



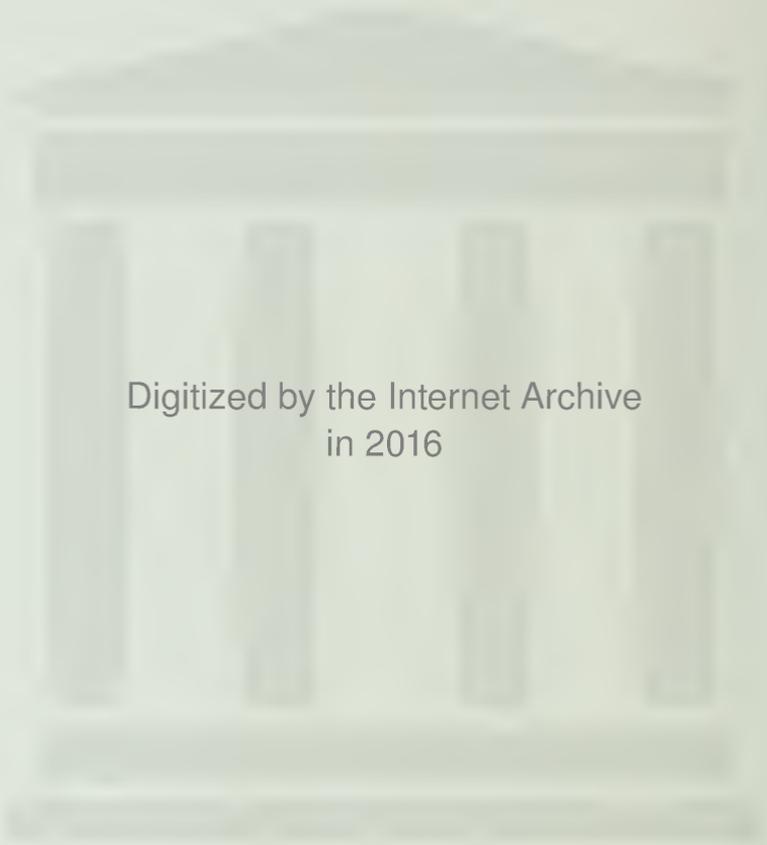
Richmond



**Community College
1989-1991**

25th

ANNIVERSARY



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SERVING THE EDUCATIONAL NEEDS OF RICHMOND AND SCOTLAND COUNTIES FOR 25 YEARS



1989-1991

GENERAL CATALOG

The College reserves the right to make changes in particular curricular requirements and offerings, in regulations, and in fees whenever such changes are deemed essential. College catalogs and bulletins are prepared to furnish prospective students and other interested persons with information about the institution. Announcements contained in such printed materials are subject to change.

Richmond Community College is an affirmative action institution. As such, it does not discriminate on the basis of race, sex, creed, national origin, or physical handicap in the administration of its educational policies, admissions policies, scholarship and loan programs, and other college-administered programs.

DIRECTORY OF CORRESPONDENCE

Richmond Community College, P.O. Box 1189, Hamlet, North
Carolina 28345

(919)582-7000 997-3333 276-3331

Administrative Affairs

President of the College, Mr. Joseph W. Grimsley

Admissions, Counseling

Vice President for Student Development, Ms. Diane Honeycutt

Business Affairs

Vice President for Business Affairs, Dr. Robert Street

Career Counseling

Director of Career Center, Mr. Gerry Melton

Continuing Education and Extension Classes

Dean of Continuing Education, Mr. James Chavis

Courses of Instruction, Other Academic Matters

Vice President for Instruction, Mr. David Adeimy

Employment of Graduates

Director of Counseling and Placement, Ms. Lee Opata

Financial Aid, Veterans Affairs

Financial Aid Associate, Ms. Beth Gibson

Gifts, Bequests, Foundation

*Dean of Institutional Planning and Development,
Mr. Edward Dodd*

Library, Audiovisual Services, Guided Studies

Dean of Learning Resources, Ms. Emily Hartzell

Public Relations

Public Information Officer, Ms. Anne Morris

Scheduling of Facilities

Dean of Evening Programs, Mr. Gene Burrell

Scheduling of Tours

Director of Recruiting, Ms. Jennipher Love

Small Business Center

Director, Mr. Lowery Ballard

Student Activities

Counselor, Mr. Tim Harris

Transcripts, Records or Students

Director of Admissions and Registrar, Ms. Teri Jacobs

Visitors to the campus are welcome. The offices of the College are open from 8 a.m. to 10 p.m. Monday through Thursday and from 8 a.m. to 5 p.m. on Friday. Visitors are to sign in with the receptionist as soon as they arrive on campus.

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ACADEMIC CALENDAR 1989-1991

FALL QUARTER 1989

September	5	Registration and orientation
	6	Classes begin
	12	Last day to register or add a course
	15	Last day for tuition refund
October	30	Preregistration for Winter Quarter begins
November	3	Last day to preregister for Winter Quarter
	21	Last day of classes
	22	Grade reports due
	23	Holiday
	24	Holiday

WINTER QUARTER 1989

November	28	Registration and orientation
	29	Classes begin
December	5	Last day to register or add a course
	8	Last day for tuition refund
	20	Christmas break begins after last class
January	2	Classes resume
	15	Holiday
February	5	Preregistration for Spring Quarter begins
	9	Last day to preregister for Spring Quarter
	26	Last day of classes
	27	Grade reports due

SPRING QUARTER 1990

March	1	Registration and orientation
	2	Classes begin
	8	Last day to register or add a course
	9	Last day for tuition refund
April	12	Easter break begins after last class
	17	Classes resume
	30	Preregistration for Summer Quarter begins
May	4	Last day to preregister for Summer Quarter
	21	Last day of classes
	22	Grade reports due
	26	Graduation

SUMMER QUARTER 1990

May	29	Registration and orientation
	30	Classes begin
June	5	Last day to register or add a course
	8	Last day for tuition refund

July	4	Holiday
	30	Preregistration for Fall Quarter begins
August	3	Last day to preregister for Fall Quarter
	15	Last day of classes
	16	Grade reports due
	18	Graduation

FALL QUARTER 1990

September	4	Registration and orientation
	5	Classes begin
	11	Last day to register or add a course
	14	Last day for tuition refund
October	29	Preregistration for Winter Quarter begins
November	2	Last day to preregister for Winter Quarter
	20	Last day of classes
	21	Grade reports due
	22	Holiday
	23	Holiday

WINTER QUARTER 1990

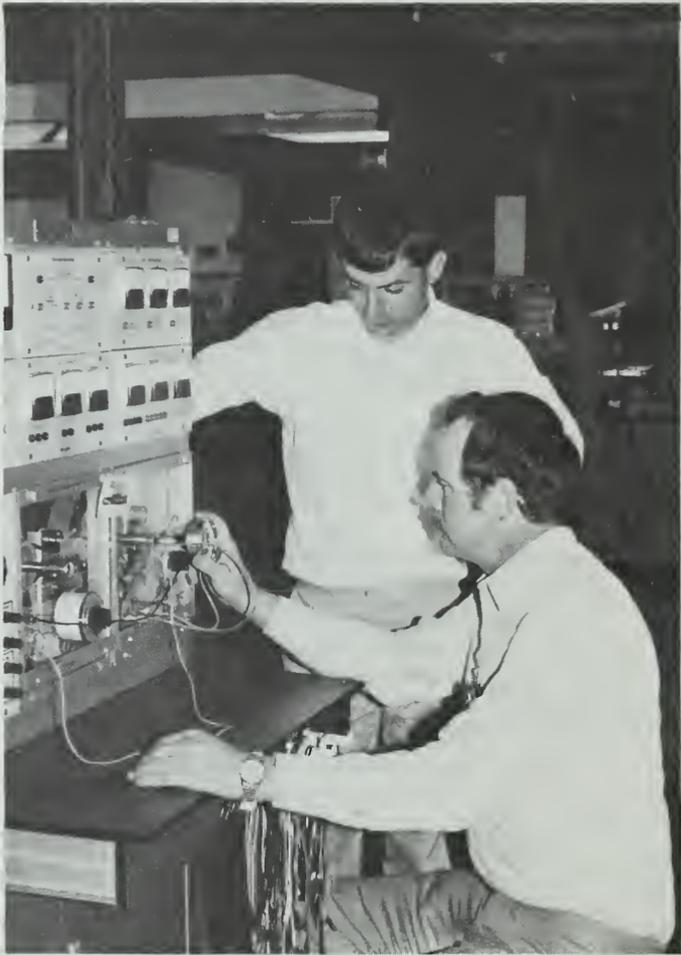
November	27	Registration and orientation
	28	Classes begin
December	4	Last day to register or add a course
	7	Last day for tuition refund
	20	Christmas break begins after last class
January	2	Classes resume
	21	Holiday
February	4	Preregistration for Spring Quarter begins
	8	Last day to preregister for Spring Quarter
	25	Last day of classes
	26	Grade reports due

SPRING QUARTER 1991

February	28	Registration and orientation
March	1	Classes begin
	7	Last day to register or add a course
	8	Last day for tuition refund
	28	Easter break begins after last class
April	2	Classes resume
	29	Preregistration for Summer Quarter begins
May	3	Last day to preregister for Summer Quarter
	20	Last day of classes
	21	Grade reports due
	25	Graduation

SUMMER QUARTER 1991

May	23	Registration and orientation
	28	Classes begin
June	3	Last day to register or add a course
	6	Last day for tuition refund
July	3	Holiday break begins after last class
	8	Classes resume
	22	Preregistration for Fall Quarter begins
	26	Last day to preregister for Fall Quarter
August	14	Last day of classes
	15	Grade reports due
	17	Graduation



THE COLLEGE

In 1963, the General Assembly of North Carolina established a system of community colleges and technical institutes which was to be governed by the State Board of Education and a local board of trustees for each institution. In April 1964, the North Carolina Department of Community Colleges, upon recommendation of the Commission of Public Education Beyond the High School Level, established Richmond Technical Institute. Seven months later, the voters of Richmond County authorized a bond issue and a tax levy for construction and support of Richmond Technical Institute. In October, 1980, the name was changed to Richmond Technical College. In July 1987, the name was changed to Richmond Community College when the North Carolina General Assembly approved RCC's application for community college status.

MISSION

Richmond Community College is an open-door, comprehensive community college established to provide residents of its service area with high quality, economical educational opportunities. The College is also responsible for promoting cultural affairs and assisting the community in economic development.

GOALS

1. Provide educational programs and courses at the technical and vocational level for current or prospective jobs in business, industry, and service occupations.
2. Provide the first two years of instruction toward a baccalaureate degree.
3. Provide educational programs and courses in adult basic education, high school completion, and community service.
4. Provide programs and services to assist new, expanding, and existing industries in on-the-job training.
5. Provide educational programs to meet the needs of employers by working with area business, industry, and service agencies.
6. Provide a program of student services essential to developing the potential of each student.
7. Provide instructional and support services to meet the needs of a diverse student population.
8. Provide cultural development opportunities to residents of the service area.
9. Provide administrative direction and both financial and physical resources so that RCC will be able to achieve its stated objectives.

ACCREDITATION

Richmond Community College is a fully accredited educational institution. Accreditation from the Southern Association of Colleges and Schools was initially received in 1969 and reaffirmed in 1973 and 1983. Accreditation from the North Carolina State Board of Education was received in 1974 and in 1979. Both Practical Nursing and Associate Degree Nursing programs are accredited by the North Carolina Board of Nursing.

Richmond Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate in Applied Science, Associate in Arts, Associate in Science, and Associate in Fine Arts degrees.

HISTORY

The community college concept, as it evolved in North Carolina, created a series of post-secondary instructional facilities designed to meet the training, skill and educational needs of the adult population in each service area. Richmond Community College, established in 1964, has played a vital role in the economic, social and educational development of Richmond and Scotland Counties. To date over 117,000 students have enrolled in 8700 extension classes; 3046 students have graduated from 28 curriculum programs; approximately 9000 people have enrolled in the learning laboratory; New Industry Training classes have been taught in 30 companies to over 3,000 trainees; 825 men and women have completed the Adult High School program; and 2292 have received the General Educational Development Certificate. New curricula are added as community needs are identified, and extension subject offerings reflect our changing economic and cultural interests. In 1982, Richmond Community College began offering evening curriculum classes at Scotland High School in Laurinburg.

Richmond Community College joined the Visiting Artist program in 1972; since then, musicians, artists, and a dramatist have introduced the people in the Sandhills area to new and interesting developments in music, art, and drama. Both the amphitheater, located on the campus, and the formation of an active and widely supported community theater, are results of the participation in this program.

RCC gained community college status in 1987 and began offering college transfer curricula. The College celebrated its 25th anniversary on April 2, 1989.

LOCATION

The 160-acre main campus of Richmond Community College is located on U.S. Highway 74 between Rockingham and Hamlet. This four-lane highway intersects with U.S. Highway 1 and U.S. Highway 220 in Rockingham and makes the college easily accessible to all students in the RCC service area.

The College also owns the James Nursing Building, located on Rice Street in downtown Hamlet; the Rockingham Continuing Education Center, located on Randolph Street in downtown Rockingham; and the Scotland County Continuing Education Center, located on Atkinson Street in downtown Laurinburg.

FACILITIES

The college's physical plant on the main campus consists of six buildings, creating a total of 164,700 square feet. This area includes offices, classrooms, laboratories, shops, campus maintenance, storage, and special facilities such as the computer technologies center, library, guided studies center, photography laboratory, auditorium, student center, and bookstore. Tennis courts and outdoor patios are also available. Additional classroom, laboratory, and office space is provided for the nursing programs located in Hamlet and Laurinburg. Extension classes are taught in various locations, including the main campus, the Rockingham Continuing Education Center, the James Nursing Building and the Scotland County Continuing Education Center. An amphitheater, designed for community and college use, is utilized for public events such as concerts and graduation exercises.

Selected evening curriculum classes are offered at Scotland High School in Laurinburg.

Learning Resources Center

Richmond Community College's \$1.5 million Learning Resources Center was funded by the 1985 General Assembly. It is 20,000 square feet filled with books, magazines, computers, study rooms, a television studio, and beautiful views of the campus. It houses the library, guided studies center, and audio-visual department.

Library

The library houses 26,000 books in its general, reference and special collections and a wide variety of magazines, newspapers, pamphlets, etc., to supplement and complement the college's technical, vocational and college transfer programs as well as providing an appropriate setting for research, study or leisure reading. Library staff members are available at all times to assist in general library usage and research work. Branch libraries are located in Laurinburg for the Practical Nursing curriculum and in Hamlet for the Associate Degree Nursing program.

Guided Studies Center

The Guided Studies Center provides instruction through programmed books and materials, at no charge, to students and the public. Trained coordinators assist in selection of programs and evaluation of progress. The Guided Studies Center also offers free tutoring to curriculum students who are experiencing academic difficulty. A tutorial coordinator assesses learning problems and provides appropriate tutors and study materials. Tutorial sessions are scheduled at the convenience of the student.

Media/Telecommunications Center

The Media/Telecommunications Center is a part of the Learning Resources Center. It has a full range of audio-visual hardware and software and is available for research, independent study, etc. WRCC-TV Channel 27 is located within the Media/Telecommunications Center.

Computer Technologies Center

The 13,000 square foot Computer Technologies Center houses two central computers, two computer labs, one multi-use classroom, an electronics lab, and administrative offices. The core of the computer system is an IBM 9370 Model 60 minicomputer. Personal computers in the labs and in labs throughout campus are linked to the minicomputer via fiber optic cables, thus allowing PC users access to programs which will run only on the minicomputer.

Auditorium

The auditorium seats 150 people and is used for large class presentations, staff meetings, student productions and activities, and public functions such as concerts, films, and civic meetings.

Student Center

A spacious student lounge provides indoor recreational facilities; a snack bar, vending area for sandwiches, snacks, and beverages; and tables and chairs at which student study, talk, play games, eat, and relax.

Bookstore

A bookstore, stocking textbooks and supply items for courses taught at the college, is located near the student lounge and is open on a part-time basis. Morning and evening hours are posted each quarter.

The Career Center

In January 1986, a Career Center was opened at Richmond Community College to afford students an opportunity to explore their personal strengths and interests before selecting a career. By using selective testing, computerized guidance, occupational information and counseling services, students as well as citizens in Richmond and surrounding counties can participate in a unique and fulfilling experience that may open many new doors and lead them to a rewarding career.

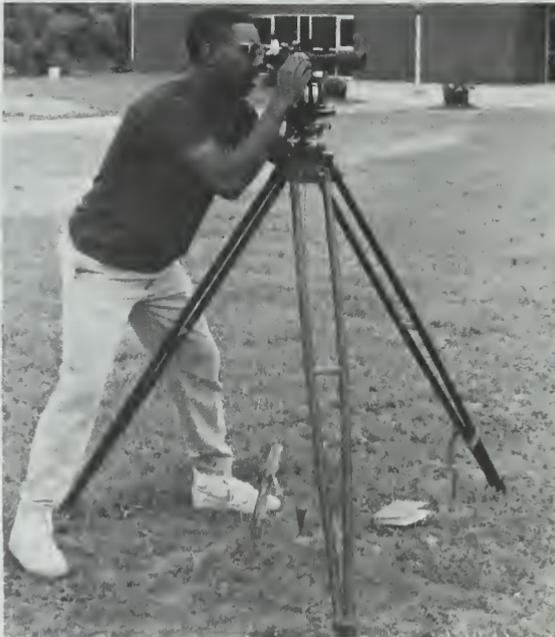
The Career Center is well staffed with professionals who are trained in career exploration and are willing to assist in any way possible. In addition, information and guidance concerning job search skills, college and job information, interviewing skills and resume writing are available. The Career Center is open during the regular college day hours and two nights every week for the convenience of evening students. There is no charge for any service provided by the Career Center.

Dormitory

Dormitories are not provided by Richmond Community College. A student not living within commuting distance, and wishing to live in the college area, must make his/her own arrangements. Richmond Community College does not supervise students in their living quarters.

The Small Business Center

The Small Business Center is designed to provide support for new and existing businesses in Richmond and Scotland Counties. The Center has a library of printed and video materials on small business management and offers special workshops and seminars throughout the year. The Center serves as a networking agency to provide information to those desiring its services.



ADMISSIONS

Richmond Community College is firmly committed to the "Open Door" policy of the North Carolina Community College System. This policy states that all persons, 18 years of age or older, regardless of race, creed, color, sex, handicap, or national origin, who can profit from instruction at Richmond Community College, shall be admitted to the college provided space is available. Persons between 16 and 18 years of age who have special needs may be admitted with the approval of the local school superintendent and parents or guardian. Richmond Community College has a dual enrollment agreement with the Richmond and Scotland County Boards of Education. For more information about this policy contact a counselor in Student Development.

ADMISSION TO CURRICULA

To apply for admission to any Richmond Community College (RCC) degree, diploma, or certificate curriculum, the applicant should:

1. Complete and submit an application for admission to RCC. An application for your use is in the back of the catalog.
2. Send a copy of your high school transcript, or GED equivalent, to RCC along with transcripts from any other post secondary schools attended.
3. Take computation, writing and reading placement tests to measure performance in computation, writing and reading basic skills. Students will be made aware of any deficiencies in these areas and will be assigned to the appropriate developmental course. Results of tests do not affect eligibility for admission, but developmental courses are required if placement tests indicate the need. Students who are considering careers in programs with a strong orientation toward mathematics or English are advised of their current status in both of these areas.
 - a. Two curricula - Associate Degree Nursing and Practical Nursing - have special admission requirements.
 - b. Applicants who hold a bachelor's degree or higher are not required to take the placement tests.
4. Return to the RCC campus at a designated time for an interview with a counselor.

College Transfer, Technical and General Education Curricula

The college offers the college transfer curriculum, ten technical curricula and the General Education curriculum which lead to Associate in Arts and Associate in Applied Science Degrees.

The college also offers one technical specialty curriculum leading to a diploma. Applicants to any of these curricula must be high school graduates or the equivalent (North Carolina high school graduates must have passed the N. C. Competency Test).

Vocational Curricula

The college offers eight vocational curricula leading to a diploma. Applicants for admission to these curricula should be high school graduates or the equivalent; however, consideration will be given to those who are not high school graduates but have the ability to benefit from the course of study.

DEGREES, DIPLOMAS, AND CERTIFICATES

The Board of Trustees of Richmond Community College, under the authority of the State Board of Community Colleges, is authorized to award the following degrees, diplomas, and certificates:

1. An Associate in Arts or Associate in Science Degree is awarded for successful completion of the college transfer curriculum.
2. An Associate in Applied Science Degree is awarded for successful completion of any technical curriculum.
3. An Associate Degree in General Education is awarded for successful completion of the General Education curriculum.
4. A diploma is awarded for successful completion of any vocational curriculum more than three academic quarters in length.
5. A diploma is awarded for successful completion of a technical specialty program of four quarters in length.
6. A certificate is awarded for successful completion of programs of one or more quarters in length. The courses will be determined by the College.

TRANSCRIPTS

A record of academic credit earned at Richmond Community College will be sent to any school or prospective employer if the student requesting the transcript submits a Transcript Request Form or a written approval for release of the transcript to the Registrar. All of the student's accounts with Richmond Community College must be satisfactorily settled before the college will send a transcript. The registrar's office requires a 24-hour notice of the request.

ADMISSIONS POLICY PRACTICAL NURSE EDUCATION

In addition to meeting regular admission requirements for admission to a vocational program, all applicants for admission to the Practical Nurse Education curriculum are required to:

1. Be a high school graduate or have the equivalent of a high school diploma—either G.E.D. or Adult High School.
2. Complete the RCC pre-admission tests and score at or above the levels listed below. Assessment and Placement Services for Community Colleges
 - a. Reading - Standard Score - 43
 - b. Writing - Standard Score - 43
 - c. Computation - Standard Score - 43
3. Have an interview with the PN department and Student Development representative. Upon acceptance by written notification, each student must have a physical examination including updated immunizations, tuberculin test, serology, and, where applicable, Rubella titer before registration for the fall quarter.

Note: Applicants who meet only two of the three standards may reapply. The applicant will take Form B of the section of the test for which a required score was not achieved. This may be done only once within twelve months with signed permission.

ADMISSIONS POLICY ASSOCIATE DEGREE NURSING

To be accepted into the program, a prospective student must:

1. Submit a completed Richmond Community College application.
2. Submit official copies of transcripts from all secondary and post-secondary institutions and/or a copy of GED transcript.
3. Be a high school graduate or equivalent and have completed at least one unit of *algebra* and *biology*.

Note: Post-secondary credits can be used to fulfill these requirements. A standard score of 45 on the GED Natural Sciences Test can count as one unit of biology and/or a standard score of 45 on the math portion of the GED can count as one unit of algebra. *A unit of biology and/or algebra* taken in the Richmond Community College Adult High School Diploma Program will be acceptable.

4. Take the RCC pre-admission tests and score at the indicated levels or above: Assessment and Placement Services for Community Colleges.
 - a. Reading - Standard Score - 50
 - b. Writing - Standard Score - 51
 - c. Computation-Standard Score - 50

*Applicants who meet only two of the three standards may reapply. The applicant will take Form B of the section of the test for which a required score was not achieved.

This may be done only once within twelve months with signed permission of the ADN Department Chairman. Students who fail 2 or more parts of the test may reapply in one year.

5. Complete selected modules of the Prenursing Program. Attendance at a minimum 70% of the class meetings of each required module is mandatory to receive credit for Prenursing.
6. A minimum of twenty-four students are admitted each fall quarter. If the class is full, a waiting list is compiled according to the following priorities:
 - a. Students from previous waiting lists who were not offered admission due to the class being full at the time application was completed.
 - b. Eligible students who withdrew from the admission process but informed the ADN Department Chairman or ADN Admission Counselor in writing of the desire to be considered for the next class. Students who do not notify RCC or who state verbally they do not wish to remain on the admissions list will be removed from the list and must repeat admission process to be considered again.
 - c. New applicants who have met admission test criteria and have application and transcripts on file. Position on the waiting list will be based on date application and transcripts are on file and interview with ADN Department Chairman and counselor completed.
 - (1) High school seniors who have completed one unit of algebra and one unit of biology are eligible for placement on the waiting list.
 - (2) Final admission to the program is based on successful high school completion.
7. Complete a personal interview with the ADN Department Chairman or a member of the ADN faculty and admissions Director.
8. Submit a physical examination on the form provided by RCC by a licensed physician or nurse practitioner. The applicant must show physical and psychological ability to perform normal nursing duties. Physical examination and lab data must be *no more than three months* old at enrollment in courses with a Nur. prefix.
9. If a history of physical or mental illness exists, submit a psychiatric and/or physical evaluation at the time of the interview.
10. If the applicant “has been convicted of or pleaded guilty or nolo contendere to any crime” which may make applicant ineligible for licensure, information relating to the incident should be provided at the time of the interview.
11. Students must purchase or show evidence of having professional liability insurance prior to enrollment in courses with Nur. prefix.

Additional departmental policies and procedures are available in the Department of Nursing and will be provided following admission to the program.

Credit by Transfer

Transfer credit for non-nursing courses in the ADN curriculum from accredited post-secondary educational programs will be determined on an individual basis in accordance with the school’s transfer policy as stated in the general catalog.

Transfer of credit for *nursing courses* in the ADN curriculum from an accredited RN educational program must be on an individual basis and in accordance with the school’s transfer policy. In addition, there must be approval of the nursing director. *Major courses*

must not be more than 5 years old at the completion of the program to receive credit for graduation. Major courses are defined as those with Nur., Bio., CHM, Nut. prefixes and Human Growth and Development.

Credit by Proficiency Examination

LPN's may be eligible to take proficiency tests for selected nursing courses.

Credit for RCC Courses Taken Prior to Admission to the ADN Curriculum or Nur. Sequence

Students must be in compliance with the ADN progression policy to be eligible for admission to the ADN curriculum.

The following is a policy which allows advanced placement for Licensed Practical Nurses to enter the ADN program with advanced standing:

POLICY FOR ADVANCED PLACEMENT

1. Each applicant must meet the current admission criteria for the ADN Department.
2. Each applicant must be a graduate of an accredited Practical Nurse Program and must have maintained a 2.0 quality point average with no grade of less than "C" on any major course. (The major courses are those with Nur., Bio., Nut., prefixes and Growth and Development).
3. A current license as an L.P.N. is required. The license must be submitted for review during the admission interview.
4. All prerequisite courses must be completed in accordance with the ADN progression policy. Courses are Mat. 104, Psy. 101 and Growth and Development, Bio. 105 and 106.
5. Proficiency tests in Mat. 104 and Nut. 102 will be administered according to a schedule determined by the ADN Department Chairman.
6. A satisfactory grade on the written examination is required for a successful challenge of a course.
7. A student may take the proficiency test for a course one time only.
8. When a student successfully challenges a course, the course will be posted on the student's transcript.
9. No penalty is given for failure to pass the proficiency test.
10. Admission to any course is on a space available basis.

The LPN Advanced Placement Sequence will be offered subject to sufficient demand. The College will determine annually if there is sufficient enrollment to justify offering the sequence.

DEVELOPMENTAL STUDIES

Students in need of extra instruction in reading, English, and/or mathematics shall be required to enroll in Developmental Courses.

FOREIGN STUDENTS

In addition to the regular admission procedures, applicants from foreign countries are required to submit proof of proficiency in the use of the English language. Foreign applicants must also submit to the registrar proof of sufficient financial resources for one year of school. Foreign applicants may be sponsored by a local U.S. citizen approved by Richmond Community College.

SPECIAL STUDENT

A student who has not decided on a particular curriculum or who does not wish to pursue a degree or diploma may enroll as a "Special Student." Such students may take up to 30 quarter credit hours without declaring a curriculum. The "Special Student" status does not permit a student to take a course without having first taken and passed the prerequisite. (An exception may be made when approved by the instructor of the course and the Vice-President for Student Development.) All work satisfactorily completed by the "Special Student" will be accepted as credit toward graduation. However, the "Special Student" status does not change the student's graduation requirements which include the need to satisfactorily complete all required courses in his/her curriculum and maintain an overall 2.0 grade point average. Veterans seeking educational benefits or students seeking financial aid are not permitted to enroll as a "Special Student."

AUDIT

Students who wish to audit courses must register and pay for such courses at registration. Auditing students do not receive credit and are encouraged, but not required, to attend classes, participate in discussions, and take examinations.

Students may change from credit status to audit status up until the last ten (10) days of the quarter (as listed in the academic calendar). To change status, the student must complete a "Change of Status" form which can be obtained from the Student Development Office. Auditing students who wish to receive credit for a class may request a change in status provided he/she has attended class regularly (in accordance with the attendance policy), and taken all examinations. The request must be approved by the instructor and the Registrar and must be made before the mid-point of the quarter.

DUAL ENROLLMENT

Under certain conditions, public school students who are 16 years of age or older may enroll for enrichment courses at Richmond Community College while enrolled in high school. Students can obtain petition for dual enrollment forms from the guidance counselors at their schools.

TRANSFER OF CREDIT

Students may transfer credit earned at other accredited post-high school institutions. The Registrar and the appropriate instructors will review official transcripts and make a determination as to what courses may transfer. Where subject, content, and length of course are comparable, and a grade of "C" or above was attained, transfer credit will be allowed. Credit may be accepted only from accredited programs or institutions. The Richmond Community College transcript will show courses accepted for transfer but will show neither a grade earned nor grade points. Transfer students working toward an Associate Degree must spend at least two consecutive academic quarters as students at Richmond Community College. To receive transfer credit, nursing courses in the Associate Degree Nursing and Practical Nursing curricula must have been completed within five years of completion of the ADN or PN program.

Students may transfer credit earned at RCC between curricular programs when subject, content, and length of course are comparable, and when approved by the Registrar and the appropriate instructor. Courses will transfer grade for grade and all grades earned will be used in computing the grade point average. No transfer credit is permitted for courses completed by proficiency at other institutions.

REGISTRATION

New students may register for classes on registration day (the day before classes start). Registration dates are specified in the Academic Calendar. On registration day each student confers with his/her assigned advisor, fills out the necessary registration forms, pays tuition and activity fees, and purchases books and supplies. Students are expected to attend any scheduled classes on the first day of classes. A student who cannot register on the primary registration day may be permitted late registration on the first or second day of scheduled classes. Currently enrolled students may pre-register for classes prior to the regular registration period. The dates for pre-registration are listed in the Academic Calendar.

READMISSION

A student who withdraws from Richmond Community College in good standing is permitted to reenter the institution at the beginning of any subsequent quarter. However, a student dismissed from the college for medical or disciplinary reasons may be readmitted only through authorization of the Vice President for Student Development.

Readmission procedures for students in Associate Degree Nursing and the Practical Nursing programs are exceptions to the above policy. Students interested in readmission should contact the ADN or PN Director or the Director of Admissions for the Special Nursing Readmission Policy.

ADMISSION TO GUIDED STUDIES CENTER

Admission to the Guided Studies Center is open to anyone who is 18 years of age or older and not currently enrolled in a public school. Students may study specific subjects, pursue general interests, prepare for the General Education Development (GED) test, or study toward completing requirements for the High School Diploma (HSD) tests. To apply for admission to the Guided Studies Center, the non-curriculum, prospective student should contact a counselor.

COOPERATIVE EDUCATION

Cooperative education (Co-op) is designed to give students enrolled in many programs within the college a chance to work on a job while completing their degrees. This combination of classroom instruction with practical, related work experience provides numerous benefits to participating students.

Co-op students may work as many as six quarters in part-time or full-time jobs with employers selected and/or approved by the college. Academic credit is given for the learning gained during the work period. Students are visited periodically by an instructor coordinator and receive on-the-job supervision by the employers.

ELIGIBILITY. Any full-time students who are enrolled in programs offering Co-op for academic credit and who have completed a minimum of two quarters at the college are eligible to participate if they meet the following conditions:

1. Approval of instructor/coordinator.
2. Have a minimum of 2.0 GPA.
3. Completion of Cooperative Education Orientation.

4. Approval from project director.

APPLICATION PROCEDURE. Interested students should obtain an application form from the Co-op Office and schedule an interview with the director. Students are selected on the basis of information obtained from their applications, college transcripts, and interviews regarding career goals. After the student has been accepted into the program, the director or instructor/coordinator will be responsible for locating and/or approving an appropriate work assignment.

ACADEMIC CREDIT. Credit hours for Cooperative Education work periods are determined by dividing the average number of hours worked per week by 10 and rounding to the nearest whole number. Co-op students may earn from two to nine quarter hours of Cooperative Education credit toward diploma or degree requirements, including the introduction class.

REGISTRATION. Students must have the "Approval for Cooperative Education Program" form signed by their department instructor/coordinator and the director before officially registering for a Co-op work experience course. Students who are approved and are placed on Co-op must register before going on their assignment.

Students interested in Cooperative Education are invited to contact the Co-op Office. Information is also available through faculty advisors.



FINANCIAL INFORMATION

The Community College System was initiated in order to make post-secondary occupational education readily available to all adult citizens. The state provides considerable financial support for local institutions which allows a reasonable cost to the student. In addition, several financial aid programs are available to assist the curriculum student with the costs of post-secondary education.

TUITION AND FEES

Tuition is set by the State Board of Community Colleges and is subject to change. Tuition and fees must be paid at the time of registration. A student activity fee is required of all curriculum students. This fee covers admission to student activities. Diplomas are furnished to graduates. Caps and gowns are furnished to students free of charge for use at graduation exercises. The only other costs to the student are the required books and materials, which will vary according to the curriculum in which he/she is enrolled. Nursing students may incur other expenses.

Curriculum Students

	Tuition per Quarter	Activity Fee per Quarter	Total per Quarter
North Carolina Residents			
Full-time students (12 or more credit hours)	\$75.00	\$9.00	\$84.00
Part-time students (less than 12 credit hours)	\$6.25 (per credit hour)	\$4.50	\$23.25 (ie: 3 credit hours)
Non-residents			
Full-time students (12 or more credit hours)	\$702.00	\$9.00	\$711.00
Part-time students (less than 12 credit hours)	\$58.50 (per credit hour)	\$4.50	\$180.00 (ie: 3 credit hours)

RESIDENCE CLASSIFICATION FOR TUITION

Under North Carolina law, a person may qualify as a resident for tuition purposes in North Carolina, thereby being eligible for a tuition rate lower than that for non-residents. In essence, the controlling North Carolina statute (G.S. 116-143.1) requires that "To qualify as a resident for tuition purposes, a person must have established legal residence (domicile) in North Carolina and maintained that legal residence for at least twelve (12) months immediately prior to his or her classification as a resident for tuition purposes." Ownership of property in or payment of taxes to the state of North Carolina does not automatically qualify one for the in-state tuition rate. Failure to provide requested information for residency classification can result in the student being classified as a non-

resident for tuition purposes and disciplinary action. A student who believes that he or she has been erroneously classified shall be permitted to appeal the case in accordance with the procedure outlined by the State Residence Committee.

Regulations concerning the classification of students by residence for purposes of applicable tuition differentials 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**. A copy of the manual is available for student inspection in the Student Development Office.

Continuing Education Students

Type of Courses	Registration Fee	Other Charges
Adult Basic Education	None	None
Adult High School	None	Textbooks
GED Completion	None	Textbooks test fee-\$5.00
Practical Skill Courses	\$25.00	Textbooks and/or materials
Avocational Courses	\$25.00	Textbooks and/or materials
Academic Courses	\$25.00	Textbooks and/or materials
Occupational Courses	\$15.00	Textbooks and/or materials

Books

Books should be purchased at the bookstore during registration. The cost of books generally ranges from \$50.00 to \$150.00 per quarter. Books for nursing students tend to cost more.

Audit Students

Tuition and fees for audit students are the same as for regular students.

Senior Citizens

There is no tuition or registration cost for North Carolina residents who are 65 years or older. This waiver does not apply to fees. Enrollment shall be on a space available basis. (Proof of age should be provided.)

Tutoring

There is no charge to the student for tutoring services.

Guided Studies Center

Instruction in the Guided Studies Center is free and there is no charge for the materials, books or tutors used by the student in the center. However, if desired, books used may be purchased from the bookstore by the student.

Refunds

Refunds of tuition are made only in the event the student withdraws for unavoidable reasons. In such cases, two-thirds of the tuition may be refunded if the student withdraws within ten calendar days after the first day of classes (as specified in the Academic Calen-

dar.) The amount of refund must be in excess of \$5.00. Decisions about refunds are made by the Vice President for Business Affairs. Students requesting a tuition refund must complete the "Tuition Refund Form".

FINANCIAL ASSISTANCE

Numerous types of financial aid are available for qualified Richmond Community College students. Upon acceptance for admission, students seeking financial aid should complete a financial aid application and submit it to the Financial Aid Associate who administers the program at RCC. Decisions on scholarships are made by the Financial Aid Committee which selects recipients on the basis of need and academic ability to succeed. Application for other forms of aid, such as veterans' benefits, should be made according to the information listed in this section under the specific type of aid. The Financial Aid Associate, or any other member of the Student Development staff, can inform the student seeking financial aid of the proper procedure.

Procedures for Financial Assistance

Conditions under which a student may receive financial aid at Richmond Community College are as follows:

1. Student must be accepted by Richmond Community College for admission.
2. Proper application must be filed with the Financial Aid Office.
3. A student must be maintaining satisfactory progress as outlined by the college policy.
4. A student does not owe a refund on grants previously received at any post-secondary institution or is not in default from a student loan which was made through any post-secondary institution.
5. A student is not repeating a course for which he/she has already received credit without specific written individual approval of the Financial Aid Committee.
6. Student must be carrying or planning to carry at least six credit hours.
7. A student must file a statement of educational purpose with RCC, stating that the money received from any grant, loan, or loan guarantee will be used solely for expenses related to attendance or continued attendance at RCC.
8. A student must sign a statement of registration status indicating that he/she has registered with the Selective Service, if required to do so.

Following are student eligibility requirements for receiving the Pell Grant, College Work-Study, and the student loan programs:

1. A student must submit an application to the Financial Aid Associate, Richmond Community College, showing a full financial picture of the student and/or his/her family. Loan applicants must apply directly to the lending agency and Pell Grant applicants must apply directly to the Pell Grant program.
2. An acceptable form of need analysis is required. Acceptable forms of need analysis can be Student Aid Report of the Pell Grant or the Financial Aid Form from the College Scholarship Service.

Financial aid awards will be made on the basis of need for the above programs. Categories of financial aid are listed below.

Pell Grant

This federal aid program is designed to provide financial assistance for those entering post-high school educational institutions. The amount of a student's grant is dependent upon the financial status of the student according to an annual congressionally approved formula adopted for the program.

Supplemental Educational Opportunity Grant - SEOG

The Supplemental Educational Opportunity Grant is a federal aid program designed for students with the greatest financial need (with priority given to Pell Grant recipients). Students must complete the Financial Aid Form by the College Scholarship Service to be considered for this type of aid.

Veterans Benefits

Veterans, widows and children of deceased veterans who are planning to attend RCC should contact the Financial Aid Office prior to their actual enrollment date.

SCHOLARSHIPS

Scholarships vary in amount and availability. Interested students should contact the Financial Aid Office in the Student Development Department and fill out the appropriate application.

Forty and Eight Scholarship

This scholarship has been established by the American Legion to help a deserving Associate Degree Nursing student. The scholarship will cover the cost of tuition for the year.

Flora M. Kelly Scholarship

This scholarship has been established in memory of Flora M. Kelly to help a deserving Practical Nursing student. The scholarship is awarded annually.

National LPN Scholarship

Scholarships are available from the National Licensed Practical Nurses Education Foundation, Inc. Award of a scholarship is made by a National Committee of LPN's.

President's Scholarship

This scholarship was established by the faculty and staff in honor of the President of RCC. At the discretion of the President, this fund is used as a scholarship or as local matching funds for the work-study program.

Richmond County Medical Auxiliary Scholarship

Periodically, the Richmond County Medical Auxiliary provides a scholarship to an Associate Degree Nursing student from Richmond County. The scholarship covers tuition and activity fee.

Scotland County Medical Auxiliary Scholarship

Periodically, the Scotland County Medical Auxiliary provides a scholarship to an Associate Degree Nursing student. The scholarship covers tuition and activity fee.

Wachovia Technical Scholarship

The scholarship is awarded to two full-time students in the second year of a two-year program. The scholarships are awarded on satisfactory evidence of financial need, scholastic promise, and prior performance at the institution. Each student's performance during the first year of enrollment is a criterion of selection. These scholarships are used for books, tuition, and transportation. The scholarships are valued at \$500 and payment of the scholarship is made in three quarterly payments.

John W. Williams Memorial Scholarship

This scholarship is awarded annually by the Richmond Sandhills Civitan Club in memory of Mr. John W. Williams. The \$200.00 scholarship is awarded to a full-time second year student in a two-year program. Criteria for selection include scholastic promise, prior performance at RCC and expressed financial need.

North Carolina Community College Scholarship

Thirteen \$400 scholarships are awarded annually to North Carolina residents, maintaining a passing grade point average. Priority is given to those persons with the greatest financial need; minorities, black students enrolled in college transferable curricular programs; displaced persons seeking new job skills; women in non-traditional curricular programs; and students who completed high school through a Learning Lab or Guided Studies Center. Payment of the scholarship is made in four quarterly awards.

Southern Bell Telephone and Telegraph Scholarship

These \$500 scholarships were established for students attending institutions which are located in the Southern Bell service area. The recipients of the scholarship must be North Carolina residents, enrolled in diploma or degree curricula, maintaining a passing grade point average at or above the level required for graduation; and continuing enrollment at the institution where he/she enrolled at the time of the scholarship award. Students with the greatest financial need are given top priority. Secondary consideration includes whether or not the applicant is one whose job skills have become obsolete because of economic recession in their job fields.

Joseph D. Beam Scholarship

The Joseph D. Beam Scholarship is awarded annually to a deserving Richmond County resident who has achieved academic excellence and is enrolled in Mechanical Engineering Technology or Electronics Engineering Technology. The award is for \$500 per year and is renewable for the second year upon satisfactory academic performance.

Toastmaster, Inc. Scholarship

Toastmaster, Inc. has established scholarships to be awarded annually to two outstanding Machinist students. The recipients are chosen based on the students' academic performance in class and shop and upon recommendation of the lead instructor. The \$500 scholarships are awarded for the spring and summer quarters.

Carolina Power and Light Company Community College Scholarship

These scholarships were established to make educational funds available to students residing in the CP&L service area who are seeking two-year degrees which support the further economic development of the service area. Recipients of these scholarships must be N.C. residents and maintain a grade point average at or above the level required for graduation. The awards are for \$500.

Harris McKinnon McRae Memorial Scholarship

This scholarship was established in memory of Harris McKinnon McRae to help a deserving Business Administration student. Preference for this scholarship will be given to a graduating high school senior residing in the northern part of Richmond County (Elberbe and above). This \$500 scholarship will be awarded annually and is renewable for a second year upon satisfactory academic performance.

Earl G. Dunn Memorial Scholarship

This scholarship was established in memory of Chief Deputy Earl G. Dunn to help a deserving Criminal Justice student. The recipients of this scholarship must be a currently employed Richmond County law enforcement officer or a graduating Richmond County high school senior. This \$500 scholarship will be awarded annually.

The Robert Cole Scholarship for the Health and Human Services Division

The Robert Cole Scholarship for the Health and Human Services Division is awarded annually to a student accepted for enrollment in the Associate Degree Nursing, Criminal Justice, Human Services Technology, or Practical Nurse Education curricula. The \$500 award will be given to a deserving Richmond County resident who demonstrates scholastic promise and academic achievement. This scholarship is renewable upon satisfactory academic performance.

The Wyndie Daniels Brown Hayes Memorial Scholarship

This scholarship was established in memory of Wyndie Daniels Brown Hayes, a 1980 graduate of the RCC Practical Nurse Education curriculum. The scholarship is awarded annually to a student entering the Associate Degree Nursing curriculum. The \$500 award will be given to a deserving Richmond or Scotland County resident who demonstrates scholastic promise, academic achievement, and financial need.

The CSX System Scholarship

The CSX System Scholarship is awarded annually to an employee of the CSX System, a child of an employee, or a dislocated employee who is accepted for enrollment in either the Electronics Engineering Technology or Mechanical Engineering Technology curricu-

lum. The \$500 award will be given to a Richmond County resident. Criteria for selection includes scholastic promise, academic achievement, and dedication to the engineering field.

Pee Dee Electric Membership Corporation Scholarship

This \$500 scholarship was established in 1987 to be awarded to a deserving student who demonstrates scholastic promise, academic achievement, and financial need. Preference will be given to a student whose family is a member of the Pee Dee Electric Membership Corporation, however, this is not a requirement.

The J. Neal Cadieu, Sr. Memorial Nursing Scholarship

The J. Neal Cadieu, Sr. Memorial Nursing Scholarship will be awarded annually beginning in the fall quarter 1990. This scholarship will be awarded annually to a student entering the Associate Degree Nursing curriculum. The \$500.00 award will be given to a deserving Richmond County resident who demonstrates scholastic promise, academic achievement, and financial need. The scholarship is renewable upon satisfactory academic performance.

The Dorothy King Chisholm Memorial Nursing Scholarship

The Dorothy King Chisholm Memorial Nursing Scholarship will be awarded annually beginning fall quarter 1990. The scholarship will be awarded to a student entering the Associate Degree Nursing curriculum. The \$500.00 award will be given to a deserving Richmond County resident who demonstrates scholastic promise, academic achievement, and financial need. The scholarship is renewable upon satisfactory academic performance.

The D. D. and Esta C. Wicker Memorial Scholarship

The D. D. and Esta C. Wicker Memorial Scholarship will be awarded annually beginning fall quarter 1990. The scholarship will be awarded to a student entering a college transferable curriculum. This \$500.00 award is given by Thomas G. (Tom) and Kathleen C. Wicker to a deserving Richmond County resident who demonstrates scholastic promise, academic achievement, and financial need. The scholarship is renewable upon satisfactory academic performance.

Work Scholarships

These scholarships are awarded to second-year students in a two-year curriculum or second-quarter students of a one-year curriculum on the basis of academic achievement and expressed need. The work scholarship recipients will be assigned worthwhile duties on campus which will give them on-the-job training related to his/her curriculum. Recipients will be assigned to supervisors who closely evaluate the work performed and the level of performance. The qualifications are as follows:

1. A student must be a full-time student in his/her second year of a two year curriculum at RCC or second quarter of a one-year curriculum.
2. A minimum of a 2.8 grade point average is required of all students applying.

Loan Funds

Local, state, and national loan funds are available for students who meet the necessary criteria. Unless otherwise specified, students seeking a loan should contact the Financial Aid Associate.

James E. and Mary Z. Bryan Foundation, Inc.

This foundation, administered by College Foundation, Inc., provides loans to students. Application procedures, terms, and conditions are similar to those of loans made directly by College Foundation, Inc.

College Foundation, Inc.

Participating North Carolina banks and life insurance companies provide funds for loans to cover educational expenses for one year at a time, including tuition, books, and activity fee, plus an allowance for necessary travel and living expenses. These loans are available to any North Carolina resident under terms and conditions set by the College Foundation, Inc. and federal guidelines for the Robert T. Stafford Student Loan Program (formerly the Guaranteed Student Loan program), PLUS program, and Supplemental Loan for Students program.

Human Resources Educational Loan Program

Funds are available up to \$1500 for students in the second year of the Associate Degree Nursing Program. A personal interview is required prior to application. Students should contact: Educational Loan Program, P.O. Box 12200, Raleigh, NC 27605, in early December of the freshman year for an appointment for consideration of the loan for the sophomore year. Licensed Practical Nurses who qualify may be eligible for funds.

State Board of Education Loan Fund

Through the State Board of Education Loan Fund for Vocational and Technical Education, a student may borrow up to \$300 per year. The interest rate, at 3½ percent per year, begins one year after the borrower ceases to be a full-time student. The loan must be repaid in five years.

VOCATIONAL REHABILITATION

Students with physical disabilities which constitute vocational handicaps are eligible for scholarships from the Division of Vocational Rehabilitation. The nearest Vocational Rehabilitation district office can supply full details on these scholarships.

WORK-STUDY PROGRAM

This program provides, when available, jobs on campus at an hourly rate. During the academic year, work-study employment is limited to a certain number of hours per week. For the student needing expenses for the coming year, but not enrolled during the summer quarter, special programs may be available which would provide summer employment for up to 40 hours per week. Employment in the work-study program is also limited to available funds. Funding of the program is based on contributions from local sources, matched four to one by the federal government. The following civic clubs have made contributions to the work-study fund in lieu of establishing scholarships or loans:

1. Rockingham Civitan Club
2. Laurinburg Pilot Club

A financial need analysis (CSS Financial Aid Form) must be submitted along with an application for aid to the Financial Aid Office. Applications are reviewed on August 1 for each new college year. At that time, students who have completed work-study applications and need analyses will be ranked according to need and assigned jobs accordingly. The Financial Aid Associate determines which applicants may receive work-study aid.

JOB TRAINING PARTNERSHIP ACT PROGRAM (JTPA)

The JTPA Program is designed to prepare youths and adults for entry or re-entry into the labor force and to afford job training to those economically disadvantaged individuals.

The program provides assistance for books, tuition and fees to eligible students and also provides services such as: personal and academic counseling, vocational assessment, job referral and job placement.

To be eligible for this program, a person must meet income guidelines set forth by the Department of Labor, be a resident of Richmond County, be a high school graduate, and males who are between the ages of 18-26 born after 12/31/59 must have registered and be in compliance with the Military Selective Service Act.

Persons interested in applying for this program should contact the RCC JTPA Associate.

SINGLE PARENT/CHILD CARE PROGRAM

Richmond Community College's Single Parent/Child Care Program is a financial assistance program designed to help single parents overcome barriers which have traditionally kept them from returning to school. Primarily, this has been the lack of adequate and affordable child care and cost of books, tuition and fees.

This program provides assistance for both child care and educational expenses. In doing so, single parents are afforded the opportunity to gain valuable job skills and greatly improve their positions in the job market.

Persons interested in applying for the program should contact the RCC Child Care Associate.

Satisfactory Academic Progress for Title IV and Institutional Financial Aid

A student receiving financial aid who does not maintain satisfactory progress shall be placed on probation for one quarter to raise his/her GPA to the acceptable minimum for hours attempted as outlined below in the Satisfactory Progress Scale. Such a student shall continue to receive financial aid for that one quarter. At the end of one quarter of probation, if the student has not achieved a satisfactory GPA, financial aid shall be terminated. To restore the financial aid award, the student must enroll and continue in a curriculum until his/her GPA has increased to the acceptable minimum as outlined below. During this time, the student shall receive no financial aid.

Satisfactory Academic Progress Scale

Each student receiving financial aid shall maintain satisfactory progress toward completion of requirements for a degree or diploma. To make satisfactory academic progress, a student enrolled at Richmond Community College must maintain the following minimum grade point average:

TWO-YEAR PROGRAM		ONE-YEAR PROGRAM	
Credit Hours Attempted	GPA	Credit Hours Attempted	GPA
0-18	1.20	0-18	1.20
19-37	1.40	19-36	1.50
38-57	1.55	37-57	1.80
58-76	1.70	58 or more	2.00
77-95	1.85		
96 or more	2.00		

Additional financial aid requirements: (Note: Requirement number six shall not pertain to students enrolled in the remedial program. All other requirements shall pertain to students enrolled in the remedial program.)

1. A student who enrolls and either fails or withdraws from all classes shall be determined not to have made satisfactory progress.
2. A student who enrolls for any course(s) not required as credit toward graduation from that student's chosen curriculum shall not receive financial aid for the course(s). A student who enrolls in a course(s) that he/she has already passed shall not receive financial aid for that course(s). (A course is considered to have been passed with a grade of "D").
3. A grade of "I" given for incomplete work (0 grade points) shall be computed with the total credit hours attempted to determine if a student is making satisfactory progress. The grade point average shall be recomputed once the "I" has been removed.
4. A student enrolled in the remedial program of study shall maintain satisfactory academic progress as outlined for a one-year program and shall complete all remedial requirements in four equivalent quarters or less.
5. At the end of each quarter, the student must have successfully completed ("D" or above) at least fifty percent (50%) of the credit hours for which he/she enrolled to be eligible for financial aid.
6. A student who does not complete his/her program of study in the number of quarters prescribed in the catalog, may continue, if otherwise eligible, to receive financial aid. However, the additional time allowed cannot exceed 1.50 times the number of quarters required in the student's program adjusted by the amount of financial aid received (full-time, three-quarter time, one-half time). Rules of rounding shall be observed only in the computations of the total equivalent quarters of eligibility.

The maximum equivalent quarters for programs shall be:

4 quarter program $4 \times 1.5 = 6$ equivalent quarters

6 quarter program $6 \times 1.5 = 9$ equivalent quarters

7 quarter program $7 \times 1.5 = 11$ equivalent quarters

(rounded)

As an example, a student in a six-quarter program attends as follows:

Full-time attendance $100\% \times 2 \text{ qtrs} = 2$

$\frac{3}{4}$ time attendance $75\% \times 5 \text{ qtrs} = 3.75$

$\frac{1}{2}$ time attendance $50\% \times 3 \text{ qtrs} = 1.5$

7.25

full-time equivalent qtrs

full-time equivalent qtrs

full-time equivalent qtrs

full-time equivalent qtrs

9.00 total full-time qtrs. of eligibility

(minus) $- 7.25$ total equivalent qtrs. of attendance

1.75 equivalent qtrs. of remaining eligibility

7. A student not completing all of the requirements for graduation during the additional time period as outlined in number six above shall be ineligible to continue receiving financial aid for the particular program.

Satisfactory Academic Progress Appeal for Title IV and Institutional Financial Aid

1. The Financial Aid Associate shall inform a student in person or by mail of his/her termination from financial aid and of his/her right of appeal.
2. Should a student desire to appeal his/her termination from financial aid, a written request must be submitted to the Financial Aid Committee within five business days of the date of the letter informing the student of his/her termination from financial aid. The student must appear before the committee and provide a basis for his/her appeal.
3. Should the Financial Aid Committee deny the student's appeal, the student may then appeal to the President of the College.

VETERANS AFFAIRS

In order for the veteran to obtain the benefits to which he/she is entitled, it is essential that he/she become familiar with the regulations and procedures necessary for applying for and receiving Veteran Educational Benefits.

It is important that the veteran know what may affect his/her benefits. Any change in his/her status must be reported to the Veterans Administration (Reference Paragraphs 5, DVB, Circular 20-75-84, dated August 14, 1975). The RCC Financial Aid Associate is RCC's Veterans representative.

The veteran, or other eligible persons, should advise the representative of any changes in dependent status, drop or add subjects, complete termination (with or without intent to return) and any further changes in his/her program or status. Know your graduation date and make sure you have been certified to that date.

PROCEDURES FOR VETERAN'S BENEFITS

Conditions under which a veteran may be certified for veterans benefits at RCC are listed below:

1. Veterans must be accepted by RCC for admission.
2. Proper application must be filed with the Veterans Administration.
3. A veteran must submit an official copy of his/her high school transcript and official transcript(s) of the academic record from each college or university attended.
4. Veteran may not repeat a course which he/she has taken or for which he/she has already received a credit.
5. Veteran must maintain satisfactory progress as outlined by the school policy.

VA WEEKLY ATTENDANCE REQUIREMENTS

	Vocational and Associate Degree Programs Quarter Credit Hours	Learning Lab Con. (Clock) Hours
Full-Time Benefits	12	22
¾Time Benefits	9	16
½Time Benefits	6	11

SATISFACTORY PROGRESS FOR VETERANS

Beginning with the Winter Quarter, December 2, 1975, a veteran enrolled at RCC is required to maintain the following minimum grade point average in order to be classified as maintaining satisfactory progress.

Associate Degree		Vocational Diploma	
Credit Hours Attempted	GPA	Credit Hours Attempted	GPA
0-18	1.20	0-18	1.20
19-37	1.40	19-36	1.50
38-57	1.55	37-57	1.80
58-76	1.70	58 or more	2.00
77-95	1.85		
96 or more	2.00		

A veteran who does not maintain satisfactory progress will be placed on probation for one quarter. In the event grade point average is not increased, the veteran's benefits will be terminated.

VA benefits may be restored by enrolling in the curriculum with no VA benefits for a period sufficient to increase his/her grade point average to the acceptable minimum for hours attempted and reinstatement by the VA.

The veteran student who enrolls in two or more subjects and fails or withdraws from all of them will be classified as having made unsatisfactory progress and benefits will be automatically terminated by the VA.

When the veteran is dropped from classes by the Admissions Committee for non-attendance, the veteran's benefits will be terminated. To be re-certified the veteran must contact the Financial Aid Associate.

CREDIT HOURS REQUIRED FOR GRADUATION

A Richmond Community College student, including the veteran, must successfully complete required courses and elective courses needed to meet the minimum number of credit hours required for graduation from a curriculum.

Know your requirements. Do not exceed them! Veterans are totally responsible for course repeats, courses for which he/she received credit, and courses which exceed the minimum number of credit hours required for graduation. In cases of doubt, please consult with your Advisor or the Registrar. An exception to this is that a score of "F" on a mandatory subject must be repeated. Any veteran, or other eligible person, who does not meet graduation requirements within the time limits imposed will be deemed to not be making satisfactory progress and his/her benefits will be terminated. Other than the exception noted above, any veteran or other eligible person, who exceeds the total hours and/or takes too many electives, will be required to reimburse the Veterans Administration.

Overpayment of VA Benefits

The law requires that the VA must collect all benefits paid to a beneficiary for a course for which the grade assigned is not used in computing the requirements for graduation including a course from which the beneficiary withdraws, unless there are mitigating circumstances.

This means that if the veteran or other eligible person drops a course, unless he/she can show the VA that there are mitigating circumstances, he/she must return all the

money paid to him/her for pursuit of that course from the start of the term, not merely from the withdrawal date.

Examples of acceptable mitigating circumstances are prolonged illness, severe illness or death in the immediate family and unscheduled changes in employment or work schedule.

Examples of unacceptable mitigating circumstances include withdrawal to avoid a failing grade, dislike of instructor and too many courses attempted.

The veteran or other eligible person will be required to submit evidence to support his/her reasons for withdrawal. If the VA determines that the veteran did not have acceptable mitigating circumstances, an overpayment of benefits will be created.

The VA will attempt to collect any overpayments from a veteran or other eligible person by making a written request for payment and withholding future benefit payments. Debts may be referred to collection agencies or the Justice Department. Approval of VA homes loan guarantees may be delayed pending satisfactory repayment arrangements. Federal income tax refunds may be withheld and applied to VA debts.

ATTENDANCE

Veterans will comply with attendance requirements set forth on page 29.

85 - 15 PERCENT RATIO

The requirement that no more than 85 percent of the students in a course may have all or part of their tuition or other charges paid to or for them by the school, VA, and/or by federal grants is extended to all courses except those for the educationally disadvantaged, farm cooperative, and certain courses on or adjacent to military bases. The Veterans Administration may waive these requirements if that is in the best interest of the eligible veteran and the federal government. The Veterans Administration has waived the counting of Pell and SEOG recipients in this ratio.

Any veteran or other eligible person who enrolls in a curriculum where enrollment exceeds the 85% ratio cannot be certified for benefits by the Veterans Administration.



ACADEMIC POLICIES

Richmond Community College is committed to the fullest possible development of the potential in each student. The academic policies and regulations described on the following pages are directed toward this objective. Each student is responsible for his/her familiarization with these policies and is expected to meet all requirements and regulations.

SPECIAL POLICIES

PNE and ADN Progression Policy

Students enrolled in the PNE or ADN curriculum must obtain a minimum grade of "C" in each major course* to progress in the nursing curriculum. A quality point average of 2.0 is required for a student to remain in the nursing program and for graduation. If a GPA of 2.0 is not achieved the ADN student must take a reduced load until a 2.0 is achieved.

Calculation of GPA's are limited to required courses in the PNE or ADN curriculum. Courses taken outside the PNE or ADN curriculum are not considered part of the program GPA.

Readmission to the nursing sequence will be in accordance with readmission policies on a space available basis.

*Major courses for the nursing curricula are those with NUR, BIO, CHM, & NUT prefixes and Human Growth & Development.

PNE and ADN Dismissal Policy

The PNE and ADN faculties reserve the right to dismiss a student from the nursing programs for the following reasons:

- A. Infraction of health agency policies while on affiliation in that agency.
- B. Negligent acts that result in harm to a patient.
- C. Behavior which impairs clinical judgement, requires an inordinate amount of instructor time in judgment of Program Director, or conflicts with safety essential to nursing practice.
- D. Violation of the patient's right to privacy by not protecting information of a confidential nature.

A failure in clinical judgment or conflict with safety essential to nursing practice is defined as a failure to assess or act appropriately on information that a majority of students at the same level would recognize as important to patient health and safety.

Any student who is recommended for dismissal from a nursing program will have a conference with the instructor and ADN or PNE Director to discuss the reason(s) for dismissal. The student will also receive a letter stating the reason(s). If the student disagrees with the dismissal he/she should contact the Vice President for Student Development. The Vice President for Student Development, in consultation with the Director of the PNE or ADN program will make a recommendation to readmit or decline readmission. If the student disagrees with the recommendation of the Vice President for Student Development he/she may appeal to the President of the institution. If the student disagrees with the recommendations of the President, an appeal may be made to the Board of Trustees whose action will be final.

CLASS ATTENDANCE

Regular attendance is considered essential to realize course objectives. Students are expected to attend all scheduled classes for which they are registered. Absence from class does not excuse the student from responsibility for class work. Anticipated absences from class such as National Guard, Armed Forces Reserves, or Jury Duty should be discussed with instructors so that the completion of missed work can be arranged.

Students must attend 80% of all scheduled classes, labs, shops or clinics. A student will be withdrawn from the course when his absences exceed 20% of the scheduled class meetings. The registrar will inform the student by mail of this withdrawal and the right to appeal. When withdrawn, the student will receive a grade of "W" for the class and will not receive credit for the course. The "W" grade will not be used to compute hours earned or to compute the student's grade point average.

If the student should desire to appeal his/her withdrawal, he/she must submit a written request of appeal to the Vice President for Student Development. This request must be submitted within a week of the date in the heading of the letter informing the student of his/her withdrawal from class. The student must be prepared to support his/her appeal with extenuating circumstances (i.e.: documented illness whereby the student has kept up with work in class) to the Vice President for Student Development. The Vice President for Student Development will make a decision regarding the appeal based on the evidence and consultation with the instructor.

If the appeal is not upheld, the student may request a meeting before the Student Appeals Committee. This must be within three business days of the decision rendered by the Vice President for Student Development. The student must bring evidence to the Student Appeals Committee on the date and time assigned by the Vice President for Student Development.

Once a withdrawal has been submitted, the student can be readmitted to class only through one of the appeals channels listed above. Once the student has submitted a written appeal, the student will be allowed to monitor the course until a decision is made by the Vice President for Student Development or the Student Appeals Committee.

PROFICIENCY TESTS

Proficiency tests provide a means for earning credit toward graduation. The student may, by written application to his/her advisor, request to be tested in courses approved for proficiency in which he/she exhibits evidence of proficiency. Proficiency Test Request forms may be obtained from the Student Development Department. A faculty member will be designated to interview the student to determine if he/she possesses sufficient knowledge to proceed with testing. If the student exhibits such proficiency, he/she will be approved by the Vice President for instruction and the testing will proceed.

If the student successfully completes the proficiency test, it is his/her responsibility to register for the course at the next registration period and pay the appropriate tuition and fees. This is the only means by which the student's transcript can be marked to show earned credit for such a course. No more than 15 quarter credit hours can be earned through proficiency tests.

WITHDRAWAL

A student may withdraw from a course or from RCC anytime during the quarter (excluding exam days). In order to properly withdraw from a course, the student must:

1. Discuss withdrawal with the instructor involved and with a counselor.
2. Obtain a Withdrawal Form from a counselor.
3. Have Withdrawal Form signed by the class instructor and advisor.

4. Turn Withdrawal Form in to the Student Development office.

Failure to follow withdrawal procedure will result in a grade of "W" (Withdrawal) in the courses from which the student is withdrawn.

MID-TERM PROGRESS REPORTS

Mid-term progress reports are sent to students whose grade(s) at mid-quarter is 70 or below.

GRADE POLICY

Final grades are given at the end of each quarter, based on the following system:

GRADE	GRADE MEANING	GRADE NUMBER	GRADE POINTS
A	Excellent	93 - 100	4
B	Above Average	85 - 92	3
C	Average	78- 84	2
D	Passing	70- 77	1
F	Failure	Below-70	0
I	Incomplete		N/A
W	Withdrew		N/A
X	Passed by proficiency		N/A
AU	Audit		N/A

A grade of "I" given for Incomplete work at the end of a quarter must be removed by making up the work during the first six weeks of the next quarter. Failure to do so will result in the "I" grade being converted to a grade of "F".

Students in developmental courses and advancement mathematics courses who receive "I" grades for incomplete work are given the entire subsequent quarter to complete the necessary work to remove the "I" grade. The student, however, must enroll in the same course the next quarter and satisfactorily complete the necessary course work.

Upon completion of the subsequent course work, the "I" grade will be changed to "S" or "U" subject to the student receiving a passing or failing grade. Grades of "S" or "U" carry no grade point value and are not used in computing the grade point average. "S" and "U" grades are also used in classes with separate labs such as nursing classes. In addition, "S" and "U" grades are used in the Cooperative Education classes. While the grades carry no grade points, the hours are counted towards completion of graduation credits.

S	Satisfactory	N/A (grade points)
U	Unsatisfactory	N/A (grade points)

A student who voluntarily withdraws from a course or from school anytime during the quarter, or who is involuntarily withdrawn from a course or school for excessive absences or disciplinary action will receive a grade of "W". A course for which a "W" grade is given will not count as an attempted course.

When a course is repeated, both grades will remain on the student's permanent record. However, only the higher grade will be counted in determining the hours earned and the grade point average.

Grade Point Average

The grade point average (GPA) is a way to give objective value to grades on courses that have different hours.

How to Figure GPA

Step 1.

List your courses and grades for the quarter.

Course	Grade
EGR 100	A
ENG 101	B
DFT 101	C
MAT 101	D

Step 2.

List quarter credit hours for each course; then total them.

Quarter Credit Hours

	5
	3
	2
	<u>5</u>
Total	15

Step 3.

List grade points earned by grade in each course (A-4, B-3, C-2, D-1).

Grade Points

4
3
2
1

Step 4.

Multiply credit hours in each course by quality point earned by each grade. Add these results.

Total Grade Points

$5 \times 4 =$	20
$3 \times 3 =$	9
$2 \times 2 =$	4
$5 \times 1 =$	<u>5</u>
Total	38

Step 5.

Divide total grade points by total number of credit hours to get your GRADE POINT AVERAGE.

$$38 \div 15 \text{ hours} = 2.53 \text{ GPA}$$

REPEAT COURSE POLICY

Students who receive a grade of "C" or better on a curriculum course may elect to repeat the course once. (Where State and/or Federal Regulations are contrary to this policy; these Regulations will apply.) Students desiring to repeat a course for a third time must obtain written permission from both the Vice President for Student Development and the Vice President for Instruction.

ACADEMIC RESTRICTION

To be considered making Satisfactory Academic Progress a student must maintain a minimum grade point average in relation to the number of credit hours attempted as follows:

Associate Degree		Vocational Diploma	
Credit Hours Attempted	GPA	Credit Hours Attempted	GPA
0-18	1.20	1-18	1.20
19-37	1.40	19-36	1.50
38-57	1.55	37-57	1.80
58-76	1.70	58 or more	2.00
77-95	1.85		
96 or more	2.00		

Students failing to meet the performance standards as set forth above shall be placed on academic probation for the next quarter in which he/she is enrolled. Failure to meet the required standards at the end of the probation period will result in the student being required to take a reduced load until the Grade Point Average falls within the GPA for credit hours attempted as outlined above.

Effective date: Winter Quarter, 1985

Note: This policy applies to all curriculum programs except Associate Degree Nursing and Practical Nursing Education who are governed by the PNE and ADN Progression Policy as outlined on page 32 of the current RCC Catalog.

ACADEMIC ACHIEVEMENT

Academic achievement at RCC is recognized by the quarterly publication of the Dean's List and by special recognition of academic honors at graduation.

President's and Dean's Lists

The President's and Dean's Lists, published in two parts at the end of each quarter, includes the names of students who attain a minimum grade point average of 3.25 and earn no letter grade lower than a "B" while carrying 12 or more quarter hours in a degree or diploma program. Also appearing as an addendum to this list are those students carrying at least 6 but less than 12 credit hours in a degree or diploma program who attain a minimum grade point average of 3.25 and earn no letter grade less than a "B". The President's List identifies those students who earn an "A" in all courses. A news release is also forwarded to the hometown newspaper of those students named to the President's and Dean's Lists.

Graduation with Honors

A graduating student who has earned a quality point average of 3.25 with no letter grade of less than a "C" will be graduated with honors. A student having a grade point average of 3.75 with no grade less than a "B" will be graduated with high honors.

ADVANCED PLACEMENT FOR HIGH SCHOOL STUDENTS

Richmond Community College has entered into an Articulation Agreement with certain local school systems to provide advanced placement for selected high school vocational courses. High school graduates who successfully complete one or more of the selected courses and present evidence of mastery of skills in the course(s) will be granted credit

at Richmond Community College for the comparable course in a degree or diploma program. Students deserving more information should contact the Director of Admissions or Vice President for Student Development.

TRANSFERRING TO ANOTHER CURRICULUM

Transfer to another curriculum within the institution is accomplished by completing a "Request for Change in Curriculum Program" form. When a student changes curriculum within the institution, all grades will transfer grade for grade if subject, content, and course length are comparable. A student who wishes to change curriculum should see a counselor.

TRANSFERRING TO ANOTHER SCHOOL

Students wishing to transfer from RCC to another school should refer to that school's catalog for transfer information. If a transcript of course work completed at RCC is required by the other institution, it will be provided when the student submits a "Transcript Request Form" or a written approval for release of the transcript. All accounts with RCC must be settled before a transcript will be furnished to another institution.

The Associate in Applied Science Degree from Richmond Community College is acceptable for junior status in four of the public universities in North Carolina. In addition, a number of private institutions will accept this degree. In both the public and private sector, the college has a number of individual institutional and program arrangements for transfer of credits. In some cases these arrangements are on a course by course basis or for a particular program. As examples, Appalachian State University will accept a number of different associate degrees for the Bachelor of Technology degree program; Pembroke State accepts the Applied Science degree program in Business; UNC-Charlotte will accept Electronics Engineering Technology, Mechanical Engineering Technology, and Criminal Justice; and Western Carolina University has a number of agreements with RCC encompassing the ADN and other associate degree programs. These agreements will continue to be expanded to provide the option of advanced study to RCC students. RCC received community college status in July 1987, and offers the Associate in Science, Associate in Arts, and Associate in Fine Arts curricula. Qualified graduates of these curricula will be eligible to transfer to any of the 16 members of the North Carolina University System and most private colleges.

RICHMOND COMMUNITY COLLEGE TRANSFER OPPORTUNITIES

Listed below are **some** of the RCC programs that are transferrable **all** or **in part** to four year colleges/universities:

Business Programs (either all programs or some of them)

- | | |
|---------------------------------|----------------------------|
| *Appalachian State University | Gardner Webb College |
| + *Pembroke State University | *Wingate College |
| **Western Carolina University | **St. Andrews |
| *Elon College | **East Carolina University |
| **Fayetteville State University | |

Electronics Technology & Mechanical Technology

- *University of North Carolina - Charlotte
- *Appalachian State University
- Western Carolina University
- *Wingate College

Criminal Justice-Protective Service Technology and Human Services Technology

- | | |
|---------------------------|----------------------|
| Wesleyan College | + + UNC - Charlotte |
| Pembroke State University | Gardner Webb College |
| Wingate College | |
| *Elon College | |

Associate Degree Nursing

- Western Carolina University
- Wingate College

General Education

- | | |
|-----------------------------|---------------------------------|
| Atlantic Christian | Belmont Abbey |
| Catawba College | Elizabeth City State |
| Gardner Webb | Guilford College |
| John Wesley College | Mars Hill |
| Methodist College | N.C. Wesleyan |
| **Pembroke State University | Phifer College |
| Shaw University | St. Andrews |
| Wingate College | **East Carolina University |
| Greensboro College | **Fayetteville State University |
| Livingston College | |

*Special Degrees—only AAS Transfer

**Evaluation on Individual Courses

+ Business Administration Only

+ + Criminal Justice Only

Opportunities are available from other schools than those listed above. Please see a RCC Counselor for more details.

REQUIREMENTS FOR GRADUATION

Those students not continuously enrolled are required to meet the graduation requirements of the catalog that is current at the time of re-enrollment. (Another option available to students not continuously enrolled is that they may graduate under the most previous catalog. If the student chooses this option, he/she must discuss his/her intentions with the Registrar and submit his/her intentions to the Registrar in writing at the time of his/her reenrollment, however the College is not obligated to offer courses not listed in the current catalog.)

Students entering in quarters other than fall, failing to take a full load, failing to take all courses as listed on the schedule and in the catalog, or taking required developmental courses may take longer to complete requirements for graduation than outlined in the catalog.



STUDENT LIFE

At Richmond Community College each student is a person, not a number. Counselors are always available to help with problems or to share an experience. Faculty and students work as a team on projects, share coffee breaks, and learn to know and understand one another.

Classes at RCC are usually small. Students are encouraged to ask questions and to participate rather than just sit and listen to a lecture. If the student encounters academic difficulties, tutors are usually available to assist. Because many RCC students work in addition to attending school, a major effort is made to schedule classes during hours convenient to the student.

Student opinion is sought and respected. Richmond Community College is one of the few colleges where the students themselves decide how most of the student activity funds are utilized.

GUIDANCE AND COUNSELING

Guidance and counseling by qualified personnel are part of the services offered to all students from the time they pre-register through graduation and job placement. Each full-time student is assigned a faculty advisor who assists the students with specific course planning and registration. Other counseling is offered through the Student Development department. A student is welcome at any counselor's office when a problem arises.

JOB PLACEMENT

Job placement activities are conducted by the Job Placement Counselor. Information concerning graduates is mailed to potential employers and job interviews are set up for interested employers and students. On the basis of an interview, student records, and recommendations furnished by RCC, the employer may offer employment to the student interviewed.

GRADUATION PROCEDURES

Graduation exercises to award degrees, diplomas, and certificates are held at the end of the spring quarter and the summer quarter each year. Dates for graduation exercises are listed in the Academic Calendar. During the last quarter at Richmond Community College, each graduating student is required to file an application for the degree, diploma, or certificate. The application form is available at the Student Development department.

HANDICAPPED SERVICES

Richmond Community College offers a wide variety of services to assist handicapped students in order to help minimize or reduce any barriers which could interfere with learning. Some of the services provided are: financial aid information including assistance in completing forms; classroom modification when needed; tutoring; individual advising and counseling; parking; and referrals to other agencies when necessary. Handicapped parking stickers may be obtained if there is a need for such. Any student who has a handicap should report to the Coordinator of Services for Handicapped Students.

Richmond Community College recognizes a "qualified handicapped person" as one who meets the federal definition of handicapped. A handicapped person is defined as "any person who (1) has a physical or mental impairment which substantially limits one or more major life functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working; or (2) has a history of having been

classified as having a mental or physical impairment that substantially limits one or more major life activities.”

STUDENT CONDUCT

Richmond Community College reserves the right, in the interest of all its students, to decline admission, to reprimand, to place on probation, to suspend, expel, or to require the withdrawal of a student for just cause when it is deemed to be in the best interest of the College. Procedural due process will be adhered to in all cases. Students are expected to conduct themselves in accordance with generally accepted standards of conduct and to fulfill the responsibilities of their particular roles within the college community.

College students have a legal and moral right to know the specific areas of prohibited conduct and to be judged as to charges of commission of such conduct by a fair and impartial tribunal.

Set forth below are school regulations prohibiting certain types of student conduct that constitute offenses against the college community:

1. Taking, or acquiring possession of any academic material (test information, research papers, notes, books, periodicals, etc.) from a member of the college faculty, staff, or student body without permission or any comparable violation of academic security.
2. Stealing property, knowingly possessing, receiving or selling stolen property on campus or at any off campus College sponsored function.
3. Behaving in an abusive, obscene, violent, excessively noisy or drunken manner on school property or at a College sponsored function or activity.
4. Damaging or destroying College property or property belonging to a member of the college community.
5. Intentionally causing or attempting to cause physical injury to an employee, a student, or guest. Behaving in such a manner that could reasonably be interpreted as possibly leading to the physical injury of a College employee, student, or guest.
6. Deliberately and knowingly passing a worthless check or money order in payment of any financial obligation to the College.
7. Violation of College regulations regarding the operation and parking of motor vehicles.
8. Misusing student status or right to use College property to commit, or induce another student to commit a serious violation of local, state, federal laws, or any College regulation.
9. Engaging in any conduct that causes any material disruption of any lawful function or activity of the College; engaging in such conduct which disruption is reasonably certain to result or urging others to engage in conduct where disruption occurs or is reasonably certain to occur.
10. Illegally entering into any office or building on College property or property used by the College.
11. Bringing or using firearms, fireworks, explosives, incendiaries and all other types of weapons on College property or at any College function, except on-duty law enforcement personnel or upon prior approval of the President of the College.
12. Repeatedly failing to comply with the lawful directions of instructors, administrators, or any other authorized personnel during any period of time when he/she is properly under the authority of College personnel.

13. Hazing of any kind.
14. Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, marijuana, alcoholic beverage or intoxicant of any kind on College property or at any College sponsored function at any time. Using legally prescribed drugs is not a violation.
15. Violation of probation requirements.

If the student is found guilty of violation of any of the above regulations, the Discipline Committee may impose any one or combination of the following penalties: (Ex: 1 qtr. suspension, 1 yr. probation)

1. Expulsion—(Not being allowed to return to RCC)
2. Suspension—(Not being allowed to return to RCC for a specified amount of time)
 - a. Quarter
 - b. Year
3. Probation—(Behavior while at RCC under close supervision of Vice President of Student Development for a specified amount of time; student will be allowed to stay in College as long as behavior is observed)
 - a. Quarter
 - b. Academic Year
4. Reprimand—(A severe or formal reproof)

PROCEDURES FOR CHARGES, HEARINGS, AND APPEALS

Any student or College employee may initiate disciplinary action against any student observed violating regulations of the College on campus or at any officially sponsored College function away from the campus. Such charges must be submitted in writing to the Vice President for Student Development.

Upon receipt of the charges, the Vice President for Student Development will be responsible for investigating and determining whether a regulation of the College has been violated.

The Vice President for Student Development shall notify the student in writing, of the charges against him and shall schedule a hearing before the Discipline Committee. The Notice shall contain the following:

1. the regulation alleged to have been violated by the student.
2. the witnesses for the College and the facts to which each witness will testify.
3. the penalties which might be imposed.
4. the time, place, and date of the hearing.
5. that the student may present evidence and witnesses in his defense.
6. that the student may be represented by counsel at his expense.
7. that the student may make a record of the hearing.

The Vice President for Student Development shall hand deliver or mail the notice to the student at his most recent address on file at the College.

The Vice President for Student Development may suspend a student prior to the full hearing upon a determination from the facts, that the student's continued presence on the

campus constitutes a danger to the normal functions of the institution, to property, to the student himself, or to others.

The student shall be provided a preliminary hearing unless it can be shown that it is impossible or unreasonably difficult to provide it.

The Vice President for Student Development shall notify the student, in writing, of the reasons for the interim suspension. This notice shall also inform the student of (1) the date, time, and place of the preliminary hearing, and (2) that the student may show why his continued presence on the campus does not constitute a danger to the normal functions of the institution, to property, to the student himself, or to others.

The Discipline Committee may convene to hear the case no earlier than the third full business day after the student has received written notification of the charges against him/her.

If a student does not meet with the Discipline Committee, when scheduled to do so, he/she will be dropped from Richmond Community College and will not be allowed to re-enroll until charges are heard and a decision reached by the Discipline Committee.

The Discipline Committee shall render a decision based solely on the facts presented at the hearing.

If the student is found guilty of a violation of a student regulation, he/she may appeal the decision in writing to the President of the College. After the appeal is filed, the student, accompanied by counsel if he/she so desires, will meet with the College President. This appeal must be filed within seven days of the date of the decision of the Discipline Committee. The student will be permitted to speak in his/her behalf.

If the President upholds the findings of the Discipline Committee, the student may appeal in writing to the Board of Trustees. After the appeal is filed, the student, accompanied by counsel if he/she so desires, will meet with the Board of Trustees. At this meeting the student will be allowed to speak in his/her behalf. The decision of the Board of Trustees will be final.

If the student appeals a penalty of suspension or expulsion, the student may request the right to continue class attendance until a final disposition is made of his/her case. This request must be in writing to the College President. The President may approve or deny this request at his/her discretion.

STUDENT RECORDS

The Registrar is in charge of all student records. Because these records are of utmost importance, they are kept in locked, fireproof files in a locked storeroom. Student records are available to instructors or advisors only through authorization by the Registrar. Under no circumstances are student records removed from the Student Development office without prior approval of the Registrar. No student is allowed access to the records rooms. A student may view his record only when in conference with his/her instructor, an advisor, or an authorized administrative officer. A student may view his/her record by submitting a written request to the Vice President for Student Development.

Access to Student Records

The "Family and Education Rights and Privacy Act of 1974" (P.L.93-380, S513) signed by the President of the United States became law as of November 9, 1974. Included in this law are new requirements related to the privacy of student files and records.

The law specifically states that no institution of higher education shall prevent its students from inspecting and reviewing "any and all official records, files, and data including all material that is incorporated into each student's cumulative folder."

Although that act specifically refers to the access rights of parents, it provides that "whenever a student has attained eighteen years of age or is attending an institution of post-secondary education, the permission or consent required of and the rights accorded

to the parents of the student shall thereafter only be required of and accorded to the student.”

The only individuals or agencies authorized to see a student’s record, other than the student himself, without the student’s written consent, are school officials with “legitimate” educational interests, officials of other schools in which the student “intends to enroll,” and certain government representatives.

A copy of the law and the complete policy is on file in the Registrar’s office. Any student desiring to review his/her file will fill out a form in the Student Development office and an appointment will be made with one of the counselors, the Registrar, or the Vice President for Student Development to review the file within 45 days of the signing of the request form.

Records will be released to parents and outside agencies only with the written release of the student.

In keeping with federal regulations on student information, Richmond Community College has designated the following as “Directory Information”:

1. Dean’s list.
2. Graduation list.
3. Sports activities.
4. Recognized student activities.
5. Other student honors or awards.
6. Special achievement.
7. Photographs of students involved in RCC activities.

This “Directory Information” will be routinely released to the news media and/or utilized for Richmond Community College publications.

Any student, who does not wish any or all of this information to be released, must give written notification to the Vice President for Student Development on or before the “last day for tuition refund” as listed in the Academic Calendar of the quarter in which he/she is enrolled.

STUDENT HEALTH

Any faculty or professional staff member may recommend a student be referred for professional evaluation of physical and/or mental health. Physical health is defined as being free of contagious disease, being able to perform motor skills required in the curriculum the student has chosen, and having no limitations to participate fully in all required learning activities without directly or indirectly endangering the safety of self and/or others. Mental health is defined as being able to function in all learning environments using appropriate defense mechanisms to deal with stressful situations without directly or indirectly endangering the safety of self and/or others.

The recommendation of the faculty or professional staff member should be made to the Vice President for Student Development. The recommendation must be accompanied by documentation to show that the behavior may adversely affect the student’s continuation in a program of study or may preclude employment upon completion of the program of study.

If the Vice President for Student Development, in consultation with an instructor and/or department chairman/director of the curriculum in which the student is enrolled, finds that such evaluation is warranted, the student will be required to seek evaluation and treatment as recommended or be subject to dismissal from school. The Vice President for Student Development, in consultation with an instructor and/or department chairman/director of the curriculum in which the student is enrolled, will decide if the student

may continue to participate in class and other learning experiences during evaluation and treatment.

Upon recommendation of the medical and/or mental health professional in charge of the student's case, the Vice President for Student Development in consultation with an instructor and/or department chairman/director of the curriculum in which the student is enrolled, may readmit or decline readmission. If the student disagrees with the recommendations of the Vice President for Student Development, he/she may appeal to the President of the institution. If the student disagrees with the recommendation of the President, he/she may appeal to the Board of Trustees whose action will be final.

STUDENT ACTIVITIES

Student activities offer every student an opportunity to make new friends and to help the academic community at large. All student activities are assisted and supported by the Student Government Association (SGA).

A number of clubs and teams have been organized, and faculty and staff serve as advisors and coaches. No student will be excluded from membership in an organization because of race, creed, religion, sex, age, color, handicap, or national origin. Dances and other special activities such as "Ice Cream Busts" and "Field Days" are sponsored periodically by the SGA for the enjoyment of all RCC students. Students interested in forming new organizations should consult the SGA President for assistance.

Student Government Association

The SGA was organized and chartered in 1967 and is responsible for governing students, assisting in the execution of institutional policies, and maintaining an appropriate image of RCC in the community. Every student who pays the activity fee is a member of the SGA, which controls and allocates most of the student activity funds, under the guidance of the SGA advisor. The SGA officers are elected each May by the student body and serve during the next academic year. The SGA president is an ex-officio (non-voting) member of the RCC Board of Trustees. The SGA Legislative Council is composed of two representatives from each curriculum. These representatives must be elected by September 30.

Student Organizations

The Afro-American Club was organized in 1973. The purposes of the club are to improve race relations and to create greater awareness of Afro-American heritage. Membership is open to all RCC students.

The Bible Club is an organization for students interested in Bible study and Christian fellowship.

The Criminal Justice Club is designed for students in the Criminal Justice curriculum who are interested in professionalism in related careers.

The Data Processing Club is open to students enrolled in Data Processing classes.

The Human Services Club is open to students enrolled in the Human Services curriculum.

The LPN Club is open to students enrolled in the Practical Nursing curriculum.

The Native American Club was organized in the fall of 1986. The purposes of the club are to create a greater awareness of Indian culture, emphasize their heritage and stress the need and importance of education. Membership is open to all RCC students.

The Student Nurses Association is open to students enrolled in the Associate Degree Nursing curriculum.

The RCC Business Club is open to any student enrolled in business studies.

The Veterans Club is open to all RCC students who are veterans. The club keeps its members posted on legislation affecting veterans.

CAMPUS DRIVING AND PARKING

Automobiles shall be operated in a responsible manner. Violations of safe driving practices will be dealt with promptly. Regulations for parking on campus are:

1. Cars must be parked in a marked space in the parking lot.
2. Parking beside the curb and/or sidewalk is prohibited at all times.
3. Parking in a space reserved for handicapped students is prohibited at all times.

Handicapped students may obtain special parking stickers from the Student Development department. Unauthorized vehicles parked in handicapped parking spaces will be towed away at owner's expense. Parking stickers, issued at registration, are required on all student vehicles.

TELEPHONE CALLS

Only emergency telephone messages will be given to students during classes. Non-emergency messages will be posted on the Student Development bulletin board. Two pay telephones are available for student use. Official telephones of the college shall not be used by students for outgoing calls.

SMOKING

Smoking is permitted only in the student center and outside the buildings. Students are asked to observe smoking regulations as a courtesy and as a safety precaution and to help keep the campus clean by using ashtrays and containers provided.

FOOD/BEVERAGES

Food and beverages are permitted only in the student center and outside buildings. Students are expected to help keep the campus clean by using trash containers.

STUDENT LOCKERS

Although lockers may be temporarily assigned for student use, the lockers are the property of the College and are subject to the following regulations:

1. The College reserves the right to have a periodic schoolwide inspection of all lockers for the purpose of keeping lockers clean and for insuring that they are being used properly and do not contain any dangerous materials that may affect the safety and welfare of the buildings and occupants.
2. The College also reserves the right to inspect any given locker when the administration or faculty member has reasonable grounds to believe that a locker contains contraband or some illegal substance or items.
3. The inspection of lockers will always be done jointly by at least two members of the College staff or faculty. Further, inspection of any single locker on the grounds of reasonable suspicion will always occur in the presence of the student.

Students are reminded that the intended purpose of the locker is to provide a place of safekeeping for student clothing, books, and other personal items. Lockers are not intended to be a place of safekeeping for food, drink, or contraband of any kind. **LOCKERS WILL BE CLEANED AND REASSIGNED EACH QUARTER.**

Students must sign for lockers by verifying:

I, _____, hereby accept the use of a locker and combination lock from Richmond Community College without charge and agree to use the locker in accordance with regulations adopted by the Board of Trustees. I hereby give Richmond Community College permission to open my locker in accordance with those regulations.

I agree to return the lock and locker in good condition upon termination. I understand that I may be charged for damage or loss and that I will not be properly withdrawn from the college until this is done.

I agree to use only locks issued by the college and that other locks are subject to removal.

ATHLETIC POLICY

The following policy applies to all athletics and athletic programs at Richmond Community College (ie: intramural, intercollegiate, league):

1. Any curriculum student who is enrolled at least six quarter hours shall be eligible to participate unless otherwise required by a league rule.
2. All students who meet the criteria in # 1 shall be given equal access to participate under the regulations of Title VI, Title IX and 504.
3. Students participating must have accident insurance. (Students must show proof to the coach of an existing policy or purchase coverage through the college before participating.)
4. The President shall appoint an athletic council annually consisting of the coach(es) for each sport and the following:
 - 2 RCC Faculty
 - 2 RCC Staff
 - 2 Students
 - 2 Community Leaders

The committee shall oversee and advise on the athletic program. Final authority rests with the President of the college.



CURRICULUM PROGRAMS

Richmond Community College offers curriculum programs leading to an associate degree, a diploma, or a certificate. Certificates may be awarded through certain curricula upon the satisfactory completion of prescribed courses selected and identified by the College. For more information, see your academic advisor.

The Guided Studies Center, tutorial services, and developmental studies courses are available for students who need to enhance or review basic skills prior to entering a curriculum. New programs and courses are added in response to student and community needs. Course outlines for all courses are available for review in the Learning Resource Center. This general catalog represents the most accurate information available concerning the Richmond Community College curriculum at the time of its publication. However, the college reserves the right to delete or change programs and courses as may be required.

Most curricula are offered during the morning and early afternoon, although some are available both day and evening. A few curricula are available evenings only.

The curricular programs are arranged in alphabetical order and described in detail on the following pages. Individual course descriptions begin on page 112

COURSES OF STUDY

Vocational Curricula:

Vocational programs are usually four quarters in length and emphasize specific skills in the particular vocation plus some knowledge of mathematics, the sciences, and communication skills.

- Architectural Drafting
- Electrical Installation and Maintenance
- Electronic Servicing
- Industrial Maintenance
- Machinist
- Practical Nursing
- Vending Machine Service Technician
- Welding

Technical Curricula:

Technical curricula are highly specialized occupational programs of six to eight quarters in length. These programs emphasize theory more than vocational programs.

- Accounting
- Administrative Office Technology
- Associate Degree Nursing (Registered Nursing)
- Business Administration
- Business Computer Programming
- Criminal Justice—Protective Service Technology
- Electronics Engineering Technology
- General Occupational Technology
- Human Services Technology
- Mechanical Engineering Technology

College Transfer Curricula:

College transfer curricula are six quarters in length and prepare graduates to pursue baccalaureate degrees at senior institutions.

Associate in Arts
Associate in Science
Associate in Fine Arts*

* This curriculum is slated for implementation in 1990.

General Education:

Richmond Community College offers a wide range of courses which can be applied to the Associate Degree in General Education. Associate Degree in General Education candidates are required to take a variety of courses in English, mathematics, science, humanities, and social sciences.

The College also offers the required Developmental Studies courses which prepare students to enter a vocational, technical, or general education curriculum by enhancing basic skills.



ASSOCIATE DEGREE CURRICULA

(College Transfer)

The Associate in Arts Degree is for students desiring to pursue liberal arts and pre-professional programs in areas other than the fine arts and sciences and are interested in transferring to a four-year college or university program. In order that students may transfer as many credits as possible, it is strongly recommended that students in any one of the associate degree curricula examine the requirements of the institution to which they wish to transfer. Students are responsible for meeting the entrance requirements of the senior institution. However, advisors will assist students in making their course selection so that they can meet the requirements for transfer.

The Associate in Science curriculum provides courses which will allow the student to work toward a Bachelor of Science Degree at a senior institution. The curriculum includes general education courses, but the majority of the courses are from the science area. The course work is heavily oriented towards a proficiency in mathematics, chemistry, physics, and biology.

Certain general education courses are required for each of the associate degrees in the areas of English, mathematics, natural science, social science, humanities, fine arts, and physical education. A number of credits are unspecified and can be taken according to the student's choice.

GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE IN ARTS DEGREE

English.....	10
English Composition 105-106.....	10
Mathematics.....	5-10
College Algebra 107.....	5
or	
Mathematics 111.....	5
or	
Mathematics 115.....	5
Natural Sciences.....	12
General Biology 111-112.....	12
Physics 111-113.....	12
Chemistry 111-113.....	12
Social Science.....	15
European Civilization.....	5
American Civilization.....	5
One additional course (from Social Science).....	5
Humanities and Fine Arts.....	15
Humanities (two).....	10
Literature, Philosophy, Religion, or Speech	
Fine Arts (one).....	5
Art, Drama, Music	
Physical Education.....	3
Physical Conditioning 101.....	1
Activity Courses (two).....	2
Total General Education.....	60-65
Electives.....	31-36
Minimum Total Number of Credits for Degree.....	96

The Associate in Arts Degree

Courses will be offered as listed whenever possible. Courses may be offered at other times based on the needs of the students and the availability of facilities.

FIRST QUARTER (FALL)

		Hours/Week		Qtr. Hrs.	
Course Title		(Class)	(Lab)	Credit	
*ENG	105	Composition I	5	0	5
*MAT	107	College Algebra	5	0	5
*POL	101	American National Govt.	5	0	5
*PED	101	Physical Conditioning	<u>0</u>	<u>2</u>	<u>1</u>
			15	2	16

Electives:

BUS	105	Word Processing I	1	4	3
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SECOND QUARTER (WINTER)

*ENG	106	Composition II	5	0	5
*BIO	111	General Biology I	5	2	6
*HIS	127	Modern European Civ.	5	0	5
*PED	102	Physical Ed. Life Sport	<u>0</u>	<u>2</u>	<u>1</u>
			15	4	17

Electives:

PSY	101	Principles of Psychology	5	0	5
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THIRD QUARTER (SPRING)

*HIS	201	American Civilization	5	0	5
*BIO	112	General Biology II	5	2	6
*MUS	230	Music Appreciation	5	0	5
*PED	103	Physical Ed. Team Sport	<u>0</u>	<u>2</u>	<u>1</u>
			15	4	17

Electives:

ENG	107	Intro. to Literature	5	0	5
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FOURTH QUARTER (FALL)

*ENG	222	American Literature Before 1865	5	0	5
EDP	111	Introduction to Computer Science	5	0	5
*REL	130	Comparative Religion	<u>5</u>	<u>0</u>	<u>5</u>
			15	0	15

Electives:

CHM	111	General Chemistry I (1989-90)	3	2	4
PHY	111	Physics I (1990-91)	3	2	4
SPN	101	Spanish I (1990-91)	5	0	5
SOC	101	Principles of Modern Sociology	5	0	5

FIFTH QUARTER (WINTER)

ENG	223	American Literature Since 1865	5	0	5
ECO	201	Principles of Economics	5	0	5
PHI	100	Philosophy	<u>5</u>	<u>0</u>	<u>5</u>
			15	0	15

Electives:

CHM	112	General Chemistry II (1989-90)	3	2	4
PHY	112	Physics II (1990-91)	3	2	4
SPN	102	Spanish II (1990-91)	5	0	5
EDP	200	Structured Programming (1989-90)	3	2	4

SIXTH QUARTER (SPRING)

ENG	111	Fundamentals of Speech	5	0	5
MAT	212	Statistics	5	0	5
BUS	209	Intro. to Business	<u>5</u>	<u>0</u>	<u>5</u>
			15	0	15

Electives:

CHM	113	General Chemistry III (1989-90)	3	2	4
PHY	113	Physics III (1990-91)	3	2	4
ART	205	History and Appreciation of Art	5	0	5

* These courses are required. With approval from the department chairman, certain substitutions may be made.

OTHER ELECTIVES

FALL QUARTER

BIO	101	Human Anatomy and Physio. I	3	2	4
BUS	102	Typewriting I	1	4	3
BUS	225	Cost Accounting	3	2	4
BUS	120	Accounting I	5	2	6
BUS	105	Basic Word Processing	2	2	3

WINTER QUARTER

BIO	102	Human Anatomy and Physio. II	3	2	4
BUS	103	Typewriting II	1	4	3
BUS	121	Accounting II	5	2	6
BUS	115	Business Law I	5	0	5
BUS	105	Basic Word Processing	2	2	3

SPRING QUARTER

BUS	209	Introduction to Business	5	0	5
BUS	239	Marketing	3	0	3
BUS	125	Accounting III	5		2
					6
BUS	222	Intermediate Accounting I	5	2	6
BUS	223	Intermediate Accounting II	5	2	6
BUS	105	Basic Word Processing	2	2	3

OFFERED ON DEMAND

MAT	111	College Mathematics	5	0	5
MAT	115	Mathematics for Elem Teach	5	0	5
PED	104	Recreation	0	2	1
PHS	101	Development of Physical Thought	5	0	5

Evening Course Sequence

FIRST QUARTER (FALL)

		Hours/Week		Qtr. Hrs.	
Course Title		(Class)	(Lab)	Credit	
ENG	105	Composition I	5	0	5
POL	101	American National Government	5	0	5
PED	101	Physical Conditioning	<u>0</u>	<u>2</u>	<u>1</u>
			10	2	11

SECOND QUARTER (WINTER)

ENG	106	Composition II	5	0	5
HIS	127	Modern European Civilization	5	0	5
PED	102	Life Sport	<u>0</u>	<u>2</u>	<u>1</u>
			10	2	11

THIRD QUARTER (SPRING)

MAT	107	College Algebra	5	0	5
MUS	230	Music Appreciation	5	0	5
PED	103	Physical Ed. Team Sport	<u>0</u>	<u>2</u>	<u>1</u>
			10	2	11

FOURTH QUARTER (SUMMER)

PSY	101	Principles of Psychology	5	0	5
HIS	201	American Civilization	5	0	5
BUS	105	Basic Word Processing	<u>1</u>	<u>4</u>	<u>3</u>
			11	4	13

FIFTH QUARTER (FALL)

BIO	111 General Biology I	5	2	6
SOC	101 Principles of Modern Sociology	<u>5</u>	<u>0</u>	<u>5</u>
		10	2	11

SIXTH QUARTER (WINTER)

BIO	112 General Biology II	5	2	6
ENG	111 Fundamentals of Speech	<u>5</u>	<u>0</u>	<u>5</u>
		10	2	11

SEVENTH QUARTER (SPRING)

REL	130 Comparative Religion	5	0	5
ENG	223 American Literature Since 1865	<u>5</u>	<u>0</u>	<u>5</u>
		10	0	10

EIGHTH QUARTER (SUMMER)

ECO	201 Principles of Economics	5	0	5
EDP	111 Introduction to Computer Science	<u>5</u>	<u>0</u>	<u>5</u>
		10	0	10

NINTH QUARTER (FALL)

PHI	100 Philosophy	5	0	5
BUS	209 Introduction to Business	<u>5</u>	<u>0</u>	<u>5</u>
		10	0	10

GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE IN SCIENCE DEGREE**

English.....	10
English Composition 105-106.....	10
Mathematics.....	20
College Algebra 107.....	5
College Trigonometry 108.....	5
Calculus & Analytic Geometry.....	15
Sciences.....	24
General Biology 111-112.....	12
Chemistry 111-113.....	12
Physics 111-113.....	12
Physical Science 101-103.....	12
Social Science.....	10
One course is required from at least two social science subject areas.....	10
Humanities and Fine Arts.....	5
Literature, Philosophy, Religion, Speech, Art, Drama, or Music.....	5
Physical Education.....	3
Physical Conditioning 101.....	1
Activity Courses (two).....	2
Total General Education.....	72
Electives.....	24
Minimum Total Number of Credits for Degree.....	96

The Associate in Science Degree

Courses will be offered as listed whenever possible. Courses may be offered at other times based on the needs of the students and the availability of facilities.

FIRST QUARTER (FALL)

Course Title		Hours/Week		Qtr. Hrs.
		(Class)	(Lab)	Credit
*ENG	105 Composition I	5	0	5
*MAT	107 College Algebra	5	0	5
*POL	101 American National Government	5	0	5
*PED	101 Physical Conditioning	<u>0</u>	<u>2</u>	<u>1</u>
		15	2	16
Elective:				
BUS	105 Word Processing I	2	2	3

SECOND QUARTER (WINTER)

*ENG	106 Composition II	5	0	5
*BIO	111 General Biology I	5	2	6
*MAT	108 College Trigonometry	5	0	5
*PED	102 Physical Ed. Life Sport	<u>0</u>	<u>2</u>	<u>1</u>
		15	4	17

Electives:

PSY	101	Principles of Psychology	5	0	5
HIS	127	Modern European Civilization	5	0	5

THIRD QUARTER (SPRING)

*MAT	205	Analytic Geometry & Calculus	5	0	5
*BIO	112	General Biology II	5	2	6
*MUS	230	Music Appreciation	5	0	5
*PED	103	Physical Ed. Team Sport	<u>0</u>	<u>2</u>	<u>1</u>
			15	4	17

Electives:

HIS	201	American Civilization	5	0	5
ENG	107	Introduction to Literature	5	0	5

FOURTH QUARTER (FALL)

*ENG	222	American Literature before 1865	5	0	5
*MAT	206	Analytic Geometry & Calculus	5	0	5
*CHM	111	General Chemistry I	3	2	4
REL	130	Comparative Religion	<u>5</u>	<u>0</u>	<u>5</u>
			18	2	19

Electives:

EDP	111	Introduction to Computer Science	5	0	5
PHY	111	Physics I	3	2	4

FIFTH QUARTER (WINTER)

MAT	207	Analytic Geometry & Calculus	5	0	5
ENG	111	Fundamentals of Speech	5	0	5
*CHM	112	General Chemistry II	<u>3</u>	<u>2</u>	<u>4</u>
			13	2	14

Electives:

ENG	223	American Literature since 1865	5	0	5
ECO	201	Principles of Economics	5	0	5
PHY	112	Physics II	3	2	4

SIXTH QUARTER (SPRING)

*CHM	113	General Chemistry III	3	2	4
MAT	214	Statistics	5	0	5
SOC	101	Principles of Modern Sociology	<u>5</u>	<u>0</u>	<u>5</u>
			13	2	14

Electives:

PHY	113	Physics III	3	2	4
EDP	200	Structured Programming	3	2	4
ART	205	History & App. of Art	5	0	5

* These courses are required. With approval from the department chairman, certain substitutions may be made.

** Curriculum will be implemented Fall 1989.

OTHER ELECTIVES

BIO	101	Human Anatomy and Physiology I	3	2	4
BIO	102	Human Anatomy and Physiology II	3	2	4



GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE IN FINE ARTS DEGREE**

English.....	10
English Composition 105-106.....	10
Mathematics and/or Science.....	5-12
College Algebra 107.....	5
or	
Science (a series)	
Biology, Chemistry, Physics.....	12
Social Science.....	10
European Civilization.....	5
American Civilization.....	5
Or two other social science courses.....	10
Humanities and Fine Arts.....	15
Humanities (two).....	10
Literature, Philosophy, Religion, Speech or Foreign Language	
Fine Arts (one - not in major field).....	5
Art, Drama, Music	
Physical Education.....	3
Physical Conditioning 101.....	1
Activity Courses (two).....	2
Total General Education.....	43-50
Electives (Different from those taken in major field).....	3-20
Professional Program Courses.....	26-50
Drama	
DRA 101, 102, 103, 104, 105, 106, 111, 112, 114, 201, 202, 203, 117, 118, 119.....	30
ENG 111.....	5
Electives: (Choose 8 hours)	
DRA 107, 108, 109, 115, 116, 211, 225, 226, 227.....	8
Minimum Total Number of Credits for Degree.....	96

The Associate in Fine Arts Degree

Courses will be offered as listed whenever possible. Courses may be offered at other times based on the needs of the students and the availability of facilities.

FIRST QUARTER (FALL)

	Course Title	Hours/Week		Qtr. Hrs.
		(Class)	(Lab)	Credit
*ENG	105 Composition I	5	0	5
*MAT	107 College Algebra	5	0	5
REL	130 Comparative Religion	5	0	5
*PED	101 Physical Conditioning	0	2	1
*DRA	101 Play Production I	<u>0</u>	<u>10</u>	<u>1</u>
		15	2(10)	17

Elective:

PSY	101	Principles of Psychology	5	0	5
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SECOND QUARTER (WINTER)

*ENG	106	Composition II	5	0	5
PHI	100	Philosophy	5	0	5
*HIS	127	Modern European Civilization	5	0	5
*PED	102	Physical Ed. Life Sport	0	2	1
*DRA	102	Play Production II	<u>0</u>	<u>10</u>	<u>1</u>
			15	2(10)	17

Elective:

MAT	111	College Mathematics	5	0	5
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THIRD QUARTER (SPRING)

*HIS	201	American Civilization	5	0	5
*ENG	111	Fundamentals of Speech	5	0	5
*MUS	230	Music Appreciation	5	0	5
*PED	103	Physical Ed. Team Sport	0	2	1
*DRA	103	Play Production III	<u>0</u>	<u>10</u>	<u>1</u>
			15	2(10)	17

Elective:

ENG	250	Introduction to Theater	5	0	5
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FOURTH QUARTER (FALL)

*DRA	111	Introduction to Dramatic Arts	3	0	3
*DRA	117	Acting and Stage Mov. I	3	0	3
*DRA	201	Basic Stage Lighting	2	3	3
DRA	114	Stagecraft	2	3	3
DRA	104	Play Production IV	<u>0</u>	<u>10</u>	<u>1</u>
			10	6(10)	13

Electives:

DRA	107	Children's Theater Production I	0	10	1
DRA	225	Seminar in Selected Topics	3	0	3

FIFTH QUARTER (WINTER)

*DRA	112	Introduction to Cinema	3	0	3
DRA	115	Introduction to Stage Scenery	2	3	3
*DRA	118	Acting and Stage Mov. II	3	0	3
*DRA	202	Dramatic Literature	3	0	3
DRA	105	Play Production V	<u>0</u>	<u>10</u>	<u>1</u>
			11	3(10)	13

Electives:

DRA	211	History of Western Drama	3	0	3
DRA	226	Seminar in Selected Topics	3	0	3
DRA	108	Children's Theater Production II	0	10	1

SIXTH QUARTER (SPRING)

DRA	116 Stage Makeup	3	0	3
*DRA	119 Acting and Stage Mov. III	3	0	3
ART	205 History & Appreciation of Art	5	0	5
DRA	203 Stage Costuming	2	3	3
DRA	106 Play Production VI	<u>0</u>	<u>10</u>	<u>1</u>
		13	3(10)	15

Electives:

DRA	227 Seminar in Selected Topics	3	0	3
DRA	109 Children's Theater Production III	0	10	1

* These courses are required. With approval from the department chairman, certain substitutions may be made.

** Curriculum will be implemented Fall 1990. Course descriptions are not listed in this catalog, but may be obtained through the Office of Student Development.

ASSOCIATE IN APPLIED SCIENCE DEGREE CURRICULA

ACCOUNTING

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

The curriculum is designed to prepare the individual for entry-level accounting positions, such as junior accountant, bookkeeper, accounting clerk, cost clerk, payroll clerk and related data processing occupations.

With experience and additional education, the individual will be able to advance to positions such as systems accountant, cost accountant, budget accountant, and property accountant.

COURSE REQUIREMENTS FOR ACCOUNTING (DAY)

FIRST QUARTER (FALL)

	Course Title	Hours/Week		Qtr. Hrs.
		(Class)	(Lab)	Credit
BUS	101 Introduction to Business	5	0	5
BUS	110 Electronic Calculator Application	1	2	2
BUS	120 Accounting I	5	2	6
MAT	110 Business Mathematics	<u>5</u>	<u>0</u>	<u>5</u>
		16	4	18

SECOND QUARTER (WINTER)

BUS	121 Accounting II	5	2	6
BUS	115 Business Law I	5	0	5
ECO	102 Economics I	5	0	5
ENG	105 Composition I	<u>5</u>	<u>0</u>	<u>5</u>
		20	2	21

THIRD QUARTER (SPRING)

BUS	102 Computerized Typewriting I	3	2	4
BUS	125 Accounting III	5	2	6
BUS	116 Business Law II	5	0	5
ECO	104 Economics II	5	0	5
ENG	106 Composition II	<u>5</u>	<u>0</u>	<u>5</u>
		23	4	25

FOURTH QUARTER (FALL)

BUS	123	Business Finance I	3	0	3
BUS	225	Cost Accounting	3	2	4
BUS	229	Taxes I	3	2	4
EDP	110	Computer Literacy	2	2	3
—	—	Social Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
			14	6	17

FIFTH QUARTER (WINTER)

BUS	235	Business Management	3	0	3
BUS	222	Intermediate Accounting I	5	2	6
BUS	230	Taxes II	3	0	3
ENG	204	Oral Communications	3	0	3
EDP	102	Introduction to Spreadsheets	<u>3</u>	<u>2</u>	<u>4</u>
			17	4	19

SIXTH QUARTER (SPRING)

BUS	223	Intermediate Accounting II	5	2	6
BUS	269	Auditing	3	2	4
ENG	206	Business Communications	3	0	3
—	—	Related Elective	3	0	3
—	—	Related Elective	<u>3</u>	<u>0</u>	<u>3</u>
			17	4	19

TOTAL CREDIT HOURS REQUIRED

119

COURSE REQUIREMENTS FOR ACCOUNTING (EVENING)

FIRST QUARTER (FALL)

		Hours/Week		Qtr. Hrs.	
Course Title		(Class)	(Lab)	Credit	
BUS	101	Introduction to Business	5	0	5
BUS	110	Electronic Calculator Applications	1	2	2
MAT	110	Business Mathematics	<u>5</u>	<u>0</u>	<u>5</u>
			11	2	12

SECOND QUARTER (WINTER)

ENG	105	Composition I	5	0	5
BUS	115	Business Law I	5	0	5
BUS	120	Accounting I	<u>5</u>	<u>2</u>	<u>6</u>
			15	2	16

THIRD QUARTER (SPRING)

ENG	106	Composition II	5	0	5
BUS	121	Accounting II	5	2	6
BUS	116	Business Law II	<u>5</u>	<u>0</u>	<u>5</u>
			15	2	16

FOURTH QUARTER (SUMMER)

BUS	125	Accounting III	5	2	6
BUS	235	Business Management	3	0	3
EDP	110	Computer Literacy	<u>2</u>	<u>2</u>	<u>3</u>
			10	4	12

FIFTH QUARTER (FALL)

EDP	102	Introduction to Spreadsheets	3	2	4
BUS	225	Cost Accounting	3	2	4
ECO	102	Economics I	<u>5</u>	<u>0</u>	<u>5</u>
			11	4	13

SIXTH QUARTER (WINTER)

BUS	222	Intermediate Accounting I	5	2	6
ECO	104	Economics II	5	0	5
BUS	123	Business Finance	<u>3</u>	<u>0</u>	<u>3</u>
			13	2	14

SEVENTH QUARTER (SPRING)

BUS	223	Intermediate Accounting II	5	2	6
ENG	204	Oral Communications	3	0	3
BUS	102	Computerized Typewriting I	<u>3</u>	<u>2</u>	<u>4</u>
			11	4	13

EIGHTH QUARTER (SUMMER)

BUS	229	Taxes I	3	2	4
ENG	206	Business Communications	3	0	3
—	—	Related Elective	3	0	3
—	—	Related Elective	<u>3</u>	<u>0</u>	<u>3</u>
			12	2	13

NINTH QUARTER (FALL)

BUS	269	Auditing	3	2	4
—	—	Social Science Elective	3	0	3
BUS	230	Taxes II	<u>3</u>	<u>0</u>	<u>3</u>
			9	2	10

TOTAL CREDIT HOURS REQUIRED

119

Electives (Day and Evening)**Suggested Related Electives (6 hrs. Required)**

BUS	103	Computerized Typewriting II	3	2	4
BUS	104	Computerized Typewriting III	3	2	4
BUS	105	Basic Word Processing	2	2	3
BUS	111	Speedwriting I	3	2	4
BUS	122	Basic Finance	3	0	3
BUS	124	Business Finance II	3	0	3
BUS	210	Office Machines II	2	2	3
BUS	219	Credit Procedures and Problems	3	0	3
BUS	247	Business Insurance	3	0	3
BUS	271	Office Management	3	0	3
EDP	103	BASIC I	3	2	4
BUS	270	Microcomputer Accounting	2	2	3

Social Science Electives (3 hrs. Required)

HIS	127	Introduction to Modern European Civilization	5	0	5
HIS	201	Introduction to American Civilization	5	0	5
POL	103	State and Local Government	3	0	3
POL	201	United States Government	3	0	3
PSY	102	General Psychology	3	0	3
PSY	206	Applied Psychology	3	0	3
PSY	232	Career and Life Planning	3	0	3
SOC	102	Principles of Sociology	3	0	3
SSC	201	Social Science I	3	0	3
SSC	202	Social Science II	3	0	3
SSC	205	American Institutions	3	0	3
SSC	212	Marriage and the Family	3	0	3

* Other Electives may be selected subject to the needs of the individual student and approval of the advisor.

Co-op Option: Qualified students may elect to take up six credit hours of the COE sequence in lieu of six hours of technical electives. No more than two credit hours of COE coursework may be taken during a single quarter.

ADMINISTRATIVE OFFICE TECHNOLOGY

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

These purposes will be fulfilled through skill development in the areas of typewriting, shorthand, transcription and business machines. Through these skills the individual will be able to perform office-related activities and through the development of personal competencies and qualities will be provided the opportunity to enter the secretarial profession.

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

Students in this curriculum study keyboarding and word/information processing to develop skills in the preparation of business correspondence, reports, statistical copy, manuscripts and business forms. Administrative support courses emphasize typical office tasks such as scheduling appointments, composing correspondence and performing reprographic duties. Training is also provided in analyzing and coordinating office duties and systems. Skills and knowledge are taught in the areas of electronic document storage and retrieval and computer software utilization.

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

COURSE REQUIREMENTS FOR ADMINISTRATIVE OFFICE TECHNOLOGY (DAY)

FIRST QUARTER (FALL)

	Course Title	Hours/Week		Qtr. Hrs.
		(Class)	(Lab)	Credit
BUS	102 Computerized Typewriting I	3	2	4
BUS	110 Electronic Calculator Applications	1	2	2
MAT	110 Business Mathematics	5	0	5
ENG	101 Grammar	3	0	3
EDP	110 Computer Literacy	2	2	3
—	— Related Elective	<u>3</u>	<u>0</u>	<u>3</u>
		17	6	20

SECOND QUARTER (WINTER)

BUS	103 Computerized Typewriting II	3	2	4
BUS	119 Secretarial Accounting	5	2	6
BUS	183 Business, Legal & Medical Terminology	3	0	3
ENG	102 Composition	3	0	3
BUS	210 Automated Office Practice	<u>2</u>	<u>2</u>	<u>3</u>
		16	6	19

THIRD QUARTER (SPRING)

BUS	104	Computerized Typewriting III	3	2	4
BUS	211	Intro. to Machine Transcription	2	4	4
ENG	206	Business Communications	3	0	3
BUS	214	Microcomputer Office Procedures I	1	4	3
BUS	112	File Management	3	0	3
—	—	Social Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
			15	10	20

FIFTH QUARTER (FALL)

BUS	204	Advanced Computerized Typewriting	1	4	3
ENG	204	Oral Communications	3	0	3
BUS	220	Proofreading and Editing	3	0	3
BUS	111	Speedwriting	3	2	4
BUS	212	Advanced Machine Transcription	<u>2</u>	<u>4</u>	<u>4</u>
			12	10	17

SIXTH QUARTER (WINTER)

BUS	229	Taxes I	3	2	4
BUS	213	Legal & Medical Machine Transcription	2	4	4
BUS	113	Word Processing I	3	2	4
BUS	216	Microcomputer Office Procedures II	1	4	3
—	—	Related Elective	<u>3</u>	<u>0</u>	<u>3</u>
			12	12	18

SEVENTH QUARTER (SPRING)

BUS	205	Production and Speed Building	1	4	3
BUS	273	Word Processing II	3	2	4
BUS	233	Personnel Management	3	0	3
PSY	231	Personal Development	3	0	3
—	—	Social Science Elective	3	0	3
—	—	Related Elective	<u>3</u>	<u>0</u>	<u>3</u>
			16	6	19

TOTAL CREDIT HOURS REQUIRED

113

Related Electives (Day and Evening)

BUS	122	Basic Finance	3	0	3
BUS	123	Business Finance	3	0	3
BUS	230	Taxes II	3	0	3
BUS	232	Sales Development	5	0	5
BUS	235	Business Management	3	0	3
BUS	239	Marketing	3	0	3
BUS	272	Principles of Supervision	3	0	3

Social Science Electives* - Day and Evening (6 hrs. Required)

HIS	127	Intro. to Modern European Civilization	5	0	5
HIS	201	Intro. to American Civilization	5	0	5
POL	103	State and Local Government	3	0	3
POL	201	United States Government	3	0	3
PSY	102	General Psychology	3	0	3
PSY	206	Applied Psychology	3	0	3
PSY	232	Career and Life Planning	3	0	3
SOC	102	Principles of Sociology	3	0	3
SSC	201	Social Science I	3	0	3
SSC	202	Social Science II	3	0	3
SSC	205	American Institutions	3	0	3
SSC	212	Marriage and the Family	3	0	3

* Other electives may be selected subject to the needs of the individual student and approval of the advisor.

** May be selected from any business courses not otherwise required for graduation.

Co-op Option: Qualified students may elect to take three credit hours of the COE sequence in lieu of three credit hours of technical elective credit. No more than two credit hours of COC course work may be taken in a single quarter.



ASSOCIATE DEGREE NURSING

The Associate Degree Nursing curriculum is designed to prepare graduates to integrate the principles and theories of nursing and the sciences in utilizing the nursing process in the practice of nursing. The practice of nursing by associate degree nursing graduates consists of: (1) assessing the patient's physical and mental health, including the patient's reaction to illness and treatment regimens; (2) recording and reporting the results of the nursing assessment; (3) planning, initiating, delivering, and evaluating appropriate nursing acts; (4) teaching, delegating to or supervising other personnel in implementing the treatment regimen; (5) collaborating with other health care providers in determining the appropriate health care for a patient; (6) implementing the treatment and pharmaceutical regimen prescribed by any person authorized by State law to prescribe such a regimen; (8) reporting and recording the plan for care, nursing care given, and the patient's response to that care; and (9) supervising, teaching, and evaluating those who perform nursing functions.

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

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

COURSE REQUIREMENTS FOR ASSOCIATE DEGREE NURSING (DAY ONLY) EFFECTIVE FALL, 1988

FIRST QUARTER (FALL)

	Course Title	Hours/Week			Qtr. Hrs. Credit
		(Class)	(Lab)	(Shop)	
NUR	101 Fundamentals of Nursing	5	4	3	8
BIO	105 Human Anatomy & Physiology I	3	2	0	4
PSY	101 Principles of Psychology	5	0	0	5
MAT	104 Nursing Math	<u>2</u>	<u>0</u>	<u>0</u>	<u>2</u>
		15	6	3	19

SECOND QUARTER (WINTER)

NUR	102 Nursing of Adults & Children I	6	0	12	10
BIO	106 Human Anatomy & Physiology II	3	2	0	4
PSY	110 Developmental Psychology	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
		14	2	12	19

THIRD QUARTER (SPRING)

NUR	103 Nursing of Adults & Children II	6	0	12	10
BIO	107 Human Anatomy & Physiology III	3	2	0	4
BIO	104 Microbiology	<u>3</u>	<u>2</u>	<u>0</u>	<u>4</u>
		12	4	12	18

FOURTH QUARTER (SUMMER)

NUR	105	Nursing of Women	6	0	12	10
NUR	201	Psychiatric Nursing				
NUT	102	Therapeutic Nutrition	<u>3</u>	<u>3</u>	<u>0</u>	<u>3</u>
			9	0	12	13

FIFTH QUARTER (FALL)

NUR	105	Nursing of Women	6	0	12	10
NUR	201	Psychiatric Nursing				
SOC	101	Principles of Modern Sociology	5	0	0	5
ENG	105	Composition I	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
			16	0	12	20

SIXTH QUARTER (WINTER)

NUR	202	Nursing of Adults & Children III	6	0	12	10
ENG	106	Composition II	5	0	0	5
		Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			14	0	12	18

SEVENTH QUARTER (SPRING)

NUR	203	Nursing of Adults & Children IV	6	0	24	14
NUR	204	Nursing Seminar	<u>2</u>	<u>0</u>	<u>0</u>	<u>2</u>
			8	0	24	16

TOTAL CREDIT HOURS REQUIRED

123

Suggested Electives (3 hours required)

SSC	212	Marriage & The Family				
ECO	102	Economics I				
HIS	127	Modern European Civilization				
HIS	201	American Civilization				
ENG	115	Public Speaking				

Other electives may be selected subject to the needs of the individual student and approval of the Director of the ADN Program.

COURSE REQUIREMENTS FOR LPN ADVANCED PLACEMENT*

FIRST QUARTER (SPRING)

		Course Title	Hours/Week			Qtr. Hrs. Credit
			(Class)	(Lab)	(Shop)	
NUR	104	Nursing Transition	7	0	6	9
BIO	104	Microbiology	3	2	0	4
BIO	107	Human Anatomy & Physiology				
		II	<u>3</u>	<u>2</u>	<u>0</u>	<u>4</u>
			13	4	6	17

SECOND QUARTER (SUMMER)

NUT	102	Therapeutic Nutrition	3	0	0	3
NUR	105	Nursing of Women	<u>6</u>	<u>0</u>	<u>12</u>	<u>0</u>
		or	9	0	12	3
NUR	201	Psychiatric Nursing				

THIRD QUARTER (FALL)

NUR	105	Nursing of Women	6	0	12	10
		or				
NUR	201	Psychiatric Nursing				
SOC	101	Principles of Modern Sociology	5	0	0	5
ENG	105	Composition I	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
			16	0	12	20

FOURTH QUARTER (WINTER)

NUR	202	Nursing of Adults & Children III	6	0	12	10
ENG	106	Composition II	5	0	0	5
		Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			14	0	12	18

FIFTH QUARTER (SPRING)

NUR	203	Nursing of Adults & Children IV	6	0	24	14
NUR	204	Nursing Seminar	<u>2</u>	<u>0</u>	<u>0</u>	<u>2</u>
			8	0	24	16

* The LPN Advanced Placement sequence will be offered subject to sufficient demand. The College will determine annually if there is sufficient enrollment to justify offering the sequence. See page 15 for admissions information.

BUSINESS ADMINISTRATION

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

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

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

COURSE REQUIREMENTS FOR BUSINESS ADMINISTRATION (DAY)

FIRST QUARTER (FALL)

	Course Title	Hours/Week		Qtr. Hrs.
		(Class)	(Lab)	Credit
BUS	101 Introduction to Business	5	0	5
EDP	110 Computer Literacy	2	2	3
BUS	102 Computerized Typewriting I	3	2	4
MAT	110 Business Mathematics	5	0	5
ENG	101 Grammar	<u>3</u>	<u>0</u>	<u>3</u>
		18	4	20

SECOND QUARTER (WINTER)

BUS	272 Principles of Supervision	3	0	3
BUS	115 Business Law I	5	0	5
BUS	105 Basic Word Processing	2	2	3
ECO	102 Economics I	5	0	5
ENG	102 Composition	<u>3</u>	<u>0</u>	<u>3</u>
		18	2	19

THIRD QUARTER (SPRING)

BUS	116 Business Law II	5	0	5
BUS	239 Marketing	3	0	3
ECO	104 Economics II	5	0	5
ENG	204 Oral Communications	3	0	3
—	— Related Elective	<u>3</u>	<u>0</u>	<u>3</u>
		19	0	19

FOURTH QUARTER (FALL)

BUS	120	Accounting I	5	2	6
BUS	229	Taxes I	3	2	4
BUS	233	Personnel Management	3	0	3
BUS	123	Business Finance I	3	0	3
—	—	Social Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
			17	4	19

FIFTH QUARTER (WINTER)

BUS	235	Business Management	3	0	3
BUS	121	Accounting II	5	2	6
BUS	230	Taxes II	3	0	3
—	—	Social Science Elective	3	0	3
—	—	Related Elective	<u>3</u>	<u>0</u>	<u>3</u>
			17	2	18

SIXTH QUARTER (SPRING)

ENG	206	Business Communications	3	0	3
EDP	102	Introduction to Spreadsheets	3	2	4
BUS	125	Accounting III	5	2	6
BUS	232	Sales Development	<u>5</u>	<u>0</u>	<u>5</u>
			16	4	18

TOTAL CREDIT HOURS REQUIRED

113

COURSE REQUIREMENTS FOR BUSINESS ADMINISTRATION (EVENING)

FIRST QUARTER (FALL)

		Hours/Week		Qtr. Hrs.	
Course Title		(Class)	(Lab)	Credit	
ENG	101	Grammar	3	0	3
BUS	101	Introduction to Business	5	0	5
MAT	110	Business Mathematics	<u>5</u>	<u>0</u>	<u>5</u>
			13	0	13

SECOND QUARTER (WINTER)

ENG	102	Composition	3	0	3
ECO	102	Economics I	5	0	5
BUS	123	Business Finance I	3	0	3
BUS	115	Business Law I	<u>5</u>	<u>0</u>	<u>5</u>
			16	0	16

THIRD QUARTER (SPRING)

ECO	104	Economics II	5	0	5
BUS	116	Business Law II	5	0	5
ENG	204	Oral Communications	3	0	3
BUS	272	Principles of Supervision	<u>3</u>	<u>0</u>	<u>3</u>
			16	0	16

FOURTH QUARTER (SUMMER)

BUS	235	Business Management	3	0	3
BUS	232	Sales Development	5	0	5
EDP	110	Computer Literacy	<u>2</u>	<u>2</u>	<u>3</u>
			10	2	11

FIFTH QUARTER (FALL)

BUS	102	Computerized Typewriting I	3	2	4
BUS	120	Accounting I	5	2	6
BUS	233	Personnel Management	<u>3</u>	<u>0</u>	<u>3</u>
			11	4	13

SIXTH QUARTER (WINTER)

BUS	105	Basic Word Processing	2	2	3
BUS	121	Accounting II	5	2	6
BUS	239	Marketing	<u>3</u>	<u>0</u>	<u>3</u>
			10	4	12

SEVENTH QUARTER (SPRING)

BUS	125	Accounting III	5	2	6
BUS	229	Taxes I	3	2	4
ENG	206	Business Communications	<u>3</u>	<u>0</u>	<u>3</u>
			11	4	13

EIGHTH QUARTER (SUMMER)

BUS	230	Taxes II	3	0	3
—	—	Social Science Elective	3	0	3
—	—	Related Elective	3	0	3
EDP	102	Introduction to Spreadsheets	<u>3</u>	<u>2</u>	<u>4</u>
			12	2	13

NINTH QUARTER (FALL)

—	—	Social Science Elective	3	0	3
—	—	Related Elective	<u>3</u>	<u>0</u>	<u>3</u>
			6	0	6

TOTAL CREDIT HOURS REQUIRED

113

Electives (Day and Evening)
Suggested Related Electives* (6 hrs. Required)

***Related Electives**

BUS	247	Business Insurance	3	0	0	3
EDP	106	Data Base Applications	2	2	0	3
BUS	110	Electronic Calculator Applications	1	2	0	3
BUS	270	Microcomputer Accounting	3	0	0	3
BUS	219	Credit Procedures & problems	3	0	0	3
EDP	103	Basic I	3	2	0	4

Social Science Electives (6 hrs. Required)

		Hours/Week		Qtr. Hrs.	
Course Title		(Class)	(Lab)	Credit	
HIS	127	Introduction to Modern Civilization	5	0	5
HIS	201	Introduction to American Civilization	5	0	5
POL	103	State and Local Government	3	0	3
POL	201	United States Government	3	0	3
PSY	102	General Psychology	3	0	3
PSY	206	Applied Psychology	3	0	3
PSY	232	Career and Life Planning	3	0	3
SOC	102	Principles of Sociology	3	0	3
SSC	201	Social Science I	3	0	3
SSC	202	Social Science II	3	0	3
SSC	205	American Institutions	3	0	3
SSC	212	Marriage and the Family	3	0	3

* Other electives may be selected to the need of the individual student and approval of the advisor.

Students in this curriculum who wish to take a proficiency test in a business course prior to enrolling in that course must complete a Request for Proficiency Form obtained from the Office of Student Development. The student should meet with the evaluating instructor to arrange for the time and place for proficient testing.

Co-op Option: Qualified students may elect to take up three hours of the COE sequence in lieu of three credit hours of Related elective credit. No more than two credit hours of COE coursework may be taken during a single quarter.

BUSINESS COMPUTER PROGRAMMING

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

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

COURSE REQUIREMENTS FOR BUSINESS COMPUTER PROGRAMMING (DAY AND EVENING)*

FIRST QUARTER (FALL)

	Course Title	Hours/Week		Qtr. Hrs.
		(Class)	(Lab)	Credit
EDP	110 Computer Literacy	2	2	3
BUS	105 Basic Word Processing	2	2	3
ENG	105 Composition I	5	0	5
MAT	110 Business Mathematics	5	0	5
BUS	110 Electronic Calculator Applications	<u>1</u>	<u>2</u>	<u>2</u>
		15	6	18

SECOND QUARTER (WINTER)

EDP	102 Introduction to Spreadsheets	3	2	4
EDP	103 BASIC I	3	2	4
BUS	120 Accounting I	5	2	6
ENG	106 Composition II	<u>5</u>	<u>0</u>	<u>5</u>
		16	6	19

THIRD QUARTER (SPRING)

EDP	204 BASIC II	2	2	3
BUS	121 Accounting II	5	2	6
MAT	121 Computer Mathematics	<u>5</u>	<u>0</u>	<u>5</u>
		12	4	14

FOURTH QUARTER (SUMMER)

EDP	101 Compiler Language I	3	2	4
EDP	105 COBOL I	2	4	4
—	— Social Science Elective	3	0	3
—	— Related Elective	3	0	3
—	— Related Elective	<u>3</u>	<u>0</u>	<u>3</u>
		14	6	17

FIFTH QUARTER (FALL)

EDP	104	Assembler Language	3	2	4
ENG	204	Oral Communications	3	0	3
BUS	225	Cost Accounting	3	2	4
EDP	202	Applications I	<u>2</u>	<u>4</u>	<u>4</u>
			11	8	15

SIXTH QUARTER (WINTER)

EDP	203	Applications II	2	4	4
EDP	215	RPG	2	2	3
BUS	115	Business Law I	5	0	5
—	—	Social Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
			12	6	15

SEVENTH QUARTER (SPRING)

EDP	219	Systems Analysis and Design	4	2	5
MAT	214	Statistics	5	0	5
EDP	106	Data Base Applications	2	2	3
—	—	Social Science Elective	<u>3</u>	<u>0</u>	<u>3</u>
			14	4	16

TOTAL CREDIT HOURS REQUIRED

114

Electives (Day and Evening)*

Suggested Related Electives ** (6 hrs. Required)

BUS	101	Introduction to Business	5	0	5
BUS	125	Accounting III	5	2	6
BUS	229	Taxes I	3	2	4
BUS	235	Business Management	3	0	3
BUS	272	Principles of Supervision	3	0	3
BUS	105	Basic Word Processing	2	2	3
ECO	102	Economics I	5	0	5
BUS	102	Computerized Typewriting I	3	2	4

Social Science Electives (9 hrs. Required)

HIS	127	Introduction to Modern European Civilization	5	0	5
HIS	201	Introduction to American Civilization	5	0	5
POL	103	State and Local Government	3	0	3
POL	201	United States Government	3	0	3
PSY	102	General Psychology	3	0	3
PSY	206	Applied Psychology	3	0	3
PSY	232	Career and Life Planning	3	0	3
SOC	102	Principles of Sociology	3	0	3
SOC	201	Social Science I	3	0	3
SSC	202	Social Science II	3	0	3
SSC	205	American Institutions	3	0	3
SSC	212	Marriage and the Family	3	0	3

* Courses in this curriculum are being offered during evening hours according to demand.

** Other electives may be selected subject to the needs of the individual student and approval of the advisor.

Co-op Option: Qualified students may elect to take up three credit hours of the COE sequence in place of three credit hours of technical elective credit. No more than two credit hours of COE course work may be taken during a single quarter.

ENG 101, 102, 103 may be taken in lieu of ENG 105 and 106.



CRIMINAL JUSTICE-PROTECTIVE SERVICES TECHNOLOGY

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

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

In addition to core subjects, the correctional services option provides an opportunity to study other generally accepted subjects indigenous to a two-year correctional services program such as confinement facility administration, correction law, counseling, probation-parole services and rehabilitation options. Similarly, the law enforcement option provides an opportunity to study other generally accepted subjects included in a two-year law enforcement program such as criminal behavior, criminal investigation, patrol operation, traffic management, and other aspects of law enforcement administration and operations. The security services option provides an opportunity to study other generally accepted subjects related to a two-year security services program such as accident prevention and safety management, common carrier protection, fire prevention, private security, industrial security, retail security, security systems and surveillance.

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

COURSE REQUIREMENTS FOR CRIMINAL JUSTICE- PROTECTIVE SERVICES TECHNOLOGY (DAY)

FIRST QUARTER (FALL)

Course Title		Hours/Week		Qtr. Hrs.
		(Class)	(Lab)	Credit
ENG	101 Grammar	3	0	3
CJC	101 Introduction to Criminal Justice	5	0	5
MAT	133 Criminal Justice Mathematics	5	0	5
SOC	102 Principles of Sociology	<u>3</u>	<u>0</u>	<u>3</u>
		16	0	16

SECOND QUARTER (WINTER)

POL	103 State and Local Government	3	0	3
CJC	203 Introduction to Corrections	5	0	5
ENG	102 Composition	3	0	3
CJC	107 Ethics & Professionalism in Criminal Justice	4	0	4
PSY	102 General Psychology	<u>3</u>	<u>0</u>	<u>3</u>
		18	0	18

THIRD QUARTER (SPRING)

		Hours/Week		Qtr. Hrs.
Course Title		(Class)	(Lab)	Credit
SOC	203 Social Problems	3	0	3
ENG	204 Oral Communications	3	0	3
POL	201 United States Government	3	0	3
CJC	102 Criminology	5	0	5
ENG	103 Report Writing	<u>3</u>	<u>0</u>	<u>3</u>
		17	0	17

FOURTH QUARTER (SUMMER)

CJC	222 Introduction to Criminal Justice Planning	3	0	3
SSC	212 Marriage and the Family	3	0	3
PSY	150 Interpersonal Relationships & Communications	3	0	3
CJC	110 Juvenile Delinquency	4	0	4
—	— * Elective	<u>3</u>	<u>0</u>	<u>3</u>
		16	0	16

FIFTH QUARTER (FALL)

PSY	229 Abnormal Psychology	5	0	5
CJC	206 Community Relations	3	0	3
CJC	210 Criminal Investigations I	5	0	5
CJC	115 Law I	<u>3</u>	<u>0</u>	<u>3</u>
		16	0	16

SIXTH QUARTER (WINTER)

CJC	216 Law II	3	0	3
CJC	202 Principles of Rehabilitation	4	0	4
CJC	221 Police Organization and Administration	4	0	4
CJC	212 Criminalistics	<u>5</u>	<u>0</u>	<u>5</u>
		16	0	16

SEVENTH QUARTER (SPRING)

CJC	211 Criminal Investigations II	4	0	4
CJC	225 Correctional Organization and Administration	4	0	4
CJC	205 Evidence	3	0	3
CJC	226 Introduction to Crime Prevention	3	0	3
—	— * Elective	<u>3</u>	<u>0</u>	<u>3</u>
		17	0	17

TOTAL CREDIT HOURS REQUIRED

116

COURSE REQUIREMENTS FOR CRIMINAL JUSTICE- PROTECTIVE SERVICES TECHNOLOGY (EVENING)

FIRST QUARTER (FALL)

	Course Title	Hours/Week		Qtr. Hrs.
		(Class)	(Lab)	Credit
PSY	150 Interpersonal Relationships & Communications	3	0	3
CJC	101 Introduction to Criminal Justice	5	0	5
ENG	101 Grammar	3	0	3
SOC	102 Principles of Sociology	<u>3</u>	<u>0</u>	<u>3</u>
		14	0	14

SECOND QUARTER (WINTER)

POL	103 State and Local Government	3	0	3
CJC	203 Introduction to Corrections	5	0	5
ENG	102 Composition	3	0	3
PSY	102 General Psychology	<u>3</u>	<u>0</u>	<u>3</u>
		14	0	14

THIRD QUARTER (SPRING)

SOC	203 Social Problems	3	0	3
ENG	103 Report Writing	3	0	3
POL	201 United States Government	3	0	3
CJC	102 Criminology	<u>5</u>	<u>0</u>	<u>5</u>
		14	0	14

FOURTH QUARTER (SUMMER)

CJC	222 Introduction to Criminal Justice Planning	3	0	3
SSC	212 Marriage and the Family	3	0	3
CJC	221 Police Organization & Administration	4	0	4
ENG	204 Oral Communications	<u>3</u>	<u>0</u>	<u>3</u>
		13	0	13

FIFTH QUARTER (FALL)

CJC	110 Juvenile Delinquency	4	0	4
CJC	210 Criminal Investigations I	5	0	5
CJC	115 Law I	3	0	3
—	— * Elective	<u>3</u>	<u>0</u>	<u>3</u>
		15	0	15

SIXTH QUARTER (WINTER)

CJC	216 Law II	3	0	3
CJC	202 Principles of Rehabilitation	4	0	4
PSY	229 Abnormal Psychology	5	0	5
CJC	206 Community Relations	<u>3</u>	<u>0</u>	<u>3</u>
		15	0	15

SEVENTH QUARTER (SPRING)

CJC	211 Criminal Investigations II	4	0	4
CJC	225 Correctional Organization and Administration	4	0	4
CJC	205 Evidence	3	0	3
CJC	226 Introduction to Crime Prevention	<u>3</u>	<u>0</u>	<u>3</u>
		14	0	14

EIGHTH QUARTER (SUMMER)

MAT	133 Criminal Justice Mathematics	5	0	5
CJC	107 Ethics & Professionalism in Criminal Justice	4	0	4
CJC	212 Criminalistics	5	0	5
—	— * Elective	<u>3</u>	<u>0</u>	<u>3</u>
		17	0	17

TOTAL CREDIT HOURS REQUIRED

116

* One elective may be taken in any two-year Associate Degree program; the other elective must be a Business Administration course.

ELECTRONICS ENGINEERING TECHNOLOGY

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

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

COURSE REQUIREMENTS FOR ELECTRONICS ENGINEERING TECHNOLOGY (DAY ONLY)

FIRST QUARTER (FALL)

	Course Title	Hours/Week			Qtr. Hrs.
		(Class)	(Lab)	(Shop)	Credit
ENG	105 Composition I	5	0	0	5
MAT	101 Technical Math I	5	0	0	5
ELC	101 Fundamentals of Electricity I	2	6	0	5
DFT	101 Technical Drafting I	<u>3</u>	<u>0</u>	<u>6</u>	<u>5</u>
		15	6	6	20

SECOND QUARTER (WINTER)

MAT	102 Technical Math II	5	0	0	5
ELC	102 Fundamentals of Electricity II	2	6	0	5
PHY	101 Properties of Matter	3	2	0	4
EDP	103 Basic I	<u>3</u>	<u>2</u>	<u>0</u>	<u>4</u>
		13	10	0	18

THIRD QUARTER (SPRING)

MAT	103 Technical Math III	5	0	0	5
PHY	102 Physics: Work, Energy, Power	3	2	0	4
ELN	105 Semiconductor Devices	4	4	0	6
ENG	106 Composition II	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
		17	6	0	20

FOURTH QUARTER (SUMMER)

ELN	210 Digital Electronics I	4	4	0	6
ELN	205 Application & Analysis of Control Devices	<u>4</u>	<u>4</u>	<u>0</u>	<u>6</u>
		8	8	0	12

FIFTH QUARTER (FALL)

ELN	214	Digital Electronics II	4	4	0	6
ELN	215	Introduction to Microprocessors	4	4	0	6
ENG	204	Oral Communications	3	0	0	3
MAT	201	Technical Math IV	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
			16	8	0	20

SIXTH QUARTER (WINTER)

ELN	220	Microprocessor Interfacing	4	4	0	6
ELN	221	Electronic Communication Systems	4	4	0	6
DFT	115	Computer Aided Design-Electronics	0	6	0	3
—	—	Social Science Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			11	14	0	18

SEVENTH QUARTER (SPRING)

ELN	222	Microprocessor Trouble-shooting	4	4	0	6
ELN	225	Robotics and Programmable Controllers	4	4	0	6
ELN	250	Electronics Design Project	0	6	0	3
—	—	Social Science Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			11	14	0	18

TOTAL CREDIT HOURS REQUIRED

126

Social Science Electives# (6 hrs. Required)

		Course Title	Hours/Week		Qtr. Hrs.
			(Class)	(Lab)	Credit
HIS	127	Introduction to Modern European Civilization	5	0	5
HIS	201	Introduction to American Civilization	5	0	5
POL	103	State and Local Government	3	0	3
POL	201	United States Government	3	0	3
PSY	102	General Psychology	3	0	3
PSY	206	Applied Psychology	3	0	3
PSY	232	Career and Life Planning	3	0	3
SOC	102	Principles of Sociology	3	0	3
SSC	201	Social Science I	3	0	3
SSC	205	Social Science II	3	0	3
SSC	212	Marriage and the Family	3	0	3

Other electives may be selected subject to the needs of the individual student and approval of the advisor.

ENG 101, 102, and 103 may be substituted for ENG 105 and 106.

GENERAL EDUCATION

This curriculum offers the student the opportunity to pursue an Associate Degree in General Education (a two year degree) from Richmond Community College.

The General Education curriculum is designed to impart to the student an understanding of the fundamental principles and contributions of a wide variety of disciplines. In addition, this curriculum seeks to help students evaluate information, make informed decisions, communicate clearly, and think creatively. As such, the curriculum provides students with a broad informational foundation which can better prepare them for a variety of careers. Ninety-six quarter hours are required for graduation. The minimum requirement is to be earned in the following general disciplinary areas:

Disciplinary Areas	Credit Hours
1. English.....	25
2. Mathematics.....	5
3. Science..... (Biology, Physical Thought, Computer Science)	16
4. Humanities..... (Art, Music, Religion, History)	25
5. Social/Behavioral Science..... (Business, Economics, Sociology, Psychology, Political Science)	25
	<hr/> 96

Courses are chosen from the College Transfer Schedule as listed quarterly.

GENERAL OCCUPATIONAL TECHNOLOGY

This curriculum is designed to meet the needs of full-time and/or part-time employees in business and industry. This program of study provides these individuals with an opportunity to upgrade their skills and/or to earn an associate degree by taking courses suited to their occupational needs. The curriculum consists of a basic core of courses in communication, mathematics and social science. The remainder of the curriculum consists of a sequence of technical courses individually tailored to satisfy the requirements of the student and/or the student's employer. One hundred fifteen credit hours are required.

COURSE REQUIREMENTS FOR GENERAL OCCUPATIONAL TECHNOLOGY

	Credit Hours
1. Related Courses	
Mathematics (MAT Prefix)	10
Science (BIO, PHS, PHY Prefixes)	10
Business Computer Programming (EDP 103)	4
Others	7
	31
2. General Education Courses	
English (ENG Prefix from General Educational and/or Technical areas)	12
Social Science/Humanities (PSY, SOC, and SSC Prefixes)	<u>12</u>
	24
3. Major Courses	
Courses may be taken from the following prefixes: BUS, CJC, DFT, ECO, EDP, ELC, ELN, ENG, HIS, MAT, MEC, NUR, PHY, POL, PSY, SOC, SSC, WLD.	
The specific courses will be chosen by the employer, employee and the RCC student advisor from the curricular courses presently being taught. Generally the courses will be selected from the areas of General Education, Business Administration, Accounting, Business Computer Programming, General Office Technical Specialty, Secretarial/Executive, Criminal Justice and Human Services. Some students will enroll with transfer credits being given for courses previously completed.	
	60
TOTAL CREDIT HOURS REQUIRED	115

Two-thirds credit will be given for four digit occupational courses to meet degree credit requirements.

The student will plan his/her courses of study with the RCC advisor and with the input of his/her employer.

HUMAN SERVICES TECHNOLOGY

The Human Services Technology curriculum is designed to prepare graduates for entry into a variety of positions in institutions and agencies which provide social, community and educational services to people. Along with the human services courses, the curriculum provides for electives that allow the student to specialize in a specific work interest area. During the last five quarters, emphasis is placed on the development of relevant knowledge and skills pertinent to the chosen area. Internships in one or more areas of human services are included in the final phases of the curriculum.

Graduates may find employment in child care agencies, family services agencies, hospitals, mental health centers, public welfare departments, schools and rehabilitation agencies.

Individuals desiring a career in human services technology should, if possible, take biology, psychology and sociology courses prior to entering the program.

COURSE REQUIREMENTS FOR HUMAN SERVICES TECHNOLOGY (DAY)

FIRST QUARTER (FALL)

	Course Title	Hours/Week			Qtr. Hrs.
		(Class)	(Lab)	(Shop)	Credit
ENG	101 Grammar	3	0	0	3
HST	100 Introduction to Human Services	5	0	0	5
SOC	102 Principles of Sociology	3	0	0	3
HST	103 Preventive Intervention Course	1	2	0	2
HST	101 Social and Group Process I	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
		17	2	0	18

SECOND QUARTER (WINTER)

ENG	102 Composition	3	0	0	3
PSY	102 General Psychology	3	0	0	3
HST	114 Interviewing and Counseling	3	2	0	4
POL	103 State and Local Government	3	0	0	3
HST	102 Social and Group Processes II	<u>1</u>	<u>4</u>	<u>0</u>	<u>3</u>
		13	6	0	16

THIRD QUARTER (SPRING)

ENG	204 Oral Communications	3	0	0	3
SOC	203 Social Problems	3	0	0	3
PSY	120 Growth & Development	3	0	0	3
HST	120 Activities in Human Services	2	2	0	3
HST	110 Practicum in Agency Observation	<u>1</u>	<u>0</u>	<u>3</u>	<u>2</u>
		12	2	3	14

FOURTH QUARTER (SUMMER)

CJC	110	Juvenile Delinquency	4	0	0	4
SSC	212	Marriage and the Family	3	0	0	3
PSY	209	Psychopathology in Childhood & Adolescence	5	0	0	5
PSY	207	Assessment and Testing	3	0	0	3
HST	226	Directing a Child Care Program	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			18	0	0	18

FIFTH QUARTER (FALL)

PSY	229	Abnormal Psychology	5	0	0	5
HST	251	Field Placement I	1	0	6	3
PSY	220	Learning and Behavior	4	0	0	4
HST	115	Basic Health Science	3	0	0	3
PSY	150	Interpersonal Relationships and Communications	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			16	0	6	18

SIXTH QUARTER (WINTER)

SOC	204	Community Resource Management	3	0	0	3
PSY	230	Gerontology	3	0	0	3
HST	252	Field Placement II	1	0	6	3
HST	221	Psychotherapeutic Methods & Helping Skills	4	2	0	5
ENG	103	Report Writing	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			14	2	6	17

SEVENTH QUARTER (SPRING)

HST	116	Home Economics for the Human Services Practitioner	3	0	0	3
HST	204	Human Services Seminar	3	0	0	3
HST	245	Crisis Intervention	4	0	0	4
HST	290	Internship in Human Services	1	0	10	2
—	—	*Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			14	0	10	15

TOTAL CREDIT HOURS REQUIRED

116

* The elective course may be selected from any Associate Degree program offered by the institution.

COURSE REQUIREMENTS FOR HUMAN SERVICES TECHNOLOGY (EVENING)

FIRST QUARTER (FALL)

	Course Title	Hours/Week			Qtr. Hrs.
		(Class)	(Lab)	(Shop)	Credit
ENG	101 Grammar	3	0	0	3
HST	100 Introduction to Human Services	5	0	0	5
SOC	102 Principles of Sociology	3	0	0	3
HST	101 Social and Group Processes I	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
		16	0	0	16

SECOND QUARTER (WINTER)

ENG	102 Composition	3	0	0	3
PSY	102 General Psychology	3	0	0	3
POL	103 State and Local Government	3	0	0	3
HST	102 Social and Group Processes II	<u>1</u>	<u>4</u>	<u>0</u>	<u>3</u>
		10	4	0	12

THIRD QUARTER (SPRING)

ENG	204 Oral Communications	3	0	0	3
SOC	203 Social Problems	3	0	0	3
HST	114 Interviewing and Counseling	3	2	0	4
HST	103 Preventive Intervention Course	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
		10	4	0	12

FOURTH QUARTER (SUMMER)

PSY	120 Growth and Development	3	0	0	3
HST	120 Activities in Human Services	2	2	0	3
PSY	150 Interpersonal Relationships and Communication	3	0	0	3
SSC	212 Marriage and the Family	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		11	2	0	12

FIFTH QUARTER (FALL)

CJC	110 Juvenile Delinquency	4	0	0	4
PSY	207 Assessment and Testing	3	0	0	3
HST	226 Directing a Child Care Center	3	0	0	3
HST	110 Practicum in Agency Observation	<u>1</u>	<u>0</u>	<u>3</u>	<u>2</u>
		11	0	3	12

SIXTH QUARTER (WINTER)

PSY	229	Abnormal Psychology	5	0	0	5
PSY	220	Learning and Behavior	4	0	0	4
HST	251	Field Placement I	<u>1</u>	<u>0</u>	<u>6</u>	<u>3</u>
			10	0	6	12

SEVENTH QUARTER (SPRING)

ENG	103	Report Writing	3	0	0	3
SOC	204	Community Resource Management	3	0	0	3
PSY	230	Gerontology	3	0	0	3
HST	115	Basic Health Science	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			12	0	0	12

EIGHTH QUARTER (SUMMER)

HST	252	Field Placement II	1	0	6	3
—	—	Elective	3	0	0	3
PSY	209	Psychopathology in Childhood & Adolescence	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
			9	0	6	11

NINTH QUARTER (FALL)

HST	221	Psychotherapeutic Methods & Helping Skills	4	2	0	5
HST	240	Crisis Intervention	4	0	0	4
—	—	Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			11	2	0	12

TENTH QUARTER (WINTER)

HST	116	Home Economics for The Human Services Practitioner	3	0	0	3
HST	290	Internship in Human Services	1	0	10	2
HST	204	Human Services Seminar	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			7	0	10	8

TOTAL CREDIT HOURS REQUIRED

116

MECHANICAL ENGINEERING TECHNOLOGY

The Mechanical Engineering Technology curriculum prepares technicians to assist engineers in the design and development of machinery and other mechanical equipment and parts and to perform other activities which require technical knowledge of factors such as tolerances, stresses, strains, friction and vibration. The scope of subject matter covered prepares the graduate for employment in greatly diversified branches of the mechanical field.

The graduate may wish to work with testing experimental machinery and equipment and analyzing the results. Typical of such devices are internal combustion engines, steam turbines, jet and rocket engines, nuclear reactors, refrigeration and air conditioning equipment, missiles, spacecraft, marine equipment, motor vehicles, railroad equipment and machines for specialized industries such as textile mills. Another specialty area graduates may wish to pursue is that of the tool designer. Tool designers design tools and devices for the mass production of manufactured articles. They may also work with the instrumentation and design of machine tools or in equipping plants or mills which require special construction to accommodate power-producing or transmitting machinery.

COURSE REQUIREMENTS FOR MECHANICAL ENGINEERING TECHNOLOGY (DAY AND EVENING)**

FIRST QUARTER (FALL)

	Course Title	Hours/Week			Qtr. Hrs.
		(Class)	(Lab)	(Shop)	Credit
ENG	105 Composition I	5	0	0	5
MAT	101 Technical Math I	5	0	0	5
ELC	101 Fundamentals of Electricity I	2	6	0	5
DFT	101 Technical Drafting I	<u>3</u>	<u>0</u>	<u>6</u>	<u>5</u>
		15	6	6	20

SECOND QUARTER (WINTER)

MAT	102 Technical Math II	5	0	0	5
ELC	102 Fundamentals of Electricity II	2	6	0	5
PHY	101 Properties of Matter	3	2	0	4
*EDP	103 Basic Programming	<u>3</u>	<u>2</u>	<u>0</u>	<u>4</u>
		13	10	0	18

THIRD QUARTER (SPRING)

ENG	106 Composition II	5	0	0	5
MAT	103 Technical Math III	5	0	0	5
PHY	102 Work, Energy, Power	3	2	0	4
DFT	102 Technical Drafting II	0	0	6	2
MEC	101 Machine Processes	<u>1</u>	<u>0</u>	<u>6</u>	<u>3</u>
		14	2	12	19

FOURTH QUARTER (SUMMER)

MEC	102	Computer Aided Machining and Manufacturing	3	0	3	4
DFT	204	Descriptive Geometry	2	4	0	4
MEC	110	Heat Transfer	<u>3</u>	<u>2</u>	<u>0</u>	<u>4</u>
			8	6	3	12

FIFTH QUARTER (FALL)

DFT	103	Technical Drafting III	0	0	6	2
ENG	204	Oral Communications	3	0	0	3
MEC	206	Statics	3	2	0	4
MEC	210	Physical Metallurgy	3	2	0	4
MAT	201	Technical Math IV	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
			14	4	6	18

SIXTH QUARTER (WINTER)

MEC	235	Hydraulics and Pneumatics	3	2	0	4
MEC	207	Dynamics	4	0	0	4
MEC	205	Strength of Materials	3	2	0	4
MEC	240	Computer Aided Drafting	2	0	6	4
—	—	Social Science Elective	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			15	4	6	19

SEVENTH QUARTER (SPRING)

MEC	245	Industrial Plastics	3	2	0	4
ELN	225	Robotics and Programmable Controls	4	4	0	6
—	—	Social Science Elective	3	0	0	3
MEC	250	Machine Design	<u>2</u>	<u>6</u>	<u>0</u>	<u>5</u>
			12	12	0	18

TOTAL CREDIT HOURS REQUIRED

124

*Up to 4 credit hours of work experience may be substituted for courses identified with
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Social Science Electives (6 hrs. Required)

	Course Title	Hours/Week (Class)	(Lab)	Qtr. Hrs. Credit
HIS	127 Intro. to Modern European Civilization	5	0	5
HIS	201 Intro. to American Civilization	5	0	5
POL	103 State and Local Government	3	0	3
POL	201 United States Government	3	0	3
PSY	102 General Psychology	3	0	3
PSY	206 Applied Psychology	3	0	3
PSY	232 Career and Life Planning	3	0	3
SOC	102 Principles of Sociology	3	0	3
SSC	201 Social Science I	3	0	3
SSC	202 Social Science II	3	0	3
SSC	205 American Institutions	3	0	3
SSC	212 Marriage and the Family	3	0	3

** Courses in this curriculum are currently being offered during evening hours according to demand.

ENG 101, 102, and 103 may be substituted for ENG 105 and 106.



VOCATIONAL DIPLOMA CURRICULA

ARCHITECTURAL DRAFTING

The Architectural Drafting curriculum prepares individuals to do drafting for the building industry. Courses are arranged in sequence to develop drafting skills and proficiency in mathematics and science. The drafter associates with many levels of personnel-administrators, architects, engineers, and skilled workers-and must be able to communicate effectively with them.

The architectural drafter performs the general duties of a drafter and also specializes in organizing and making detail and working drawings of structures and mechanical equipment from preliminary sketches of the designer. The graduate utilizes knowledge of various machines, engineering practices, mathematics, building materials and other physical sciences to complete the drawings.

COURSE REQUIREMENTS FOR ARCHITECTURAL DRAFTING (DAY ONLY)

FIRST QUARTER (FALL)

	Course Title	Hours/Week			Qtr. Hrs.
		(Class)	(Lab)	(Shop)	Credit
DFT 1121	Drafting I	3	12	0	9
ENG 1101	Reading Improvement	3	0	0	3
PSY 1101	Human Relations	3	0	0	3
MAT 1102	Vocational Math I	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
		14	12	0	20

SECOND QUARTER (WINTER)

DFT 1122	Drafting II	1	8	0	5
DFT 1125	Descriptive Geometry	2	4	0	4
ENG 1102	Communication Skills	3	0	0	3
PHY 1101	Applied Science I	3	2	0	4
MAT 1103	Vocational Math II	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
		14	14	0	21

THIRD QUARTER (SPRING)

DFT 1141	Building Trades Drafting I	2	12	0	8
MAT 1104	Vocational Math III	5	0	0	5
DFT 1144	Building Materials and Methods	3	0	0	3
DFT 1143	Building Mechanical Equipment	3	0	0	3
PHY 1102	Applied Science II	<u>3</u>	<u>2</u>	<u>0</u>	<u>4</u>
		16	14	0	23

FOURTH QUARTER (SUMMER)

DFT	1142 Building Trades Drafting II	2	8	0	6
DFT	1145 Specifications and Contracts	3	0	0	3
DFT	1146 Construction Surveying	2	4	0	4
DFT	1180 Computer Aided Drafting- Architectural	<u>1</u>	<u>4</u>	<u>0</u>	<u>3</u>
		8	16	0	16

TOTAL CREDIT HOURS REQUIRED

80



ELECTRICAL INSTALLATION AND MAINTENANCE

The Electrical Installation and Maintenance curriculum is designed to provide a training program in the basic knowledge, fundamentals and practices involved in the electrical trades. A large segment of the program is laboratory and shop instruction designed to give the student practical knowledge and application experience in the fundamentals taught in class.

The graduate of this curriculum is qualified to enter an electrical trade as an on-the-job trainee or apprentice, assisting in the layout, installation, check out and maintenance of systems in residential, commercial or industrial settings.

COURSE REQUIREMENTS FOR ELECTRICAL INSTALLATION AND MAINTENANCE (EVENING ONLY)

FIRST QUARTER (FALL)

	Course Title	Hours/Week			Qtr. Hrs.
		(Class)	(Lab)	(Shop)	Credit
ELC 1114A	Direct & Alternating Current Electrical & Industrial	2	0	6	4
ENG 1101	Reading Improvement	3	0	0	3
MAT 1115	Electrical Math I	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
		10	0	6	12

SECOND QUARTER (WINTER)

DFT 1110	Blueprint Reading: Building Trades	1	2	0	2
ELC 1114B	Direct & Alternating Current Electrical & Industrial, Cont.	3	0	3	4
PHY 1101	Applied Science I	<u>3</u>	<u>2</u>	<u>0</u>	<u>4</u>
		7	4	3	10

THIRD QUARTER (SPRING)

ELC 1113A	Alternating & Direct Current Machines & Controls	2	0	6	4
PHY 1102	Applied Science II	<u>3</u>	<u>2</u>	<u>0</u>	<u>4</u>
		5	2	6	8

FOURTH QUARTER (SUMMER)

DFT 1113	Blueprint Reading: Electrical	1	2	0	2
ELC 1113B	Alternating & Direct Current Machines & Controls, Cont.	3	0	3	4
ENG 1102	Communication Skills	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		7	2	3	9

FIFTH QUARTER (FALL)

ELC	1124 Residential Wiring	6	0	9	9
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SIXTH QUARTER (WINTER)

ELC	1125 Commercial & Industrial Wiring	8	0	9	11
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SEVENTH QUARTER (SPRING)

ELN	1118 Industrial Electronics I	3	0	6	5
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EIGHTH QUARTER (SUMMER)

ELN	1119 Industrial Electronics II	5	0	6	7
PSY	1101 Human Relations	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		8	0	6	10

TOTAL CREDIT HOURS REQUIRED

74



ELECTRONIC SERVICING

The curriculum in Electronic Servicing is designed to provide basic knowledge and skills required in the installation, maintenance and servicing of electronic components and systems. Laboratory time will be spent verifying electronic theory and principles, learning installation, maintenance and service techniques.

An electronic service technician will be able to install, maintain, and service electronic equipment including: radio, television, audio/video recording and playback equipment, home entertainment systems, digital electronic systems, Master Antenna Television and Cable Television components and systems.

COURSE REQUIREMENTS FOR ELECTRONIC SERVICING (DAY ONLY)

FIRST QUARTER (FALL)

		Hours/Week			Qtr. Hrs.
Course Title		(Class)	(Lab)	(Shop)	Credit
MAT	1115 Electrical Math I	5	0	0	5
ENG	1101 Reading Improvement	3	0	0	3
ELC	1112 Direct & Alternating Current- Electronics	<u>5</u>	<u>0</u>	<u>15</u>	<u>10</u>
		13	0	15	18

SECOND QUARTER (WINTER)

MAT	1116 Electrical Math II	5	0	0	5
ENG	1102 Communication Skills	3	0	0	3
ELN	1123 Amplifier Systems	2	0	6	4
ELN	1124 Semiconductor Theory & Circuits	<u>5</u>	<u>0</u>	<u>9</u>	<u>8</u>
		15	0	15	20

THIRD QUARTER (SPRING)

ELN	1125 Communication & Video Equipment	2	6	0	4
ELN	1128 Digital & Linear Integrated Circuits	4	15	0	9
PSY	1101 Human Relations	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		9	21	0	16

FOURTH QUARTER (SUMMER)

ELN	1130 Advanced Servicing Techniques	9	15	0	14
BUS	1106 Business & Industrial Organizations	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		12	15	0	17

TOTAL CREDIT HOURS REQUIRED

71

Co-op Option: Qualified students may elect to take up to six hours of the COE sequence in lieu of PSY 1101 and/or BUS 1106. No more than two credit hours of COE course work may be taken during a single quarter.

INDUSTRIAL MAINTENANCE

The curriculum in Industrial Maintenance prepares students to repair and maintain machinery, electrical wiring and fixtures, and hydraulic and pneumatic devices found in industrial establishments.

Industrial maintenance persons may be required to install, maintain and service mechanical equipment; follow blueprints and sketches; and use hand tools, metalworking machines, measuring instruments and testing instruments. They operate metalworking machines such as the lathe, milling machine and drill press to make repairs. They use the micrometer and calipers to verify dimensions. They assemble wires, insulation, and electrical components using hand tools and soldering equipment. They test electrical circuits and components to locate shorts, faulty connections and defective parts. They inspect, test and repair hydraulic equipment.

COURSE REQUIREMENTS FOR INDUSTRIAL MAINTENANCE (DAY)

FIRST QUARTER (FALL)

	Course Title	Hours/Week			Qtr. Hrs.
		(Class)	(Lab)	(Shop)	Credit
WLD 1103	Welding	0	0	3	1
MEC 1112	Machine Shop Processes	2	0	6	4
MAT 1115	Electrical Mathematics I	5	0	0	5
DFT 1104	Blueprint Reading I: Mechanical	1	2	0	2
ENG 1101	Reading Improvement	3	0	0	3
ISC 1101	Industrial Safety	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		14	2	9	18

SECOND QUARTER (WINTER)

ELC 1114A	Direct & Alternating Current: Electrical & Industrial	2	0	6	4
MEC 1134	Mechanical Maintenance	3	0	3	4
DFT 1105	Blueprint Reading II: Mechanical	1	2	0	2
PHY 1101	Applied Science I	<u>3</u>	<u>2</u>	<u>0</u>	<u>4</u>
		9	4	9	14

THIRD QUARTER (SPRING)

ELC 1114B	Direct & Alternating Current: Electrical & Industrial (Cont'd.)	3	0	3	4
*ELC 1113	Alternating & Direct Current Machines & Controls	5	0	9	8
PHY 1102	Applied Science II	3	2	0	4
ENG 1102	Communication Skills	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		14	2	12	19

FOURTH QUARTER (SUMMER)

MEC	1140	Hydraulics	3	0	0	3
MEC	1135	Electrical Maintenance	2	0	3	3
ELN	1118	Industrial Electronics I	3	0	6	5
PLU	1101	Plumbing and Pipefitting	3	0	6	5
DFT	1113	Blueprint Reading: Electrical	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
			12	2	15	18

TOTAL CREDIT HOURS REQUIRED

69

COURSE REQUIREMENTS FOR INDUSTRIAL MAINTENANCE (EVENING)

FIRST QUARTER (FALL)

		Hours/Week			Qtr. Hrs.
Course Title		(Class)	(Lab)	(Shop)	Credit
ELC	1114A	Direct & Alternating Current: Electrical & Industrial			4
		2	0	6	4
ENG	1101	Reading Improvement			3
		3	0	0	3
MAT	1115	Electrical Mathematics I			5
		<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
		10	0	6	12

SECOND QUARTER (WINTER)

ELC	1114B	Direct & Alternating Current: Electrical & Industrial, Cont.			4
		3	0	3	4
PHY	1101	Applied Science I			4
		3	2	0	4
WLD	1103	Welding			1
		<u>0</u>	<u>0</u>	<u>3</u>	<u>1</u>
		6	2	6	9

THIRD QUARTER (SPRING)

DFT	1104	Blueprint Reading I: Mechanical			2
		1	2	0	2
ELC	1113A	Alternating & Direct Current Machines & Controls			4
		2	0	6	4
PHY	1102	Applied Science II			4
		<u>3</u>	<u>2</u>	<u>0</u>	<u>4</u>
		6	4	6	10

FOURTH QUARTER (SUMMER)

DFT	1105	Blueprint Reading II: Mechanical			2
		1	2	0	2
ELC	1113B	Alternating & Direct Current Machines & Controls, Cont.			4
		3	0	3	4
ENG	1102	Communication Skills			3
		3	0	0	3
ISC	1101	Industrial Safety			3
		<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		10	2	3	12

FIFTH QUARTER (FALL)

MEC	1112	Machine Shop Processes	2	0	6	4
MEC	1134	Mechanical Maintenance	<u>3</u>	<u>0</u>	<u>3</u>	<u>4</u>
			5	0	9	8

SIXTH QUARTER (WINTER)

MEC	1135	Electrical Maintenance	2	0	3	3
PLU	1101	Plumbing & Pipefitting	<u>3</u>	<u>0</u>	<u>6</u>	<u>5</u>
			5	0	9	8

SEVENTH QUARTER (SPRING)

ELN	1118	Industrial Electronics I	3	0	6	5
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EIGHTH QUARTER (SUMMER)

DFT	1113	Blueprint Reading: Electrical	1	2	0	2
MEC	1140	Hydraulics	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			4	2	0	5

TOTAL CREDIT HOURS REQUIRED 69

MACHINIST

The Machinist curriculum gives individuals the opportunity to acquire basic skills and related technical information necessary to gain employment in the metalworking industries. The machinist is a skilled metalworker who shapes metal by using machine tools and hand tools. Machinists must be able to set up and operate the machine tools found in a modern shop. Computer Numerical Control (CNC) may be integrated into various phases of the curriculum or as specialized courses.

The machinist is able to select the proper tools and materials required for each job and to plan the cutting and finishing operations in their proper order so that the work can be finished according to blueprints or written specifications. The machinist makes computations relating to dimensions of work, tooling, feeds and speeds of machining. Precision measuring instruments are used to measure the accuracy of work. The machinist also must know the characteristics of metals so that annealing and hardening of tools and metal parts can be accomplished in the process of turning a block of metal into an intricate precise part.

COURSE REQUIREMENTS FOR MACHINIST (DAY ONLY)

FIRST QUARTER (FALL)

	Course Title	Hours/Week			Qtr. Hrs. Credit
		(Class)	(Lab)	(Shop)	
MEC	1101 Machine Shop Theory & Practice I	3	0	12	7
MAT	1102 Vocational Math I	5	0	0	5
DFT	1104 Blueprint Reading I: Mechanical	1	2	0	2
ENG	1101 Reading Improvement	3	0	0	3
ISC	1101 Industrial Safety	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		15	2	12	20

SECOND QUARTER (WINTER)

MEC	1102 Machine Shop Theory & Practice II	3	0	12	7
MAT	1103 Vocational Math II	5	0	0	5
DFT	1105 Blueprint Reading II: Mechanical	0	3	0	1
PHY	1101 Applied Science I	3	2	0	4
ENG	1102 Communication Skills	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		14	5	12	20

THIRD QUARTER (SPRING)

MEC	1103 Machine Shop Theory & Practice III	3	0	12	7
MEC	1118 Introduction to Metals	3	2	0	4
MAT	1104 Vocational Math III	5	0	0	5
PSY	1101 Human Relations	3	0	0	3
DFT	1106 Blueprint Reading III: Mechanical	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>
		15	4	12	21

FOURTH QUARTER (SUMMER)

MEC 1104	Machine Shop Theory & Practice IV	3	0	12	7
MEC 1119	Applied Metallurgy	2	3	0	3
WLD 1103	Welding	0	0	3	1
MAT 1123	Machinist Mathematics	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		8	3	15	14

TOTAL CREDIT HOURS REQUIRED

75

Co-op Option: Qualified students may elect to take up to three credit hours of the COE sequence in lieu of PSY 1101. No more than two credit hours of COE coursework may be taken during a single quarter.



PRACTICAL NURSING

The Practical Nursing curriculum is designed to develop competencies in the following five components of practice as defined by the North Carolina Nursing Practice Act, 1981: (1) participating in assessing the client's physical and mental health including the clients's reaction to illnesses and treatment regimens; (2) recording and reporting the results of the nursing assessment; (3) participating in implementing the health care plan developed by the registered nurse, and/or prescribed by any person authorized by State Law to prescribe such a plan, by performing tasks delegated by and performed under the supervision or under orders or directions of a registered nurse, physician licensed to practice medicine, dentist, or other person authorized by State Law to provide such supervision; (4) reinforcing the teaching and counseling of a registered nurse, physician licensed to practice medicine in North Carolina, or dentist; (5) reporting and recording the nursing care rendered and the clients's response to that care.

Graduates of the Practical Nursing curriculum are prepared to take the National Council Licensure Examination which is required to practice as a licensed practical nurse.

Licensed practical nurses may be employed in hospitals, nursing homes, clinics, doctor's offices, industries, and public health agencies.

Individuals desiring a career in practical nursing should be encouraged to take math and science courses in high school.

COURSE REQUIREMENTS FOR PRACTICAL DEGREE NURSING (DAY ONLY)

FIRST QUARTER (FALL)

	Course Title	Hours/Week			Qtr. Hrs. Credit
		(Class)	(Lab)	(Shop)	
NUR 1101	Fundamentals of Practical Nursing	7	6	0	10
NUR 1105	Pharmacology	3	0	0	3
NUT 101	Nutrition and Diet Therapy	3	0	0	3
BIO 1101	Anatomy and Physiology I	3	2	0	4
PSY 102	General Psychology	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		19	8	0	23

SECOND QUARTER (WINTER)

NUR 1102	Medical-Surgical Nursing I	9	0	15	14
BIO 1102	Anatomy and Physiology II	3	2	0	4
PSY 120	Growth and Development	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		15	2	15	21

THIRD QUARTER (SPRING)

NUR 1103	Nursing of Women	5	0	15	10
NUR 1113	Nursing of Children	4	0	6	6
ENG 101	Grammar	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		12	0	21	19

FOURTH QUARTER (SUMMER)

NUR 1104	Medical-Surgical Nursing II	8	0	18	14
NUR 1106	Practical Nursing Seminar	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		11	0	18	17



VENDING MACHINE SERVICE TECHNICIAN

This curriculum is designed to provide individuals the opportunity to acquire the related skills and the technical knowledge necessary for vending machine repair and maintenance. Skills are developed by completely dismantling, repairing and reassembling the component parts of the machines. The vending machine repairman is able to diagnose troubles and repair mechanical and electrical vending machines.

The vending machine repairperson performs duties in establishments where coin or vending machines have been placed. These duties include: servicing, adjusting and repairing coin or vending machines; visiting establishments to verify by observation that the machines are functioning properly; replacing worn or defective electrical and/or mechanical parts, using hand tools and testing equipment such as electrical meters and refrigeration gauges; returning machines requiring major servicing to the shop or factory to be repaired or rebuilt. The repairperson also learns route procedures such as filling machines and collecting money.

COURSE REQUIREMENTS FOR VENDING MACHINE SERVICE TECHNICIAN (DAY ONLY)

FIRST QUARTER (FALL)

	Course Title	Hours/Week			Qtr. Hrs.
		(Class)	(Lab)	(Shop)	Credit
MAT 1115	Electrical Mathematics I	5	0	0	5
ENG 1101	Reading Improvement	3	0	0	3
ELC 1161	Basic Electricity-Electronics	5	0	0	5
MEC 1252	Coin and Currency Changers	1	0	6	3
MEC 1253	Mechanical Vending Machines	<u>3</u>	<u>0</u>	<u>6</u>	<u>5</u>
		17	0	12	21

SECOND QUARTER (WINTER)

ENG 1102	Communication Skills	3	0	0	3
AHR 1102	Basic Refrigeration	3	0	3	4
MEC 1256	Beverage Machines-Cold	4	0	9	7
PHY 1101	Applied Science I	<u>3</u>	<u>2</u>	<u>0</u>	<u>4</u>
		13	2	12	18

THIRD QUARTER (SPRING)

AHR 1103	Refrigeration Servicing	3	0	6	5
MEC 1257	Beverage Machine-Hot	3	0	6	5
PSY 1101	Human Relations	3	0	0	3
WLD 1101	Basic Gas Welding	0	0	3	1
PHY 1102	Applied Science II	<u>3</u>	<u>2</u>	<u>0</u>	<u>4</u>
		12	2	15	18

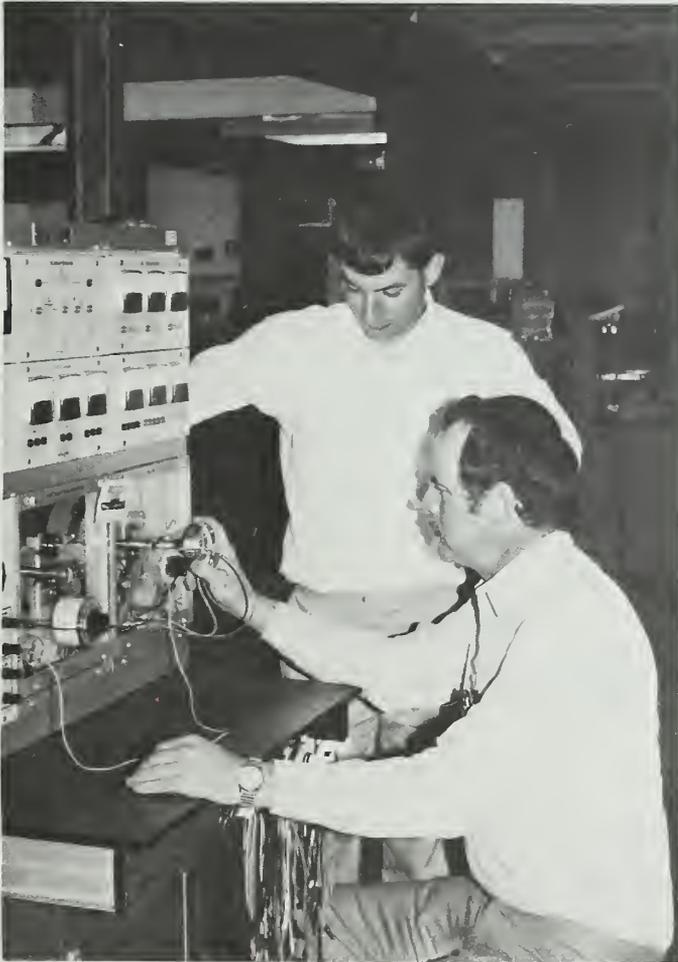
FOURTH QUARTER (SUMMER)

MEC	1258	Electrically Operated Vending Machines	3	0	6	5
MEC	1259	Vending Machine Installation, Service and Maintenance	4	0	12	8
BUS	1106	Business and Industrial Organizations	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			10	0	18	16

TOTAL CREDIT HOURS REQUIRED

73

Co-op Option: Qualified students may elect to take up to three credit hours of the COE sequence in lieu of PSY 1101. No more than two credit hours of COE coursework may be taken in a single quarter.



WELDING

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

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

COURSE REQUIREMENTS FOR WELDING (EVENING ONLY)

FIRST QUARTER (FALL)

	Course Title	Hours/Week			Qtr. Hrs.
		(Class)	(Lab)	(Shop)	Credit
ENG 1101	Reading Improvement	3	0	0	3
MAT 1101	Fundamentals of Math	5	0	0	5
OR					
MAT 1102	Vocational Math I				
WLD 1141A	Welding I	<u>1</u>	<u>0</u>	<u>6</u>	<u>3</u>
		9	0	6	11

SECOND QUARTER (WINTER)

MAT 1103	Vocational Math II	5	0	0	5
PHY 1101	Applied Science I	3	2	0	4
WLD 1141B	Welding I, Cont.	<u>2</u>	<u>0</u>	<u>3</u>	<u>3</u>
		10	2	3	12

THIRD QUARTER (SPRING)

DFT 1104	Blueprint Reading I: Mechanical	1	2	0	2
PHY 1102	Applied Science II	3	2	0	4
WLD 1141C	Welding I, Cont.	<u>1</u>	<u>0</u>	<u>6</u>	<u>3</u>
		5	4	6	9

FOURTH QUARTER (SUMMER)

ENG 1102	Communication Skills	3	0	0	3
WLD 1142A	Welding II	<u>2</u>	<u>0</u>	<u>9</u>	<u>5</u>
		5	0	9	8

FIFTH QUARTER (FALL)

DFT 1117	Blueprint Reading: Welding	1	2	0	2
MEC 1113	Welding Metallurgy	1	2	0	2
WLD 1142B	Welding II, Cont.	<u>2</u>	<u>0</u>	<u>6</u>	<u>4</u>
		4	4	6	8

SIXTH QUARTER (WINTER)

WLD 1123 Welding IV	4	0	12	8
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SEVENTH QUARTER (SPRING)

DFT 1118 Pattern Development & Sketching	0	0	3	1
WLD 1124A Welding III	<u>3</u>	<u>0</u>	<u>9</u>	<u>6</u>
	3	0	12	7

EIGHTH QUARTER (SUMMER)

PSY 1101 Human Relations	3	0	0	3
WLD 1124B Welding III, Cont.	<u>2</u>	<u>0</u>	<u>9</u>	<u>5</u>
	5	0	9	8

TOTAL CREDIT HOURS REQUIRED 71

* Program taught over 8 quarters with 1st quarter beginning in the fall of odd numbered years.

Co-op Option: Qualified students may elect to take up to three credit hours of the COE sequence in lieu of PSY 1101. No more than two credit hours of COE coursework may be taken during a single quarter.

DEVELOPMENTAL STUDIES

Those students scoring below the designated cut-off score on the placement tests for English, reading, and computation will be assigned to the appropriate developmental course(s). Any student who must take two or more developmental courses will be classified as a Developmental Studies student.

The courses listed below provide the student with the reading, writing and math skills needed to enter a vocational or technical program. Students who have to take only one developmental course, with the exception of REA 097, will be allowed to register in their curriculum and will take courses that can be worked into the schedule. The area in which the student must take a developmental course will be considered in deciding which courses these will be.

Developmental Studies students who plan to enter a vocational curriculum will be required to take one or two math courses, two reading courses, and one English course; technical curriculum will be required to take three math, three reading and two English courses. All students taking two or more developmental courses must take College Survival Skills (SOC 100). Some Developmental Studies students may take courses in their declared majors, but they will be advised to limit their choices to those curriculum courses requiring the least reading, writing, and computational competencies.

DEVELOPMENTAL COURSES

	Course Title	Hours/Week (Class)	(Lab)	Qtr. Hrs. Credit
REA	097 Reading I—below 5.6 G.L.	10	0	10
REA	098 Reading II—5.7-9.0 G.L.	5	0	5
REA	099 Reading III—9.0-10.5 G.L.	5	0	5
REA	1100 Basic Reading Improvement—Dev. for ENG 1101	3	0	3
ENG	098 Basic English I Grammar	5	0	5
ENG	099 Basic English II—Emphasis on Composition	5	0	5
MAT	097 Basic Mathematics I—Whole Numbers	5	0	5
MAT	098 Basic Mathematics II— Fractions/Decimals/Percents	5	0	5
MAT	099 Basic Mathematics III—Ratio & Prop./Meas./Algebra	5	0	5
SOC	100 College Survival Skills	3	0	3

Writing

Students who score below the cut-off score in writing will be assigned to ENG 098.

Reading

Students who score below the cut-off score in reading will be assigned to the proper reading course based on their score.

Mathematics

Students who score below the cut-off score in mathematics will be given a teacher-made test the first day of class to determine the proper course assignment.

All students in developmental courses must pass a competency test on each course before being allowed to progress to the next course. It is the responsibility of the Vice Presi-

dent for Student Development to see that this requirement is met. When a developmental student completes the proper sequence of courses he/she must retake the entrance tests and score above the indicated cut-off scores in order to register in a curriculum program.

If a student does not pass the competency test he/she shall be given a grade of I and must either enroll in the same course the next quarter or be assigned to the Guided Studies Center for tutoring. The Instructor shall make this determination based on the student's progress in the course. The student may retake the competency test when the department chairman—English/mathematics—determines that the student has made sufficient progress.

Students who score just above the cut-off score.

All ENG 105 students will be given a teacher-made test on the first day of class. Those students who score below the accepted score will be advised to change to ENG 098.

All MAT 107 and MAT 101 students will be given a teacher-made test on the first day of class. Those students who score below 70% on the test will be advised to change to MAT 100.

These students will not have to pass a competency test at the end of the course but must pass the course.

ASSIGNMENT FOR STUDENTS TAKING ONLY ONE DEVELOPMENTAL COURSE

Curriculum Course	Developmental Course
<i>Writing</i>	
ENG 105	ENG 098
ENG 101	ENG 098
ENG 1101	ENG 1100
ENG 1102	ENG 098
<i>Computation</i>	
MAT 107	MAT 100
MAT 101	MAT 100
MAT 110	MAT 098
MAT 1101	MAT 097
MAT 1102	MAT 098
MAT 1115	MAT 098
MAT 133	MAT 098

CURRICULA COURSE DESCRIPTIONS

F-fall quarter; W-winter quarter; S-spring quarter; SS-summer quarter

AHR 1102 Basic Refrigeration (W) 4 credit hours

Theories, basic laws, and principles of refrigeration applied to vending machine use is emphasized. Studies are made of the construction and operation of complete refrigeration systems and all their component parts. 6 contract hours per week (3 class, 3 shop).

AHR 1103 Refrigeration Servicing (S) 5 credit hours

The students receive experiences in testing, trouble shooting, adjusting, removing, and installing component parts. They remove refrigerants and use vacuum pumps. They add refrigerants by using charging cylinders and gauges. Silver soldering techniques are taught. Safety rules are observed in all operations. 9 contact hours per week (3 class, 6 shop).

ART 205 History and Appreciation of Art 5 credit hours

This course attempts to establish an understanding of art, to develop an appreciation for the relationship between art and man, and to study art in a cultural environment. Art appreciation gives students an international perspective by showing them the history of the world through the art and cultural artifacts of major civilizations. 5 contact hours per week (5 class).

BIO 104 Microbiology (S) 4 credit hours

This course involves a study of the basic principles related to microorganisms, their transmission, and disease potential. The characteristics of bacteria, fungi, rickettsiae, viruses, protozoa, and helminths are presented with emphasis on modes of transmission and pathophysiology. 5 contact hours per week (3 class, 2 lab).

Prerequisite: Admission to the ADN curriculum or by special permission of the ADN Director on a space available basis.

BIO 105 Human Anatomy and Physiology I (F) 4 credit hours

This course is a beginning study of the human body as an integrated system. Topics to be covered will include basic chemistry and physical principles that pertain to cell structure and function, as well as fluid and electrolyte balance within the cell. Special emphasis is placed on the muscular, cardiovascular, and respiratory systems. 5 contact hours per week (3 class, 2 lab).

Prerequisite: Admission to the ADN curriculum by or special permission of the ADN Director on a space available basis.

Bio 106 Human Anatomy and Physiology II (W) 4 credit hours

This course is continuation of Human Anatomy Physiology I. Special emphasis is placed on the integumentary, endocrine, digestive, urinary, and lymphatic systems and the metabolic process. 5 contact hours per week (3 class, 2 lab).

Prerequisite: BIO 105 with a grade of "C" or above or by special permission of the ADN Director on a space available basis.

Bio 107 Human Anatomy and Physiology III (S) 4 credit hours

This course is a continuation of Human Anatomy and Physiology II. Special emphasis is placed on the skeletal, nervous, and reproductive systems. 5 contact hours per week (3 class, 2 lab).

Prerequisite: BIO 106 with a grade of "C" or above or by special permission of the ADN Director on a space available basis.

- BUS 110 Electronic Calculator Applications (W) 2 credit hours**
 This course presents a detailed study of the electronic calculator. Students receive training in technique, processes, operation, and application of this machine. 3 contact hours per week (1 class, 2 lab).
- BUS 111 Speedwriting I (S) 4 credit hours**
 Speedwriting is a modern, simplified method of ABC Shorthand based on systematic abbreviations. Emphasis is on speed in taking dictation as well as accuracy in transaction. 5 contact hours per week (3 class, 2 lab).
 Prerequisite: BUS 102
- BUS 112 File Management (F) 3 credit hours**
 Students will learn the fundamentals of indexing and filing, combining theory and practice by the use of a records and database management practice set, as well as a package of computer projects. Alphabetic, geographic, subject, and numeric filing systems will be discussed. 3 contact hours per week (3 class)
- BUS 113 Word Processing I (S) 4 credit hours**
 This course is designed to introduce the student to the major aspects of word processing, including concepts; systems; equipment; available careers; vocabulary and terminology; and planning, organizing, and supervising word processing functions. The course will develop skill and knowledge in processing a variety of business documents from typed, hand-written, and revised materials using power typing equipment. 5 contact hours per week (3 class, 2 lab).
 Prerequisite: BUS 103
- BUS 115 Business Law I (W) 5 credit hours**
 This is a course designed to acquaint the student with certain fundamentals of business law including law and judicial system, regulation and consumer protection, contracts, and personal property and bailments. Also included are the Uniform Commercial Code and a study of cases and problems. 5 contact hours per week (5 class).
- BUS 116 Business Law II (S) 5 credit hours**
 This course is a study of business law pertaining to sales, commercial paper, agency employment, business organizations, real property and inheritance. Where applicable, emphasis will be on the Uniform Commercial Code. 5 contact hours per week (5 class).
 Prerequisite: BUS 115
- BUS 119 Secretarial Accounting (W) 6 credit hours**
 The course involves the presentation of principles, techniques, and tools for understanding the mechanics of accounting. Collecting, summarizing, analyzing, and reporting information are emphasized, particularly as they apply to problems and situations encountered by attorneys, physicians, and dentists. Special subjects such as payroll and insurance claims are also covered. The course includes practical application of all principles learned. A practice set is completed during the course. 7 contact hours per week (5 class, 2 lab).
 Prerequisite: MAT 110
- BUS 120 Accounting I (F) 6 credit hours**
 Principles, techniques, and tools of accounting, for understanding of the mechanics of accounting are presented. Collecting, summarizing, analyzing, and reporting information about the service and mercantile enterprises are also covered. The course includes practical application of the principles learned. 7 contact hours per week (5 class, 2 lab).
 Prerequisite: MAT 110
 Corequisite: MAT 110 for Accounting curriculum only.

- BUS 121 Accounting II (W) 6 credit hours**
This course is a study of partnership and corporation accounting, including a study of payrolls, federal, and state taxes. Emphasis is placed on the recording, summarizing, and interpreting of data for management control rather than bookkeeping skills. Accounting services are shown as they contribute to the recognition and solution of management problems. 7 contact hours per week (5 class, 2 lab).
Prerequisites: BUS 120, BUS 119 for General Office Technical Specialty students only.
- BUS 123 Business Finance I (F) 3 credit hours**
This course involves a study of the financing of business units, as individuals, partnerships, corporations, and trusts. A detailed study is made of short-term, long-term, and consumer financing. 3 contact hours per week (3 class).
- BUS 124 Business Finance II 3 credit hours**
Topics of study in this class include finances of federal, state, and local governments and the ensuing effects upon the economy. Also included are factors affecting supply of funds, monetary, and credit policies. 3 contact hours per week (3 class).
- BUS 125 Accounting III (S) 6 credit hours**
This course involves the study of the corporate form of business organization and the accounting for stocks and bonds; manufacturing costs and interrelated matters of inventories; analysis of financial statements; and job and process cost accounting. 7 contact hours per week (5 class, 2 lab).
Prerequisite: BUS 121
- BUS 183 Business, Legal, and Medical Terminology (W) 3 credit hours**
This course is designed to help the student develop an understanding by the student of the varied and specialized vocabulary appropriate in business, legal, and medical offices. A detailed study of the pronunciations and definitions of words is done through familiarization of the dictionary. A short history of the English language is also included in this course. 3 contact hours
Prerequisite: ENG 101
- BUS 204 Advanced Computerized Typewriting (F) 3 credit hours**
Emphasis is placed on the development of individual production rates. The student learns the techniques needed in planning and in typing projects that closely relate to the field of study. These projects include review of letters; forms; methods of duplication; statistical tabulation; and the typing of reports, manuscripts and legal documents. 5 contact hours per week (1 class, 4 lab).
Prerequisite: BUS 104
- BUS 205 Production and Speed Building (S) 3 credit hours**
This course is designed to familiarize the student with the forms and routines found in a typical business. Emphasis is placed upon correct procedures and adaptability to varying office methods. 5 contact hours per week (1 class, 4 lab).
Prerequisite: BUS 204
- BUS 209 Introduction to Business (S) 5 credit hours**
This course is a survey and operational analysis of business administration and organization. Consideration is given to such topics as legal forms of business, management, marketing, risk, accounting, and governmental regulation. 5 contact hours per week (5 class).

- BUS 210 Automated Office Practice (W) 3 credit hours**
 This course provides instruction in the operation of electronic typewriters, telephone equipment, electronic mail, duplicating equipment, and continued instruction in the use of electronic calculators. 4 contact hours per week (2 class, 2 lab).
 Prerequisite: BUS 110
 Corequisite: BUS 103
- BUS 211 Introduction to Machine Transcription (S) 4 credit hours**
 This course is a course in which dictation is pre-recorded and students transcribe by the use of the Dictaphone and computer. Proficiency in word usage, correct grammar, and letter styles will be emphasized. 6 contact hours per week (2 class, 4 lab).
 Prerequisite: BUS 103
- BUS 212 Advanced Machine Transcription (F) 4 credit hours**
 This course is a continuation of BUS 211 with additional emphasis of the fundamentals of machine transcription. Students develop skill in typing mailable letters, memorandums, and manuscripts, using the Dictaphone and computer. Speed and accuracy are emphasized. 6 contact hours per week (2 class, 4 lab).
 Prerequisite: BUS 211
- BUS 213 Legal and Medical Machine Transcription (W) 4 credit hours**
 This course is a continuation of BUS 212 with additional emphasis of the fundamentals of machine transcription. Students develop skill in typing legal and medical letters, memorandums, and manuscripts from cassettes, using the Dictaphone and computer. Speed and accuracy are emphasized. 6 contact hours per week (2 class, 4 lab).
 Prerequisite: BUS 212
- BUS 214 Microcomputer Office Procedure I (S) 3 credit hours**
 The course requires administrative and decision-making abilities, high-level office skills, ability to work with and supervise other employees, ability to work under pressure, and tact and poise in meeting people in a variety of situations. The primary equipment utilized by the student will be either the IBM PS2 Model 30 or Tandy 1000 personal computer. 5 contact hours per week (1 class, 4 lab).
 Prerequisite: BUS 104
- BUS 216 Microcomputer Office Procedure II (W) 3 credit hours**
 The legal and medical typewriting packets are designed to train the student in that additional dimension required of typists in today's law offices and medical complexes. The primary equipment utilized by the student will be either the IBM PS2 Model 30 or Tandy 1000 personal computer. 5 contact hours (1 class, 4 lab).
 Prerequisite: BUS 214
- BUS 219 Credit Procedures and Problems (W,S) 3 credit hours**
 This course is structured to provide information, illustrations, examples and knowledge that will enable students to develop the competencies necessary for various jobs in the finance and credit areas. It also contains practical applications of credit to enable the student to more effectively manage his/her personal finances. Outside speakers with special expertise will also be used. 3 contact hours per week (3 class).
- BUS 220 Proofreading and Editing (F) 3 credit hours**
 This course is designed to make students aware of the most common types of errors in written messages and to teach them the standard proofreader's marks. 3 contact hours per week (3 class).
 Prerequisite: BUS 103

- BUS 222 Intermediate Accounting I (W) 6 credit hours**
 This course is a review of basic accounting procedures from the recording phase to the summarizing phase with special emphasis on changes in form and content of basic financial statements. The changing nature of accounting and principles development is explored and evaluated. 7 contact hours per week (5 class, 2 lab).
 Prerequisite: BUS 125
- BUS 223 Intermediate Accounting II (S) 6 credit hours**
 This course is a continuation of Intermediate Accounting I and will include the following: application of accounting principles and concepts to account evaluation and income determination, treatment of accounting changes including error correction and statements from incomplete records, concepts and application of present and future value analysis, and an analysis and interpretation of financial reports. 7 contact hours per week (5 class, 2 lab)
 Prerequisite: BUS 222
- BUS 225 Cost Accounting (F) 4 credit hours**
 This course covers the nature and purposes of cost accounting; accounting for direct labor, materials, and factory burden; job cost, and standard cost principles and procedures; selling and distribution cost; budgets, and executive use of cost figures. 5 contact hours per week (3 class, 2 lab).
 Prerequisite: BUS 121
- BUS 229 Taxes I (F,W) 4 credit hours**
 This course is an applied study of the preparation of individual Federal and State income tax returns and is an introduction to Federal and State taxation of business. 5 contact hours per week (3 class, 2 lab).
- BUS 230 Taxes II (W) 3 credit hours**
 This course is an applied study of federal and state taxation of sole proprietorships, partnerships, and corporations. Preparation of income tax returns, payroll deductions, payroll taxes, sales taxes, depreciation methods, capital gains and losses, and tax credits are covered in this course. 3 contact hours per week (3 class).
- BUS 232 Sales Development (S) 3 credit hours**
 This course is a study of retail, wholesale, and specialty selling. Emphasis is placed upon mastering and applying the fundamentals of selling. Preparation for an execution of sales demonstration is required. 3 contact hours per week (3 class).
- BUS 233 Personnel Management (F,S) 3 credit hours**
 This course covers the principles of organization and management of personnel, procurement, placement, training, performance checking, supervision, remuneration, labor relations, fringe benefits, and security. 3 contact hours per week (3 class).
- BUS 235 Business Management (W) 3 credit hours**
 This course covers the principles of business management, including an overview of major functions of management such as planning, staffing, controlling, directing, and financing. Also covered will be a clarification of the decision-making function versus the operating function. Role of management in business—qualifications and requirements will be discussed. 3 contact hours per week (3 class).
- BUS 239 Marketing (S) 3 credit hours**
 This course is a general survey of the field of marketing, with a detailed study of the functions, policies, and institutions involved in the marketing process. 3 contact hours per week (3 class).

- BUS 247 Business Insurance (W,S) 3 credit hours**
This course is a presentation of the basic principles of risk insurance and their application. A survey of the various types of insurance is included. 3 contact hours per week (3 class).
- BUS 269 Auditing (S) 4 credit hours**
This course gives the student an understanding of the auditor's function and responsibility in the economic environment. The student will study the theory and practices of auditing standards, ethics, terminology, procedures, and reports. Emphasis is placed on detailed audits, internal auditing, and internal control. 5 contact hours per week (3 class, 2 lab).
Prerequisite: BUS 223
- BUS 270 Microcomputer Accounting (S) 3 credit hours**
This course is designed to enable students to learn how computers are used in today's businesses. The course does not require any prior knowledge of computers; however, knowledge of some accounting principles is essential to appreciate and understand the computer applications. 4 contact hours per week (2 class, 2 lab).
Prerequisites: BUS 120, BUS 121
- BUS 272 Principles of Supervision (W) 3 credit hours**
This course is an introduces the basic responsibilities and duties of the supervisor and his relationship to superiors, subordinates, and associates. Emphasis on securing an effective work force and the role of supervisor. Methods of supervision are stressed. 3 contact hours per week (3 class).
- BUS 273 Word Processing II (S) 4 credit hours**
This course is designed to introduce the student to advanced techniques of word processing including saving and recalling tab lines, hyphenations, print codes, proofread, compress, copy, rename, and user keys. 5 contact hours per week (3 class, 2 lab).
Prerequisite: BUS 113
- BUS 1106 Business and Industrial Organizations (SS) 3 credit hours**
This course is an introduction to the business world, government regulations, legal forms, management, internal organization, personnel management, production management, corporate financing, risk management and insurance, accounting, and marketing. 3 contact hours per week (3 class).
- CHM 111 General Chemistry I 4 credit hours**
This is an introductory general chemistry course for the college student stressing atomic and molecular structure, bonding, chemical nomenclature and symbolism, Periodic law, and stoichiometry. 5 contact hours per week (3 class, 2 lab).
Prerequisite: MAT 107 or equivalent.
- CHM 112 General Chemistry II 4 credit hours**
This course is a continuation of CHM 111 introducing chemical thermodynamics, equilibria, electrochemistry, gasses, solids and liquids, and solution chemistry. 5 contact hours per week (3 class, 2 lab).
Prerequisite: CHM 111
- CHM 113 General Chemistry III 4 credit hours**
This course is a continuation of CHM 112. Chemical kinetics, descriptive chemistry, basic physical chemistry and introduction to organic chemistry are studied. 5 contact hours per week (3 class, 2 lab).
Prerequisite: CHM 112

- CJC 101 Introduction to Criminal Justice (F) 5 credit hours**
This course is designed to familiarize the student with the philosophy and history of law enforcement, its legal limitations in our society, the primary duties and responsibilities of the various agencies in the criminal justice field, the basic processes of justice, and evaluation relative to the profession as a career. 5 contact hours per week (5 class).
- CJC 102 Criminology (S) 5 credit hours**
This is a general course designed to introduce the student to the causation of crime and delinquency. The historical and contemporary aspects of crime, law enforcement, punishment, and correctional administration will be covered. Deviant subcultures and social types will be identified and examined from a regulatory standpoint. 5 contact hours per week (5 class).
- CJC 107 Ethics and Professionalism in Criminal Justice (W) 4 credit hours**
Ethical problems inherent in the American judicial process will be explored. This course stresses the moral aspect of criminal justice in a free society, and the value of professionalism in criminal justice occupations. Students will seek to understand the ethical overtones of their actions as police and correctional practitioners. Features of the work, training, and social aspects of law enforcement and corrections associated with the student's professional development will be covered. 4 contact hours per week (4 class).
- CJC 110 Juvenile Delinquency (SS) 4 credit hours**
This course is a general survey of juvenile delinquency as an individual and social problem. It covers theories of delinquency, causation, and methods of correction and prevention. The course will present a general overview of the juvenile court. 4 contact hours per week (4 class).
- CJC 115 Law I (F) 3 credit hours**
This course will introduce the origin, theory, and principles of criminal law and punishment, with the objective of providing a foundation for further legal study. Each stage of the criminal justice process will be examined, from arrest to final disposition, to clarify procedures in criminal justice administration and impart an understanding of legal due process. Other topics will include court systems and the attorney's role in judicial administration. 3 contact hours per week (3 class).
- CJC 202 Principles of Rehabilitation (W) 4 credit hours**
This course introduces the philosophy of rehabilitation, and its application to the criminal justice process. Police rehabilitation programs and correctional rehabilitation methods will be examined. Issues proposed by the interfacing of mental health and criminal justice will be evaluated. Opportunities will be provided for students to design treatment strategies, diagnose typical problems found among the clients of police and correctional officers, perform counseling exercises, and learn appropriate procedures for handling critical situations such as domestic crisis, prison disorders, and bizarre behavior in the public area. 4 contact hours per week (4 class).
- CJC 203 Introduction to Corrections (W) 5 credit hours**
This course examines of the total correctional process from law enforcement through the administration of justice, probation, correctional institutions, and parole. The historical development of the corrections philosophy and major changes in correctional practices will be studied, with emphasis given to community-based programs. 5 contact hours per week (5 class).

CJC 205 Evidence (W) 3 credit hours
This course surveys the kinds and degrees of evidence and rules governing the admissibility of evidence in court. Topics will include the following: search and seizure, materiality and competency, documentary evidence, photographs, records and other written materials, opinions, circumstantial evidence, privileges, witnesses, the suspect's constitutional rights, the search warrant, stop and frisk, arrest and detention. Examples applied to field and court situations will be discussed. 3 contact hours per week (3 class).

CJC 206 Community Relations (F) 3 credit hours
Community relations are essential to a sound criminal justice education. This course will provide an appreciation of the social changes occurring in law enforcement and the community. Key issues involved with policing the contemporary community will be examined, including the role of police, civil rights, professionalism, staffing, handling complaints and grievances, repressing crime, and maintaining order. Police relations with special groups and interests in the community will be covered, such as minorities, youth, and the press. A variety of police-community relations programs will be investigated with the aim of improving the effectiveness of law enforcement in a changing community. 3 contact hours per week (3 class).

CJC 210 Criminal Investigation I (F) 5 credit hours
This course is designed to provide an overview of criminal investigations and introduce the student to fundamental skills involved in the investigation process: crime scene search, identification and handling of evidence, sources of information, interviewing and interrogation, developing leads, report writing, case preparation, and court presentation. The legal rules applicable to each phase of the investigation process and search warrant preparation will be examined. Students will be given an opportunity to participate in practical exercises designed to improve their mastery of skills and general investigative performance. 5 contact hours per week (5 class).

CJC 211 Criminal Investigation II (S) 4 credit hours
The focus of this advanced course is upon the application of general knowledge to particular investigative problems. The investigation of the following types of crimes will be covered: Homicide, Rape, Robbery, Aggravated Assault, Burglary, Larceny, Auto Theft, Arson, Fraud, and Organized Crime with emphasis given to Dangerous Drugs. Each type of crime will be studied in terms of its statutory elements, typical evidence yields, planning requirements, and unique problems posed to the police investigator. Practical exercises will be provided which stress the student's professionalism, leadership, confidence, and competence in skill development. 4 contact hours per week (4 class).
Prerequisite: CJC 210

CJC 212 Criminalistics (W) 5 credit hours
This course is a general survey of the methods and techniques used in the modern scientific investigation of crime, with emphasis upon the practical, demonstrated use of these methods by the students. Areas to be investigated include the following: crime scene processing, handling and care of physical evidence, trace evidence, photography, casting and molding, fingerprinting, firearms identification, glass fractures, questioned documents, and drugs. All students will be given the opportunity to participate in a crime scene investigation. 5 contact hours per week (5 class).

- CJC 216 Law II (W) 3 credit hours**
This law provides a working knowledge of North Carolina and federal criminal statutes, with emphasis given to the serious felony crimes. Legal procedures governing the investigative, trial, and corrective functions will be examined. Students will learn proper methods of case preparation and presentation. Leading issues in criminal jurisprudence will be identified. 3 contact hours per week (3 class).
Prerequisite: CJC 115
- CJC 221 Police Organization and Administration (W) 4 credit hours**
Principles of police organization, management, and administration are introduced. Small, medium, and large departments will be compared. Emphasis is placed upon the efficient management of resources, personnel, and operational services such as patrol, investigation, traffic, and specialized areas. Administrative requirements will include personnel, training, communications, records, property control, crime lab, budget, and miscellaneous matters. 4 contact hours per week (4 class).
Prerequisite: CJC 101
- CJC 222 Introduction to Criminal Justice Planning (SS) 3 credit hours**
This course involves the study of scientific approaches to planning as the modern basis of decision-making and change in criminal justice agencies. The course will examine research methods relevant to criminal justice as a social science. Topics will include sources of crime data, research design, data collection, and specific report writing. Attention will be given to grants. The course will help the student to become an informed consumer of criminal justice research, and to become appreciative of the planning function. 3 contact hours per week (3 class).
- CJC 225 Correctional Organization and Administration (S) 4 credit hours**
Emphasis is placed upon principles of administration in the correctional setting to include financial control, recruitment and development of staff, decision-making, public relations, programs, medical care of inmates, food procurement, and various legal aspects controlling detention facilities, correctional institutions, and jails. Various types of facilities are compared. Techniques of inmate supervision, security, the delivery of treatment services, and unique problems posed by the organization of corrections will be studied. 4 contact hours per week (4 class).
Prerequisite: CJC 101 or CJC 203
- CJC 226 Introduction to Crime Prevention (S) 3 credit hours**
Crime prevention is an integral part of the law enforcement function. This course is designed to make the student aware of the many opportunities for law breaking open to the potential criminal and to provide the student the knowledge and skills to advise citizens of the best procedures to use in order to reduce the risk of becoming a crime victim. Various prevention programs will be studied, to include patrol, youth, domestic, business, residential, and personal security. Each student will organize a crime prevention project. 3 contact hours per week (3 class).

COE 101-106 Co-op Practicum (F,W,S,SS)**0 0 10-20 1-2**

Through the Cooperative Education Program the student works on a part-time basis in a position related to his/her program of study and for an employer selected and/or approved by the college. In addition to an on-the-job supervision by the employer, the student is contacted periodically by his/her college co-op instructor/coordinator. Credit hours for the practicum are determined by dividing the average number of hours worked per week by 10 and rounding to the nearest whole number. A co-op practicum student may receive a maximum of two credit hours during any one quarter. Grade will be based on the employer's evaluation of the student's work performance and the degree to which measurable learning objectives are accomplished each co-op period.

Prerequisite: Full admission to the Co-op program.

DFT 101 Technical Drafting I (F)**5 credit hours**

The field of drafting is introduced as the student begins study of drawing principles and practices for print reading and describing objects in the graphic language. Basic skills and techniques of drafting included are as follows: use of drafting equipment, lettering, free-hand orthographic and pictorial sketching, geometric construction, orthographic instrument drawing of principal views, and standards and practices of dimensioning. 9 contact hours per week (3 class, 6 shop).

DFT 102 Technical Drafting II (S)**2 credit hours**

This course begins with a review of the principles of orthographic projection techniques followed by the introduction of pictorial drawing and sketching. The methods of isometric, oblique and perspective drawing and the techniques of auxiliary views are covered in detail. The final areas covered are section views and conventions. 6 contact hours per week (6 lab).

Prerequisite: DFT 101

DFT 103 Technical Drafting III (F)**2 credit hours**

This course begins with a review of the principles covered in DFT 102, followed by an in-depth study of all aspects of dimensioning which constitutes the major part of the course. The final portion of the course includes a study of threads, fasteners, and springs. 6 contact hours per week (6 lab).

Prerequisite: DFT 102

DFT 115 Computer Aided Design-Electronics (W)**3 credit hours**

The introductory CAD course includes a description of computer aided design systems, advantages, applications, and operational skills with emphasis on construction of electronics components and integrated circuits. The student will use the CAD systems in higher hierarchy (board and system level) as well as simulating them at the board level. Floor planning and design of printed boards will be emphasized. 6 contact hours per week (6 lab).

Prerequisites: ELN 214, EDP 103, DFT 101

DFT 204 Descriptive Geometry (SS)**4 credit hours**

This course consists of a graphic analysis of space problems involving points, lines, planes, connectors and a combination of these. Practical design problems will be stressed with analytical verification where applicable. Visualization will be stressed on every problem. 6 contact hours per week (2 class, 4 lab).

Prerequisites: DFT 102, MAT 102

DFT 1104 Blueprint Reading I: Mechanical (F,S)**2 credit hours**

This course covers the interpretation and reading of blueprints. Information on the basic principles of blueprint lines, views, dimensioning procedures and notes will be discussed. 3 contact hours per week (1 class, 2 lab).

- DFT 1141 Building Trades Drafting I (S) 8 credit hours**
 This course is an introduction to architectural drafting. Further development of techniques in lettering styles, dimensioning, and drafting expression, basic residential planning, light construction principles, typical architectural details and working drawings of buildings are covered. Introduction to and use of computer-aided drafting equipment are also covered. 14 contact hours per week (2 class, 12 lab).
 Prerequisite: DFT 1122
- DFT 1142 Building Trades Drafting II (SS) 6 credit hours**
 This course covers the following: further development of architectural drafting with more complex structures; preparation of complex structures; preparation of complete sets of working drawings on individual projects, drafting room organization and practices. Students will use computer-aided drafting equipment to produce complete working drawings. 10 contact hours per week (2 class, 8 lab).
 Prerequisites: DFT 1141, DFT 1143, DFT 1144
- DFT 1143 Building Mechanical Equipment (S) 3 credit hours**
 This course covers the following: electrical equipment, materials, and drawing requirements for light construction; heating and cooling systems, including heat loss and heat gain calculations; and plumbing requirements. 3 contact hours per week (3 class).
 Prerequisite: DFT 1122
- DFT 1144 Building Materials and Methods (S) 3 credit hours**
 This course involves a study of the materials and practices used in building construction, including concrete, framing, footings and foundations, building layout, interior and exterior finishes, flooring, ceiling and roofing systems, and masonry construction. 3 contact hours per week (3 class).
- DFT 1145 Specifications and Contracts (SS) 3 credit hours**
 This course covers the purpose of specifications and the relationship with the other contract documents. An examination of all the contract documents and their relationships and applications will be studied. 3 contact hours per week (3 class).
 Prerequisites: DFT 1141, DFT 1143, DFT 1144
- DFT 1146 Construction Surveying (SS) 4 credit hours**
 This course is an introduction to surveying. The use and care of the steel tape, engineer's transit, and the engineer's level in site survey and building layout are covered. The course includes an introduction to the use of electronic distance measuring instruments. 6 contact hours per week (2 class, 4 lab).
 Prerequisite: MAT 1104
- DFT 1180 Computer Aided Drafting-Architectural (SS) 3 credit hours**
 This course is a further study of the application of the microcomputer in the generation of architectural drawings. Through class lectures and hands-on practice with the CAD equipment various types of architectural drawings are produced. 5 contact hours per week (1 class, 4 lab).
 Prerequisite: DFT 1141
- ECO 102 Economics I (W) 5 credit hours**
 A study the market process, the creation of money, the measurement of national output, the business cycle, economic stabilization, income distribution, and consumer demand. This coverage is primarily macroeconomic in scope. 5 contact hours per week (5 class).
- ECO 104 Economics II (S) 5 credit hours**
 A study of the theory of the firm, the operation of real world markets, the United States economy, and international trade. This coverage is microeconomic in scope. 5 contact hours per week (5 class).

- ECO 201 Principles of Economics (W) 5 credit hours**
 This course is a study of the economic problem of scarcity, the market process, the money supply, the measurement of national output, business cycles, economic stabilities, comparative advantage, income distributions and consumer demand. 5 contact hours per week (5 class).
- EDP 101 Compiler Language I (SS) 4 credit hours**
 This is a fundamental course in computer programming. Language structure, statements, programming methods and techniques are studied. The student will develop and code programs assigned by the instructor. 5 contact hours per week (3 class, 2 lab).
- EDP 102 Introduction to Spreadsheets (W,S) 4 credit hours**
 This course will allow students to use microcomputers in electronic spread sheets, data management and elementary word processing applications. 5 contact hours per week (3 class, 2 lab).
- EDP 103 Basic I (F,W) 4 credit hours**
 The microcomputer is being found in more small businesses and private homes each year. This course will introduce students to this equipment and some of its uses. Complete programs will be developed and executed by each student on one or more microcomputer systems. 5 contact hours per week (3 class, 2 lab).
- EDP 104 Assembler Language (F) 4 credit hours**
 The student will learn to create programs in assembler language. The student will develop program logic and program assigned problems. 5 contact hours per week (3 class, 2 lab).
- EDP 105 COBOL I (SS) 4 credit hours**
 This course is designed to provide basic training in COBOL programming. The COBOL language structure, statements, programming methods and techniques are presented. The student will develop program logic, write and debug assigned programs. 6 contact hours per week (2 class, 4 lab).
- EDP 106 Data Base Applications (S) 3 credit hours**
 This course will introduce the student to the use of microcomputers in electronic data base management applications. A software package will be used to develop realistic business applications. 4 contact hours per week (2 class, 2 lab).
 Prerequisite: EDP 110 suggested.
- EDP 110 Computer Literacy (F,W,S,SS) 3 credit hours**
 This course assumes no prior knowledge of computers. The operational skills needed to use a microcomputer and/or computer terminal will be presented. Computer programs will be used by the student, but no programs will be developed by the student. 4 contact hours per week (2 class, 2 lab).
- EDP 111 Introduction to Computer Science (F) 5 credit hours**
 This course given an introduction to computer science and data processing concepts. It includes a brief history of computers and an introduction to terminology, hardware, storage devices, operating systems, programming languages, application software, computer security and the place of computers in our future. It also includes a brief introduction to BASIC programming. 5 contact hours per week (5 class)
- EDP 200 Structured Programming 4 credit hours**
 This course is an introduction to structured programming using PASCAL. Basic PASCAL concepts, structure and instructions will be studied. Emphasis will be on developing logic and writing programs using PASCAL on the microcomputer. 5 contact hours per week (3 class, 2 lab).
 Prerequisite: MAT 107 or equivalent.

- EDP 202 Applications I (F) 4 credit hours**
 This course consolidates and makes practical use of programming skills through the writing of programs for specific business applications. The student's knowledge and skills are thus reinforced to more adequately prepare her for later employment as a programmer. 6 contact hours per week (2 class, 4 lab).
 Prerequisite: EDP 105
- EDP 203 Applications II (W) 4 credit hours**
 This course is a continuation of EDP 202 intended to draw together the student's knowledge of the programming language with which he is working and to make practical use of skills for writing specific business related applications. 6 contact hours per week (2 class, 4 lab).
 Prerequisite: EDP 202
- EDP 204 Basic II (S) 3 credit hours**
 This course is a continuation of EDP 103. Some of the more advanced operations of the BASIC language will be used to develop programs in conjuncting such features as random disk file processing and program. 4 contact hours per week (2 class, 2 lab).
 Prerequisite: EDP 103
- EDP 215 RPG (W) 3 credit hours**
 This course is an introduction to the RPG programming language. The student will develop program logic and write programs in RPG which will be applicable to the business environment. 4 contact hours per week (2 class, 2 lab).
 Prerequisite: Experience with any compiler language.
- EDP 219 Systems Analysis and Design (S) 5 credit hours**
 The student will learn the functions a system analyst performs in a computer center and the necessary steps in designing a system. 6 contact hours per week (4 class, 2 lab).
 Prerequisite: Programming experience.
- EDU-P 1026 General Studies I (F,S) 5 credit hours**
 This is a developmental course designed to provide instruction in reading and writing, including vocabulary and spelling. Individual goals are established for each student and he is encouraged to move through the course at a level and rate convenient with his background and skills. 5 contact hours per week (5 class).
 Prerequisite: None.
- EDU-P 1027 General Studies II (W,SS) 5 credit hours**
 This course is a continuation of EDU-P 1026 with concentration in the area of writing simple sentences and paragraphs. 5 contact hours per week (5 class).
 Prerequisite: EDU-P 1026
- ELC 101 Fundamentals of Electricity I (F) 5 credit hours**
 Elementary principles of electricity are covered including the following: (1) basic electric units, Ohm's Law, Kirchoff's Law, network theorems, magnetics, basic electrical measuring instruments, inductance, capacitance, sine wave analysis, and non-resonant resistive, inductive and capacitive networks, and (2) relating the specific segments of these elements to the associated laboratory experiences, and from this developing the ability to produce competent written reports on each experiment. 8 contact hours per week (2 class, 6 lab).
 Corequisite: MAT 100 or MAT 101

ELC 102 Fundamentals of Electricity II (W) 5 credit hours

This course is a continuation of ELC 101 and includes the following: (1) series and parallel resonant circuit analysis, resonant and non-resonant transformer analysis, basic polyphase circuit analysis, basic power supply analysis, introduction to electromechanical devices, and introduction to non-linear resistive control devices, introduction to computer method of circuit analysis, and (2) relating the specific segments of these elements to the associated laboratory experiences, and from this developing the ability to produce competent written reports on each experiment. 8 contact hours per week (2 class, 6 lab).

Prerequisite: ELC 101

ELC 1112 Direct and Alternating Current-Electronics (F) 10 credit hours

This course is a study of the structure of matter and the electron theory, the relationship between voltage, current, and resistance in series, parallel and series-parallel circuits. Topics included will be an analysis of direct current by Ohm's Law and Kirchoff's Law, sources of direct current potentials, fundamental concepts of alternating current flow, a study of reactance, impedance, phase angle power and resonance, and alternating current circuit analysis. Emphasis will be on applications to electronics servicing. 20 contact hours per week (5 class, 15 shop).

ELC 1113 Alternating and Direct Current Machines and Controls (S,SS) 8 credit hours

This course covers the fundamental concepts in single and polyphase alternating current circuits, voltages, currents, power measurements, transformers, and motors. Instruction on the use of electrical test instruments in circuit analysis is presented. The basic concepts of AC and DC machines and simple system controls are also covered. The course includes an introduction to electronic components and circuitry. 14 contact hours per week (5 class, 9 shop).

Prerequisites: ELC 1114 and MAT 1115

ELC 1114 Direct and Alternating Current-Electrical & Industrial (F,W,S) 8 credit hours

This course is a study of the structure of matter and electron theory, the relationship between voltage, current and resistance in series, parallel and series-parallel circuits. Topics included will be an analysis of direct current circuits by Ohm's Law and Kirchoff's Law, sources of direct current potentials, fundamental concepts of alternating current flow, a study of reactance, impedance, phase angle, power and resonance, and alternating current circuit analysis. Emphasis will be on applications to the power and construction industries. 14 contact hours per week (5 class, 9 shop).

ELC 1124 Residential Wiring (F) 9 credit hours

This course provides instruction and application in the fundamentals of blueprint reading, planning, layout, and installation of wiring in residential applications, such as services, switchboards, lighting, fusing, wire sizes, branch circuits, conduits, and National Electrical Code regulations in actual building mock-ups. 15 contact hours per week (6 class, 9 shop).

ELC 1125 Commercial and Industrial Wiring (W) 11 credit hours

This course covers layout, planning, and installation of wiring systems in commercial and industrial complexes, with emphasis upon blueprint reading and symbols, the related National Electrical Codes, and the application of the fundamentals to practical experience in wiring, conduit preparation, and installation of simple systems. 17 contact hours per week (8 class, 9 shop).

- ELC 1161 Basic Electricity/Electronics (F) 5 credit hours**
This course is a study of the basic electrical/electronics principles and components needed for troubleshooting of the various devices used on modern machines designed to serve special purposes. A basic study is made of alternating current and electrical distribution in series and parallel circuits. The student becomes familiar with the following electrical terms: insulators, conductors, semiconductors, coils, relays, solenoids, and polarity. Safety with the use of electricity and electrical devices is stressed at all times. 5 contact hours per week (5 class).
- ELN 105 Semiconductor Devices (S) 6 credit hours**
This course presents a detailed study of the characteristics of solid state control devices. Items covered include diodes, BJT, FET, and UJT transistors, parameters of the common emitter, common base, and common collector circuit configurations, transistor biasing and amplifier coupling techniques and classes of operations. Laboratory experimentation for each topic is included. 8 contact hours per week (4 class, 4 lab).
Prerequisite: ELC 102
- ELN 205 Applications and Analysis of Control Devices (SS) 6 credit hours**
This course presents a comprehensive study of solid state devices and practical applications of these devices to circuits, such as multitransistor amplifiers, regulators, modulators, detectors, oscillators, operational amplifiers, active filters, gates and counters. Laboratory experiments for each topic are included. Instruments are used in the laboratory to collect data, verify math predictions, and troubleshoot. 8 contact hours per week (4 class, 4 lab).
Prerequisite: ELN 105
- ELN 210 Digital Electronics I (SS) 6 credit hours**
This course presents a study of the theory of operation, construction, and circuit application of digital devices utilized in electronics equipment and computers. A comprehensive review of number systems and Boolean algebra, analysis of digital signal sources, gating, counting, coding/decoding, multiplexing and demultiplexing, and sequencing circuits will be presented. Laboratory experiments for each topic are included. 8 contact hours per week (4 class, 4 lab).
Prerequisite: ELN 105
- ELN 214 Digital Electronics II (F) 6 credit hours**
This course is a continuation of ELN 210. It presents a study of integrated circuits technologies such as RTL, DTL, TTL, IIL, P-MOS, N-MOS, and C-MOS. Also included are the design, operation and application of combinational and sequential circuits which involve flip-flops, step counters, registers, arithmetic elements, LED displays, and semiconductor memories (RAMS and ROMS).
Prerequisite: ELN 210
- ELN 215 Introduction to Microprocessors (F) 6 credit hours**
This is an introductory course in microprocessors. A microprocessor trainer based on 8 bit 6502 provides experience in numbering systems, machine language programming, assembly language programming, logical and arithmetic operations, hardware architecture, I/O techniques, and bus structure. Laboratory experiments for each topic are included. 8 contact hours per week (4 class, 4 lab).
Prerequisite: ELN 210

- ELN 1119 Industrial Electronics II (SS) 7 credit hours**
This course is a study of the operating principles and servicing techniques of commonly used industrial electronic systems. The study will include motor controls, alarm systems, heating and air conditioning controls, magnetic amplifier controls and others. An introduction to interfacing of analog and digital systems will be included. 11 contact hours per week (5 class, 6 shop).
Prerequisite: ELN 1118
- ELN 1123 Amplifier Systems (W) 4 credit hours**
This course is an introduction to commonly used servicing techniques as applied to monophonic and stereophonic high fidelity amplifier systems and auxiliary equipment. The operation and servicing of intercommunication amplifiers and switching circuits will also be taught. 8 contact hours per week (2 class, 6 shop).
- ELN 1124 Semiconductor Theory and Circuits (W) 8 credit hours**
Through class and lab experience the student learns the theory and operation of semiconductor components. Class discussion includes design, application, and servicing procedures. Lab experience involves the student with hands-on training in all types of semiconductor devices. 14 contact hours per week (5 class, 9 shop).
Prerequisite: ELC 1112
- ELN 1125 Communication and Video Equipment (S) 4 credit hours**
All types of communication equipment are discussed and evaluated. Television, radios, stereo reproduction and transmission, plus video equipment, including cameras, video recorder/player, and surveillance equipment are first discussed in block circuit stages and then in more detail in individual stages. The industrial aspect and utilization of each of these types of equipment are evaluated and compared to home and community usage. Proper diagnostic and servicing procedures are discussed and outlined. 8 contact hours per week (2 class, 6 shop).
Prerequisites: ELN 1124, ELN 1123
- ELN 1128 Digital and Linear Integrated Circuits (S) 9 credit hours**
New technology in integrated circuits (IC), both digital and linear, are studied through use of text, lab manuals, and hands-on trainers. The student learns the purpose and function of IC electronics in commercial and industrial application. The era of the microcomputer is one of the greatest evolutions in electronics. The key to properly servicing these integrated circuits is a thorough understanding of the theory and function of these micro-integrated circuits. 19 contact hours per week (4 class, 15 shop).
Prerequisites: ELN 1123, ELN 1124
- ELN 1130 Advanced Servicing Techniques (SS) 14 credit hours**
This course provides in-depth study of servicing procedures of commercial and industrial equipment are studied. Fifteen hours per week are devoted to hands-on servicing. Several field trips during the quarter are planned to see the different segments of servicing in the area. 24 contact hours per week (9 class, 15 shop).
Prerequisites: ELN 1128, ELN 1125
- ENG 098 English I (F,W,S) 5 credit hours**
This is a grammar course designed for students needing to strengthen language skills before entering ENG 101 (Grammar), ENG 105 (Composition I), or ENG 1102 (Communication Skills). Instruction emphasizes recognition of parts of speech, subject/verb recognition, verb usage, noun and verb endings, simple punctuation, and complete sentences. 5 contact hours per week. (5 class)

- ENG 099 English II (F,W,S) 5 credit hours**
This course is a continuation of ENG 098. The course is designed for students needing to strengthen their writing skills before entering ENG 101 (Grammar), ENG 105 (Composition I), or ENG 1102 (Communication Skills). Instruction emphasizes correct sentence structure (grammar and punctuation review as necessary) and basic paragraph writing skills. Specifically, students will learn how to write topic sentences, adequate developing sentences, and concluding sentences, as well as learn how to compose various types of paragraphs. 5 contact hours per week. (5 class)
Prerequisite: ENG 098
- ENG 101 Grammar (F,W) 3 credit hours**
This is a course in basic English grammar with emphasis on the eight parts of speech, spelling, and sentence structure. Instruction is designed to encourage the student to improve his verbal and written communications by utilizing correct grammatical principles as he learns them. 3 contact hours per week (3 class).
- ENG 102 Composition (W,S) 3 credit hours**
This is a course in writing with emphasis on punctuation, sentence structure, paragraph development, and the short composition. The course is designed to improve the student's writing skills by means of practical application of the techniques of writing. 3 contact hours per week (3 class).
Prerequisite: ENG 101
- ENG 103 Report Writing (S) 3 credit hours**
The fundamentals of English grammar and composition are utilized as a background for teaching the techniques of modern report writing. Students complete exercises in developing typical reports, using effective writing techniques and graphic devices. Each student is required to complete a full-length research project on a subject related to his major field of study. 3 contact hours per week (3 class).
Prerequisite: ENG 102
- ENG 105 Composition I (F,W) 5 credit hours**
A beginning college-level composition course in which the student studies grammar, punctuation, and composition skills; also, he is acquainted with library research skills. The overall course objective is to help the student write paragraphs and essays that will say something, be logical, and be free of obvious errors. (5 class)
- ENG 106 Composition II (W,S) 5 credit hours**
A continuation of English 105 with primary emphasis on writing longer papers (essays) and research papers. Students continue to study and review topics listed above under English 105. 5 contact hours per week (5 class).
Prerequisite: ENG 105
- ENG 107 Introduction to Literature (S) 5 credit hours**
This is a course designed to acquaint students with the various literary genres—fiction (short stories particularly), poetry, and drama. Students will learn how to analyze the various genres and will learn how to write critical essays about each kind of literature. Introduction to literature will prepare students for most literature survey courses. 5 contact hours per week (5 class).
Prerequisite: ENG 106

- ENG 111 Fundamentals of Speech (S) 5 credit hours**
This course introduces students to the fundamentals of public speaking through the study of classical and modern theories of communication and through the regular preparation and delivery of the types of oral presentation under study. Assignments will include parallel readings and a modicum of research, but the formal speech and the small group discussion will be stressed. 5 contact hours per week (5 class)
- ENG 204 Oral Communications (F,W,S) 3 credit hours**
Focusing primarily on public speaking, this course is designed to help the student improve as a sender and a receiver in the oral communication cycle. Practical application of modern theories of communication will be stressed. Topics studied include the informative and persuasive speech, small group discussion, active listening, management of stage fright, and nonverbal communication. 3 contact hours per week (3 class).
Prerequisite: ENG 102
- ENG 206 Business Communications (S) 3 credit hours**
Business Communications develops skills and techniques in writing business correspondence. The course emphasizes the composing and typing of action—getting sales letters, business reports, and letters involving credit, collections adjustments, complaints, orders, acknowledgements, remittances, and inquiries. 3 contact hours per week (3 class).
Prerequisite: ENG 102, BUS 102
- ENG 222 American Literature Before 1865 (F) 5 credit hours**
In this course students study the works of major American literary figures such as Irving, Emerson, Thoreau, Cooper, Hawthorne, Melville, and Poe. Attention is given to the historical and social background of the various works. Students are expected to utilize the library extensively in order to write a major research paper on an important literary topic. 5 contact hours per week (5 class).
Prerequisite: ENG 106
- ENG 223 American Literature Since 1865 (W) 5 credit hours**
This course is a continuation of English 222. Students read and study works by and about outstanding literary figures such as Whitman, Dickinson, Frost, Sandburg, O'Neill, Williams, Hemingway, and Faulkner. Attention is given to the historical and social backgrounds of the various works. Students are expected to utilize the library extensively in order to write a major research paper on an important literary topic. 5 contact hours per week (5 class).
Prerequisite: ENG 106
- ENG 250 Introduction to the Theater 5 credit hours**
This course is an introduction to both the practice and literature of the theater; it is survey of the artists of the theater and dramatic literature from Greece to the present. 5 contact hours per week (5 class).
- ENG 1101 Reading Improvement (F,W) 3 credit hours**
This course is designed to give the student an integrated course in advanced reading skills, study and library skills, and vocabulary development. 3 contact hours per week (3 class)
- ENG 1102 Communication Skills (W,S,SS) 3 credit hours**
Effective communication through correct language usage in speaking and writing is the primary focus of this course. Also included is the study of listening skills and elements of nonverbal communication. This course emphasizes the practical application of these skills in everyday situations, particularly in the work world. 3 contact hours per week (3 class).
Prerequisite: ENG 1101

- GGY 101 Introduction to Geography** 5 credit hours
This course covers the earth-environment of mankind, tools and techniques of geography. This course is recommended as preparation for more advanced courses. 5 contact hours per week (5 class).
- HIS 127 Modern European Civilization (W)** 5 credit hours
This course is an introductory survey of major trends in European social, economic, cultural, and political history from the Renaissance to the present. 5 contact hours per week (5 class).
- HIS 201 Introduction to American Civilization (S)** 5 credit hours
This course is a general survey of the cultural, political, social, and economic development of the United States from its colonial origins to the present. 5 contact hours per week (5 class).
- HST 100 Introduction to Human Services (F)** 5 credit hours
The history of human services will be examined in light of American social problems. Agencies, institutions, and programs which help meet human needs are studied in the broad context of a service-delivery system found in the public and private sectors. Students will become familiar with the role and function of human services personnel through guest lecturers and field trips. 5 contact hours per week (5 class).
- HST 101 Social and Group Processes I (F)** 5 credit hours
This course is an intensive study of small group dynamics with an emphasis upon self awareness, personal growth, and interpersonal skills. This course is designed to allow students to become more aware of themselves and their feelings about others. Students work in small groups to facilitate the course objectives. 5 contact hours per week (5 class).
- HST 102 Social and Group Processes II (W)** 3 credit hours
This course involves continued study of interpersonal relationships in small group interactions. Students work in small groups, learning through analyses of their own experiences, including feelings, reactions, perceptions, and behavior. Group management and leadership skills are emphasized. 5 contact hours per week (1 class, 4 lab).
- HST 103 Preventive Intervention Course (F)** 2 credit hours
This course presents skills training in how to prevent or control violent persons in order to decrease possible injury to all persons involved. Safety procedures will be emphasized. 3 contact hours per week (1 class, 2 lab).
- HST 110 Practicum in Agency Observation (S)** 2 credit hours
This course will orient the student to professional and operational aspects of human services employment. Emphasis will be given to the application of principles from human services theory and preparation for fieldwork experience. Students will be placed in selected agency settings for the purpose of observation and familiarization. 4 contact hours per week (1 class, 3 clinical).
- HST 114 Interviewing and Counseling (W)** 4 credit hours
This course is a study of purpose, structure, and techniques used in effective agency interviewing. Opportunities will be provided for practicing interviewing skills such as observation, recording assessing, and summarizing personal histories and cases under faculty supervision. Importance of interview as client's initial process with the agency and the role of interviewing to meet client needs will be emphasized. 5 contact hours per week (3 class, 2 lab).

HST 251 Field Placement I (F) 3 credit hours
Under supervision of the major instructor, students will spend four hours per week in a selected human services agency, making observations and acquiring experience. Principles gained from related course content are reviewed during the weekly class meeting. A formal report of field work will be presented at the end of the term. 7 contact hours per week (1 class, 6 clinical).

Prerequisite: second year standing.

HST 252 Field Placement II (W) 3 credit hours
This course is a continuation of Field Placement I, which allows for a broader spectrum of agency experience and more demanding field work assignments. Students will use this course to prepare for the internship. Students will be expected to select an alternative agency and under supervision of the major instructor, will spend six hours per week in that agency making observations and acquiring experience. Principles gained from related course contact are reviewed during the weekly class meeting. The student will present a formal report of his/her fieldwork at the end of the term. 7 contact hours per week (1 class, 6 clinical).

Prerequisite: HST 251

HST 290 Internship in Human Services (S) 2 credit hours
Each student will be placed in a human services agency, institution, or program under the supervision of college personnel and agency staff. The internship will provide students with an opportunity to apply and practice what has been learned in the curriculum while learning from professionals in the field. 11 contact hours per week (1 class, 10 clinical).

Prerequisite: HST 252, and permission of the Department Chairman.

ISC 1101 Industrial Safety (F,SS) 3 credit hours
This course is a study of the development of Industrial Safety; accident occurrence and prevention, analysis of accident causes and costs; basic factors of accident control; safety education and training; accident reporting and records; employer and employee responsibility; safety organizations; first aid; mechanical safeguards; personal protective equipment use; materials handling; fire prevention and protection; safety codes; and accident statistics. 3 contact hours per week (3 class).

MAS-P 1001 Practical Masonry I (F,S) 11 credit hours
Masonry I is a course designed to provide the student with the skills necessary to lay brick to a line and construct simple corners, foundation walls, and piers. Lecture and laboratory experiences will be coordinated to provide a balanced development of related mathematics, blueprint reading, measurement, and manipulative skills. 25 contact hours per week (5 class, 20 shop).

MAS-P 1002 Practical Masonry II (W,SS) 11 credit hours
Masonry II is a continuation of Masonry I. The course is designed to further the student's knowledge in the art of laying brick and to increase his knowledge of the types of brick construction. Lecture and laboratory exercises will involve techniques and construction of such items as corners, bonds, pilasters, walls, buttresses, and fireplaces. 25 contact hours per week (5 class, 20 shop).

Prerequisite: MAS-P 1001

MAT 097 Basic Mathematics I (F,W) 5 credit hours
This course is designed to acquaint students with the basic math skills necessary for successful completion of curriculum programs. Topics included in this course are: operations with whole numbers, rounding off, and applications of whole numbers in applied problems. 5 contact hours per week (5 class).

Prerequisite: Placement in MAT 097 will be based on entrance test scores.

MAT 098 Basic Mathematics II (F,W,S) 5 credit hours

This course is designed to complete the basic skills that a student should master before taking math in the two-year curricula and selected one-year programs. The topics included will be as follows: operations with both common and decimal fractions; percents; principle, base rate formula; simple interest; and proportions problems. 5 contact hours per week (5 class).

Prerequisite: MAT 097 or designated score on entrance test.

MAT 099 Basic Mathematics III (F,W,S) 5 credit hours

This course is designed to complete the basic skills that a student needs to work with percentage, ratio, proportion, measurement, and signed numbers and includes an introduction to Algebra and Geometry. Obviously, this course is required only for students who major in programs for which these skills are necessary for successful completion. These skills will be taught at a pace that matches the skills level of the majority of the students in each class. 5 contact hours per week (5 class).

Prerequisite: MAT 098 or satisfactory score on entrance test

MAT 100 Beginning Algebra (F) 5 credit hours

This course is designed to provide the basic concepts of introductory algebra including signed numbers, exponents, equations and inequalities, ratio and proportion, polynomials, roots and radicals. 5 Contact hours per week (5 class).

Prerequisite: Satisfactory score on entrance test or MAT 099

MAT 101 Technical Mathematics I (F,W) 5 credit hours

This course includes a review of algebra with emphasis on manipulating formulas. The rectangular coordinate system, linear functions and trigonometry are introduced. The application of these principles to practical problems is stressed. 5 contact hours per week (5 class).

Prerequisite: MAT 100 or departmental permission.

MAT 102 Technical Mathematics II (W,S) 5 credit hours

This course includes a study of systems of linear and nonlinear equations, fractions involving algebraic expressions and a complete study of analytical and numerical trigonometry. 5 contact hours per week (5 class).

Prerequisite: MAT 101

MAT 103 Technical Mathematics III (S, SS) 5 credit hours

This course includes a study of equations of higher degrees; exponential and logarithmic functions; solving linear inequalities and systems of inequalities; basic trigonometric identities, special formulas and trigonometric equations; a detailed study of analytic geometry with emphasis on the conic sections; and a brief introduction to the basic ideas of calculus. 5 contact hours per week (5 class).

Prerequisite: MAT 102

MAT 104 Nursing Math (F) 2 credit hours

This course is designed to provide the student with the opportunity to apply basic mathematical concepts as appropriate in nursing. Emphasis is placed on working with the metric, apothecary, and household systems in calculating dosages for all age groups and all medication routes. An introduction to abbreviations used for medications is included in this course. Temperature conversion is also presented. 2 contact hours per week (2 class).

Prerequisite or Corequisite: NUR 101

- MAT 107 College Algebra (F,W) 5 credit hours**
This course is designed to satisfy the mathematics requirement for the college transfer student. Subjects include the following review of algebra, linear and quadratic functions, inequalities, coordinate geometry, systems of equations, matrix algebra and linear programming. 5 contact hours per week (5 class).
Prerequisite: MAT 100 or one year of high school algebra
- MAT 108 College Trigonometry 5 credit hours**
This course includes a study of trigonometric functions, solution of right and oblique triangles, applications of geometric vectors, circular motion, graphical representations, identities, conditional equations, and De Moivre's Theorem. 5 contact hours per week (5 class).
Prerequisite: MAT 107 or equivalent.
- MAT 110 Business Mathematics (F) 5 credit hours**
The course utilizes a practical approach to materials preparing the student to become familiar with banking, retail sales, personnel management, wholesaling, and business activities. The approach enables the student to build skills while doing problems with business applications. 5 contact hours per week (5 class).
Prerequisite: Satisfactory score on entrance test or MAT 098
- MAT 111 College Mathematics 5 credit hours**
This course includes an overview of mathematics designed to satisfy the requirement for the college transfer student. Subjects include the following: sets, symbolic logic, numeration systems, consumer mathematics, an introduction to algebra, and probability & statistics. 5 contact hours per week (5 class).
Prerequisite: Satisfactory score on entrance test or MAT 099
- MAT 115 Mathematics for Elementary School Teachers 5 credit hours**
This is a basic general concept course dealing with the topics in mathematics taught in elementary schools, such as sets, operations on sets, bases, modular arithmetic, and development of the real number system. 5 contact hours per week (5 class).
Prerequisite: Satisfactory score on entrance test or MAT 099
- MAT 121 Computer Mathematics (S) 5 credit hours**
The course includes a cursory review of Algebra, an introduction to numbering systems with bases other than 10, transformation from one system to another, principles of Boolean Algebra and its contribution to digital devices and data processing, an introduction to the algebra of matrices, use of matrices and determinants to solve systems of equations, and an introduction to linear programming. 5 contact hours per week (5 class).
Prerequisite: MAT 110 or departmental permission (One year of high school algebra or equivalent is highly recommended.)
- MAT 133 Criminal Justice Mathematics (F) 5 credit hours**
This course includes a study of the basic computational skills, ratio and proportion, percents, statistics, the English and metric systems of measurement, and basic geometry. The value of mathematics as a real-life tool through the application of skills learned will be stressed. 5 contact hours per week (5 class).
Prerequisite: Satisfactory score on entrance test or MAT 098
- MAT 201 Technical Mathematics IV (F) 5 credit hours**
This course is an introduction to calculus. Included are a review of functions and an introduction to limits of functions. The differentiation and integration of polynomials and their applications are studied in detail. Differentiation and integration of trigonometric, exponential, and logarithmic functions are introduced. 5 contact hours per week (5 class).
Prerequisite: MAT 103

MAT 205, 206, 207**5 credit hours**

This is an integrated sequence of courses in plane and solid analytic geometry and the fundamentals of integral and differential calculus. There is emphasis placed on applications of the derivative and integral. 5 contact hours per week (5 class).

Prerequisite for MAT 205: MAT 103 or MAT 108

Prerequisite for MAT 206: MAT 205

Prerequisite for MAT 207: MAT 206

MAT 214 Statistics (S)**5 credit hours**

This course is a study of statistical methodology including organization and presentation of data, statistical distributions, probability, and hypothesis testing. After a brief discussion of descriptive statistics, an intuitive treatment of probability will lead into the binomial and normal distributions and culminate with a discussion of statistical hypothesis testing. 5 contact hours per week (5 class).

Prerequisite: MAT 110 or MAT 100 or departmental permission

MAT 1101 Fundamentals of Mathematics (F)**5 credit hours**

This course will cover the basic operations: addition, subtraction, multiplication and division with whole numbers, fractions, and decimals. It will also include percents, ratio and proportion. 5 contact hours per week (5 class).

Prerequisite: MAT 098 or satisfactory score on entrance test

MAT 1102 Vocational Mathematics I (F)**5 credit hours**

This course provides a review of fractions, decimals, percents, ratio and proportion. Cover powers and roots, introduction to algebra, signed numbers, simple equations, right triangle trigonometry and the Pythagorean Theorem. 5 contact hours per week (5 class).

Prerequisite: MAT 1101 or satisfactory score on entrance test

MAT 1103 Vocational Mathematics II (W)**5 credit hours**

This course covers an introduction to plane geometry, angle measure, plane and solid geometric figures, geometric construction of lines, angles and plane figures, areas of plane figures and volumes of solids. Geometric principles are applied to practical problems. 5 contact hours per week (5 class).

Prerequisite: MAT 1102

MAT 1104 Vocational Mathematics III (S)**5 credit hours**

The course covers areas and volumes of common geometric figures and composite objects as well as the fundamentals of trigonometry, solution of oblique triangles using the laws of sine and cosine, graphs of trigonometric functions, inverse functions, and trigonometric equations. All topics are applied to practical problems. 5 contact hours per week (5 class).

Prerequisite: MAT 1103

MAT 1115 Electrical Mathematics I (F)**5 credit hours**

This is an introductory course in mathematics including a review of arithmetic skills and operations with algebraic terms. It also includes a working knowledge of powers of ten and Ohm's Law for series, parallel, and combination circuits. 5 contact hours per week (5 class).

Prerequisite: MAT 098 or satisfactory score on entrance test

MAT 1116 Electrical Mathematics II (W)**5 credit hours**

Manipulation of formulas, right triangle trigonometry and an introduction to simplification of logic circuits. 5 contact hours per week (5 class).

Prerequisite: MAT 1115

- MAT-P 1028 Mathematics I (F,S)** **5 credit hours**
 This is a developmental course in basic arithmetic functions. Individual goals are established for each student, and he is encouraged to move at a level and rate consistent with his background and ability. 5 contact hours per week (5 class).
 Prerequisite: None
- MAT-P 1029 Mathematics II (W,SS)** **5 credit hours**
 This course is a continuation of Mathematics I concentrating on solving applied mathematics problems. 5 contact hours per week (5 class).
 Prerequisite: MAT-P 1028
- MAT 1123 Machinist Mathematics (SS)** **3 credit hours**
 This course introduces gear ratio, lead screw and indexing problems with emphasis on application to the machine shop. Practical applications and problems give the student experience using geometric proportions and trigonometric relations to solve shop problems. The course concludes with an introduction to compound angle problems and numerical control. 3 contact hours per week (3 class).
 Prerequisite: MAT 1104
- MEC 101 Machine Processes (S)** **3 credit hours**
 An introductory course designed to acquaint the student with basic hand tools, safety procedures and machine processes of our modern industry. It will include study of measuring instruments, characteristics of metals and cutting tools. The student will become familiar with the lathe family of machine tools by performing selected operations such as turning, facing, threading, drilling, boring, and reaming. 7 contact hours per week (1 class, 6 shop).
- MEC 102 Computer Aided Mach. & Mfg. (SS)** **4 credit hours**
 Programming for computer numerical control will be the primary goal. A study of the standard programming codes will be made and manual programs will be written to demonstrate their use. Parts will be machined on the CNC equipment available to prove the programs. Work will be continued on conventional machinery and comparison made to that done by CNC. Discussion of the practicality of CNC machining and conventional method will be held. Jig and fixtures and other accessories for holding the workpiece and/or tools and their importance to modern industrial production will be discussed and demonstrated. An introduction to programming by computer will follow. Safety in the operation of conventional and CNC equipment is stressed. 6 contact hours per week (3 class, 3 shop).
- MEC 110 Introduction to Heat Transfer (SS)** **4 credit hours**
 This is a basic course designed to acquaint the student with the principles of heat, heat transfer, heat engines, refrigeration and air-conditioning. Emphasis is placed on calculations involving these processes. 5 contact hours per week (3 class, 2 lab).
- MEC 205 Strength of Materials (W)** **4 credit hours**
 This course is study of principles and analysis of stresses which occur within machine and structure elements subjected to various types of loads such as static, impact, varying and dynamic. Analyses of these stresses are made as applied to thinwalled cylinders and spheres, riveted and welded joints, beams, columns and machine components. 5 contact hours per week (3 class, 2 lab).
 Prerequisite: MEC 206
- MEC 206 Statics** **4 credit hours**
 This course deals with the concepts and principles of statics. Topics covered include parallel, concurrent and noncurrent force systems in coplaner situations; centroids and centers of gravity; moment of inertia and shear and moment diagrams. 5 contact hours per week (3 class, 2 lab).
 Prerequisites: MAT 102, PHY 102

- MEC 207 Dynamics (W) 4 credit hours**
This course is an introduction to the basic concepts and principles of dynamics and kinematics. The geometry of motion, angular velocity and acceleration, work, energy, linear momentum and mechanical vibration are covered. Emphasis is on the analytical solution of applied problems. 4 contact hours per week (4 class).
Prerequisites: MAT 103, MEC 206
- MEC 210 Physical Metallurgy (F) 4 credit hours**
This is a basic course in metallurgy which deals with both ferrous and nonferrous metals. The physical and chemical properties of all common metals are investigated. Particular emphasis is placed on various heat treating methods. 6 contact hours per week (3 class, 3 shop).
Prerequisite: PHY 101
- MEC 235 Hydraulics and Pneumatics (W) 4 credit hours**
This course covers the following topics: the basic theories of hydraulic and pneumatic systems, combinations of systems in various circuits, basic designs and functions of circuits and motors, controls, electrohydraulic servo-mechanisms, plumbing, filtrations, accumulators and reservoirs. 5 contact hours per week (3 class, 2 lab).
Prerequisite: PHY 102
- MEC 240 Computer Aided Drafting (W) 4 credit hours**
The course introduces the student to Computer Aided Drafting and Design equipment. Skill in the use of CAD equipment is developed by both lectures and hands-on experience. Mechanical design problems are solved and drawings are produced by use of the equipment. 8 contact hours per week (2 lecture, 6 shop).
Prerequisites: background in mechanical drafting and permission of the instructor.
- MEC 245 Industrial Plastics (S) 4 credit hours**
This course is a study of the basic chemistry of polymers and the major resins used in the plastics industry. The fundamentals of injection molding, compression and transfer molding, blow molding, calendaring, thermoforming, and plastic extrusion operations are investigated. Laboratory exercises include operation of injection and compression mold machines. 5 contact hours per week (3 class, 2 lab).
- MEC 250 Machine Design (S) 5 credit hours**
This course is a study of the design of mechanical devices. Machine elements, including cams, gears, shafts, fasteners, belts, pulleys, bearings and springs are studied. The application of engineering analysis to mechanical design is emphasized. CAD equipment is used to make drawings of elementary design concepts. 8 contact hours per week (2 class, 6 lab).
Prerequisites: MEC 206, MEC 205, MEC 207, MEC 240
- MEC 1101 Machine Shop Theory and Practice I (F) 7 credit hours**
This course is an introduction to the machinist trade and the potential it holds for a craftsman. It deals primarily with the identification, care and use of basic hand tools and precision measuring instruments. Elementary layout procedures and processes of lathe, drill press, grinding (off-hand) and milling machines will be introduced both in theory and practice. 15 contact hours per week (3 class, 12 shop).
- MEC 1102 Machine Shop Theory and Practice II (W,S,SS) 7 credit hours**
This course covers advanced operations in layout tools and procedures, power sawing, drill press, surface grinder, milling machine, and shaper. The student will be introduced to the basic operations of the cylindrical grinder and will select projects encompassing all the operations, tools, and procedures thus far used and those to be stressed throughout the course. 15 contact hours per week (3 class, 12 shop).
Prerequisite: MEC 1101

- MEC 1103 Machine Shop Theory and Practice III (S) 7 credit hours**
This course involves advanced work on the engine lathe, turning, boring and threading machines, grinders, milling machines, and shapers. Also covered is an introduction to basic indexing and terminology with additional instruction involving the processes of calculating, cutting and measuring of spur, helical, and worm gears and wheels. The trainee will use precision tools and measuring instruments, such as vernier height gauges, protractors, comparators, etc. Basic exercises will be given on the turret lathe and on the tool and cutter grinder. 15 contact hours per week (3 class, 12 shop).
Prerequisite: MEC 1102
- MEC 1104 Machine Shop Theory and Practice IV (SS) 7 credit hours**
This course involves the development of class project using previously learned procedures in planning, blueprint reading, machine operations, final assembly, and inspection of manual and computer numerical controlled (CNC) equipment. Additional processes on the turret lathe, tool and cutter grinder, cylindrical and surface grinder, advanced milling machine operations, etc. are covered. Special procedures and operations, including a discussion of the laser in machining, processes and equipment, observing safety procedures faithfully, and establishing good work habits and attitudes acceptable to the industry are also covered. 15 contact hours per week (3 class, 12 shop).
Prerequisite: MEC 1103
- MEC 1112 Machine Shop Process (F) 4 credit hours**
To acquaint the student with the procedures of layout work and the correct use of hand and machine tools. Experiences in the basic fundamentals of drill press and lathe operation; hand grinding of drill bits and lathe tools; set-up work applied to the trade. 8 contact hours per week (2 class, 6 shop).
- MEC 1113 Welding Metallurgy (F) 2 credit hours**
This is a course in basic metallurgy which emphasizes characteristics of both ferrous and non-ferrous metals. All types of metallurgical heat treatment will be included. The welding heat affected zone will be given special attention. 3 contact hours per week (1 class, 2 lab).
- MEC 1118 Introduction to Metals (S) 4 credit hours**
This course is designed to familiarize the student with the different properties of ferrous and non-ferrous metals. It provides a background for understanding the physical changes and chemical metallurgy of producing metals. It explains the material designation system, classification of steels, trade names and cross reference information for comparable materials. Common shop terms used in treatment of metals will be explained. 5 contact hours per week (3 class, 2 lab).
- MEC 1119 Applied Metallurgy (SS) 3 credit hours**
This course covers practical metallurgy theory and practice in the treatment of ferrous and non-ferrous metals. Actual practice of heat treatment will be performed on sample materials with emphasis on low and high carbon steels. Relationships between part design and heat treatment will be applied. Testing equipment for verification of correct treatment will be used. 5 contact hours per week (2 class, 3 lab).
Prerequisite: MEC 1118
- MEC 1134 Mechanical Maintenance (F,W) 4 credit hours**
A study of the mechanical maintenance requirements of various industrial machines. Training is provided in troubleshooting, adjusting and maintaining a variety of industrial machinery. Requires familiarization with a variety of associated tools and maintenance equipment. 6 contact hours per week (3 class, 3 shop).

- MEC 1135 Electrical Maintenance (SS) 3 credit hours**
A study of the types of electrical tasks performed by industrial maintenance personnel. Practical experience is provided in wiring, installing and connecting the various types of services for lighting, heating and power installations. Training is provided in trouble shooting and in the identification and testing of circuits. 5 contact hours per week (2 class, 3 shop).
- MEC 1140 Hydraulics (SS) 3 credit hours**
This course is arranged to give the student a general knowledge of the basic components of hydraulic systems, as well as a general understanding of the basic laws and formulas used in simple hydraulic calculations. The course covers such topics as the use of standard hydraulic symbols, pumps, control valves, control assemblies actuators, and basic maintenance procedures. 3 contact hours per week (3 class).
- MEC 1252 Coin and Currency Changers (F) 3 credit hours**
This course is a study of the principles, functions, adjustments, and the repairs of coin rejectors, acceptors, and changers. A basic knowledge of the operation and maintenance of the several types of currency changers is required. 7 contact hours per week (1 class, 6 shop).
- MEC 1253 Mechanical Vending Machines (F) 5 credit hours**
Course content consists of removing, adjusting, and replacing component parts of machines for proper operation. Candy, cigarette, hot food, pastry, and snack machines are typical mechanical vending machines. A complete knowledge of each machine, along with the trade terminology and nomenclature used in the vending trade, is included. Care and the proper and safe use of all types of hand tools, both electrical and manual, are stressed. 9 contact hours per week (3 class, 6 shop).
- MEC 1256 Beverage Machines—Cold (W) 7 credit hours**
Students learn the complete operation of a post mix beverage machine is learned by using several types designated by different manufacturers. Emphasis is placed on sanitation procedures and safety dealing with pressure systems. 13 contact hours per week (4 class, 9 shop).
- MEC 1257 Beverage Machines—Hot (S) 5 credit hours**
Complete studies are made of brew-type coffee machines. Open and closed water systems and the safety rules which apply are stressed. 9 contact hours per week (3 class, 6 shop).
- MEC 1258 Electrically-Operated Vending Machines (SS) 5 credit hours**
Electrically-operated equipment included in this category is used for vending such products as candy, cigarettes, milk, and ice cream. Various methods are used to enable the vended products to reach the customer. Disassembling the coin components, cleaning, replacing, reassembling, and making proper adjustments for good operations are practiced by the students. 9 contact hours per week (3 class, 6 shop).
- MEC 1259 Vending Machine Installation, Service and Maintenance (SS) 8 credit hours**
This course provides a thorough knowledge of putting the machine in full operation, including adding products, measuring the ingredients for proper amounts, and detecting signs of wear on moving parts which may lead to future malfunctions. Trouble-shooting is learned through pre-arranged "out-of-orders" on the machines. 16 contact hours per week (4 class, 12 shop).

MUS 230 Music Appreciation (S)**5 credit hours**

This course provides a basic introduction to music appreciation and is designed to increase the student's awareness of the important role music has played throughout the history of man's existence. Emphasis is given to the types of music found and the relationships that exist between music and man's general cultural, social, and political development throughout the ages, thus enhancing the student's appreciation for the great achievements of our civilization. 5 contact hours per week (5 class).

NUR 101 Fundamental of Nursing (F)**8 credit hours**

This is an introductory course designed to assist the student to develop the knowledge, skills, and attitudes needed to meet the basic needs which are common to all individuals. Basic concepts of communication, health-illness, nursing process, asepsis, pharmacology, growth and development, and health care delivery systems with special emphasis on the role of the AD graduate are introduced. Experiences in health care facilities provide the student with an opportunity to apply theory. 12 contact hours per week (5 class, 4 lab, 3 clinical).

Prerequisite or Corequisite: BIO 105, MAT 104, PSY 101

NUR 102 Nursing of Adults and Children I (W)**10 credit hours**

This is a course designed to provide the student with the opportunity to begin utilizing the nursing process in meeting the needs of adults and children experiencing deficits of the cardiovascular and respiratory systems, and fluid and electrolyte imbalances. Students will have an opportunity to apply theory in acute care settings with clients requiring medical/surgical interventions. 18 contact hours per week (6 class, 12 clinical).

Prerequisite or Corequisite: NUR 101, BIO 106, MAT 104, PSY 120

NUR 103 Nursing of Adults and Children II (S)**10 credit hours**

This is a course designed to provide the student with the opportunity to apply the nursing process more independently in meeting the needs of adults and children experiencing deficits related to the integumentary, endocrine, digestive, and urinary systems. The needs of oncology and burn clients will also be addressed. The student is expected to develop and carry out teaching plans in a variety of health care settings which will assist clients and families to adapt to changing needs. Special emphasis will be on the aging client and family. 18 contact hours per week (6 class, 12 clinical).

Prerequisite or Corequisite: NUR 102, BIO 104, 107

NUR 104 Nursing Transition (S)**9 credit hours**

This course is designed to assist the LPN in making adjustments to the ADN role. Building on previous knowledge the student will have an opportunity to increase cognitive, psychomotor, and affective abilities. Special emphasis will be placed on the nursing process and its application in caring for adults and children experiencing deficits related to the cardiovascular, endocrine, integumentary, gastrointestinal, and urinary systems. Alterations in fluid and electrolyte balance, neoplasms, and clients with burns will also be addressed. Opportunities will also be provided for the student to develop and carry out teaching plans which will assist the client and/or family to adapt to changing needs. 13 contact hours per week (7 class, 6 clinical).

Prerequisites or Corequisites: LPN admitted to the ADN curriculum, BIO 107

NUR 105 Nursing of Women (F)**10 credit hours**

This course focuses on family centered health care of women and infants in the maternity cycle. Emphasis is also placed on common health needs of women including fertility control and selected gynecologic disorders. 18 contact hours per week (6 class, 12 clinical).

Prerequisites or Corequisites: NUR 103, NUT 102

- NUR 201 Psychiatric Nursing (F,SS) 10 credit hours**
 Principles of nursing intervention for the client exhibiting deviant behavior of functional or organic origin are introduced. Emphasis is placed on communication and interpersonal relationship skills. Predisposing factors, pathophysiology, dynamics, and modification of behavior for psychotic behaviors, affective disorders, psychosomatic disorders, substance abuse, and selected other behaviors will be addressed. 18 contact hours per week (6 class, 12 clinical).
 Prerequisites or Corequisites: NUR 103
- NUR 202 Nursing of Adults and Children III (W) 10 credit hours**
 This is a course designed to provide the student with the opportunity to implement the nursing process in meeting the needs of adults and children experiencing deficits related to the musculoskeletal and nervous systems. Deficits related to the EENT system are also addressed. The student will be expected to synthesize knowledge and skills acquired in previous courses into comprehensive nursing care plans which the student and/or nursing personnel will implement to meet the needs of clients in a variety of health care settings. 10 contact hours per week (6 class, 12 clinical).
 Prerequisites or Corequisites: NUR 201
- NUR 203 Nursing of Adults and Children IV (S) 14 credit hours**
 This course focuses on clients with complex health needs in a variety of settings. Students are introduced to basic principles of supervision and leadership appropriate for a Registered Nurse in an acute care setting. 30 contact hours per week (6 class, 24 clinical).
 Prerequisite or Corequisites: NUR 105, 201, 202, and 205
- NUR 204 Nursing Seminar (S) 2 credit hours**
 This course is designed to assist the student in exploring past, present, and future trends and issues which influence nursing. Special emphasis is placed on the role of the ADN graduate. Ethical, legal, and professional rights and responsibilities are discussed. Opportunities for personal and professional development are explored. The course is developed to aid the student in the transition from student to the role of graduate nurse. 2 contact hours per week.
 Corequisite: NUR 203
- NUR 204 Nursing Seminar 3 credit hours**
 Nursing Seminar is designed to assist the student in exploring past, current, and future trends and issues which influence nursing. Special emphasis is placed on the role of the ADN graduate. Ethical, legal, and professional rights and responsibilities are discussed. Opportunities for personal and professional development are explored. The course is developed to aid the student in transition to the role of the graduate nurse. 3 contact hours per week.
 Corequisite: NUR 203
- NUR 206 Nursing of Adults 5 credit hours**
 Nursing of Adults focuses on the principles of gerontological nursing. Emphasis is placed on the aging process and the effect of chronic illness upon the client and family. Nursing intervention for the dying client is also emphasized. 18 contact hours per week for 5½ weeks (6 class, 12 clinical).
 Prerequisite: NUR 103

NUR 1101 Fundamentals of Nursing (F)**10 credit hours**

This course acquaints the student with nursing theory and skills with an overall emphasis on meeting patient needs throughout the life span. The student is introduced to the health-illness continuum as a basis for implementing the nursing process. Principles of communication are integrated throughout the course. Provisions are made for the application of classroom knowledge and skills in a laboratory setting. The student is expected to develop a beginning awareness of safety and nursing accountability in the performance of technical skills utilized in meeting basic patient needs. 13 contact hours per week (7 class, 6 lab).

Prerequisite: None

Corequisite: BIO 1101

NUR 1102 Medical-Surgical Nursing I (W)**14 credit hours**

This course presents basic information regarding the nursing care of the adult medical-surgical patient. Emphasis is placed on the use of the nursing process to participate in the assessment, planning, and implementation and evaluation of patients with disorders or diseases of the gastrointestinal, musculoskeletal, cardiovascular, and integumentary systems. Also included is the nursing management of the surgical and oncological patient. Preventive health care measures, laboratory studies, medications and diet therapy appropriate to each area of study are discussed. Clinical activities are designed to reinforce basic concepts of communication and technical skills, including the safe preparation and administration of medications. 24 contact hours (9 class, 15 clinical).

Prerequisites: NUR 1101, NUR 1105, NUT 101, BIO 1101, PSY 102

Corequisites: BIO 1102, PSY 120

NUR 1103 Nursing of Women (S)**10 credit hours**

This course presents information regarding conception, pregnancy, birth and bonding of the new family unit, as well as gynecologic disorders. The nursing process is utilized to identify pertinent nursing care measures used in assisting obstetrical, neonatal, and gynecological patients as they adjust to physiological and psychological stress. Clinical experience is integrated with theory to provide the student with opportunities to apply the nursing process to technical skills in the labor and delivery, post partum, nursery and gynecology unit. Observational experiences in family planning, prenatal care, and well-baby care are provided at the Scotland County Health Department. Nursing process, anatomy and physiology, growth and development and nutrition provide a base on which to make observations and appropriate assessments. Accountability and concepts of communication with the childbearing family and the gynecologic patient are emphasized. 20 contact hours per week (5 class, 15 clinical).

Prerequisites: NUR 1101, NUR 1105, NUT 101, PSY 120, BIO 1102

NUR 1104 Medical-Surgical Nursing II (SS)**14 credit hours**

This course presents information regarding the nursing care of the adult medical-surgical patient. Emphasis is placed on the use of the nursing process to care for patients with diseases or disorders of the respiratory, endocrine, neurological and urological systems, as well as basic emergency nursing. Preventive health care measures, laboratory studies, medications and diet therapy appropriate to each area of study are discussed. Special emphasis is placed on nursing interventions to assist the patient to respond to developmental and physical stressors which affect his position on the health-illness continuum. Clinical activities are designed to reinforce more advanced concepts of communication, accountability, and technical skills. (8 class, 18 clinical).

Prerequisite: NUR 1102

Corequisite: None

NUR 1105 Pharmacology (F) 3 credit hours

This is a study of mathematical computations as they relate to calculation of dosages. Emphases are on laws concerning drug standards and dispensing, the classifications of commonly administered medications, the routes of administration and the effects of medications given for therapeutic purposes. Developing competency in skills necessary for safe and effective administration of medications within the legal role of the practical nurse is also emphasized. (3 class).

Prerequisite: None

Corequisites: NUR 1101, BIO 1101

NUR 1106 Nursing Seminar (SS) 3 credit hours

This course is designed to explore issues which will confront the Practical Nursing student immediately prior to and following graduation. Topics of discussion include nursing organization, legal aspects of nursing, career opportunities, licensure, job seeking skills, and role adjustment. Self improvement skills, such as assertiveness, decision-making and stress-management, are also included (3 class).

Prerequisites: NUR 1101, NUR 1102, NUR 1103, NUR 1113

Corequisite: NUR 1104

NUR 1113 Nursing of Children (S) 6 credit hours

This course presents basic information necessary for the care of the pediatric patient. Emphasis is on the health-illness continuum and hospitalization as it affects growth and development. The nursing process is utilized to participate in the assessment, implementation, and evaluation of the nursing care of children in health and illness. Clinical experience is integrated with theory to provide the student with opportunities to apply technical skills in the care of children who must adjust to the stress of illness. The nursing process, anatomy and physiology, growth and development, and nutrition provide common threads with which to make observations and appropriate assessments. Learning activities are designed to reinforce the concepts of communication with the sick child and his family, as well as the nurse's accountability. 10 contact hours per week (4 class, 6 clinical).

Prerequisites: NUR 1101, NUR 1105, NUT 101, PSY 120, BIO 1102

Corequisite: None

NUT 101 Nutrition and Diet Therapy (F) 3 credit hours

This course acquaints the student with the fundamental principles and practices that are essential in nutritional care to maintain health, to prevent illness, and to provide support and therapy during illness. 3 contact hours per week (3 class).

Prerequisite: None

Corequisite: BIO 1101

NUT 102 Therapeutic Nutrition (SS) 3 credit hours

This course emphasizes the science of nutrition as an integral part of a therapeutic regimen. Functions of food nutrients and the relationship between digestion, absorption, and cell metabolism is addressed. The effect of selected disorders and medications on the nutritional status of an individual is included drawing on the knowledge of the pathophysiology of selected disorders gained during previous nursing courses. 3 contact hours per week (3 class).

Prerequisites or Corequisites: BIO 107, NUR 103

- PED 101 Physical Conditioning (F) 1 credit hour**
 This course emphasizes conditioning as preparation for the active life and maintenance of sound physical and mental well-being. Physical activity as a way of life in a leisure oriented society will be stressed. This course will include an examination of variables in total fitness, such as diet, weight control, degenerative diseases, physical effects of exercise, and motor skills. It will include exercises to achieve higher levels of stamina and endurance; aerobic activity for improved cardiovascular and respiratory functions; isometric and weight lifting for strength and muscle tone; elementary gymnastic and yoga techniques to improve coordination, posture, and balance; and stretching techniques in preparation for exercise and sports. 2 contact hours per week (2 lab).
- PED 102 Life Sports (W) 1 credit hour**
 In this course emphasis will be upon individual participation in sports one can enjoy and derive health benefits from for a lifetime. A presentation on each sport will include background, equipment, demonstration, and suggested program. Students will learn an accessible life sport, such as jogging, running, golf, tennis, canoeing, martial arts, walking, paddleball, swimming, cycling, gymnastics, and aerobics. 2 contact hours per week (2 lab).
- PED 103 Team Sports (S) 1 credit hour**
 This course will introduce the student to team sports. Many kinds of team sports are available to adults today. Team sports require the participant to be knowledgeable, skilled, fit and cooperative. Team sports to be presented will include volleyball, doubles tennis, 3-on-3 basketball, softball, soccer, touch football, and orienteering. Fundamentals and prevention of injury will be stressed. 2 contact hours per week (2 lab).
- PED 104 Recreation 1 credit hour**
 This course will include a variety of recreational forms that can be practiced with friends, family, or children. Recreation offers opportunities for growth, fellowship, play, and relaxation. Examples of recreation to be covered include archery, badminton, bowling, dancing, fishing, hiking, horseshoes, dramatics, and games. 2 contact hours per week (2 lab).
- PHI 100 Philosophy (W) 5 credit hours**
 This course gives the student an introduction to philosophical method and thought. Among the topics considered will be language, logic and argument, issues in philosophy, and philosophical thinkers. 5 contact hours per week (5 class).
- PHS 101 Development of Physical Thought 5 credit hours**
 In a non-mathematical descriptive fashion, this course deals primarily with the 17th through 20th century science covering topics such as Newton's Laws of Motion and Gravitation, heat, temperature, kinetic theory of gases, nature and matter, basic theories of chemistry, electricity, magnetism, theory of the atom, nature of light, theory of relativity, and nuclear energy. 5 contact hours per week (5 class).
- PHY 101 Physics: Properties of Matter (W) 4 credit hours**
 This is a fundamental course covering several basic principles of physics. The divisions included are solids and their characteristics, liquids at rest and in motion, vectors and linear motion. Laboratory experiments and specialized problems dealing with these topics are part of the course. 5 contact hours per week (3 class, 2 lab).
 Prerequisite: MAT 101 or departmental permission.
- PHY 102 Physics: Work, Energy, Power (S) 4 credit hours**
 Major areas covered in this course are work, energy, and power. Instruction includes such topics as statics, forces, center of gravity, and dynamics. Units of measurement and their applications are vital parts of this course. A practical approach is used in teaching students the use of essential mathematical formulas. 5 contact hours per week (3 class, 2 lab).
 Prerequisites: MAT 101, PHY 101

- PHY 1101 Applied Science I (W) 4 credit hours**
 This course provides an introduction to physical principles and their applications to industry. Some of the topics covered include systems of measurement; introduction to the properties of solids, liquids, and gases; and the basic principles of simple machines. 5 contact hours per week (3 class, 2 lab).
- PHY 1102 Applied Science II (S) 4 credit hours**
 This is the second in a series of two courses of applied physical principles. The topics covered in this course include compound machines, work, power, energy, the fundamentals of electricity, and the basis of heat and thermometry. 5 contact hours per week (3 class, 2 lab).
- PLU 1101 Plumbing and Pipefitting (W,SS) 5 credit hours**
 This course will introduce students to the tools, fittings, and small equipment used by plumbers. Most of the time will be spent in the shop, where the student can learn how to handle these materials correctly. The student will perform operations such as threading, cutting, caulking, and sweating of the various kinds of pipe and tubing used in the trade. 9 contact hours per week (3 class, 6 shop).
- PME 101 American National Government (F) 5 credit hours**
 This course is an introductory of (1) the basic concepts of political science, (2) the brief and the basic principles of the Constitution, (3) the structure, functions of, and the relationships among the legislative, executive and judicial branches of the national government, and (4) the relationships between the national and state governments. 5 contact hours per week (5 class).
- POL 101 American National Government (F) 5 credit hours**
 This course is an introductory study of (1) the basic concepts of political science, (2) the brief and the basic principles of the Constitution, (3) the structure, functions of, and the relationships among the legislative, executive and judicial branches of the national government, and (4) the relationships between the national and state governments. 5 contact hours per week (5 class).
- POL 103 State and Local Government (W) 3 credit hours**
 This course is a study of state and local government, state-federal interrelationships, the functions and prerogatives of the branches. Problems of administration, legal procedures, law enforcement, police power, taxation, revenues, and appropriations are studied. Special attention will be given to North Carolina. 3 contact hours per week (3 class).
- POL 201 United States Government (S) 3 credit hours**
 This course is a study of government with emphasis on basic concepts, structure, powers, procedures, and problems. 3 contact hours per week (3 class).
- PSY 101 Introductory Psychology (F,W) 5 credit hours**
 This course is a survey of major areas of psychology, with emphasis on issues, concepts, and terminology needed for more advanced courses. 5 contact hours per week (5 class).
- PSY 102 General Psychology (F,W) 3 credit hours**
 This course is a study of the principles of psychology as a behavioral science. Topics include a general history of the field from its origins to the present mental health movement, learning, motivation, personality, adjustment growth, human development, physiological basis of behavior, social psychology, behavior disorders, and treatment. 3 contact hours per week (3 class).
- PSY 110 Developmental Psychology (W) 5 credit hours**
 This course is a survey of development throughout the life-span with special emphasis on developmental concepts, processes, experimental methodology, and findings of research on developmental events. 5 contact hours per week (5 class).
 Prerequisite or Corequisite: PSY 101

PSY 120 Growth and Development (W) 3 credit hours

A course dealing with the physical and psychological growth and development from infancy through adulthood with consideration of the biological, emotional, social and cultural influences upon growth. 3 contact hours per week (3 class).

Prerequisite: PSY 102

**PSY 150 Interpersonal Relationships and Communications
(F,SS) 3 credit hours**

This is a basic course dealing with interpersonal and communication skills used in helping relationships and professions. The students will be given an opportunity to understand the self, learn growth techniques, and increase their level of competence in interactions with others. Emphasis will be placed upon effective communications in helping roles. The student will learn techniques of interviewing for specific purposes, and acquire basic abilities in working with people. Attention is given to communication between the student and his/her clients. 3 contact hours per week (3 class).

PSY 206 Applied Psychology 3 credit hours

This course is a study of the principles of psychology that will be of assistance in the understanding of interpersonal relationships on the job. Motivation, feelings, and emotions are considered with particular reference to on-the-job problems. Other topics investigated are employee selection, supervision, job satisfaction, and industrial conflicts. Attention is also given to personal and group dynamics so that the student may learn to apply the principles of mental hygiene to his/her adjustment problems as a worker and a member of the general community. 3 contact hours per week (3 class).

PSY 207 Assessment and Testing (SS) 3 credit hours

The role of psychological testing in the assessment process will be examined. Principles of psychological testing and measurement formulas will be covered including intelligence tests, ability and aptitude tests, and personality inventory testing. 3 contact hours per week (3 class).

PSY 209 Psychopathology in Childhood and Adolescence (SS) 5 credit hours

A broad spectrum of behavioral disorders afflicting children and adolescents will be introduced, with emphasis being given to child abuse, learning disabilities, mental retardation, anxiety, drug abuse and alcoholism, acting-out disorders, and ego dysfunction. Students will learn about treatment through field trips and guest lectures. 5 contact hours per week (5 class).

PSY 220 Learning and Behavior (F) 4 credit hours

This course is an introduction to the basic learning principles and concepts which explain the acquisition and maintenance of behavior. Students will examine how learning principles apply to teaching practices in the school classroom. Emphasis is given to behavior modification theory. Field trips to schools and correctional institutions will provide opportunities for students to make observations and lend realism to their own learning experiences. 4 contact hours per week (4 class).

PSY 229 Abnormal Psychology (F) 5 credit hours

This course is a study of the symptoms, contributing factors, treatment, and outcomes of the mentally ill and mentally defective as well as maladjusted, antisocial persons. The prevalence, classification, and nomenclature of psychoneurosis, psychoses, character disorders, experimental and development conflicts, drug and alcohol addiction, and psychosomatic illness will be examined. Problems pertaining to the treatment and control of mental illness will be discussed from the standpoint of the criminal justice system's responsibilities. 5 contact hours per week (5 class).

Prerequisite: PSY 102

- PSY 230 Gerontology (W) 3 credit hours**
This course is a scientific study of the physical and pathological aspects of aging. Students should become aware of aging as part of the human life cycle. The course surveys the physical, psychological, and social changes occurring in late middle age and old age with emphasis on the care and treatment of the aged in our society. 3 contact hours per week (3 class).
- PSY 231 Personal Development (S) 3 credit hours**
This course is designed to help the student look and feel more attractive and to complement development in other meaningful areas. Areas of study include physical control and visual poise; personal grooming and makeup application (women only); wardrobe selection; communication skills; social and business etiquette; techniques for getting a job, handling a job efficiently and relating to employers and co-workers. 3 contact hours per week (3 class).
- PSY 232 Career and Life Planning (S) 3 credit hours**
This course is designed to provide students with practical information and skills in dealing with the world of work and life management. The instruction received and projects assigned will aid students with job acquisition skills, occupational performance, self-concept building, and coping with stress. Students become active participants throughout the course, and will receive grades based on the completion of assigned projects and classroom performance. 3 contact hours per week (3 class).
- PSY 1101 Human Relations (F,S,SS) 3 credit hours**
This course is a study of basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships within the work situation. 3 contact hours per week (3 class).
- REA 097 Reading and Study Skills (F,W,S) 10 credit hours**
Designed for the student reading below 5.6 grade level, this course provides skills of word attack and comprehension, including basic word identification and meaning of the material read. Instruction also includes reading textbooks, preparing for and taking tests, note taking, and active listening techniques. The minimum exit level is 5.7 grade placement. 10 contact hours per week (10 class).
- REA 098 Reading II (F,W,S) 4 credit hours**
This course is designed for the student with a reading level ranging from 5.7 to 9.0 grade placement. Instruction addresses improving basic reading skills with directed application to a variety of reading situations. A minimum exit level of 9.8 is required. 5 contact hours per week (3 class, 2 lab).
Prerequisite: REA 097 or equivalent.
- REA 099 Reading III (F,W,S) 4 credit hours**
This course is designed for the technical, Practical Nursing, General Education, and college transfer student with a reading level from 8.8 to 9.5 grade placement. The minimum exit level is 10.5. 5 contact hours per week (3 class, 2 lab).
Prerequisite: REA 098 or equivalent.
- REA 1100 Basic Reading Improvement (F) 3 credit hours**
This course is designed for the vocational student with a reading level ranging from 5.7 to 9.0 grade placement. Instruction addresses improving basic reading skills with directed application to a variety of reading situations. Minimum exit level is 8.8. 3 contact hours per week (3 class).
Prerequisite: REA 097 or equivalent.

- REL 130 Comparative Religion (F) 5 credit hours**
 This course seeks to define what religion is and to outline different approaches to the study of religion. The following questions are discussed: What are the roots of religious faith? What might a mature religious faith look like? Readings relating religion to the new generation are part of this study. 5 contact hours per week (5 class).
- SOC 100 College Survival Skills (F,W) 3 credit hours**
 College Survival Skills is an extended orientation/study skills course designed to teach how to enhance academic, personal, and social development. 3 contact hours per week (3 class).
- SOC 101 Principles of Modern Sociology (F) 5 credit hours**
 This course examines recent developments in sociology, anthropology and social psychology. It includes both social science and public issues. 5 contact hours per week (5 class).
- SOC 102 Principles of Sociology (F) 3 credit hours**
 This course is a study of the principles of sociology, attempting to provide an understanding of culture, collective behavior, community life, social institutions, and social change. The course presents the scientific study of man's behavior in relation to others, the general principles affecting the organization of such relationships, and the effects of social life on human personality and behavior. 3 contact hours per week (3 class).
- SOC 203 Social Problems (S) 3 credit hours**
 This course presents a sociological analysis of aspects of American culture and institutions which contribute to contemporary social problems. The student will develop an understanding necessary to facilitate more effective responses in dealing with personal and professional problems. Social problems to be covered include urbanization, family disorganization, crime and delinquency, mental illness, poor race and minority group relations, and population dynamics. 3 contact hours per week (3 class).
- SOC 204 Community Resource Management (W) 3 credit hours**
 The focus of this course is upon the working relationship between the human services agency and the community. Various community resources will be identified and observed that can contribute to the accomplishment of the human services mission. Students will learn to mobilize such resources, marshal public support, and determine appropriate sources of funding. 3 contact hours per week (3 class).
- SSC 201 Social Science I 3 credit hours**
 This is an integrated course in the social sciences, drawing from the fields of anthropology, psychology, history, and sociology. 3 contact hours per week (3 class).
- SSC 202 Social Science II 3 credit hours**
 This course is a study of social sciences with emphasis on economics, political science, and social problems as they relate to the individual. 3 contact hours per week (3 class).
- SSC 205 American Institutions (F,W) 3 credit hours**
 This course is a study of the effect of American social, economic, and political institutions upon the individual as a citizen and as a worker. The course dwells upon current local, national, and global problems viewed in the light of our political and economic heritage. 3 contact hours per week (3 class).
- SSC 212 Marriage and the Family (SS) 3 credit hours**
 This course introduces modern viewpoints derived from scientific research and philosophy to serve the student in developing an informed perspective on marriage and the family, and important related topics. Marriage and family patterns are explored from the contexts of American culture and social change. Attention is given to human emotional needs. 3 contact hours per week (3 class).

SPN 101 Elementary Spanish I (F)

5 credit hours

This course includes a study of the basic elements of Spanish. Fundamentals of grammar and oral and written comprehension with special emphasis on self-expression in the language are covered. 5 contact hours per week (5 class).

Prerequisite: None.

SPN 102 Elementary Spanish II (W)

5 credit hours

This course is a continuation of Spanish 101. 5 contact hours per week (5 class).

Prerequisite: SPN 101

WLD 1101 Basic Gas Welding (S)

1 credit hour

This course involves welding demonstration by the instructor and practice by students in the welding shop. Safe and correct methods of assembling and operating the welding equipment are also covered. Practice will be given for surface welding, bronze welding, silver soldering, and flamecutting methods applicable to mechanical repair work. 3 contact hours per week (3 shop).

WLD 1103 Welding (F,W,SS)

1 credit hour

The various processes used for joining materials by welding are discussed. Lecture demonstrations and practice cover the oxyacetylene and arc welding processes, filler metals used, gases, currents, and weldability of metals. Instruction is given in the set-up and safe operation of oxyacetylene welding apparatus. Students prepare joints by both hand and machine cutting with the oxyacetylene torch. 3 contact hours per week (3 shop).

WLD 1123 Welding IV (W)

8 credit hours

This course presents an introduction and practical operation of inert gas shielded operation, safety and practice in all positions. A thorough study of such topics as: principles of operation, shielding gases, filler rods, process variation and applications, manual and automatic welding, developing skills on how to sketch and layout work, learning how to repair and arc welding are also covered. A study will be made of the equipment. 16 contact hours per week (4 class, 12 shop).

Prerequisites: WLD 1141, WLD 1142

WLD 1124 Welding III (S,SS)

11 credit hours

This course is designed to provide practice in the welding of the horizontal, vertical and the horizontal fixed positions using the shielded metal arc welding process according to sections VII and IX of the ASME code. Students will also have practice in welding of various materials to meet certification standards. The student uses various tests including the guided bend and tensile strength test to check the quality of his work. Emphasis is placed on quality work. 23 contact hours per week (5 class, 18 shop).

Prerequisites: WLD 1141, WLD 1142

WLD 1141 Welding I (F)

9 credit hours

This course is an introduction to the history of oxyacetylene and arc welding, the principles of welding and cutting, nomenclature of the equipment, and assembly of unit. The operation of various AC transformers, AC and DC rectifiers, and DC rectifiers, and DC motor generator arc welding units is also covered. Welding procedures such as practice of puddling and carrying the puddle, running flat beads, butt welding in the flat, vertical and overhead positions, and the cutting of straight lines with the torch are explained. Safety procedures are stressed throughout the program of instruction. 19 contact hours per week (4 class, 15 shop).

WLD 1142 Welding II (SS)

9 credit hours

This course is a review of basic oxyacetylene cutting and welding, preparation of metals, types of joints, welding procedures and testing of the welds. The operation of AC transformers and DC motor generator arc welding machines are also covered. Studies are made of welding heats, polarities, and electrodes for use in joining various metal alloys by the arc welding process. After the student is capable of running beads, butt and fillet welds in all positions are made and tested in order that the student may detect his weakness in welding. Safety procedures are emphasized throughout the course. 19 contact hours per week (4 class, 15 shop).

Prerequisite: WLD 1141 or equivalent experience.



CONTINUING EDUCATION PROGRAMS

Richmond Community College offers adults, 18 years old or older, a variety of non-credit educational programs which afford an opportunity to finish high school, to participate in pre-employment training, to upgrade current job skills, and to improve personal and family life. Continuing education offers a large selection of subjects which are taught at convenient hours, at convenient locations, and as frequently as needed. A fee is charged for most classes. Textbooks and/or materials, if needed, must be purchased by the student.

As needs are identified, courses are developed, scheduled, and announced to the public. To ensure themselves a place in the class, interested persons are encouraged to pre-register by telephoning the receptionist at Richmond Community College 582-7000, 997-3333, or 276-3331 or the Scotland County Coordinator at 276-4619. Many classes have enrollment limits; therefore preference will be given to preregistrants. Formal registration will take place at the first class meeting.

The public is encouraged to make their needs and/or interests known to the Continuing Education department.

CLASS LOCATIONS

Many adult education courses and services are located on the college campus. Other courses and services are provided at extension centers in Rockingham and Laurinburg. Extension centers include school buildings, community buildings, churches, libraries, industrial buildings and other approved facilities. New extension courses can be established wherever fifteen or more adults request a given course.

THE CONTINUING EDUCATION UNIT

The continuing education unit (C.E.U.) is used as the basic means for recognizing an individual's participation in, and for recording the institution's offering of, noncredit classes, courses, and programs. A C.E.U. is defined as ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction. There are two types of C.E.U. application, **Individual** and **Institutional**.

The following criteria are to be utilized for the awarding of **Individual C.E.U.'s**:

- a. The noncredit activity is planned in response to an assessment of educational need for a specific target population.
- b. There is a statement of objectives and rationale.
- c. Content is selected and is organized in a sequential manner.
- d. There is evidence of pre-planning which should include opportunity for input by a representative of the target group to be served, the faculty area having content expertise, and continuing education personnel.
- e. The activity is of an instructional nature and is sponsored or approved by an academic or administrative unit of the institution best qualified to affect the quality of the program content and to approve the resource personnel utilized.
- f. There is a provision for registration for individual participation and to provide data for institutional reporting.
- g. Appropriate evaluation procedures are utilized and criteria are established for awarding C.E.U.'s to individual students prior to the beginning of the activity. This

may include the evaluation of student performance, instructional procedures and course effectiveness.

Noncredit offerings which do not meet the **Individual C.E.U.** criteria should be accounted for only in terms of the **Institutional C.E.U.**, no **Individual C.E.U.'s** should be awarded. Normally these noncredit offerings will be less structured and more informal in nature.

Neither **Individual** nor **Institutional C.E.U.'s** normally should be used to recognize or account for participation in entertainment, social, or athletic activities. Institutional C.E.U.'s should meet the following criteria:

- a. The activity is a planned educational experience of a continuing education nature.
- b. The activity is sponsored by an academic or administrative unit of the institution qualified to affect the quality of the program content and to select and approve the resource personnel utilized.
- c. Record of attendance is required for institutional reporting use and a file of program materials will be maintained by the College.

The continuing education program generally includes the following areas.

ATTENDANCE

Regular attendance and participation is essential for effective teaching and learning. A minimum attendance of 80% is required to receive C.E.U.'s.

New and Expanding Industry Training

The purpose of this program is to help new or expanding industry meet immediate manpower needs and to encourage industry to devote long-range training programs to satisfy continuing replacement and retraining needs. Subject to minimal limitations, RCC, in cooperation with the Industrial Services Division of the N.C. Department of Community Colleges, will design and administer a special program for training the production manpower required by any new or expanding industry creating new job opportunities in North Carolina. The program includes:

1. Consultation in determining job descriptions, defining areas of training, and prescribing appropriate course outlines, training schedules, and materials.
2. Selecting and training of instructors who may be recruited from the company and/or outside sources.
3. Payment of instructors' wages for the duration of the training program.
4. Provision of a temporary training facility prior to the completion of the new plant. This space may be at RCC or leased in the community.
5. Payment of one-half the cost of non-salvageable materials expended in the training program up to a maximum of \$100 for each new job.

Literacy Programs

Literacy programs are designed to be comprehensive, flexible, innovative and available, as they address the needs of businesses, industries and communities in Richmond and Scotland Counties.

Adult High School

Richmond Community College offers the Adult High School program in cooperation with the Richmond and Scotland County public school systems. Students in the Adult High School Diploma program must be at least 18 years old and not currently enrolled in any public school. Persons between 16 and 18 years of age may be admitted with approval of the local school superintendent and parents or guardian.

Twenty units of credit will be required for graduation. These may be a combination of credits from the public school and Richmond Community College Adult High School program.

There is no charge to enroll in the Adult High School program. Books may be purchased at the RCC bookstore.

General Education Development (GED)

The GED program is designed to help the adult earn the equivalent of a high school diploma. The student studies subjects in five areas needed to pass the high school equivalency test. These are interpreting literature and the arts, mathematics, writing skills, social studies, and general science. Upon successful completion of the test, the student receives a High School Equivalency Diploma from the State of North Carolina.

The GED Test is given on request at RCC. Applications for testing should be filed in advance of the testing date.

There is no charge to enroll in the GED program.

Adult Basic Education (ABE)

For adults who have not finished the eighth grade, Richmond Community College offers ABE classes in reading, writing, mathematics, sciences, and social studies. Books for these classes are furnished by RCC. There is no charge to enroll.

Classes are offered in various locations throughout Richmond and Scotland counties as well as on the main campus.

Classes may be started in an area if there are enough students and suitable classroom space. A new Adult Basic Education class may be started if there are ten students.

Compensatory Education

The Compensatory Education program provides mentally retarded adults age 18 and over a free and appropriate public education suited to their individual needs and capabilities. Programs of study include academic, vocational, and community living skills. The educational opportunities should enable the retarded adult to become more independent and self directing, to benefit from occupational training and to acquire skills to meet and manage community work and personal adult responsibilities and develop to their fullest potential.

Human Resources Development (HRD)

The Human Resources Development program provides prevocational training/counseling and assistance for chronically unemployed and under-employed adults. The program is aimed at placing these adults into permanent employment or further educational training.

The primary objective of HRD is to help the jobless trainee reorient himself to the world of work through the development of communication skills which are necessary for getting and keeping a job. To accomplish this purpose, the HRD program first identifies and recruits people within the community who are in the greatest need of this service.

The unemployed on public assistance are preferred candidates for the program. In an effort to place each graduate in a job which fits his/her ability and interest, HRD staff members develop job opportunities within local businesses and industry. In some cases, graduates may be directed into specific vocational programs available at Richmond Community College.

Teacher Certificate Renewal

Teacher Certificate Renewal workshops or classes are provided in Richmond and Scotland Counties in cooperation with local public schools. When a need has been expressed by school teachers and officials, RCC plans and organizes the workshop/class and schedules it at a time convenient to the participants. Students receive one credit toward certificate renewal for each ten hours of successfully completed work.

Occupational Extension

Fire Service Training

Continuing Education courses in fire services are offered for the benefit of both the new and veteran fire fighters. Courses attract both paid and volunteer firemen. The subject range varies from the basic introduction to fire-fighting to more advanced fire-fighting techniques. Industrial fire brigade teams may also take advantage of courses to assist them in preparing themselves to handle industrial fire-fighting situations. This training covers the specific environment and equipment which exists at the particular site.

Cardiopulmonary Resuscitation - CPR

This course teaches the skills necessary to provide artificial circulation and breathing to a person whose heart and lungs have stopped functioning because of heart attack, shock, drowning, or other causes. External cardiac compressions administered manually are alternated with mouth-to-mouth resuscitation in order to stimulate the natural functions of the heart and lungs to save a life. This class is approved by the American Red Cross.

First Responder

This course is offered primarily to fire departments and other civic groups who may meet the first responder qualifications of the local Emergency Medical Service units. Topics include the first responder, the human body, patient assessment, breathing, CPR, bleeding and shock, splints, burns, smoke, heat, cold, childbirth, and special situations.

Basic Emergency Medical Technician (EMT)

This course is designed primarily for ambulance attendants, nurses, rescue squad and fire department personnel, and whomever may have an interest in pursuing a career in the Emergency Medical field. The course includes training in the following areas: prompt and efficient care of patient before transport, control of the accident scene, report and recordkeeping, communications and equipment care.

Firearms Training

Detailed instruction in the use of firearms is given. Various aspects of ballistics are explained. Each student is to successfully complete the FBI pistol course.

Liabilities

This course covers the use of legal and research materials, general principles of criminal law, crimes against the person, property, public morality and public safety.

Laws of Arrest, Search and Seizure

This course covers arrest with or without a warrant, use of force, escape and re-arrest, rights and duties after arrest, jurisdiction of officers, search with and without a search warrant and illegally obtained evidence.

Other Occupational Extension

Supervisory Skills Training

This course is designed for those in business and industry to increase interpersonal communication and supervisory skills. Some of the topics covered include: fundamental skills of managing and communicating with people, assessing employee performance, implementing change, delegating effectively and using positive discipline.

Nurses' Aide Training

This state approved course provides training for those interested in working in long term care facilities. Some of the topics include: the aging process, communication, safety and infection control, nutrition and patient feeding, observation, charting, reporting, admission, transfer and discharge.

Community Services

Sewing

This is a course that provides general knowledge of basic sewing. Pattern and fabric selection, linings and interfacings are taught so that simple garments can be constructed from patterns.



Cake Decorating

Students are given instructions in decorating techniques for different types of pastries such as wedding, Christmas, birthday and Easter cakes. Flowers and borders are also demonstrated.

Sign Language

This course is designed for the hearing student to be able to communicate with the deaf. Finger spelling, words and sentence construction are also taught.

Oil Painting

This course teaches the use of oil on canvas painting. Emphasis is placed on color mixing, composition and brush techniques rather than the skill of sketching and drawing.

ROCKINGHAM CONTINUING EDUCATION CENTER

The center is located at 106 South Randolph Street, Rockingham, NC. It is open from 8:00 a.m. until 5:00 p.m. Monday through Friday and is also open from 6:00 p.m. until 10:00 p.m. Monday through Thursday. A variety of continuing education courses are conducted at the center throughout the year.

SCOTLAND COUNTY CONTINUING EDUCATION CENTER

The center is located at 201 Atkinson Street. It is open 8-5 p.m. Monday through Friday and from 6-10 pm Monday through Thursday. A variety of day and evening continuing education programs are offered along with a lab for literacy classes.

INSTRUCTIONAL SUPPORT SERVICES

GUIDED STUDIES CENTER

The Guided Studies Center offers, free of charge, a variety of learning activities designed to meet special needs that cannot be accommodated in curriculum programs. Students enrolled in any program, and the general public, may use this facility and its services. Attendance requirements are based on the needs, desires, and abilities of the individual students.

The Guided Studies Center contains a variety of programmed materials on many subjects designed to allow each student to progress at his/her own pace. A coordinator analyzes the students' needs and recommends appropriate learning materials and experiences. The coordinator also works with each student both individually, and in small groups, and evaluates his/her progress.

Tutorial assistance is also available through the Guided Studies Center, at no cost, to students enrolled in a curriculum program or in the Adult High School, the GED, or Adult Basic Education classes.

The tutorial coordinator assesses the learning problems of each student and provides appropriate tutorial assistance. Tutoring is done primarily by instructor selected peer tutors, although professional tutors may also work with students. Tutorial sessions are flexible and scheduled to meet the needs of the students.

The following activities and services are available in the Guided Studies Center on main campus:

1. Review of subjects
2. Make-up and placement testing
3. Further study and skills labs for course in which a student is having difficulty
4. Courses not taken in high school which are required for entering a specific program
5. Study for a high school equivalency program (GED)
6. Student in the Adult High School program
7. Tutorial services

Library

The library houses 26,000 books in its general, reference and special collections and a wide variety of magazines, newspapers, pamphlets, etc., to supplement and complement the college's technical, vocational and college transfer programs as well as providing an appropriate setting for research, study or leisure reading. Library staff members are available at all times to assist in general library usage and research work. Branch libraries are located in Laurinburg for the Practical Nursing curriculum and in Hamlet for the Associate Degree Nursing program.

Media/Telecommunications Center

The Media/Telecommunications Center provides information and resources in the non-print medium. Audio visual materials are available in a variety of subject areas and may be used for research, independent study, or for self improvement.

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Assistant Dean—Lori Denise Bryan
Secretary—Pam McKay
Receptionist and Secretary—Jean J. Haltiwanger

Coordinators—

Literacy—Barbara S. Conder

Richmond County Literacy Recruiter—Sherry Byrd

Scotland County Literacy Recruiter—Mary Lou Dunsford

Continuing Education—Stan McQueen

Acting Human Resource Development Director—Melba McCallum

Human Resources Development Instructor—Pearl Brown

Assessment and Retention Specialist - Lenae McGuire

Small Business Center—Lowery Ballard

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Learning Resources

DEAN—Emily U. Hartzell

Secretary/Typist—Deborah McGlothen

Librarian—Jack B. Lucas

ADN/PN Librarian—Jane Byrd

Library Technical Assistant—Elizabeth Cook

Media Specialist—Chuck Lowery

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Guided Studies Coordinators—Lois Smith, Pat Swink and Katherine Fisher

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Records Secretary Cont Ed—Mary Thomas

Director of Career Center—Gerald Melton

Director of Recruiting and Financial Aid—Jennipher Love

Financial Aid Associate—Beth Gibson

JTPA Associate—Marvena Quick

Receptionist/Financial Aid Secretary—Mayne Collins

FACULTY

Linda Arrington

Associate Degree Nursing

Hamlet Hospital School Nursing; B.S.N. & M.S.N.-UNC-Charlotte

****William E. Billingsley**

Architectural Drafting

B.S. Civil Engineering, N. C. State University

****Robert T. Blackwelder**

Business Computer Programming

B.S., Pfeiffer College; M.A.T., University of N. C.-Chapel Hill

***Willie J. Breeden**

Practical Masonry

B.A., Political Science, Fayetteville State University

****Patrick N. Byrd**

Mechanical Engineering Technology

A.B., University of N. C.-Chapel Hill; B.S.M.E., University of S.C.; M.S.M.E., University of Southern California

Phyllis C. Caviness

Associate Degree Nursing

B.S.N. & N. C. A & T State University

***Abbie G. Covington**

Accounting

B.S., St. Andrews Presbyterian College; M.A. Appalachian State University

***Naomi E. Dags**

English

B.A., Pembroke State University; M.A., N. C. State University

Carol L. Dodd

Reading/English

B.A., M.A., Eastern Kentucky University

***W. Neill Graham**

Business Administration

B.S., Davidson College; M.B.A., University of N. C.-Chapel Hill

****Metta M. Hull**

Mathematics and Physics

B.S., Appalachian State University; M.A.T., University of South Carolina

Nancy G. Lentz

General Office Technical Specialty

B.S., Lander College

Arvind K. Maheshwari

Accounting

B. Com. (Hons), University of Delhi, India; F.C.A., Fellow Chartered Accountant Institute of Chartered Accountants of India; CPA. Member Accountancy Board of Ohio

- *Shirley D. McCaskill**
Executive Secretary
 A.A.S., Sandhills Community College, B.S. & M.S., Appalachian State University
- Julia McCormick**
Practical Nursing
 R.N., N. C. Baptist Hospital School of Nursing; B.S.N., University of N. C.-Charlotte
- Steven D. McGrady**
Associate Degree Nursing; College Transfer
 BA-Wake Forest University; MS-UNC-Chapel Hill
- *John W. McLean**
Machinist
 Certified Tool and Die Maker; over 27 years industrial experience
- *James Medlin**
Industrial Maintenance
 Electrical Installation; Licensed Electrical Contractor; 14 years experience
- *Audrey H. Moore**
English, General Education
 B.S., Appalachian State University; M.A. UNC-Charlotte
- *Amir S. Niczad**
Electronics Engineering Technology
 B.S., University of Kansas, M.S., N.C.; A & T State University
- Nancy L. Norman**
Associate Degree Nursing
 B.S.N., University of N. C.-Chapel Hill, M.S., University of N. C.-Charlotte
- Dorothy I. O'Briant**
Practical Nursing
 R.N., N. C. Baptist Hospital; B.A., Stephens College
- Prentiss Odom**
Business Computer Programming
 A.A.S., Richmond Community College; B.A.S., Pembroke State University
- *Jerry M. Rankin**
Electronic Servicing
 Electronic Servicing diploma, Richmond Community College; 18 years experience in Consumer Electronic Servicing field
- *John T. Robich**
Criminal Justice-Protective Service Technology; Human Services Technology
 A.A.S., Richmond Community College; B.A., M.A., Ohio State University
- *Anne M. Shaw**
Practical Nursing
 R.N., B.S.N., Medical College of Virginia
- Warner H. Shew**
Mathematics
 A.S., Wilkes Community College; B.S., M.A., Appalachian State University

****Nancy C. Summer**

Associate Degree Nursing

B.S.N., University of N. C.-Chapel Hill, M.S. University of N. C.-Greensboro

***John E. Thomas**

Vending Machine Service Technician

Los Angeles Trade Technical College; 15 years as vending machine technician

***Department Chairman**

****Division Chairman**



ADJUNCT FACULTY

<i>Name</i>	<i>Area of Expertise</i>
Peggy Anderson	English
Ann Ballard	Secretarial
Don Bearfield	Music
Linda Bendell	Secretarial
James Bennett	Computer Literacy
Jane Berryman	Developmental Studies
Sequal Black	English
John Brady	Philosophy
Charles Brownley	Accounting
Claudette Brownley	Mathematics
John Butson	Religion
Ralph Carriker	Developmental Studies/Math
Tom Chapman	Psychology
Gwen Chestnutt	Nursing
Antonio Coor	Preventive Intervention
Cynthia Edgerly	Nursing
Dan Gore	Insurance
Sharon Hammann	Developmental Studies
Marty Heaton	Psychology
Don Jenks	Electronics
James Jordan	Law
Al Kressley	Accounting
Lillian Lagrone	Developmental Studies
Dorothy Liles	English
Bill Lyerly	Welding
Bill Lyles	Criminal Justice
Sandra McInnis	Group Processes
Linda McLester	Physical Education
Karen Maxwell	English
Joe Mayes	Business
Steve Mercer	Criminal Justice
Alex Morrison	Advertising
Delilah Mynard	Music
Tom Pangborn	Drafting
Glynn Petree	Spanish
Harold Pruitt	Business
Kenneth Robertson	Physical Education
Karen Roller	Accounting
Ashleigh Seymour	Drafting
Virginia Seymour	Mathematics
Dave Simon	Physical Education
Glen Sims	Residential Wiring
Dan Skamperle	Criminal Justice
Roy Smith	Business
Dorothy Snyder	English
Wendell Staton	Physical Education
Max Steagall	Taxes
Jerry Warden	Applied Science
Mary Alice Warnock	Secretarial
Ernest Watts	Sociology

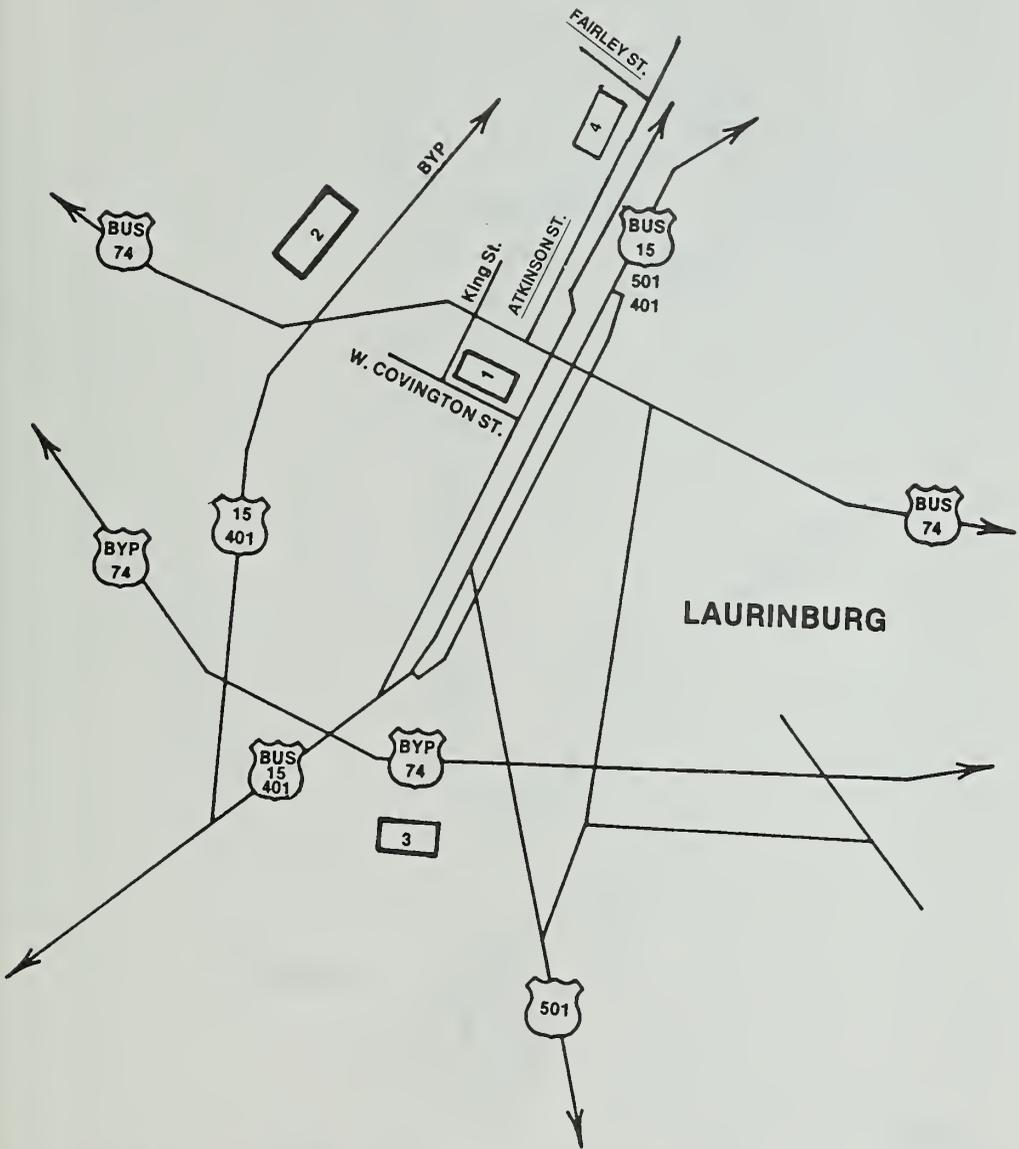
Bradley Williams
Donna Williams
Kitty Winchester

Accounting
Business
Business

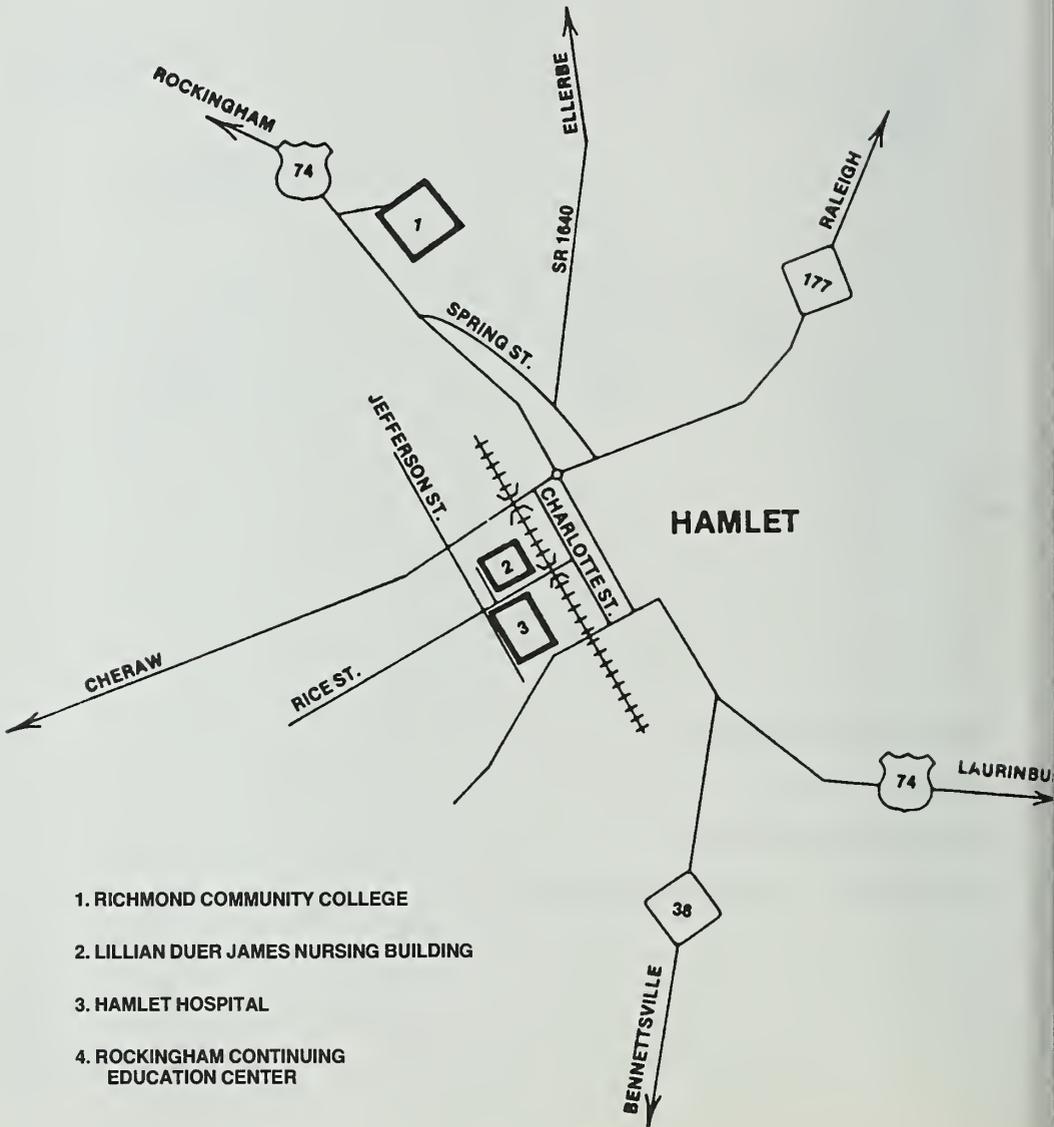
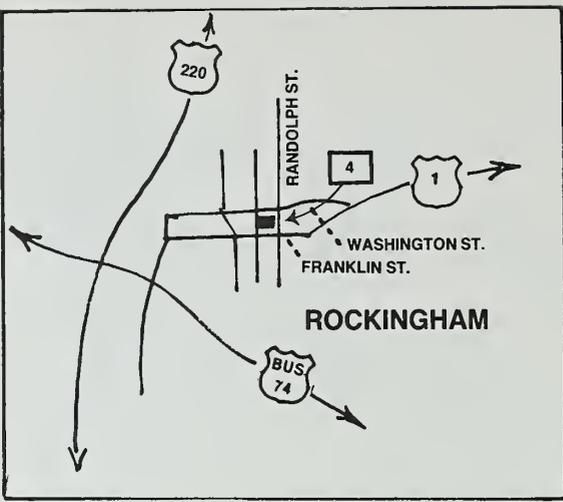
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1. SCHOOL OF PRACTICAL NURSING
2. SCOTLAND HIGH SCHOOL
3. SCOTLAND MEMORIAL HOSPITAL
4. SCOTLAND COUNTY CONTINUING EDUCATION CENTER



1. RICHMOND COMMUNITY COLLEGE
2. LILLIAN DUER JAMES NURSING BUILDING
3. HAMLET HOSPITAL
4. ROCKINGHAM CONTINUING EDUCATION CENTER

RICHMOND COMMUNITY COLLEGE

Application For Admission

HOW TO APPLY FOR ADMISSION

- 1 Complete and submit an application for admission to: Admissions Office, Richmond Community College, Post Office Box 1189, Hamlet, North Carolina 28345
- 2 Submit a copy of your high school transcript (or equivalent) to RCC along with transcripts from any other post-secondary (college) schools attended.
- 3 Take placement tests in reading, verbal skills, and mathematics.
- 4 Have an interview with a counselor.

PROGRAMS OFFERED

TECHNICAL (two-year AAS degree)
Accounting T016
Administrative Office Technology T030
Business Administration T018
Business Computer Programming T022
Criminal Justice T129
Electronics Engineering Technology T045
General Occupational Technology T114
Human Services Technology T136
Mechanical Engineering Technology T051
Nursing (RN) T059

VOCCATIONAL (one-year diploma)
Architectural Drafting V015
Electrical Installation and Maintenance V018
Electronic Servicing V042
Industrial Maintenance V025
Machinist - V032
Practical Nursing V038
Welding Machine Service Technician V090
Welding V060

COLLEGE TRANSFER (Associate in Arts) - C024

Special Credit Technical T301
Special Credit Vocational V301
Special Credit General C301

The information on this form is privileged and confidential and will not be released to anyone without your knowledge and prior consent. The information that you provide will be placed in our master file. If any of this data changes, you must notify the Registrar's Office immediately. Information on race and sex is requested for data gathering purposes only.

SDSIAL SECURITY NUMBER: _____ / _____ / _____

NAME: _____ (Last) _____ (First) _____ (Middle or Maiden)

ADDRESS: _____ (Street, Route, PO Box) _____ (City) _____ (State) _____ (Zip)

TELEPHONE: _____ COUNTY OF RESIDENCE: _____
(If out of NC, enter state)

SEX: Male Female DATE OF BIRTH: _____

RACE: White Black American Native Hispanic Asian Other

EDUCATIONAL BACKGROUND

You must have an official copy of your high school transcript or GED scores and official transcripts from all post secondary institutions forwarded to the Admissions Office.

List all schools you have attended in grades 9-12 and colleges previously attended.

Name of School _____ City, State _____ Dates of Attendance

Are you currently a high school student? Yes No Graduation date: _____

EDUCATIONAL PLANS AT RCC

Quarter/Year for which you are applying: Fall Winter Spring Summer 19 _____

Do you plan to attend Part-time Full-time Day Evening

While attending RCC, will you be: Unemployed Employed full-time Employed part-time

Check if you will be receiving any of the following types of financial aid:

JTPA Scholarship PELL grant VA benefits Vocational Rehabilitation (NC)
 College Work-Study Dther (specify) _____

Please indicate program for which you are applying: _____

(See front of application for list)

MEDICAL HISTORY

Do you have or have you had a medical condition that the College should be aware of in order to assist you in classes and/or in an emergency? () Yes () No

Do you suffer from: () Blackouts () Heart condition
() Diabetes () Nervous condition
() Asthma () Epilepsy
() Convulsions () Emotional condition
() Tuberculosis () Other

If you required medical treatment, the College is authorized to take you to the nearest medical facility. () Yes () No

In the event of an emergency, whom should be notified?

(Name) _____

(Relationship) _____

(Phone Number) _____

RESIDENCE AND TUITION STATUS

North Carolina law (G.S. 116-143.1) requires that "To qualify for in-state tuition, a legal resident must have maintained his domicile in North Carolina for at least 12 months immediately prior to his classification as a resident for tuition purposes." The information requested on this form must be supplied by every applicant for admission or readmission to Richmond Community College who claims to be eligible for the North Carolina tuition rate. Neither a foreign national nor an alien admitted to the United States on a student visa is eligible for resident tuition status. An alien holding a visa that will permit eventual permanent resident in the United States is subject to the same consideration as a citizen. The residency status of a student has no bearing upon consideration for acceptance to the College.

Are you a legal resident of North Carolina? () Yes () No

Have you maintained your domicile/residence in North Carolina for at least 12 months immediately prior to the date of this application? () Yes () No

Have you ever lived outside of North Carolina? () Yes () No

If yes, for what purpose?

() Employment

() Military

() Other _____

I certify that these responses are true to the best of my knowledge, pursuant to reasonable inquiry where needed, and I am aware that my knowing falsification hereon may result in disciplinary action including denial of admission or dismissal after admission.

(Signature of Applicant) _____

(Date) _____

ADMISSION TO ANY AND ALL EDUCATIONAL PROGRAMS OFFERED BY RICHMOND COMMUNITY COLLEGE IS MADE WITHOUT REGARD TO RACE, COLOR, SEX, AGE, HANDICAP, OR NATIONAL ORIGIN.

THE FOLLOWING INFORMATION IS REQUIRED FOR REPORTING THE USE OF VOCATIONAL EDUCATION FUNDS AND WILL REMAIN CONFIDENTIAL. This information is requested on a voluntary basis.

PLEASE CHECK ANY OF THE FOLLOWING WHICH APPLY TO YOU:

_____ Handicapping condition. I have a(n) ...

- _____ (a) learning disability
- _____ (b) hearing impairment
- _____ (c) speech/language impairment
- _____ (d) orthopedic impairment
- _____ (e) visual impairment
- _____ (f) other (specify) _____

_____ Economic Disadvantage: I am...

- _____ (a) in a family income bracket below the poverty line
- _____ (b) receiving public assistance (AFDC, school lunch program, etc.)
- _____ (c) receiving a PELL grant to attend school
- _____ (d) receiving JTPA assistance to attend school

_____ I am a single parent. (Unmarried or legally separated with custody of a minor child)

_____ Language Barrier: My native language is NOT English.

_____ None of the above applies to me.

FOR COUNSELOR/OFFICE USE ONLY

Student scheduled for placement test on _____ (Date) at _____ (Time) .

() Accept student in _____ (Curriculum) _____ for _____ (Quarter) _____, 19 _____

() Accept as above pending receipt of () high school () college transcript(s).

() Accept as above with the following restrictions:

() Student must complete remedial courses in () Math () Reading () English

Test Scores: Reading _____ Writing _____ Computation _____

SPECIAL INSTRUCTIONS/COMMENTS:

Counselor's Signature: _____ Date: _____



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