The foreign student counselor in Student Services can provide assistance in locating such services.

Application materials for admission should be received from foreign applicants two months prior to the semester in which the students wishes to enroll. Also, U.S. Immigration law requires proof of financial support for the student's entire program of study. Once all requirements have been met, RCC will issue the I-20 immigration form.

■ Special Students

Students who have not applied for admission into a specific curriculum, but are otherwise qualified to enroll in Curriculum classes, 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.

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 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.

■ Visiting Students

A visiting student is a student pursuing a degree at another institution who wishes to take courses at RCC with the intent of transferring credit for those courses to the home institution. To be considered for admission as a visiting student, an applicant must

1. submit an application form, and
2. obtain written permission from his/her home institution, listing specific courses here which will be acceptable for transfer credit at the institution.

Visiting students who do not have written permission from their home institution to take courses at RCC will be required to meet all regular RCC admissions requirements.

■ Accommodations for Students with Disabilities

Applicants with disabilities who wish to request accommodations in compliance with the Vocational Rehabilitation Act of 1974 and the Americans with Disabilities Act of 1990 must identify themselves to the admissions counselor before placement testing.

If you would like to receive a Request for Accommodation form or would like more information, E-mail Student Services at ssmuse@randolph.cc.nc.us or call (336) 633-0224.

Currently enrolled students with disabilities who wish to request accommodations under ADA must contact the special needs counselor in Special Services in sufficient time for the College to assist if necessary. Contact Special Services at (336) 633-0230.

■ 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.

■ 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.

For more information, contact Continuing Education, (336) 633-0267.

Expenses (Tuition & Fees)

Expenses (Tuition & Fees)

Asheboro and Randolph County area Curriculum students who commute to Randolph Community College may expect to spend an average of $1,500 per year for tuition, books and supplies, depending on the major selected. Books and supplies will be more costly in majors like Advertising & Graphic Design, Associate Degree Nursing, Floriculture Technology, Interior Design and Photographic Technology. 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 for Curriculum Programs

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.

Semester Hours

In-State	*Fall & Spring Semesters*	
	1 through 13	$26.75/Credit Hour
	14 and up	$374.50/Semester
	Summer Session Only	
	1 through 8	$26.75/Credit Hour
	9 and up	$240.75/Session
Out-of-State	*Fall & Spring Semesters*	
	1 through 13	$169.75/Credit Hour
	14 and up	$2,376.50/Semester
	Summer Session Only	
	1 through 8	$169.75/Credit Hour
	9 and up	$1,527.75/Session

*Activity Fee – $1.20 per credit hour ($14.40 maximum per semester)

*All full-time and part-time regular students will pay an activity fee by the semester on an academic year basis. Activity fees for the summer session will be one half the normal charge.

N.C. residents 65 years or older are exempt from registration fees.

Books & Supplies for Curriculum Programs (per year)

The cost for books and supplies will vary according to programs. Costs listed are estimated averages per year. Equipment costs will be presented at the time of the admissions interview.

Accounting – $836
Advertising & Graphic Design – $1,193
Associate Degree Nursing – $1,024
Associate in Arts (College Transfer) – $650
*Autobody Repair – $440
*Automotive Systems Technology – $721
Basic Law Enforcement Training – $255
Business Administration – $721
Criminal Justice Technology – $725
Early Childhood Associate – $492
+Electric Lineman Technology – $113
*Electrical/Electronics Technology – $568
+Emergency Medical Science – $434
+Fire Protection Technology – $585
*Floriculture Technology – $1,174
General Occupational Technology – $631
Historic Preservation Technology – $876
Industrial Maintenance Technology – $473
Information Systems – $648
Interior Design – $1,376
*Machining Technology – $471
Nursing Assistant – $339
Office Systems Technology – $676
Photographic Technology – $2,380
+Physical Therapist Assistant – $662
Real Estate Appraisal – $270
Rehabilitation Assistant – $658
Spanish Interpreter Education – $662
+Speech-Language Pathology Assistant – $463
Welding Technology – $221

**Books and supply costs for certificate options in these programs will average $255-$385 per year.*
+These programs are offered in conjunction with another community college.

Fees for Continuing Education Programs

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 as follows:

Adult Basic Education – No fee
Community Service – The majority of these courses are self-supporting. Fees are determined by course length and total cost.
Compensatory Education – No fee
English as a Second Language – No fee
General Educational Development (classroom) – Cost of text only
Human Resources Development – No fee
Small Business Center Seminars – No fee
Occupational Extension – (including Hosiery Technology Center and Small Business Center classes) – Fees are determined by course length according to the following schedule. A fee for materials may be charged in addition to the registration fee.

$50	0-10 hours
$55	11-30 hours
$60	31-100 hours
$65	101 or more hours

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.

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

North Carolina 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 $154.77 ($4.69 per hour of scheduled instruction) rather than the current $60 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 10 percent point of the semester. Activity fees are nonrefundable except when a course fails to materialize. The student should initiate the withdrawal process by contacting the director of admissions/registrar.

No refunds will be made after the 10 percent point, even though the student may not have attended all classes up to that point. **Exception:** A statutory refund calculation is required if the student received student financial aid funds and the student withdrew on or before the 60 percent point of the enrollment period for which he/she was charged.

Refunds on behalf of student financial aid recipients must be distributed in the following order*:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal PLUS Loan
4. Unsubsidized Federal Direct Stafford Loan
5. Subsidized Federal Direct Stafford Loan
6. Federal Direct PLUS Loan
7. Federal Perkins Loan
8. Federal Pell Grant
9. Federal Supplemental Educational Opportunity Grant
10. Other student financial aid programs
11. Other Federal, State, private or institutional sources of aid
12. The student

*RCC does not offer all forms of financial aid listed.

■ 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 10 percent point of the scheduled hours of the class. Students should see their instructor for further details.

No refunds will be made after the 10 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 Services, and received by the institution no later than 10 working days after the initial residentiary determination of status.

The dean of Student Services 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 dean of Student Services 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.

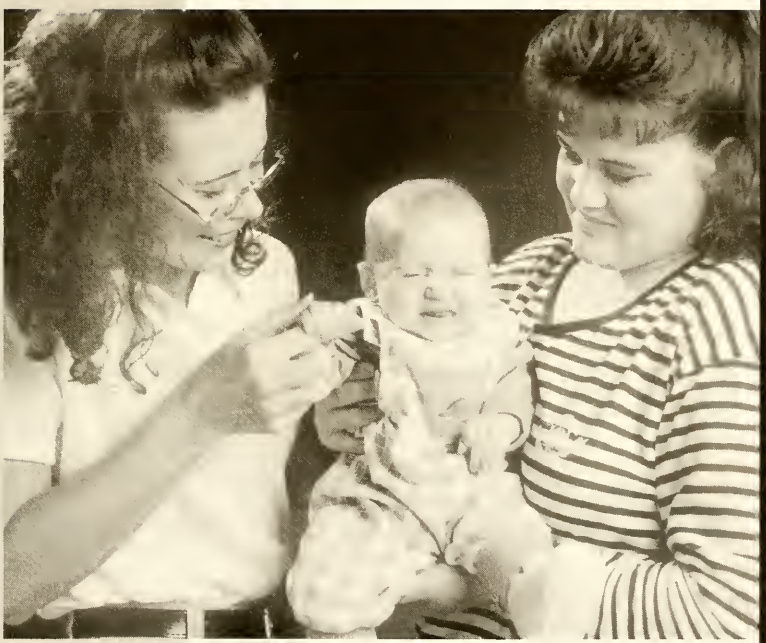
Decisions of the campus residency committee shall be forwarded in writing to the student within 10 working days of the date of decision.

■ Regulations

Regulations concerning the classification of students for residentiary 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 student considering enrollment should review the *Manual* if he/she has any questions. Copies of the *Manual* are available for review at the Randolph Community College library or from the dean of Student Services.

Debts to the College

Students are not permitted to default in the payment of fees, fines, loans or other financial obligations due the College. All tuition and fees must be paid at the time of registration. Students having checks returned for insufficient funds may be required to make payments on a cash basis. There is a $10 fee for all checks returned due to insufficient funds. Students with unpaid financial obligations to the school and/or incomplete admission applications will not be permitted to register for the upcoming semester until all obligations are met. Transcripts and diplomas will not be released until all obligations are met.



Student Financial Aid Consumer Information

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 satisfactory academic progress.

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 and work-study funds follow:

1. A student must be a U.S. citizen or an eligible noncitizen.
2. A student must submit an acceptable form of needs analysis to the financial aid office. The preferred form of needs 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.
5. A student receiving federal financial aid 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.
6. A student must never have been convicted of any illegal drug offense. A drug-related conviction does not necessarily make a student ineligible for aid. Call 1-800-433-3243 for more information.

Students may apply, but may not receive financial aid at RCC until they have first been accepted for admission by the admissions office. Any student wishing to use financial aid funds to pay for tuition and fees at registration should have completed his/her financial aid file two weeks prior to registration. The financial aid office will make every effort to complete files that

have late submissions; however, availability of eligible funds at registration is not guaranteed.

Rights and responsibilities of students receiving aid under the Title IV programs (Federal Pell Grant, Federal Supplemental Educational Opportunity Grant and Federal Work-Study) 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.

Following are types of aid available:

Federal Pell Grant

All students seeking financial aid at Randolph Community College begin the process by filling out the Free Application for Federal Student Aid (FAFSA) and mailing it to the federal processor. Within four weeks the student will receive the resulting Student Aid Report (SAR). Concurrently, the SAR will be drawn down electronically by the College's financial aid office. The SAR is the official notification of the student's eligibility to receive a Federal Pell Grant. 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 Federal Pell Grant.

Federal Pell Grants are disbursed each semester by a voucher system. Students eligible to receive a Federal Pell Grant will be able to register, receive books and supplies and charge these initial costs toward the Federal 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.

Federal Supplemental Educational Opportunity Grant

The financial aid office will award the Federal 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 each semester by a voucher system. As monies are limited in this fund, students are encouraged to apply early.

North Carolina Student Incentive Grant

College Foundation Inc., P.O. Box 12100, Raleigh, N.C. 27605-2100, is the source for the North Carolina 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 FAFSA application prior to the March 15 deadline of the academic year preceding enrollment. Grant monies are disbursed each semester by check following attendance in every class.

Scholarships

Various individuals and organizations contribute monies yearly for scholarships. The scholarships are normally used for supplies, living expenses and books. Some of the scholarships are restricted according to program of enrollment, home area, etc. The first step in applying is to complete the RCC Foundation Scholarship application available in the financial aid office on the first school day of April. Scholarship monies are disbursed each semester by check following 30 days of attendance in every class.

Federal Work-Study

Randolph Community College participates in the Federal Work-Study (FWS) program, which gives part-time employment to students who need the income to help meet the costs of postsecondary education. Federal Work-Study employment is available on the campus on a part-time basis while classes are in session (usually 5-20 hours per week). The first step in applying is to complete and mail the FAFSA along with completing a work-study employment application. Payment is made by check on the fifteenth of the month for hours worked in the preceding month.

North Carolina Community College Grant

College Foundation Inc., P.O. Box 12100, Raleigh, N.C. 27605-2100, is the source for the North Carolina Community College 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 at a community college in North Carolina on at least a half-time basis, and (3) demonstrate moderate financial need based on the FAFSA information. Grant monies are disbursed each semester by check following 30 days of attendance.

Privately Insured Student Loan Programs

The College has established a loan portfolio of private lenders to aid students in choosing the best lender for their individual needs. Loan repayment can be deferred for up to six months following graduation or withdrawal. Students can borrow up to $25,000 per academic year and take as long as 20 years to repay. There is no minimum hour requirement and Continuing Education students are eligible under this program. Contact the financial aid office for more information, (336) 633-0222.

Short-Term Emergency Loans

Short-term emergency loan funds are available to regularly enrolled students who have an unforeseeable and uncontrollable financial emergency. To qualify for emergency loan funds a student must have a GPA of at least 2.0, no outstanding RCC debts, proof of employment (or method of repayment), and not be in violation of any RCC satisfactory academic progress standard. Loans must be repaid within 30 days with no interest required. For more information and specific guidelines see the financial aid office.

U.S. Department of Veterans Affairs Educational Assistance

Programs of this institution are approved by the North Carolina State Approving Agency for the enrollment of persons eligible for educational assistance benefits from the U.S. Department of Veterans Affairs (DVA). Entitled veterans, participants in the Montgomery G. I. Bill Contributory program, active duty military in voluntary education programs, drilling National Guard, drilling Reservists, and eligible spouses and offspring, who have applied, met all admissions criteria, been fully accepted, and actively matriculated, may be certified to the U.S. DVA Regional Office as enrolled and in pursuit of an approved program of education. Information may be obtained by contacting the veteran's certifying official at RCC, (336) 633-0201, or the DVA at 1-800-827-1000.

Outside Scholarships

Students are encouraged to seek outside resources in addition to those provided through RCC. Some material on outside scholarships is available through the individual's high school or in RCC's library. Other sources may include, but not be limited to, the Department of Social Services; Regional Consolidated Services; Vocational Rehabilitation; hospitals (for nursing students); Guilford Native American Association (for native Americans); Department of Veterans Affairs (for veterans); and other civic, social and religious affiliations.

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 semester a student's grade point average for that 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 194.

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 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 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 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 must pass at least 67 percent of all credit hours attempted. A financial aid recipient who fails to pass at least 67 percent of all credit hours attempted will be placed on financial aid probation. An associate degree student on financial aid probation may receive aid for one academic year. To be removed from probationary status, a student must bring his/her pass percentage up to at least 67 percent. If a student on financial aid probation fails to bring his/her pass percentage up to 67 percent after one academic year, the student will be in violation of the

satisfactory academic progress requirement and will lose all financial aid benefits. To be reinstated, a student must attain a pass percentage of 67 percent or higher at his/her own expense. Such reinstatement would restore eligibility for benefits the following term of enrollment.

Example of the 67 percent rule: John is a student at RCC in the Photographic Technology program. He has attempted 33 credit hours and earned 21 of those. John is placed on financial aid probation because he has earned only 64 percent of the hours he has attempted (21 divided by 33 multiplied by 100 equals 64). John decides to change his major to Criminal Justice Technology. He is still on financial aid probation because the 67 percent rule counts all hours attempted, not just the hours within his current major.

Students also must complete the eligible program of study within 150 percent of the required credit hours. Federal regulations concerning the time frame for the completion of undergraduate programs allow students to attempt up to 150 percent of the total number of semester hours needed to complete the program of study. **The total hours attempted includes any courses appearing on the student's academic transcript.** This includes withdrawals, no shows, preparatory classes, audits, transfer credits and incompletes. Attempted hours are totaled for all periods of enrollment (including those semester hours for which the student did not receive financial aid). Students who exceed the 150 percent time limitation will be terminated from receiving any additional financial aid. When a student graduates from a program, the 150 percent time limit can be recalculated for another program of study.

Example of the 150 percent rule: All Criminal Justice Technology majors must complete 71 credit hours to graduate. The 150 percent rule states that, for financial aid purposes, John may attempt 106.5 hours (71 multiplied by 150 percent equals 106.5). Any hours attempted beyond 106.5, John must take at his own expense.

Appeal Process

A student who is terminated from a financial aid program may appeal the financial aid termination. The process for appeal is as follows:

1. A student may appeal in writing to the financial aid officer explaining why he/she did not meet the satisfactory progress requirements. Documentation for extenuating circumstances is required.
2. A student may appeal in writing to the dean of Student Services if a resolution has not been reached with the financial aid officer. The decision of the dean is final.

Orientation & Registration

Orientation & Registration

Orientation

Orientation is provided to promote an understanding of the philosophy and standards of Randolph Community College. All new students are required to participate in orientation. The objectives of orientation 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;
3. to provide an opportunity for staff and faculty to welcome and get acquainted with students; and
4. to acquaint students with the enrollment procedures to insure a smooth beginning in their college experience.

Randolph Community College also offers two free special orientation classes. These orientations are not required, but are offered as a service to students. They are

1. an orientation class for new students offering instruction in study skills; test taking skills; learning skills; problem solving; and rules, regulations and resources of the College; and
2. an orientation class for graduating students offering instruction in résumé writing, job applications, interviewing skills, work ethics and team building.

Faculty Advisors

Students enrolling in a curriculum program of study will be assigned a faculty advisor as part of the admissions process. Once an application for admission has been received by the admissions office, an advisor is assigned based on the choice of curriculum area made by the student. (Faculty in certain programs, i.e., Interior Design, Photographic Technology, Advertising & Graphic Design, may assign different advisors after the student has been enrolled.) Students will meet with their advisor prior to enrolling each term. For students who are undecided about their major, an admissions counselor will be assigned to help with course selection.

Registration

Registration is the process of enrolling in a schedule of courses, or a program, at the beginning of each 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.***

Counseling

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. Individual appointments are recommended and most often can be made at a time convenient to the student.

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.

Career Development— Employment Referral

The JobLink Career Center, located on Randolph Community College's Asheboro Campus, is a partnership among the Employment Security Commission (ESC), Department of Social Services (DSS with WorkFirst program), Vocational Rehabilitation (VR), Regional Consolidated Services (RCS with Job Training Partnership Act or JTPA program), public schools (with JobReady/School-to-Work program), and Randolph Community College. Operating hours are Monday – Friday, 8 a.m. – 5 p.m.

JobLink's convenient location in the Student Services Center provides students and residents with easy access to a variety of resources and services offered by the partner agencies. Typical services include academic/vocational assessments, job-seeking and keeping skills, employment referral, job openings in print and on computer, and career counseling. In addition, students may seek assistance through programs such as JTPA, VR, and WorkFirst; and English as a Second Language (ESL) and Human Resources Development (HRD) classes.

Academic Policies

Credit from Nontraditional Sources

Randolph Community College awards credit from sources other than traditional classroom instruction. Credit for prior learning may be awarded from several sources including College administered proficiency examinations, the Advanced Placement program, College Level Examination Program, military service and experiential learning.

For consideration of the above mentioned credits the following apply.

1. Credit is awarded only to students who have enrolled in a Curriculum program at Randolph Community College. The same number of hours will be credited as would have been earned by taking the course in the traditional way.
2. The student is responsible for providing to the director of admissions/registrar the required official documentation. Students should obtain the Official Request for Credit Form from the registrar's office. (In the case of credit by proficiency, guidelines for applying for credit are within that policy).
3. A minimum of 25 percent of the required semester hours must be from classroom instruction at Randolph Community College for a student to be eligible for a degree, diploma or certificate.
4. Duplicate credit will not be awarded.
5. Randolph Community College reserves the right to accept or reject credits earned from nontraditional sources.

■ Credit by Proficiency

Credit by proficiency provides credit for a course based on a proficiency examination for the course. These are instructor developed examinations. A copy of each exam is kept on file in the office of the dean of Curriculum programs.

A student may be eligible for credit by proficiency when the 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).

The student must be accepted to the College and complete all placement testing prior to being considered for a proficiency examination. A proficiency examination may be attempted only once per course. Proficiency exams may not be taken for courses previously audited. Students must **register** and **pay** for the course to be challenged unless the exam is being taken to validate prior courses taken at Randolph Community College. A grade of "X" will be recorded on the transcript. Hours awarded will not count toward the GPA. A maximum of 25 percent of credit toward graduation will be allowed per student per curriculum in proficiency hours.

All proficiency examinations must be completed prior to the end of the add period for the semester in which the course would normally first be taken. Courses for which proficiency exams are available are denoted as such in the

course description. (Some departments may impose additional requirements upon successful completion of the proficiency examination.)

Students wishing to apply for credit by proficiency must complete the following steps:

1. Make an appointment with faculty advisor to discuss credit by proficiency
2. Make an appointment with the instructor responsible for administering the proficiency examination to determine eligibility for the examination based on experience and educational background
3. Obtain form from the instructor responsible for administering proficiency exam
4. Return the completed form to the instructor with any required paperwork which the student provides to demonstrate possible proficiency in the course
5. Schedule the proficiency exam
6. Take the proficiency exam

The instructor who administers the proficiency examination will determine whether or not proficiency is granted based on the student's score on the exam. The minimal score for each proficiency exam will be printed on the test form. The instructor(s) who develop the exam will determine the score which must be attained to demonstrate proficiency in the course.

Once the instructor has made the determination as to whether proficiency is granted, the form will be forwarded to the departmental chairperson and then to the dean of Curriculum programs for final approval. The form will then be sent to Student Services to be filed with the director of admissions/registrar for course credit. The form will be kept in the student's permanent record. A copy of the form also will be given to the student.

Note: Some colleges do not accept transfer credit for courses if credit was gained through proficiency testing. It is the responsibility of the student to determine whether another school will accept transfer credit for any course in which RCC grants credit by proficiency. Credit hours granted cannot be used for the purpose of financial aid, including U.S. Department of Veterans Affairs Educational Assistance.

■ Advanced Placement Program

The College may give credit for applicable courses in which College Entrance Examination Board Advanced Placement Examinations have been given provided the appropriate levels of competence have been demonstrated. If the student has taken Advanced Placement courses in high school and the respective examination with a grade of three or better, he/she may receive college credit. A maximum of 25 percent of credit toward graduation will be allowed for AP credit (see Enrollment Requirements for Graduation on page 195).

■ College Level Examination Program

The College Level Examination Program is a national testing program of the College Entrance Examination Board through which a person may obtain college credit in a particular subject area by demonstrating proficiency on an examination. These exams are administered by area colleges and public libraries. Credit for a CLEP exam will be considered upon the director of admissions/

registrar's receipt of an official score report. Recommendations of the American Council on Education will be considered for individual subject exam scores. A maximum of 25 percent of credit toward graduation will be allowed for CLEP credit (see Enrollment Requirements for Graduation on page 195).

■ Defense Activity for Nontraditional Educational Support

The DANTES program is a testing service conducted by the Educational Testing Service to enable military personnel to obtain college credit for knowledge and skills acquired through nontraditional educational experiences in the armed forces. The College considers applicable credit following the guidelines set by the American Council on Education. A maximum of 25 percent of credit toward graduation will be allowed for DANTES (see Enrollment Requirements for Graduation on page 195).

■ Experiential Learning

The College recognizes that college-level learning occurs in settings other than the traditional classroom. Learning from experiences in job-related training and other life experiences may be considered for credit if the learning experience corresponds to the student's curriculum. While experiential learning credit may be possible, there is no guarantee that credit will be awarded. Credit is awarded only for documented learning that is equivalent to that in subjects in the Randolph Community College curriculum and that is considered sufficient in content and length to warrant consideration for credit. It is the student's responsibility to provide proper documentation of experiences to be considered for credit. A maximum of 25 percent of credit toward graduation will be allowed for experiential learning (see Enrollment Requirements for Graduation on page 195.)

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 Curriculum programs and the dean of Student Services. Audits are reported on grade cards and transcripts as "Y" and do not affect earned credits or GPA.

Readmission

Students who have been suspended for academic or disciplinary reasons may request readmission to the College through the dean of Student Services. The written request should be made one month prior to the semester 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 Services, the departmental chairperson, and the director of admissions/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.

Readmission to the Associate Degree Nursing program is limited to one time. Extenuating circumstances will be considered by the Admissions Committee on a case-by-case basis.

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. For purposes of readmission, certain courses may be required to be repeated without regard to previous grade earned at the option of the Admissions Committee.

Re-Entry to a Curriculum

Students who wish to re-enter a curriculum with a new GPA should make written request to the dean of Student Services one month prior to the semester they wish to enroll.

The request is reviewed by the Admissions Committee, consisting of the dean of Student Services, the departmental chairperson and the director of admissions/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.

Federal financial aid and Veterans regulations will be adhered to with respect to this procedure. Students considering re-entry to a Curriculum program must contact the financial aid officer.

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.

Prerequisites

Some curricula have requirements for entry and should be discussed with counselors and/or departmental chairpersons 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.

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 semester. However, an "I" must be completed the following semester, or it automatically becomes an "F."

Withdrawal/Drop/Add/Section Transfer

■ Before the Last Date to Drop/Add a Class

Students desiring to withdraw, drop or add a course, or transfer to a different section of the same course after initial registration should contact the registrar's office to obtain the necessary Registration Change form.

Merely ceasing to attend classes does not constitute official withdrawal, nor does notification to the instructors alone. Failure to submit the required form for official withdrawal will result in the student receiving an "F" on the permanent record. Contact the registrar's office if you have questions.

Curriculum students may withdraw from courses without grade penalty during the drop period. During this period, a "W" will be assigned indicating withdrawal. A student withdrawing after the published drop date will be assigned an "F" for the course unless granted an exception by the dean of Student Services or the director of admissions/registrar based on **documented** special or unique circumstances which must be attached to the Registration Change form.

■ After the Last Date to Drop/Add a Class

Students requesting to be granted an administrative exception to drop a class must complete the Registration Change form. Copies of documentation supporting the student's request for special consideration must be attached before submitting the completed form, with all signatures, to the dean of Student Services or the director of admissions/registrar. Students wishing to change sections or add a class after the last published date to drop/add must complete the Registration Change form and obtain signatures from the following individuals: all instructors involved, student's advisor and the dean of Curriculum programs or assignee. In addition, if the student is receiving financial aid, including DVA benefits, a financial aid officer and/or the DVA

certifying official's signature is required. Finally, the student will present the completed form to the dean of Student Services or the director of admissions/ registrar for final approval.

Classification of Curriculum Students

■ Full-Time Students

Students registered for 12 or more credit hours (nine or more credit hours during the summer session) are considered full-time students.

■ Part-Time Students

Students enrolled for one through 11 credit hours (one through eight credit hours in the summer session) are considered part-time students.

Credits

Credits for courses leading to Associate in Applied Science degrees, vocational diplomas and certificates, and the Associate in Arts are earned on a semester credit hour basis.

Credit Hours

1. Credit of one semester hour is awarded for each 16 hours of class work. Class work is lecture and other classroom instruction that is under the supervision of an instructor.
2. Credit of one semester hour is awarded for each 32 or 48 hours of laboratory work. Laboratory involves demonstration by an instructor, and experimentation and application by students. Laboratory is under the supervision of an instructor.
3. Credit of one semester hour is awarded for each 48 hours of clinical practice. Clinical practice is a structured, faculty-directed learning experience in a health sciences program which develops job proficiency. Clinical practice requires significant preparation, coordination and scheduling by the faculty and is under the supervision of an instructor or preceptor who is qualified for the particular program.
4. Credit of one semester hour is awarded for 160 hours of work experience such as cooperative education, practicums and internships. Work experience involves the development of job skills by providing the student with an employment situation that is directly related to, and coordinated with, the educational program. Student activity in work experience is planned and coordinated by a College representative, and the employer is responsible for the control and supervision of the student on the job.

Work Experience

Work experience is a learning experience in an employment situation. Work experience involves the development of job skills by providing the student with an employment situation that is directly related to, and coordinated with, the educational program. Work experience is a required

component of some curriculum programs. The work experience portion of a curriculum is approved as a part of the curriculum application and each time a curriculum standard is filed.

Student activity in work experience is planned and coordinated by an institutional representative and the employer, with control and supervision of the student on the job being the responsibility of the employer and the institution.

Distance Education

Randolph Community College offers distance education courses as an option and convenience to students. Students who require flexible scheduling, who are unable to travel to and from campus, or who cannot fit a course into their schedule, often discover that distance education courses are a good choice. Course requirements are comparable to traditional courses in content, assignments and examinations. Each course has an assigned instructor from the appropriate department and adjunct instructors teaching distance education courses are assigned a full-time instructor as a liaison. Distance education courses carry the same number of credit hours as the equivalent courses offered through traditional methods. The main difference between a distance education course and a traditional course is in the delivery method.

RCC offers three types of distance education courses: courses by cassette, teleweb (a combination of videos and Internet) and on-line. Courses by cassette are characterized by the use of videos to complement printed materials and several on-campus workshops. Teleweb courses and on-line courses require that students have Internet access and adequate keyboarding skills. All distance education courses require a mandatory orientation session during which students are introduced to the course requirements and, for teleweb and on-line courses, the computer delivery software.

Courses in business, psychology, sociology, English, history and other subject areas are offered through RCC's distance education program. Courses are offered during fall and spring semesters and are advertised in the semester schedule of classes and on RCC's Virtual Campus website: www.virtualrandolph.org. Additional information sheets specifying orientation and workshop dates and support services are available in the Student Services Information Center during registration. Registration is the same as for other College courses. Students enroll at RCC, pay regular tuition and fees, have access to all student services, study under the College's rules and regulations, and receive academic credit.

■ Veterans Enrolling in Distance Education Courses

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

1. The student must first meet with the DVA certifying official before registration, so that proper information and procedures can be discussed.
2. The student must have completed 12 hours of course work in the current major with a grade point average of 2.0 or better.
3. The student must have completed any remedial work needed as determined by the Randolph Community College placement test.
4. The distance education course must be an integral part of the student's current program.
5. The student must pass each distance education course attempted in order to use his/her DVA benefits for a subsequent distance education course.
6. No additional charge is required for enrolling in a distance education course.
7. To enroll in a distance education course, a student 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 distance education course format is nine.

Attendance

Each student is expected to attend all class sessions. As all students are considered 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 faculty assistant's 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.

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. They are as follows:

1. **The right to inspect and review the student's educational records** within 45 days of the day RCC receives a request for access. Students should submit to the registrar, dean of Student Services, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. **The right to request the amendment of the student's educational records that the student believes are inaccurate or misleading.** Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the

student, the College will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

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.** One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by RCC in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility.
4. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by Randolph Community College to comply with the requirements of FERPA.** The name and address of the office that administers FERPA is Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. SW, Washington, D.C., 20202-4605.
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, attendance, degrees and awards received, and the most recent 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 of the current term of enrollment.

Grading System

Letter symbols are used in the evaluation of achievement in all 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 semester.

		Quality Points Earned
A	93 – 100	4.0
B	85 – 92	3.0
C	77 – 84	2.0
D	70 – 76	1.0
F	Below 70	0.0
I	Incomplete	0.0
Y	Audit	0.0
X	Credit by Proficiency	0.0
CR	Transfer Credit	0.0
W/WD	Withdraw Without Penalty	0.0
NS	No Show	0.0
AP	Credit for Advanced Placement	0.0
EL	Learning by Experience	0.0

■ Grade Reports

Grade reports are issued to students each semester, provided their credentials and financial obligations to the College are in order. Grade reports will be mailed to all students. **No grades may be given over the phone.**

■ Recognition of Honor Students

Students enrolled 12 credit hours daytime/six credit hours evening, excluding College Preparatory hours, 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.

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 an available 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 semester a student's grade point average for that 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

Degree Programs		Diploma Programs		Certificate Programs	
Credit Hrs. Att.	GPA	Credit Hrs. Att.	GPA	Credit Hrs. Att.	GPA
3 – 20	1.50	3 – 17	1.50	3 – 5	1.50
21 – 30	1.60	18 – 27	1.70	6 – 11	1.75
31 – 40	1.70	28 – 35	1.90	12 →	2.00
41 – 50	1.80	36 →	2.00		
51 – 60	1.90				
61 →	2.00				

Any student who falls below these minimum requirements will be placed on probation. 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 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 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 courses and BIO 168, BIO 169 and PSY 110 in order to continue in the program.

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

Students receiving DVA educational benefits for 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. These students will be terminated by the Department of Veteran Affairs for pay purposes. In addition, preparation for the General Educational Development certificate may not exceed 648 hours.

The Basic Skills instructor will be responsible for determining satisfactory progress for veterans enrolled in secondary education and notifying the DVA certifying official of the College who makes the necessary change of status to the Department of Veterans Affairs for pay purposes.

Graduation Requirements

1. Fulfillment of <u>all</u> 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 (see below).
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 session in which graduation is expected, students should officially apply to the director of admissions/registrar for graduation. Applications are available in the registrar's office.

Graduation exercises are held at the end of the summer session. The specific date is listed in the College Calendar. Caps and gowns, purchased through RCC's Campus Store, are required for participation in the graduation ceremony.

Students with questions regarding graduation should contact the registrar's office.

■ Enrollment Requirements for Graduation

Students must complete 25 percent of their semester hour requirements at Randolph Community College in order to qualify for graduation.

■ Catalog of Record for Graduation

All students in all programs must maintain continuous, uninterrupted, successive semester enrollment (including the summer session if the program has a summer session) in order to graduate under the Catalog which was in effect at the time of the student's initial enrollment.

Any break or interruption in enrollment for any reason would require that the student reapply and meet the program requirements in the Catalog in effect at the time of re-enrollment.

Other Regulations

Traffic & Parking Regulations

Under the provisions of Chapter 115D-21 the Randolph Community College Board of Trustees has an agreement with the Asheboro Police Department to assist RCC's security officers as needed in the control of traffic regulations. Parking control will be the responsibility of RCC's security officers. 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. A fine of $5 will be assessed for most parking violations. Illegally parking in a space reserved for handicapped persons will result in a fine of $100. Fines are to be paid in the College's business office. As with other financial obligations to the College, students with unpaid fines will not be allowed to graduate, receive grade reports or receive transcripts.

■ 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.

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 Services 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, the security officers or the vice president 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 Information Center in Student Services. Local law enforcement assistance (e.g., Asheboro Police Department, Randolph County Sheriff's Office, RCC's security officers or Archdale Police Department) will be summoned as necessary to aid in the investigation and documentation of such reported violations.

Security Alert

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

Access to Campus Facilities

All RCC campus locations are open to faculty, staff, students and visitors during normal operating hours (7:30 a.m. until 10 p.m. Monday through Thursday and 7:30 a.m. until 5 p.m. on Friday). Some instructional areas also are open 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 of Administrative Services. Also, the issuance and control of keys will be managed through the same office.

Security Personnel

The Asheboro Campus employs two full-time sworn deputy sheriffs through the Randolph County Sheriff's Office. The deputies serve as security officers for RCC's Asheboro Campus as well as security advisors for the Archdale Campus plus any facility in Randolph County where any Randolph Community College course of any type (Curriculum or Continuing Education) is held. The security officers work a flexible 40 hours per week schedule and, if on campus, can be contacted by radio through the Information Center (ext. 200).

In addition, the College has asked the Randolph County Sheriff's Office and the Asheboro City Police Department to assist the security officers as needed or when they are absent from the campus.

The Asheboro Campus also employs one non-sworn security officer during the hours of 6 – 10 p.m., Monday – Thursday. This officer also can be contacted by radio through the Information Center during on-duty hours.

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. Campus security should be notified as soon as possible of such incidents by calling (336) 633-0200 during operational or nonoperational hours.

History of Reported Crimes

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

Offense	Calendar Year 1999	Calendar Year 1998	Calendar Year 1997
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	0	0
Liquor Law Violations	0	0	0
Drug Abuse Violations	1	0	0
Weapons Violations	0	1	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 Services. Other crisis counseling may be available through services such as Battered Women's Shelter, (336) 629-4159, and Randolph County Mental Health Center, (336) 633-7200.

If you are the victim of rape or other sexual offenses, proper authorities (local police or Sheriff's Office) 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 Services 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 Services. 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.

■ Student Code of Conduct

The College reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, when in the judgment of a College official (such as a security officer, director, dean or senior administrator), a student's conduct disrupts or threatens to disrupt the College community, appropriate disciplinary action will be taken to restore and protect the sanctity of that community. The purpose of this Student Code of Conduct is to set forth the acceptable standard of student conduct and the disciplinary procedures that are authorized to enforce it. It is not intended to restrict student rights, but to protect the rights of all students in their academic pursuits.

Students are considered responsible adults and are expected to conduct themselves in accordance with generally acceptable standards of scholarship and behavior. The following types of student behavior are explicitly prohibited.

1. **Academic Dishonesty**—Taking or acquiring possession of any academic material from a College employee or fellow student without permission; receiving or giving help during tests or other assignments; submitting papers or reports as originals that are not the student's own; plagiarism (using another person's work, words or ideas as one's own).
2. **Misuse, Damage or Theft of College Property**—Also included are the misuse, damage or theft of the property of another member of the College community or campus visitor. The unauthorized entry into a College facility or unauthorized presence in a College facility after closing hours also is prohibited.
3. **Drug & Alcohol Use**—See RCC's full policy on pages 205 – 206.
4. **Lewd, Indecent, or Offensive Conduct or Apparel**—Any such behavior, whether physical or verbal, is strictly prohibited. Any clothing that is indecent in appearance or displays offensive pictures, symbols or slogans is prohibited.

5. **Mental, Physical, Psychological or Verbal Abuse**—No type of abusive behavior will be permitted toward any person on campus or at College-sponsored functions.
6. **Sexual Harassment**—See RCC's full policy on page 206.
7. **Possession or Use of a Firearm, Incendiary Device, Explosive or Other Weapons**—See RCC's full policy on pages 204 – 205.
8. **Forgery**—No College documents, records or instruments of identification may be taken without permission, forged, altered, misrepresented or misused in any way with the intent to deceive.
9. **Unlawful Conduct**—No behavior that is a violation of a local, state or federal law will be permitted on campus or at a College-sponsored activity.
10. **Other**—Any other behavior that is deemed by College officials to be a violation of commonly accepted standards of decency and safety, or which threaten the learning environment of students or the working environment of faculty, staff and administration, will not be permitted on campus or at a College-sponsored activity.

Discipline

If an act of misconduct threatens the health, well being, function or orderly conduct of a class, person, activity or the College as a whole, the following actions may be taken:

1. A College official or instructor may direct the student(s) involved to cease such conduct and advise him/her that failing to cease may result in immediate suspension.
2. Normal classroom discipline is the responsibility of the instructor. If classroom misconduct continues after a warning is given, the instructor may then temporarily suspend the student from the class.
3. If misconduct outside the classroom continues after a warning is given, a College official may temporarily suspend the student(s) from his or her classes, or the College, until the matter is resolved.
4. The instructor or College official invoking such suspension shall notify immediate supervisors as appropriate and the dean of Student Services as soon as possible concerning the matter, but no more than one day following the incident.

The president, vice president of Educational Programs & Student Services, and the dean of Student Services are authorized to suspend immediately any student who violates the Student Code of Conduct. Any student who has been suspended will receive a hearing with the dean of Student Services within five days of suspension. Following the hearing, the dean of Student Services may act as follows:

1. Drop the charges and reinstate the student
2. Impose a sanction that is appropriate for the infraction
3. Refer the student to a community agency for intervention services

Note: *In instances where the student cannot be reached to schedule an appointment with the dean of Student Services, or where the student refuses to cooperate, the dean of Student Services will send a certified letter to the student's last known address. The letter must provide the student with a list of charges, the decision of the dean of Student Services, and instructions governing the appeal process.*

The president, vice president of Educational Programs & Student Services, and dean of Student Services are authorized to expel immediately any student who commits behavior that is prohibited by federal, state or local laws. In addition, the student may face arrest, criminal charges, or other appropriate actions. Any student who has been expelled due to unlawful conduct will have the right to offer a written statement to the dean of Student Services within five days of expulsion. The dean of Student Services will arrange a hearing with the student within five days after receiving the student's letter of appeal. Following this hearing, the student will have access to the same appeals procedure that is available to any student charged with misconduct.

Sanctions

The dean of Student Services, as a result of student misconduct, may impose the following sanctions:

1. **Reprimand**—A written communication which gives official notice to the student that any subsequent offense against the Student Code of Conduct will carry heavier penalties because of this prior infraction.
2. **Restitution**—Paying for the damage, misuse, destruction, or loss of property belonging to the College, College personnel, students or visitors to the campus.
3. **Loss of Academic Credit or Grade**—Imposed as a result of academic dishonesty.
4. **Interim Suspension**—Exclusion from class and/or other privileges or activities as set forth in the notice until a final decision has been made concerning the alleged violation.
5. **Suspension**—Exclusion from class(es) and/or all other privileges or activities of the College for a specified period of time. Students who receive this sanction must get specific written permission from the dean of Student Services before returning to campus.
6. **Expulsion**—Dismissal from campus for an indefinite period of time. The student loses his/her student status. The student may be readmitted to the College only with the approval of the president.

Appeals Procedure for Student Code of Conduct

1. **Appeal to the vice president of Educational Programs & Student Services**—A student who disagrees with the decision of the dean of Student Services may appeal the decision to the vice president of Educational Programs & Student Services. This request must be submitted to the vice president within three working days of the decision of the dean of Student Services. The vice president has the authority to
   A. hear from the student and the dean of Student Services before ruling on the appeal;
   B. approve, modify or overturn the decision of the dean of Student Services; and
   C. inform the student in writing of the final decision within 10 working days of the appeal.
2. **Appeal to president**—A student who disagrees with the decision of the vice president of Educational Programs & Student Services may appeal the decision to the president. This request must be submitted to the president within five working days of the decision of the vice president of Educational Programs & Student Services. The president has the authority to

A. hear from the student, the dean of Student Services and the vice president of Educational Programs & Student Services before ruling on the appeal;
B. approve, modify or overturn the decision of the vice president of Educational Programs & Student Services; and
C. inform the student in writing of the final decision within ten working days of the appeal.

The president's decision will be final.

Sales Personnel & Visitors on Campus

Vendor sales personnel are allowed only at the request of RCC personnel. Cold calling is prohibited. Product or services information may be left at the Information Center for subsequent distribution to appropriate personnel.

Faculty members are not to be interrupted in their teaching by sales personnel and visitors. All sales personnel and visitors must obtain clearance from the Information Center prior to visiting instructors. The faculty member in charge of a shop, lab or class is responsible for keeping unauthorized persons out of his/her department during class hours.

At no time will any visitor confront students as they move about campus. Any visitor wishing to speak with a student must be taken to the Information Center. ***Visitors on campus are subject to the same code of conduct required of students and College personnel.***

Companies and organizations must have educational related materials, i.e., class rings, graduation invitations, etc., if they expect to set up in a designated area on campus. Representatives must have prior approval from the dean of Student Services before expecting to set up any displays.

Membership drives and materials distribution must be limited to the mission of the College. The vice president of Educational Programs & Student Services is charged with the determination of approval.

Media on Campus

Permission to visit any class may be granted to the media by the Public Affairs office or the College president. Members of the media may not disrupt classroom instruction by unauthorized visitations, interviews or filming.

Children & Animals

Students are not to bring their children to class with them, nor to any placement test, or leave children on campus unattended.

Animals and pets are not allowed in any building unless used in some manner of instruction. The use of a service animal by an individual with an approved disability is permitted.

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 Services during normal operating hours. Students should contact Student Services for further information.

As an added resource, RCC counselors may make a referral to the Randolph County Mental Health Center. Contact an RCC counselor for further details.

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; the display in the workplace of sexually suggestive objects or pictures; and the insinuation of educational, financial or employment privileges exchanged for sexual favors.

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

■ Complaints (Written & Verbal)

Any student wishing to voice a complaint may do so. Complaints may be presented in writing or verbally. The following procedure will be followed:

- Written or verbal complaints will be directed to the dean of Student Services.
- Students will be scheduled for a meeting to discuss the complaint.
- Students will be encouraged to discuss the complaint with individuals involved or with individuals who have knowledge necessary to discuss the issue.
- Should the issue not be resolved at this level, the student will be directed to the appropriate individual at a supervisory level, if necessary.
- Failing success at the supervisory level, the dean of Student Services will discuss the Grievance Procedures, if appropriate, as outlined in the College Catalog and Student Handbook.

Complaints will be addressed as soon as possible. Every attempt will be made to reach a reasonable end to the concern. However, should the student believe that his/her complaint is not being adequately considered, action through the Grievance Procedures is made available.

■ Student Grievance Policy

Purpose of the Student Grievance Policy

The purpose of the student grievance policy is to provide due process for resolving student complaints against faculty, staff or other College employees concerning

1. discrimination on the basis of age, sex, race, ethnicity, religion, national origin, disability or other conditions or preferences;
2. sexual harassment;
3. unfair treatment that is in violation of students' basic rights, as set forth in the College Catalog and Student Handbook; and
4. academic matters where students have a grievance. Areas for appeal include, but are not limited to, classroom procedures, charges of unfair treatment by an instructor, charges of unfair grades given by an instructor, absence and tardiness practices, course requirements that differ substantially from those set forth in the syllabus, and the right to participate in College-sponsored activities.

Notes: *If any of the above are committed against a student by another student instead of a College employee, the offended student should report the matter immediately to a College official. The offending student will then be dealt with according to the Student Code of Conduct.*

Under no circumstances will a student requesting due process be harassed, intimidated, discouraged, or denied access to the Grievance Procedures (Due Process).

Grievance Procedures (Due Process)

RCC has established three grievance procedures for students to follow depending on the nature of the grievance. These three procedures, Standard Grievance Procedure, Procedure for Resolving a Sexual Harassment Grievance and Procedure for Resolving an Academic Grievance, are explained in detail on pages 208 – 210.

Standard Grievance Procedure

The following procedure is to be used to resolve a grievance. Once this procedure of due process has begun, students who want to continue to pursue due process must follow the procedure and may not circumvent steps in the procedure and go prematurely to a higher authority.

1. **The Offending Person**—The student must first go to the offending person within 10 school days. A conference between the student and employee will be held to resolve the matter informally. The exception to this requirement is sexual harassment complaints, which may be taken directly to the dean of Student Services, as described below.
2. **The Dean of Student Services**—If the complaint is not resolved in the informal conference with the employee, the student may then appeal to the dean of Student Services, who will schedule a conference with the student and the other involved parties.
3. **The Appeals Committee**—If the grievance is not resolved by the dean of Student Services, the student may request a hearing before the Appeals Committee.
   A. The student must present his/her case in writing to the Appeals Committee within five days after the meeting with the dean of Student Services.
   B. The Appeals Committee is comprised of two faculty members, the director of admissions/registrar, the dean of business & industry services, the affirmative action officer of the College, the SGA president, and any additional members appointed by the president of the College.
   C. After receiving the student's letter of grievance, the Appeals Committee must grant a hearing at the earliest convenient opportunity.
   D. The Appeals Committee will send to the student an outline of the procedures to be followed in the hearing. These may include, but are not limited to, who may attend the hearing, who may speak before the committee, and any documentation that is requested.
   E. The Appeals Committee must render a decision and respond to the student within 10 working days following the hearing.
4. **The President**—If the grievance is not resolved by the Appeals Committee, the student may request a hearing before the president of the College. The student must present his/her grievance in a signed and dated document to the office of the president within five working days of receiving the decision of the Appeals Committee. The president will outline for the student any guidelines to be followed in the hearing, and will then grant a hearing at the earliest convenient time.
5. **The Personnel Committee of the Board of Trustees**—If the grievance is not resolved at this final step in the College's administrative process, the student may appeal to the Personnel Committee of the Board of Trustees. The student must make this request to the president in writing, signed and dated, within five working days of receiving the decision of the president. The Personnel Committee of the Board of Trustees will hear the student's grievance at the first convenient opportunity and will communicate its decision to the student within 10 working days.

6. **The Board of Trustees**—If the grievance is not resolved in this hearing with the Personnel Committee of the Board of Trustees, the student may request a hearing before the full Board of Trustees. The student must present this request to the president in writing, signed and dated, within five working days of receiving the decision of the Personnel Committee of the Board of Trustees. The Board of Trustees will hear the student's grievance at the first convenient opportunity and will communicate its decision to the student within 10 working days. The Board of Trustees shall serve as the final governing authority of the College.

Procedure for Resolving a Sexual Harassment Grievance

If the grievance pertains to a charge of sexual harassment by an employee of the College, the student may go directly to the dean of Student Services rather than to the offending person. If the matter is not resolved by the dean of Student Services, the student has access to the Standard Grievance Procedure described above.

Procedure for Resolving an Academic Grievance

If the grievance is regarding an academic matter, the following steps must be followed:

1. **The Instructor**—The student must go first to the instructor with whom he/she has the grievance. A conference with the instructor will be held to resolve the grievance informally.
2. **The Departmental Chairperson/Director/Coordinator**—If the informal conference with the instructor does not resolve the grievance, the student may then go within five school days of the informal conference to the next level of appeal.
   A. Students in **Curriculum** programs may appeal to the departmental chairperson.
   B. Most students in **Continuing Education** do not have a departmental chairperson/director/coordinator, and may appeal to the dean of Extension programs, with the following exceptions:
      (1) Students in Emergency Medical Services may appeal to the director of emergency services.
      (2) Students in the Nursing Assistant I and II programs may appeal to the Nursing Assistant program coordinator.
   C. Students in **Developmental & Basic Skills** programs may appeal to the program coordinator.
   D. Students in the **Business & Industry Training** program do not have a departmental chairperson/director/coordinator and may appeal to the dean of Business & Industry Services.
3. **The dean of the appropriate educational program (i.e., dean of Curriculum programs, dean of Extension programs, dean of Developmental & Basic Skills or the dean of Business & Industry Services)**—If the meeting with the departmental chairperson/director/coordinator does not resolve the grievance, the student may then go within five school days to the dean of the program to seek resolution.
4. **The Regular Grievance Procedure**—If the grievance is not resolved in the meeting with the dean of the appropriate educational program, the student has access to the Standard Grievance Procedure beginning with the dean of

Student Services. He/she may initiate this procedure by requesting a hearing with the dean of Student Services, stating the grievance in writing to the dean of Student Services within five school days of the meeting with the dean of the student's educational program.

5. **Interim Decision Concerning Student Status**—Before the student goes before the Appeals Committee, the dean of Student Services, with the assistance of the dean of that student's educational program, will determine the feasibility of keeping the student in class while the appeals process continues. Should the circumstances warrant, the dean of Student Services may decide that the student should be removed from class and/or the campus until the appeals process has ended.

■ Challenged Courses Policy

Courses offered through Curriculum programs are selected from courses approved by the Department of Community Colleges through the Common Course Library. Each Curriculum program offered by RCC is approved by the Curriculum Committee of the College, the RCC Board of Trustees, the Department of Community Colleges and the State Board of Community Colleges. This also is the process for changes in courses being offered within each Curriculum program. Challenges to the appropriateness of course content should be directed using the following sequence: instructor for the course, departmental chairman, dean of Curriculum programs, vice president of Educational Programs & Student Services. If the complaint or concern regarding the course content is not resolved at any of these levels, the policy listed in items 1-4 below will be followed.

Courses offered through Continuing Education are approved by the vice president of Educational Programs & Student Services and/or other state agencies or accrediting bodies. Challenges to the appropriateness of course content should be directed using the following sequence: appropriate director and/or dean, vice president of Educational Programs & Student Services. If the complaint or concern regarding the course content is not resolved at either of these levels the following policy will be applied:

1. The individual or group making the complaint will be expected to make a formal statement to the president of the College that specifies the nature of the inappropriate materials and present specific evidence that justifies the claim.
2. The president will appoint an ad hoc committee that includes at least two individuals with academic or professional credentials in the field or a related discipline of the course under review.
3. The committee must review the course and render a recommendation to the president within 10 working days after receipt of the complaint.
4. The ad hoc committee will adhere to the following procedures:
   - Review the American Association of University Professor's *Statement of Principles on Academic Freedom and Tenure*
   - Review any professional standards of academic freedom or professional standards specific to the area of concern
   - Examine the course outline, syllabus or other class materials in addition to the specific elements of the complaint

- Solicit responses from the instructor(s) and students as necessary
- Evaluate the materials, instructional interpretations, or method of presentation in the context of the course, professional standards or within the definition of academic freedom
- Seek guidance from appropriate academic or professional organizations if necessary
- Submit a report of the committee's findings and recommendations to the president of the College

The decision concerning the complaint will reside with the president unless he/she determines Board of Trustee action is appropriate.

■ Electronic Access Acceptable Use Policy

In order to fulfill the mission and goals of Randolph Community College, the College provides electronic access to campus and global resources. These resources are available to faculty, staff and students. Selected resources also are available to adult community members. Responsible and ethical behavior is both expected and required.

This policy is subordinate to any local, state and federal statutes related to technology resources or systems. Users of these resources are responsible for identifying and adhering to pertinent laws.

Technology used to provide electronic access includes, but is not limited to, computers, storage devices, peripheral devices, software and networks. This technology is provided in the library, classrooms, laboratories, offices, administrative settings and points of remote access.

Individual departments within the College may establish rules and regulations for the use of technology under their control. These rules and regulations must be consistent with the overall College policy but may provide additional guidelines or restrictions.

The College accepts and adopts the "EDUCOM Code of Software and Intellectual Rights" as the guiding principle for acceptable use of its computing resources:

> "Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgment; right to privacy; and right to determine the form, manner, and terms of publication and distribution. Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, may be grounds for sanctions against members of the academic community."

Anyone who violates College policies or applicable law shall be subjected to disciplinary action. This action includes, but is not limited to, prohibiting connection to or use of any campus network, disallowance of the privilege to connect computers to the campus network, prohibiting use of College computers to access any on-line network, fines, restitution, probation, suspension, expulsion, termination of employment or other action (or any

combination thereof). In the case where violations constitute criminal offense, the College will contact appropriate state or federal authorities for prosecution.

Guidelines for Network/Internet Access

Randolph Community College cannot guarantee absolute privacy in the use of its computing resources. The director of computer services or the network administrator has the right to view and monitor computer activities for the purpose of backups, network management and other types of maintenance. It shall not be the policy of the College or its employees to routinely view files and messages, but the College reserves the right to review files and communications to maintain system integrity and insure that users are operating the system responsibly.

To ensure appropriate use of information systems and networks, users must do the following:

1. Use resources only for authorized purposes
2. Protect any user ID and password from unauthorized use
3. Access only files and data that are publicly available, or to which the user has been given authorized access
4. Use only legal versions of copyrighted software in compliance with vendor license agreements
5. Be considerate in the use of shared network resources; users should refrain from monopolizing systems, overworking networks with excessive data transfers or downloads, and abusing disk space on workstations or network servers with personal data
6. Immediately inform the network administrator of any occurrence of a computer virus

Prohibited actions include, but are not limited to, the following:

1. Intentionally using information systems or networks to send or receive offensive, insulting, harassing, attacking or obscene text and/or images
2. Engaging in any activity that might be harmful to systems or to any information stored thereon, such as creating or propagating computer viruses, disrupting services, or damaging files on workstations or servers
3. Making or using illegal copies of copyrighted software, storing such copies on the College system, or transmitting them over College networks
4. Attempting to circumvent, subvert, or damage system software or security measures
5. Using another person's user ID/password or trespassing in another user's files or folders without permission
6. Intentionally wasting limited resources including network bandwidth
7. Employing the network for commercial purposes
8. Creating, modifying, executing, or retransmitting any computer program intended to obscure the true identity of the sender of electronic mail or electronic messages including, but not limited to, forgery of messages and/or alteration of system and/or user data used to identify the sender of messages
9. Violating any copyright laws

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.**
2. **Randolph Community College is closed for day and/or evening classes. Optional faculty/staff workday (may add: beginning at _____).**
3. **Randolph Community College will open at _____.**

Students also may call the College at (336) 633-0200. If the operation has been altered due to inclement weather, such alterations will be announced through prerecorded messages.

In the case of delayed opening, normal class schedules are not altered. Students should report to the class that would normally be in session at that time of day. (Example: If you have an 8:10 – 11 a.m. class and the College opens at 10 a.m., your class will meet from 10 – 11 a.m.)

■ Extracurricular Activities

All extracurricular activities or other scheduled events normally will be canceled when it is necessary to cancel classes due to adverse weather. The person who is in charge of the activity/event will be involved in the decision and will be responsible for rescheduling the activity/event if necessary.

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 Services 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. Continuing Education students can purchase student accident insurance at the time of registration. Check with your instructor for current cost. The College reserves the right to change fees as needed.

Student Activities

Randolph Community College, through Student Services, provides activities and services to enhance and broaden the educational experiences of students. While the College maintains a supervisory role over student activities, as specified in the following paragraphs, students are encouraged to take active roles in participation and leadership.

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. Social activities have included fall and spring flings, and Halloween, Christmas and Easter projects. Cultural activities have included writer's contests and sponsorship through the SGA of Martin Luther King Jr. remembrance activities. Educational activities have included sponsorship of visiting college representatives, RCC Parent Awareness night and providing tours to visiting schools. Physical activities have included games at the fall and spring flings and participation in walk-a-thons.

Unless otherwise specified, activities will require the approval of the dean of Student Services or designee and may require notification of additional individuals and/or offices as designated by the dean.

In general, requests should be made in writing at least four weeks in advance. Please check with the dean of Student Services for specific details.

■ 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. Their role is to share and discuss views held by students pertaining to any particular topic.

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 Services 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. All clubs and recreational activities are to be organized under the sponsorship of the SGA and Student Services offices. All plans are tentative and must receive final approval from the dean of Student Services.

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

■ Student Clubs & Organizations

RCC supports student participation in clubs and organizations. Groups wishing to form a club should first submit a written request to the dean of Student Services. Requests should support the interests and goals of the institution. Following approval by the dean, such interested parties should request to meet with the Student Government Association. All clubs must be approved by the SGA before they will be allowed to hold meetings.

Clubs will not discriminate on the basis of race, color, religion, national origin, political affiliation, sex, age or handicap.

Clubs must be self-supporting. The SGA may assist the formation of a club with minimal seed money, but will not be responsible for activities and functions. However, joint SGA and club activities can be requested.

All clubs must have an advisor who is an RCC employee willing to supervise and participate in club activities.

Clubs may not enter into contracts for goods and services without the expressed permission of the club advisor and dean of Student Services.

Clubs which do not hold formal meetings at least once per semester may be terminated by the dean of Student Services. Such clubs will then be required to request reorganization to begin holding meetings.

Any club that allows illegal or otherwise improper activities or behaviors will be terminated by the dean of Student Services. Consequently, a request for reorganization would be required.

Club activities, to include but not limited to cookouts and forums, must be sanctioned by the Student Government Association and be approved by the specific club advisor and the dean of Student Services.

All major activities will require that an outline of events, including a budget if appropriate, be submitted to the dean of Student Services no later than one month prior to the event. Activities that include community participation may require a detailed synopsis and budget, and should be submitted to the dean of Student Services no later than one month prior to the event.

Currently, there are two organizations available for student membership at RCC: Phi Theta Kappa and the RCC Student Nurse Association.

Phi Theta Kappa is the International Honor Society of the two-year college. Since its founding, the purpose of Phi Theta Kappa has been to recognize and encourage scholarship among two-year college students. To achieve this purpose, Phi Theta Kappa provides opportunity for the development of leadership and service, for an intellectual climate for exchange of ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence. The society affords international recognition to students of distinguished achievement and provides a vehicle which reflects the academic integrity of the associate degree program. Randolph Community College chartered the Beta Theta Rho chapter of Phi Theta Kappa in November of 1999.

The **RCC Student Nurse Association** is a chapter of both the North Carolina Association of Nursing Students (NCANS) and the National Student Nurse Association. The primary focus of the group is to help nursing students become aware of their influence on policy making and stay abreast of the issues related to health care and nursing. The organization serves as a networking mechanism for jobs and educational endeavors. Members seek to have service projects to benefit people in need.

■ 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, which will determine their purpose, content and appropriateness to the goals of the College and its role in the community. The committee will appoint a supervising editorial advisor. This individual will oversee all aspects of the approved publication.

The Review Committee is composed of the following:

1. The vice president of Educational Programs & Student Services
2. The dean of Student Services
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.

College Facilities

College Facilities

Asheboro Campus

Randolph Community College's main campus in Asheboro includes nine major buildings. The original building, constructed in 1962 with additions in 1968, 1972 and 1995, is known as the Administration/Education Center. In addition to a centralized administrative service, this building contains many classrooms, labs and shops, as well as a 30,000-square-foot photography studio.

A Vocational/Technical Center containing approximately 30,000 square feet, provides an automotive body shop, a building trades shop, electrical/electronics labs and houses the Hosiery Technology Center. A Student Services Center of 18,000 square feet houses a student lounge, Food Service, the JobLink Career Center and office facilities for Student Services. A new 3,700-square-foot Campus Store sits adjacent to the Student Services Center connected by a covered walkway. 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 provides 18,400 square feet of space for Advertising & Graphic Design 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 Health & Science Center is a 21,000-square-foot facility housing biology, physics, chemistry and health occupations classes and includes a multimedia lab and faculty offices.

The College's building program continues with the planned Emergency Services Training Center that will be located near the county landfill and will include a firing range, driving range, a fire training tower, a burn building and storage areas. In addition, a 3,800-square-foot conference center is expected to be completed in 2001.

■ 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. 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, 7:15 a.m. – 8:30 p.m., and 7:15 a.m. – 1:45 p.m. on Friday.

■ R. Alton Cox Learning Resources Center (LRC)

The LRC includes the library, an open access computer lab, Media Services and the Basic Skills Programs. Also housed in the LRC are a theater with 204-seat capacity and a conference room which is available for small group meetings.

Library and Media Services

The library collection includes more than 30,000 print volumes, subscriptions to over 240 periodicals, over 4,500 audiovisual programs, and a variety of microform materials to support the total instructional program of the College. CCLINC, the library's automated union catalog, provides access to local resources as well as resources in other participating community college libraries. A variety of CD-ROM databases and print reference materials is available for research needs. On-line services include access to the Internet, NC LIVE and electronic subscriptions. The library is open to the College and community Monday – Thursday, 8 a.m. – 10 p.m., Friday, 8 a.m. – 5 p.m., and on occasional Saturdays.

An open access computer lab is available to users on a first-come, first-served basis during the normal operating hours of the library. Word processing, spreadsheet, database and selected course-specific software are available.

Media Services is located on the second floor of the LRC and is available to all College faculty, staff and students. Media Services schedules and maintains audiovisual equipment and provides a variety of services including teleconferencing, and audiocassette and videocassette duplication. Media Services is open Monday – Thursday, 8 a.m. – 7 p.m., and 8 a.m. – 5 p.m. on Friday.

The Basic Skills Programs Area

The Basic Skills Programs area is located on the second floor of the Learning Resources Center. The center is open from 8 a.m. – 12 noon and 1 – 9 p.m. Monday through Thursday, and 8 a.m. – 12 noon and 1 – 3 p.m. on Friday. Professional assistance for Basic Skills students is available there during all hours of operation.

The Basic Skills Programs area 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, to complete high school by taking the Adult High School Diploma program or the GED Tests, or just to brush up on their skills. 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.

■ Center for Teaching Excellence

The Center for Teaching Excellence offers services and facilities for faculty, staff and students. The Center provides coordination of RCC's distance education program and the Virtual Campus, general orientations for new faculty, assistance with the acquisition and use of distance education technologies, graphic design services, professional development for faculty and staff, and video production services.

The testing center for distance education courses, graphic design and video production services are located on the second floor of the Learning Resources Center. The Resource Place faculty center, developed and maintained by the CTE staff, is located in Administration/Education Center, room 102.

Archdale Campus

The facilities at the Archdale Campus include a 7,600-square-foot primary classroom building and a 5,800-square-foot metal building. The campus is located at 110 Park Drive, in 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 two classrooms. The campus is open Monday – Thursday, 8 a.m. – 10 p.m., and 8 a.m. – 5 p.m. on Friday.

College Personnel

College Personnel

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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Coordinator for Adult Basic Education & Compensatory Education **Janett C. Boles**
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Records Technician **Brenda B. Hall**
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Financial Aid Assistant **Angela D. Lanier**
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Student Services Counselor **Ronald W. Bushnell**
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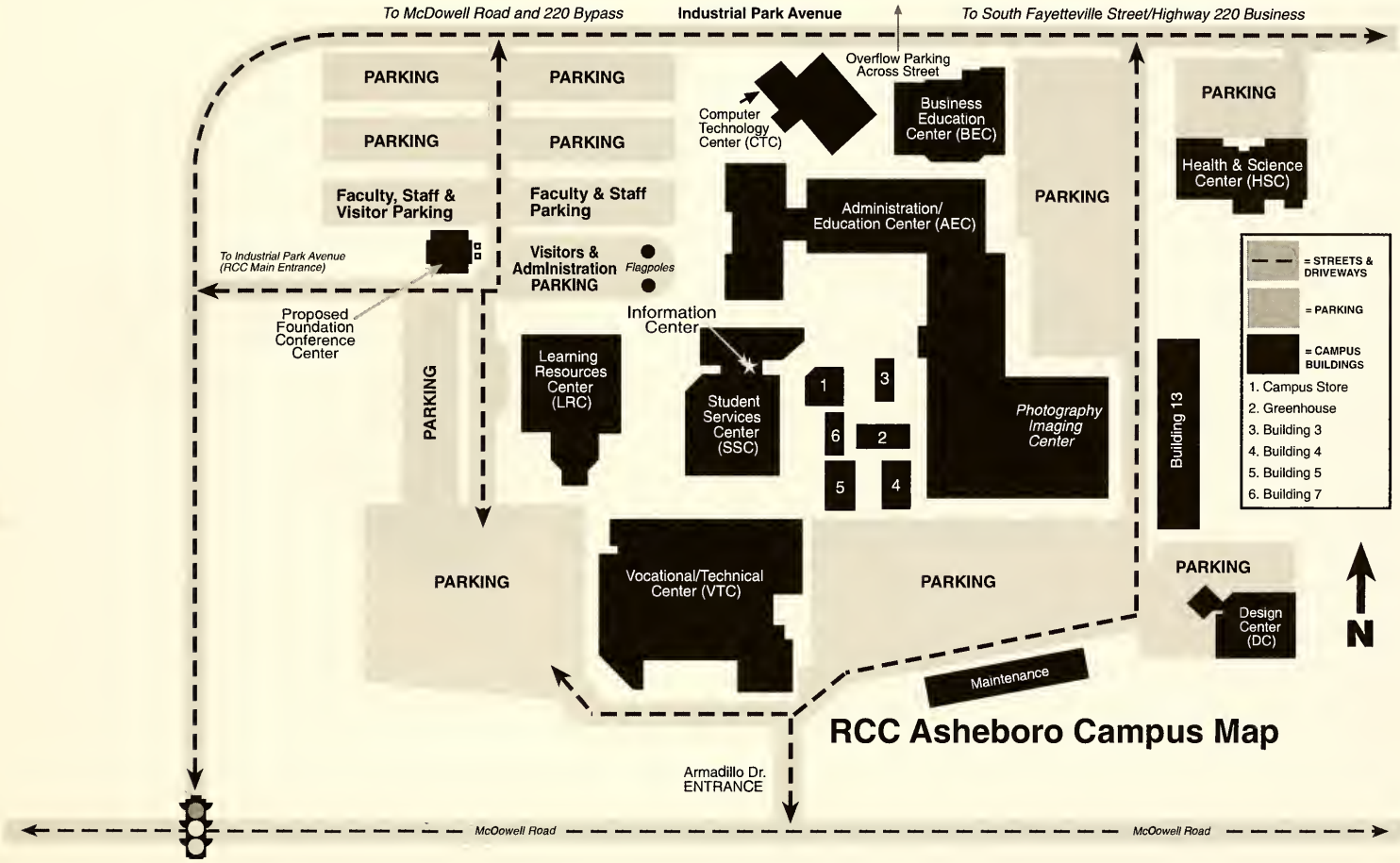
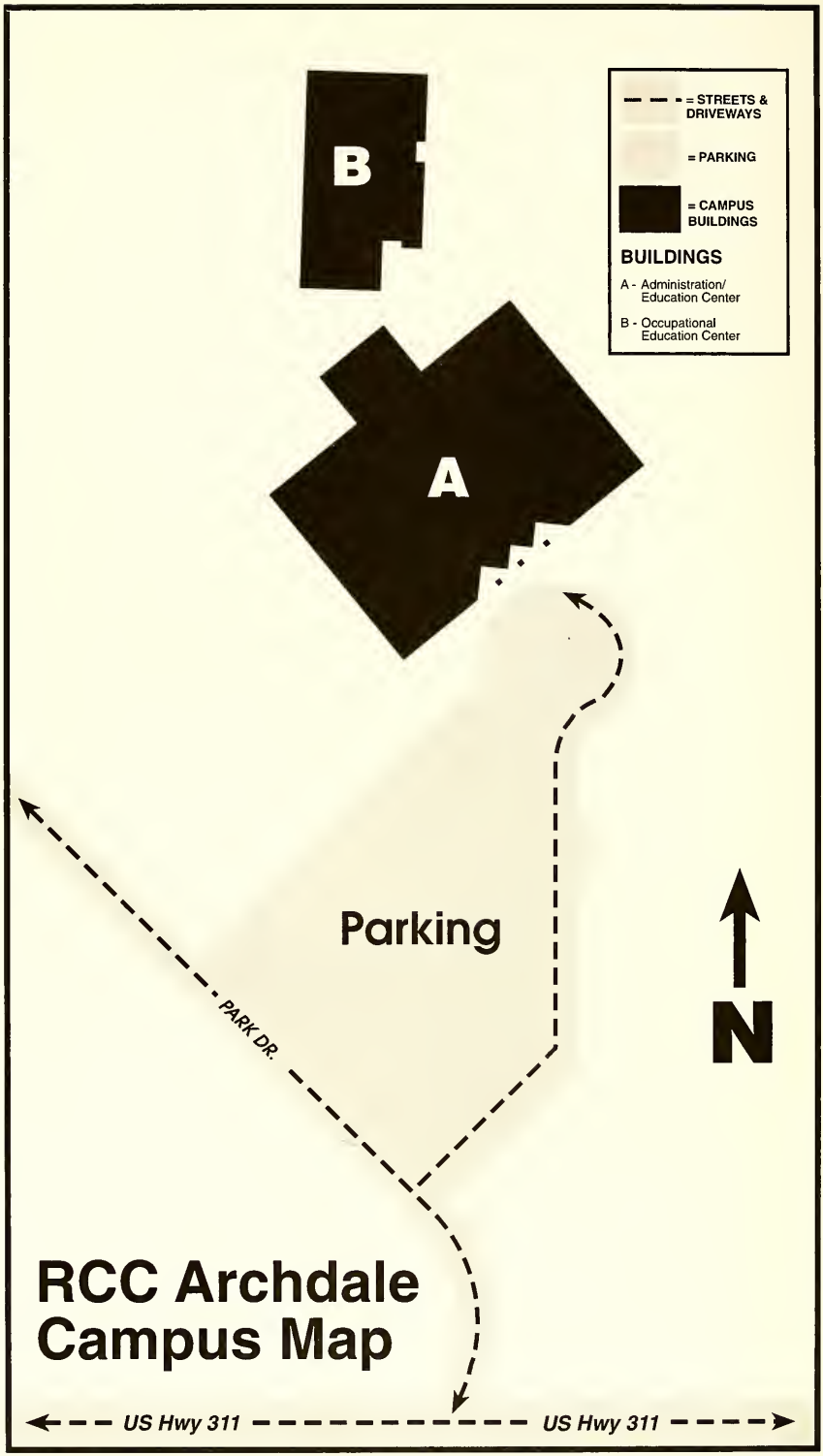


RCC Asheboro Campus Map


= STREETS & DRIVEWAYS
= PARKING
= CAMPUS BUILDINGS
BUILDINGS
A - Administration/ Education Center
B - Occupational Education Center
B
A
Parking
PARK DR.
N
RCC Archdale Campus Map
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