peace
2012-2013
Catalog
since 1962

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For more information, contact the Office of College Marketing at 336-633-0208 or e-mail **cdhefferin@randolph.edu**.

WELCOME

from the President

Welcome to Randolph Community College, a very special place where our faculty, staff, administration, and trustees are fully committed to the success of our students and the economic/workforce development of our community.

When I was a young boy, my mother told me that I could be anything in the world I wanted to be if I got my education and worked hard. Her wise counsel and constant support gave me the direction and encouragement to pursue my education, which opened doors of opportunity that I would have never dreamed of otherwise. That is precisely why I chose the community college as the best place to invest my life—to give the wonderful gift to others that my mother gave to me.

The accessible, affordable, quality education offered in the community college is the very best opportunity that many thousands of North Carolinians will ever have to enter the world of higher education and earn the skills and credentials to fulfill the careers of their dreams.

Our graduates have a proven record of remarkable success, both in the four-year universities to which many transfer and in the careers they enter. The formula for their success is really no secret. In large part, it is due to the following factors:

1. Students at RCC sit in relatively small classes, where their instructors know them individually and are committed to their success.
2. On day one and throughout their studies at RCC, students are taught by superbly qualified, fully credentialed, highly dedicated faculty.
3. Our support services are comprehensive, including financial aid, scholarships, academic advisors, career counselors, mentoring programs, disability services, tutoring, early-intervention retention services for those who struggle in class, student success classes, and student workshops on test-taking skills, study skills, time-management, stress-management, and other relevant, helpful topics.

We take our motto very seriously: Creating Opportunities. Changing Lives. For whatever reason you are here or are thinking about attending here, you could not find a better place than Randolph Community College to help you become everything in life you ever dreamed of. That's what we do! That's why we're here!

Again, welcome to RCC, a very special place that can help you turn your dreams into realities!

Sincerely,

Robert S Shackleford Jr

Dr. Robert S. Shackleford Jr.

The College

Randolph Community College, a member institution of the North Carolina Community College System, is a public, two-year, comprehensive, community college established to serve the citizens of Randolph County. The College began operation in 1962 as a joint city-county industrial education center under the direction of the Trades and Industrial Division, Department of Vocational Education. The North Carolina legislature in 1963 established a separate system of community colleges and the College became part of that system.

Since opening its doors in 1962 as Randolph Industrial Education Center, the College has seen many changes including

- three name changes—Randolph Technical Institute, Randolph Technical College, and Randolph Community College,
- facilities expansion—from 33,000 square feet to more than 384,000 square feet in three locations (Asheboro Campus, Archdale Center, and the Emergency Services Training Center), and
- enrollment growth—from 75 students in 1962 to more than 3,700 credit students and more than 9,000 noncredit students in the 2010-2011 academic year.

The College is approved by the North Carolina Community College System under the State Board of Community Colleges, as specified in Chapter 115D of the General Statutes of North Carolina. The College Board of Trustees has been granted authority to award the Associate in Applied Science, the Associate in Arts, and the Associate in Science degrees, vocational diplomas, and certificates by the North Carolina Community College System and the State Board of Community Colleges.

Continuing Education curricula include a state-approved Adult High School Diploma program, General Educational Development program, and a variety of preparatory level programs. Degree, diploma, and preparatory programs (including high school) are approved for veterans.

As a member of the North Carolina Community College System, Randolph Community College offers occupational and adult education to meet the educational needs of the youth and adults served by the College. The College accepts men and women for enrollment in a wide variety of subjects designed to meet the changing technology and complex social development of its community.

■ Institutional Memberships (Selected)

Randolph Community College holds membership in the following:

- American Association of Community Colleges
- Association of Community College Trustees
- North Carolina Association of Community College Trustees
- North Carolina Association of Colleges & Universities
- Piedmont Triad Education Consortium
- Council for Resource Development

Vision, Mission, and Strategic Priorities

■ Vision

To be the premier educational resource for helping the people of Randolph County achieve their career goals and personal dreams.

■ Mission

To provide educational and training opportunities that make a positive change in the lives of students and the community.

■ Values/Strategic Focus Areas

- Community
- Employees
- Quality Education
- Radical Hospitality
- Student Success

The Catalog as a Contract

This Catalog is not to be regarded as an irrevocable contract. Randolph Community College reserves the right to modify, revoke, and add to College fees, regulations, or curricula at any time as defined under North Carolina Community College System, State Board of Community Colleges Guidelines.

Any changes occuring after the publication date will be reflected in the online version at **www.randolph.edu/catalog.**

Accreditation

Randolph Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Ga. 30033-4097 or call 404-679-4500 for questions about the accreditation of Randolph Community College. Randolph Community College is authorized by the State Board of Community Colleges to award the Associate in Applied Science, the Associate in Arts, and the Associate in Science degrees. Copies of this accreditation and authorization may be obtained by contacting the director of planning and assessment, 336-633-0206.

Equal Opportunity

Randolph Community College offers equal employment and educational opportunities to all employees and students, without regard to race, color, religion, creed, national origin, political affiliation, gender, age, disability, medical condition, veteran status, and all other categories protected by federal, state, and local anti-discrimination laws.

All inquiries and questions about Randolph Community College's compliance with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and/or the College's Equal Opportunity Policy may be addressed to Equal Opportunity Officer and Title IX Coordinator, RCC, 629 Industrial Park Avenue, Asheboro, N.C. 27205.

Persons With Disabilities

Randolph Community College recognizes the barriers which confront disabled persons in access to education. RCC is an equal access institution that accommodates the needs of students with disabilities.

Consistent with state and federal statutes which affirm and protect the equal opportunity rights of disabled persons, Randolph Community College will not tolerate conduct that displays hostility or aversion toward an individual because of that person's race, color, religion, creed, national origin, political affiliation, gender, age, disability, medical condition, veteran status, and all other categories protected by federal, state, and local anti-discrimination laws.

Credit Programs of Study

■ Arts and Sciences Division

Associate in Arts (College Transfer)

- Business Administration, Accounting, Economics, Finance, and Marketing Pre-Major
- Criminal Justice Pre-Major
- English Pre-Major
- English Education Pre-Major
- Health Education Pre-Major
- History Pre-Major
- Information Systems Pre-Major
- Liberal Studies Pre-Major
- Middle Grades Education Pre-Major
- Nursing Pre-Major
- Physical Education Pre-Major
- Political Science Pre-Major
- Psychology Pre-Major
- Social Science Secondary Education Pre-Major
- Social Work Pre-Major
- Sociology Pre-Major

Special Education Pre-Major
Associate in Science (College Transfer)
Engineering Pre-Major
Biotechnology (*This program is offered in conjunction with another community college.)

■ Business and Commercial Arts Division

Accounting
Advertising & Graphic Design
Business Administration
Business Administration: Human Resource Management Concentration
Computer Information Technology
Entrepreneurship
Global Logistics
Healthcare Management Technology
Interior Design
Medical Office Administration
Networking Technology
Office Administration
Photographic Technology: Biocommunications Photography Concentration
Photographic Technology: Commercial Photography Concentration
Photographic Technology: Photojournalism Concentration
Photographic Technology: Portrait Studio Management Concentration

■ Health Sciences and Public Service Division

Associate Degree Nursing
Associate in General Education
Basic Law Enforcement Training
Cosmetology
Cosmetology Instructor Certificate
Criminal Justice Technology
Early Childhood Education
Funeral Service Education (*This program is offered in conjunction with another community college.)
Manicuring/Nail Technology
Medical Assisting
Nursing Assistant
Physical Therapist Assistant 1+1 (*This program is offered in conjunction with another community college.)
Radiography

■ Industrial, Engineering and Transportation Division

Automotive Systems Technology
Collision Repair and Refinishing Technology
Computer-Integrated Machining
Electrical/Electronics Technology
Industrial Engineering Technology
Industrial Systems Technology
Welding Technology

Noncredit Programs and Services

■ Basic Skills Programs

Adult Basic Education
Adult High School Diploma
Compensatory Education
English as a Second Language
General Educational Development

■ Business & Industry Training

Customized Training Program
Small Business Center

■ Community Service/Personal Enrichment

■ Occupational Extension

Human Resources Development

2012 – 2013 Curriculum Calendar

Fall Semester 2012

August 3 (F) – Tuition due for 7/17-8/3/12 registrants
August 8 (W) – Fall semester late registration; tuition due for 8/4-8/8/12 registrants
August 15 (W) – Fall semester classes begin
August 15-16 (W-Th) – Schedule adjustment*
August 16 (Th) – Tuition due for 8/9-8/16/12 registrants
August 20 (M) – Last day for partial refund for 1st 8-week minimester
August 24 (F) – Last day for partial refund for 16-week semester
September 3 (M) – Labor Day holiday+
September 4 (T) – Classes resume
September 20 (Th) – Last day to withdraw from a 1st 8-week minimester class without grade penalty
October 2 (T) – Registration for 2nd 8-week minimester; tuition due for 10/2/12 registrants
October 10 (W) – End 1st 8-week minimester; Monday classes are in session.
October 11 (Th) – Begin 2nd 8-week minimester
October 15-16 (M-T) – Fall break (no classes; college open)
October 17 (W) – Classes resume
October 17-November 2 – Spring priority registration opens for currently enrolled students by appointment
October 18 (Th) – Last day for partial refund for 2nd 8-week minimester
October 30 (T) – Last day to withdraw from 16-week course without grade penalty
November 2 (F) – Tuition due for 10/17-11/2/12 registrants
November 7-20 – Advising & registration for spring applicants by invitation & appointment
November 19 (M) – Last day to withdraw from a 2nd 8-week minimester class without grade penalty
November 20 (T) – Tuition due for 11/3-11/20/12 registrants
November 22-23 (Th-F) – Thanksgiving holidays+
November 26 (M) – Classes resume
December 11 (T) – End of fall semester

Spring Semester 2013

January 3 (Th) – Spring semester late registration; tuition due for 11/21/12-1/3/13 registrants
January 7 (M) – Spring semester classes begin
January 7-8 (M-T) – Schedule adjustment*
January 8 (T) – Tuition due for 1/4-1/8/13 registrants
January 10 (Th) – Last day for partial refund for 1st 8-week minimester
January 16 (W) – Last day for partial refund for 16-week semester
January 21 (M) – Martin Luther King Jr. holiday+
January 22 (T) – Classes resume
February 12 (T) – Last day to withdraw from a 1st 8-week minimester class without grade penalty
February 27 (W) – Registration for 2nd 8-week minimester; tuition due for 2/27/13 registrants
March 4 (M) – End 1st 8-week minimester
March 5-8 (T-F) – Spring break (no classes; college open)
March 11 (M) – Casses resume; begin 2nd 8-week minimester
March 14 (Th) – Last day for partial refund for 2nd 8-week minimester
March 26 (T) – Last day to withdraw from a 16-week course without grade penalty
April 1 (M) – Easter holiday+
April 2 (T) – Classes resume
April 2-18 – Advising & registration for summer & fall semesters for currently enrolled students by appointment
April 16 (T) – Last day to withdraw from a 2nd 8-week class without grade penalty
April 18 (Th) – Tuition due for 4/2-4/18/13 summer registrants
April 22-26 (M-F) – Advising & registration for summer & fall semesters for new students by invitation & appointment
April 26 (F) – Tuition due for 4/19-4/26/13 summer registrants
May 6 (M) – End of spring semester
May 8 (W) – Curriculum Graduation

Summer Session 2013

May 16 (Th) – Summer session late registration; tuition due for 4/27-5/16/13 registrants
May 20 (M) – Summer session classes begin
May 20 (M) – Schedule adjustment*; tuition due for 5/17-5/20/13 registrants
May 24 (F) – Last day for partial refund for 10-week session
July 3 (W) – Last day to withdraw from a course without grade penalty
July 4 (Th) – July 4th holiday+
July 5 (F) – Classes resume
July 17 (W) – Tuition due for 4/2-7/17/13 fall registrants
July 22-August 2 (M-F) – Advising & registration for fall applicants by invitation & appointment
July 29 (M) – Summer session ends (make-up for Thursday 7/4/13, Thursday classes are in session)

*During schedule adjustment, students may enroll in classes on a seat available basis.
+Campus is closed – holiday.

2013 – 2014 Curriculum Calendar

■ Fall Semester 2013

August 19 (M) – Fall semester classes begin
September 2 (M) – Labor Day holiday+
September 3 (T) – Classes resume
October 14 (M) – End 1st 8-week minimester
October 15 (T) – Begin 2nd 8-week minimester
October 21-22 (M-T) – Fall break (no classes; college open)
October 23 (W) – Classes resume
November 27 (W) – Thanksgiving break (no classes; college open)
November 28-28 (Th-F) – Thanksgiving holidays+
November 26 (M) – Classes resume
December 16 (M) – End of fall semester

■ Spring Semester 2014

January 13 (M) – Spring semester classes begin
January 20 (M) – Martin Luther King Jr. holiday+
January 21 (T) – Classes resume
March 10 (M) – End 1st 8-week minimester
March 11-14 (T-F) – Spring break (no classes; college open)
March 17 (M) – Spring semester classes resume; begin 2nd 8-week minimester
April 21 (M) – Easter holiday+
April 22 (T) – Classes resume
May 12 (M) – End of spring semester
May 14 (W) – Curriculum Graduation

■ Summer Session 2014

May 21 (M) – Summer session classes begin
July 4 (F) – July 4th holiday+
July 7 (M) – Classes resume
July 30 (W) – Summer session ends (make-up for Friday, 7/4/14, Friday classes are in session)

Advising and Registration dates will be printed in the 2013-2014 catalog.
+Campus is closed – holiday.

Student Services

Randolph Community College strives to create an atmosphere where the student is the focus of the academic community. The College's attention is thereby fixed on the student and his/her life at the College. Student Services serves as a facilitator to the student for the various areas of campus life, including the following:

- An effort to assist the student in making the adjustment to the more specialized and/or general postsecondary education of Randolph Community College;
- personal guidance of students that will encourage openness and involvement, and will aid in developing self-reliant, responsible behavior;
- a testing and placement program in keeping with the needs of the College to accurately recommend proper classes;
- up-to-date and accurate records on all students of the College with necessary security and confidentiality enforced;
- accurate and informative recruiting/marketing programs;
- seeking avenues of financial aid for eligible students;
- leadership and encouragement for the development of student organizations and activities;
- health promotion activities appropriate to the needs of the student body;
- information and aid to students for career development, job referral, and program advisement.

Orientation

Students are oriented to the College's social, physical, and academic environment, to include policies and procedures, through the required freshman ACA courses.

Registration

Registration is the process of enrolling in a schedule of courses, or a program, at the beginning of each semester or at other specified times. Certain days are set aside for the purpose of registration. Registration is announced on the College website, through e-mail, and other venues. On these days, personnel are available to aid students in completing forms and to collect tuition and fees. ***Registration is not complete until all tuition and fees are paid.***

Financial Aid

Randolph Community College makes every effort within the limitations of its available financial resources to assure that no qualified student will be denied the opportunity to attend the College because of a lack of adequate funds to meet expenses. Financial assistance is available in a variety of forms to help students who meet the need criteria for eligibility. Grants, work-study, loans, and scholarships may be used singularly or in combination to meet a student's total need. (See pages 37-40 for more financial aid information.)

Faculty Advisors

Students enrolling in a curriculum program of study will be assigned a faculty advisor as part of the admissions process. Once an application for admission has been received by the Admissions Office, an advisor is assigned based on the choice of curriculum area made by the student. Students will meet with their advisor prior to enrolling each term. For students who are undecided about their major, an admissions counselor will be available to help with course selection. Students may choose to meet with a faculty member in the Advising Center for general guidance.

Tutoring

The Student Success Center coordinates peer tutoring. For more information, visit the Welcome Center or call Dean Beck at 336-633-0265.

Student Counseling

Professionally trained counselors are available to assist students at Randolph Community College with academic/educational, occupational, and personal concerns. The Student Success Center provides counseling services during the College's day and evening operating hours, except weekends, and may be used by applicants and the general community, as well as by current and former students. Those in need of counseling services are encouraged to contact a member of the counseling staff. Individual appointments are recommended and most often can be made at a time convenient to the student.

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

Career counseling is provided to students to assist selection of a college major and vocational objective. Counselors may utilize interest inventories, aptitude testing, and personal interviews to obtain a vocational history and other pertinent information while exploring career alternatives with a student. Interest inventories may be correlated with current RCC programs.

The Student Success Center strives to provide other services such as tutorials, workshops, success sessions, and class presentations.

Writing Center

The Writing Center is staffed by full-time English instructors and other qualified personnel and is located on the second floor of the Learning Resources Center. During each semester, the Writing Center is open during morning, afternoon, and evening hours to best accommodate the needs of students. Writing Center services are also provided at the Archdale Center on a limited basis each semester. Additionally, online Writing Center services are available to students by appointment only. The Writing Center schedule varies each semester and is available on the College's website.

The purpose of the Writing Center is to help students with their writing by providing more individualized assistance. Specifically, the Writing Center offers guidance in prewriting, drafting, and revising. Additionally, help is provided in the area of research, specifically MLA and APA styles of documentation.

Career Development/Placement

RCC offers career assessments, vocational guidance, occupational resource information, job listings, and career decision-making instruction through the JobLink Career Center, and the Student Services counseling staff.

■ JobLink Career Center

The JobLink Career Center, located on Randolph Community College's Asheboro Campus, is a partnership among the Employment Security Commission (ESC), Department of Social Services (DSS with WorkFirst program), Vocational Rehabilitation (VR), Regional Consolidated Services (RCS with Job Training Partnership Act or JTPA program), public schools (with JobReady/School-to-Work program), and Randolph Community College. Operating hours are Monday, Wednesday, and Thursday, 9 a.m. – 5 p.m., Tuesday, 9 a.m. – 8 p.m.; and Friday, 9 a.m. – 3 p.m.

JobLink's convenient location in the Administrative/Educational Center, Room 123, provides students and residents with easy access to a variety of resources and services offered by the partner agencies. Typical services include academic/vocational assessments, job-seeking and keeping skills, employment referral, job openings in print and on computer, and career counseling. In addition, students may seek assistance through programs such as JTPA, VR, and WorkFirst; and English as a Second Language (ESL) and Human Resources Development (HRD) classes.

■ Human Resources Development (HRD)

Adults who are unemployed, underemployed, or who are seeking a career change find assistance through this program. The goal of the Human Resources Development program is to educate and train individuals for success in the workplace. The program focuses on employment training, counseling, and assistance in preparing individuals for entry or reentry into the workforce. Courses are available in career exploration and planning, job-seeking and job-keeping strategies, study skills, economic literacy, and computer skills training. HRD instructors assist students in many areas including communication skills, career decision-making, problem solving, self-assessment, skills identification and awareness, interviewing, résumé writing, and application completion. Fees for HRD courses are waived for those who are unemployed, who have received notification of pending layoff, or who meet income eligibility requirements. For additional information or to register for HRD classes, please call 336-633-0268.

Student Activities

Randolph Community College, through Student Services, provides activities and services to enhance and broaden the educational experiences of students. While the College maintains a supervisory role over student activities, as specified in the following paragraphs, students are encouraged to take active roles in participation and leadership.

RCC attempts to provide extracurricular activities for students since the College believes that such activities contribute to the overall growth and educational development of an individual. Social activities will include fall and spring campuswide events, holiday celebrations, opportunities to meet with the College president, and intramural sports. Cultural activities have included writers' contests and sponsorship through the SGA of Martin Luther King Jr. remembrance activities. Educational activities have included sponsorship of visiting college representatives, Open Houses, and tours to four-year schools. Physical activities have included games at the fall and spring flings and participation in walk-a-thons.

Unless otherwise specified, activities will require the approval of the vice president for student services or designee and may require notification of additional individuals and/or offices as designated by the vice president.

In general, requests should be made in writing at least four weeks in advance. Please check with the vice president for student services for specific details.

■ Student Government Association (SGA)

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

Student Governance

Students are involved in College decision making through their participation on standing committees of the College and ad hoc committees appointed by the College president. Their role is to share and discuss views held by students pertaining to any particular topic.

The jurisdiction of the SGA is to represent the student body as outlined in the SGA Constitution. Although the SGA does not participate in the governance of the College, the SGA president does serve as a nonvoting member of the College Board of Trustees. For more information, contact Lorie McCroskey in Student Services.

Social Functions

1. Social functions will be planned by the SGA and its advisor.
2. An appropriate number of chaperones shall be in attendance. Chaperones will be solicited by the SGA from members of the faculty and staff.
3. The vice president for student services or the vice president's representative shall be notified at least four weeks in advance of a planned social function in order to have the date cleared with the school administration and school calendar, and names of chaperones shall be given at least five days prior to the function.
4. All clubs and recreational activities are to be organized under the sponsorship of the SGA and Student Services offices. All plans are tentative and must receive final approval from the vice president for student services.

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

■ Student Intramural Sports, Clubs & Organizations

RCC supports student participation in clubs and organizations. Groups wishing to form a club should first submit a written request to the vice president for student services. Requests should support the interests and goals of the institution. Following approval by the vice president, such interested parties should request to meet with the Student Government Association. All clubs must be approved by the SGA before they will be allowed to hold meetings.

Randolph Community College will permit club participation without regard to race, color, religion, creed, national origin, political affiliation, gender, age, disability, medical condition, veteran status, and all other categories protected by federal, state, and local anti-discrimination laws.

All clubs must have an advisor who is an RCC employee willing to supervise and participate in club activities.

Clubs may not enter into contracts for goods and services without the expressed permission of the club advisor and vice president for student services.

Clubs which do not hold formal meetings at least once per semester may be terminated by the vice president for student services. Such clubs will then be required to request reorganization to begin holding meetings.

Any club that allows illegal or otherwise improper activities or behaviors will be terminated by the vice president for student services. Consequently, a request for reorganization would be required.

Club activities, to include but not limited to cookouts and forums, must be sanctioned by the Student Government Association and be approved by the specific club advisor and the vice president for student services.

All major activities will require that an outline of events, including a budget if appropriate, be submitted to the vice president for student services no later than one month prior to the event. Activities that include community participation may require a detailed synopsis and budget, and should be submitted to the vice president for student services no later than one month prior to the event.

Currently, there are nine student organizations at RCC:

Campus Crusaders is a club for students who want to fellowship with Christians through Bible study, sharing their thoughts and ideas about how to live a Christian life. All students are invited to participate and the group meets every week. For more information, contact Lisa Hughes or Don Ashley.

Cheerleading Club is a competitive cheerleading team. Members are expected to attend all practices and competitions. Any student wishing to be a part of the club is allowed to attend. Members can expect additional cost for uniforms, competitions, and lessons.

Common Threads is a lunch table discussion group on finding unity in diversity and ending prejudice. The group meets every Wednesday at noon in the Student Services conference room. People of all racial, national, and religious backgrounds are welcome. For more information, contact Chuck Egerton in RCC's Business and Commercial Arts Division.

G.R.I.T.S. (Guys/Gals Reading in the South) is a club to promote a love of reading. The club is an outlet for students, staff, and friends to read and discuss books of various genres. Members are encouraged to recommend monthly reading selections. The group will meet and discuss the selected book. Everyone will be given the opportunity to share about other books and offer reviews and provide suggestions. For more information, contact Lorie McCroskey.

Intramural Sports is a program organized by the SGA. Currently students are offered a variety of sports such as basketball, volleyball, dodgeball, etc. For more information, contact Lorie McCroskey.

Multi-Cultural Club is a club to offer support for increased multicultural communication, contact and connections, as well as community service and academic excellence among students and faculty of RCC. The club seeks to promote multiculturalism on campus, but also in our shared community. Additionally, it seeks to aid in the retention and recruitment of students from diverse cultural and ethnic backgrounds here on campus. For more information, contact Mark Dowell, Spanish instructor, or Arnold Gaines, director of student retention.

Phi Beta Lambda is a national organization for individual students preparing for business occupations. RCC's chapter was chartered in the fall of 2000. For more information, contact Erin Palmer or Curby Simerson in RCC's Business Division.

Phi Theta Kappa is the International Honor Society of the two-year college. Since its founding, the purpose of Phi Theta Kappa has been to recognize and encourage scholarship among two-year college students. To achieve this purpose, Phi Theta Kappa provides opportunity for the development of leadership and service, for an intellectual climate for exchange of ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence. The society affords international recognition to students of distinguished achievement and provides a vehicle which reflects the academic integrity of the associate degree program. Randolph Community College chartered the Beta Theta Rho chapter of Phi Theta Kappa in November of 1999. For more information, contact faculty members Melissa Earliwine, Clark Adams, or Waymon Martin.

The **RCC Student Nurse Association** is a chapter of both the North Carolina Association of Nursing Students (NCANS) and the National Student Nurse Association. The primary focus of the group is to help nursing students become aware of their influence on policy making and stay abreast of the issues related to health care and nursing. The organization serves as a networking mechanism for jobs and educational endeavors. Members seek to have service projects to benefit people in need. For more information, contact the Health Sciences and Public Service Division.

Toastmasters is a club in which participants hone their speaking and leadership skills in a friendly and fun atmosphere. They meet to practice public speaking techniques. They learn skills related to the use of humor, gestures, eye contact, speech organization, and overall delivery. They also learn leadership skills by taking on different roles as club officers. For more information, contact Mark Brumley, English instructor.

Uwharrie Dreams is a club for students interested in creative writing, under the auspices of the SGA. It began in 2003, as part of the fine arts activities for RCC students. This group helps students prepare submissions to RCC's Writers Contest, sponsored annually by the SGA. For more information, contact faculty member Dorothy Hans.

Science Club is dedicated to providing students with a club focused on science-oriented activities. The goal is for students to learn, develop professionally, and enjoy social interaction with fellow students in an extracurricular environment. Club members will participate in field trips, campus projects and other science-related activities. All students are welcome to attend. For more information, contact Bryan Marbert at 336-633-4134 or bsmarbert@randolph.edu.

■ Student Lounge

RCC provides a student lounge for the comfort and relaxation of its student body. It is open day and evening so that students may relax in an informal atmosphere. It is the duty of both students and staff to help keep the lounge area as neat and clean as possible at all times. Good housekeeping practices should be maintained.

■ Student Publications

Students at RCC have the right and privilege of freedom of expression through student publications. Requests for student publications will be presented to the Review Committee, which will determine their purpose, content and appropriateness to the goals of the College and its role in the community The committee will appoint a supervising editorial advisor. This individual will oversee all aspects of the approved publication.

The Review Committee is composed of the following:

- the vice president for instructional services;
- the vice president for student services;
- one member from the English faculty;
- two representatives from the student body, one from Curriculum and one from Continuing Education;

In cases where the final decision of the Review Committee is not satisfactory to the student, the normal due process of the College is observed (see pages 60 – 62).

Locale

■ Asheboro Campus

Situated near the geographic center of North Carolina, Randolph Community College lies adjacent to the ancient mountains in the area known as the Uwharries. The College is located in Asheboro at the McDowell Road exit of Highway 220 (I-73/I-74), just south of the interchange with Highways 64 and 49. The College is 26 miles south of Greensboro, North Carolina, and Interstate Highways 40 and 85, making it accessible from all parts of the state.

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

Asheboro, with a population of 25,012, is the home of the North Carolina Zoological Park located off U.S. 64, five miles southeast of Asheboro. Countywide, the College draws from a population base of 141,752.

■ Archdale Center

RCC's Archdale Center is located in Creekside Park off Highway 311 south of Archdale. It is easily accessible from Highway 311 and is just minutes from Interstate 85.

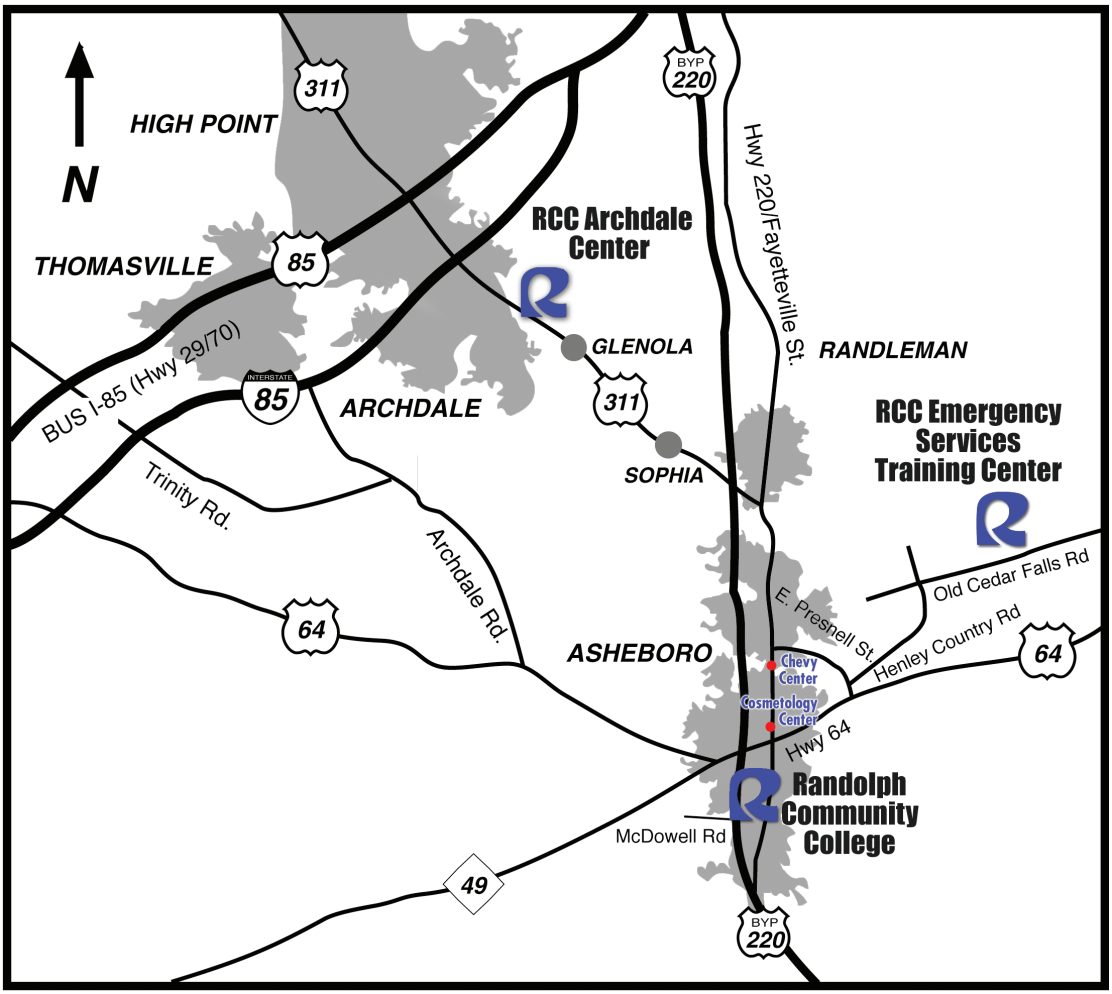
The fast growing Archdale/Trinity area provides most of the students for the Archdale Center. The City of Archdale has 11,415 people and is larger than seven square miles. Trinity has a population of 6,614.

■ Emergency Services Training Center

RCC's Emergency Services Training Center is located at 895 Training Center Drive, just outside of Asheboro. Take Highway 64 East from Asheboro. Turn left onto East Presnell Street and make an immediate right onto Henley Country Road. Go about 1.3 miles. At the stop sign, take a right onto Old Cedar Falls Road. Go another 1.3 miles and the ESTC will be on the left.

■ Cosmetology Center

The Randolph Community College Cosmetology Center is located in the Hillside Shopping Center at 1003 S. Fayetteville St., Asheboro.



College Facilities

■ Asheboro Campus

Randolph Community College's 40-acre main campus in Asheboro includes 13 buildings. The original building, constructed in 1962 with additions in 1968, 1972, and 1995, is known as the Administration/Education Center. In addition to a centralized administrative service, this building contains many classrooms, labs, and shops, as well as a 30,000-square-foot photography studio, the business office, the Continuing Education offices, the Small Business Center, and the JobLink Career Center.

The Basic Skills Programs Area

The Basic Skills Programs area is located in the Administration/Education Center, Asheboro Campus. Professional assistance for Basic Skills students is available Monday – Thursday, 8 a.m. – 9 p.m., and Friday, 8 a.m. – 3 p.m. and at the Archdale Center in Archdale.

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

A variety of programs is available to help adults learn, whether their goal is to learn to read and perform mathematical computations, to complete high school by taking the Adult High School Diploma program or the GED tests, or just to brush up on their skills. Other programs include English as a Second Language classes for those who need to learn to speak, read, and write in English; and Compensatory Education classes to help adults with intellectual disabilities to become more independent and to maintain employment. A variety of instructional approaches is used by the staff to meet the wide range of educational needs of adults. The counselor on duty will assist with helping adults get started in a course of their choosing.

Welcome Center/Student Services Center

In 2011, a 1,700-square-foot Welcome Center was added to the front of the Student Services Center. It includes a large welcome desk and waiting area, and two small offices, one of which contains computers dedicated to students who need to fill out admissions applications or financial aid forms. The Welcome Center is the first place that visitors are directed. The Student Services Center also houses a student lounge, the Armadillo Café, and office facilities for Student Services.

Campus Store & Armadillo Café

In an effort to provide facilities that will make the educational process more complete, RCC provides an attractive Campus Store and the Armadillo Café. The Campus Store is located directly behind the Student Services Center. It is connected to the back door of the Student Services Center by a covered walkway. In addition to textbooks for curriculum and continuing education classes, the Campus Store carries postage stamps, greeting cards, drinks and snacks, plus many RCC insignia items including clothing, binders, and pens. The Armadillo Café, located in the Student Services Center, offers delicious choices for breakfast, lunch and dinner at reasonable prices, as well as a wide variety of fountain and bottled beverages, snacks, and ice cream. Hours for both the Campus Store and the Armadillo Café vary during registration periods, semester breaks, inventory, holidays, weather-related delays, campuswide events, and other changes to the normal college operational schedule.

R. Alton Cox Learning Resources Center (LRC)

The R. Alton Cox Learning Resources Center includes the library, an open access computer lab, the Writing Center, and the Department of Distance Education. Also, housed in the LRC is an auditorium with a 206-seat capacity.

Library Services

The library collection includes approximately 33,200 books, subscriptions to approximately 71 print periodicals and newspapers, over 5,000 audiovisual programs, and a variety of microform materials to support the total instructional program of the College. The library's online catalog provides access to local resources as well as resources in other participating community college libraries. Online services include access to the Internet, NC LIVE, electronic books and locally-licensed databases. The library maintains a Web page **(www.randolph.edu/library/)** that provides a gateway to information, services, and resources. The library is open Monday – Thursday, 7:45 a.m. – 10 p.m., and Friday, 7:45 a.m. – 3 p.m.

An open access computer lab is available to users on a first-come, first-served basis. Word processing, spreadsheet, database, presentation and selected course-specific software programs are available.

Distance Education

The Distance Education Department offers support services for faculty, staff, and students. The department coordinates RCC's distance education programs and provides technical assistance in the implementation and use of distance education technologies to assist faculty and staff with curriculum development and instruction for students. Offices for Distance Education are located on the second floor of the Learning Resources Center.

Other Asheboro Campus Buildings

The J. W. "Willie" Plummer Vocational/Technical Center provides electrical/electronics labs and houses some classes for the Randolph Early College High School. A modular unit added in 2008 is also dedicated to RECHS classes.

The M. H. Branson Business Education Center is a modern facility with classrooms, labs and offices for the College's Business curricula. The Design Center provides space for Advertising & Graphic Design and Interior Design. A Computer Technology Center houses the College's administrative computers and part of the Business curricula. The Health & Science Center houses biology, physics, chemistry, and health occupations classes and includes a multimedia lab and faculty offices.

Opened in the summer of 2009, the Richard Petty Education Center showcases the College's Collision Repair and Refinishing Technology and Automotive Systems Technology programs. The Building Trades Center is home to many Continuing Education classes. The Foundation Conference Center houses the Foundation offices and a flexible meeting space for College and community groups.

The Continuing Education and Industrial Center, which was under construction when this catalog was published, is a 46,000 square foot facility that will double the space available for the College's Corporate & Continuing Education classes, double the size of the Small Business Center, and more than double the size of the lab space for RCC's Computer-Integrated Machining program. The building will also house the Electrical/Electronics Technology and Industrial Engineering Technology programs and provide a 3,000-square-foot Business & Industry Training Center for local businesses to hold meetings and conferences.

Archdale Center

Randolph Community College's Archdale Center is located on 13.9 acres at 110 Park Drive, inside the city of Archdale's Creekside Park.

The Center was built in 1990 and expanded in 2006 to serve the changing needs of the northwest community of Randolph County. While the Archdale Center originally focused on Continuing Education training and Basic Skills classes, the scope has been expanded in recent years to include college credit courses in the Associate in Arts (College Transfer) curriculum, Nursing Assistant courses, Early Childhood Education courses, and partnerships with area high schools.

The Archdale Center was extensively renovated in 2011 in order to offer a two-year associate in applied science degree in Medical Assisting. Among the many campus-wide improvements, the Archdale Center now boasts a state-of-the-art biology lab to serve the needs of the Medical Assisting students as well as others engaged in health- or science-related studies.

Also in 2011, the College opened a state-of-the-industry Welding Center at Archdale, enabling students to pursue various welding certifications or to enroll in a one-year, comprehensive Welding Technology diploma program. The Welding Center has 15 welding stations of Spray Transfer MIG and 20 stations overall and is designed to keep up with the rapid changes in welding technology. It includes a VRTEX 360 Virtual Reality Arc Welding Trainer, which combines realistic puddle simulation and arc welding sound tied to the welder's movement providing a realistic hands-on training experience.

Starting in Fall 2012, students planning careers in the expansive and lucrative fields of logistics, supply chain management, distribution, and warehousing will be able to pursue a two-year associate in applied science degree in Global Logistics at the Archdale Center.

Additionally, the Archdale Center continues to offer a wide variety of Continuing Education courses such as computers, phlebotomy, business and industry training, motorcycle rider safety; Human Resources Development computer classes for the unemployed or underemployed; Compensatory Education classes; Adult Basic Education and General Educational Development (GED) classes; and Personal Enrichment classes ranging from health and wellness to the creative arts.

The Archdale Center is open Monday – Thursday from 8 a.m. to 10 p.m. and 8 a.m. – 3 p.m. on Friday. For additional information, please call the Center at 336-862-7980.

Emergency Services Training Center

The Emergency Services Training Center is located at 895 Training Center Drive, Randleman, on the east side of Asheboro. This is the training facility for the Basic Law Enforcement Training certificate program and the RCC Firefighter Academy. The ESTC is also used for Continuing Education programs for fire, rescue, law enforcement (CJC), emergency services, and concealed carry handgun courses.

The 60-acre facility maintains modern equipment and props for each respective emergency service, including three firing ranges, an emergency vehicle driving course, a five-story drill tower, a live burn building, a tactical building, an LP Gas facility with six props, a USAR course, and an underground confined space/trench area. There are six classrooms with current computer technology, including SMART Boards.

The criminal justice section uses standardized police equipment for law enforcement/CJC programs. The fire and rescue section also utilizes modern fire and rescue equipment, including a new fire engine added in 2011.

Cosmetology Center

The Cosmetology Center, opened in fall 2009, is 6,000 square feet of leased space that accommodates 36 students at a time at styling stations on the floor, plus students in two classrooms. The Center is open to the public in order for the students to gain hands-on experience in a salon environment. Hours may vary during registration periods, semester breaks, holidays, weather-related delays, and other changes to the normal College operational schedule.

Numbers to Know

Inquiries for specific information about the College should be addressed to the following people or departments at RCC. The mailing address is Randolph Community College, 629 Industrial Park Avenue, Asheboro N.C. 27205. The main phone number is 336-633-0200. Visit RCC's website at the following address: **www.randolph.edu**.

■ Records, Registration & Admissions

Brandi F. Hagerman - Director of Enrollment Management/Registrar – Registration and Graduation Information; 633-0213; **bfhagerman@randolph.edu**

Lynn P. Brady - Assistant to Director of Enrollment Management/Registrar – Requests for Transcripts, Grades; 633-0225; **lpbrady@randolph.edu**

Ann Smith or Deanna Schrader, Admissions Records Technicians – Requests for Records; 633-0239; **masmith@randolph.edu** or **dlshrader@randolph.edu**

■ Financial Aid & Veterans Affairs

Chad Williams - Director of Financial Aid & Veterans Affairs – Scholarships, Work-Study Jobs, Grants, Loans, VA Benefits, Child-Care Grant; 633-0183; **gcwilliams@randolph.edu**

Cathy D. Aikens - Financial Aid Specialist/VA Certifying Official; 633-0308; **cdaikens@randolph.edu**

■ Student Success Center

Sheila Gothard - Director of Student Success Center – Academic Counseling; 633-0205; **smgothard@randolph.edu**

G. Dean Beck - Student Services Counselor & Coordinator of Assessment/Tutoring – Tutoring and Placement Tests; 633-0265; **gdbeck@randolph.edu**

Shamere Morrison - Student Services Counselor & Coordinator of Students with Disabilities – Request for Accommodations; 633-0246; **slmorrison@randolph.edu**

■ Instructional Programs

Anne B. Hockett - Vice President for Instructional Services – Information on Coordination of Educational Programs, Collaborative Agreements, Educational Partnerships; Information on Credit Courses of Study, Correspondence Regarding Curricula; 633-0218; **abhockett@randolph.edu**

Amanda P. Byrd - Dean of Basic Skills; 633-0156; **apbyrd@randolph.edu**

Melinda A. Eudy - Dean of Curriculum Programs; 633-0227; **maeudy@randolph.edu**

Robert O. Leslie - Dean of Corporate & Continuing Education; 633-0217; **roleslie@randolph.edu**

Lisa L. Bock - Director of the Archdale Center– Information and Inquiries for the Archdale Center; 862-7980; **llbock@randolph.edu**

Lonnie R. Hamm – Director of Small Business Center; 633-0240; **lrhamm@randolph.edu**

Robert T. Durand – Director of Customized Training Program; 633-0260; **rtdurand@randolph.edu**

Brian C. Causey – Director of Emergency Services Training Center, Coordinator/Instructor Fire Programs; 633-4165; **bccausey@randolph.edu**

■ Library Services

Deborah S. Luck - Dean of Library Services – General Library Services, LRC Student Computer Lab; 633-0272; **dsluck@randolph.edu**

■ Business Matters

Susan I. Rice - Director of Financial Services/Controller – Information on Business Affairs, Fees, Financial Arrangements, Purchasing; 633-0282; **sirice@randolph.edu**

■ Administrative Affairs

Daffie H. Matthews - Vice President for Administration – Policies, General Campus Services; 633-0290; **dhmatthews@randolph.edu**

■ Supporting RCC

Joyce B. Wolford - Executive Director of the RCC Foundation Inc. – Gifts, Bequest and Endowments; 633-0295; **jbwolford@randolph.edu**

■ Student Government Association (SGA)

Current SGA President – SGA, Clubs, and Activities; 633-0244 (office hours and availability vary due to SGA president's class schedule)

Enrollment Information

Curriculum Enrollment Quick Reference

■ Steps to Enrolling & Graduating

- Complete an RCC application and speak with a student counselor.
- For limited enrollment programs and some financial aid verifications, provide official copies of high school transcript and/or GED test scores.
- Provide official transcripts from all colleges attended.
- Take the RCC placement test.
- Submit a FAFSA online if applying for financial aid.
- Meet with your faculty advisor (during specified advising period).
- Register for classes (during specified registration period as published on the College website).
- Complete all course requirements for your program of study as published in your catalog of record, maintaining an overall GPA of 2.0. (Associate Degree Nursing, Medical Assisting and Radiography students must maintain a 2.0 GPA in all health program and health program-related courses with no grade less than "C." Programs may have other graduation requirements. Students should discuss with their advisor.)
- Apply to graduate by the deadline.

■ Curriculum Expenses to Consider

- Books & supplies which will be more costly in majors like Advertising & Graphic Design, Associate Degree Nursing, Cosmetology, Interior Design, and Photographic Technology
- Lab Fees
- Transportation
- Off-campus room and board
- Personal expenses
- Tuition & Activity Fees as follows

In-State	1 through 15	$66.50/Credit Hour
	16 and up	$1,064.00/Semester
Out-of-State	1 through 15	$258.50/Credit Hour
	16 and up	$4,136.00/Semester

*Activity Fee – $1.75 per credit hour ($28.00 maximum per semester).
Technology Fee – $1 per credit hour ($16.00 maximum per semester).
*Activity fees for the summer session will be one half the normal charge, up to a maximum of $9.

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

To obtain an application or transcript release forms, or for more information, contact Student Services at 336-633-0122.

■ Housing

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

The Open Door Policy

Randolph Community College is an open door admission institution. This means that any person, whether a high school graduate or nongraduate, who is 18 years old or older and who is able to profit from further formal education will be served by the institution. The exception to this rule is that Randolph Community College may refuse admission to any applicant who has been suspended or expelled from any other educational entity.

Counseling and advising services are available to help students decide which programs best serve their needs and objectives in life, as indicated by their background, abilities and expressed interests.

The open door policy does not mean that there are no restrictions on admission to specific programs. It does mean that these restrictions are flexible enough to allow students opportunities to improve their educational status by eliminating deficiencies through remedial work. New students seeking admission to a specific program must provide appropriate transcripts and participate in placement testing to meet

prerequisites/corequisites. When new students are able to meet the specific admission requirements for a given curriculum, they may then be enrolled in that curriculum and remain in the program as long as they make satisfactory progress and remain enrolled on a continuous basis as required by their curriculum. (For students transferring to RCC, see Transfer Student Admissions on page 22.)

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

The College offers curriculum programs for current high school students within the parameters set by the State Board of Community Colleges.

The College reserves the right to limit enrollment in a curriculum to a number that can be accommodated by the resources of the College. The vice president for student services is designated as the admissions officer for the College.

Undocumented Student Admissions

The State Board of Community Colleges' rule 23 N.C.A.C. 02C .0301 "Admission to Colleges," effective July 10, 2010, implements a consistent admissions policy for undocumented immigrants throughout public higher education in North Carolina. Under this rule, North Carolina community colleges will admit undocumented immigrants if three requirements are met: 1. Must be a graduate of a U.S. public high school, private high school, or home school that operates in compliance with state or local law (undocumented immigrants with a GED are not eligible to be admitted to a community college); 2. Must pay out-of-state tuition, meaning no cost to N.C. taxpayers; and 3. May not displace a North Carolina citizen or U.S. citizen.

General Admissions Requirements for Curriculum Programs

Applicants for admission to Randolph Community College must be 18 years of age or high school graduates. The College will accept students with a high school equivalency diploma. A high school diploma or the equivalent is required for some curriculum programs (see Additional Admissions Policies & Procedures on pages 22-31).

Randolph Community College will admit high school students between the ages of 16 and 18 to appropriate courses at the College. Guidelines established by RCC and area schools will be observed (see Additional Admissions Policies & Procedures on pages 31-32).

Persons intending to enroll in a specific curriculum are encouraged to submit their applications at least two months prior to the term in which they wish to enroll. **Applicants are not admitted into specific curriculum programs, and thus, not eligible for financial aid until admission requirements are met (i.e. transcripts, testing, etc.).** Applications are available online. The Welcome Center is open from 8 a.m. – 10 p.m., Monday through Thursday, and from 8 a.m. – 3 p.m., on Friday. For admissions information, call Student Services, 336-633-0239. If needed, individual appointments may be made by personally speaking with a counselor at 336-633-0200.

Developmental Studies courses exist as prerequisites to Arts and Sciences courses. The College uses the Assessing Student Success Entry Transfer/Computerized Adaptive Assessment and Support System (ASSET/COMPASS) test to determine whether students have met Developmental Studies prerequisites for Arts and Sciences courses. This test is given as part of RCC's admissions process. In place of the College's testing, students may present appropriate, prior college credit or adequate SAT, ACT or Accuplacer test scores to document their meeting these prerequisites. New tests are being created and may be implemented within the academic year.

Students who do not remove prerequisites through test scores or prior credit must take the appropriate math, reading, or English courses in Developmental Studies prior to enrolling in certain Arts and Sciences courses. Students should take their Developmental Studies courses in their first semesters at RCC to prepare for higher level classes. Developmental Studies classes are offered day and evening to accommodate every student who needs them. Grades earned in Developmental Studies are not included in the student's grade point average and credit hours earned do not count toward graduation.

At the time of testing, the test administrator will help applicants who are affected by any situation that might reduce test performance to make arrangements for alternate testing. Applicants with diagnosed learning disabilities are especially encouraged to make an appointment for untimed testing. It is the

applicant's responsibility to make the test administrator aware of any special testing needs.

Applicants for the ***Associate Degree Nursing*** program, the ***Basic Law Enforcement Training*** program, the ***Radiography*** program, the ***Medical Assisting*** program, the ***Nursing Assistant*** program, and the ***Cosmetology*** program have additional admissions requirements. For more information, see pages 22-31. Applicants for the ***Physical Therapist Assistant 1+1*** program have additional admissions requirements. For more information contact Student Services at 336-633-0205. Information regarding transfer student admissions is on page 22.

Placement Testing

■ What Are Placement Tests?

The College currently uses the ASSET/COMPASS as a series of short placement tests covering the areas of English, reading, and mathematics developed by American College Testing (ACT). New tests are being created and may be implemented within the academic year

■ Who Takes the Placement Test?

All students applying for an associate degree or diploma program* at Randolph Community College are required to take the ASSET/COMPASS tests unless determined to be exempt. Possible exemptions are listed below.

1. Students who have attended another accredited postsecondary institution and have earned credit for
   - entry-level English composition (exempt from Reading and Writing Skills),
   - math (exempt from Numerical Skills), or
   - college algebra (exempt from Numerical Skills, Elementary & Intermediate Algebra).
2. RCC will accept ASSET/COMPASS, SAT, ACT or Accuplacer test scores from another school taken within a three-year period. These scores should be received prior to tests at RCC.
3. Students who have taken the SAT within the last three years will be placed into appropriate college-level English and math courses if their scores are
   - 480R (new score) or above on the verbal portion (exempt from Reading Skills),
   - 480W (new score) or above on the writing portion (exempt from Writing Skills),
   - 480 (new score) or above on math portion (exempt from Numerical Skills & Elementary Algebra), or
   - 520 (new score) or above on math portion (exempt from all developmental math requirements).
4. Students who have taken the ACT within the last three years will be placed into appropriate college-level English and math courses if their scores are 21 on writing, reading, and numerical and 23 on elementary algebra.

* The Cosmetology, BLET, and Nursing Assistant certificates also require placement testing.

■ When Do You Need to Take the Placement Test?

Students required to take ASSET/COMPASS must do so before they register for their first semester at RCC. Students required to take the placement test and unable to test before the term begins will not be able to register.

■ Why Do You Need to Take the Placement Test?

RCC counselors and advisors use test scores as an assessment of an applicant's skill level in reading, English, and math. Students' scores on ASSET and COMPASS determine placement into or exemption from Developmental Studies courses. For more information about Development Studies courses, see page 59. The test scores for exemption from Developmental Studies courses follow:

Developmental Studies Courses		ASSET Test	COMPASS Test	CPT
ENG 085	Reading & Writing Foundations	*70	*109	124
ENG 090	Composition Strategies	41	70	86
MAT 060	Essential Mathematics	41	47	55
MAT 070	Introductory Algebra	41	46	55
MAT 080	Intermediate Algebra	41	66	75
RED 090	Improved College Reading	41	81	80

*Indicates combined scores of reading and writing.

Retest Procedure

Retesting is allowed in many community colleges in North Carolina. At RCC, a student may retest one time. He/she may not retest after enrolling in the Developmental Studies course(s) recommended by the original test score. Students must wait at least two weeks from the original test date before retesting. Students must successfully complete their Developmental Studies course work before enrolling in English and/or math classes required for their program. Should a student be required to enroll in ENG 085, an additional retest may be given after successful completion of ENG 085.

Special Needs & Accommodations for Testing

Testing accommodations for students with special needs are available upon advance request and with appropriate documentation. Contact the disability counselor at 336-633-0246 before scheduling placement testing.

Transfer Student Admissions

Students who have attended other colleges/universities are considered transfer students. Transfer students seeking admission into a specific program must

1. meet the same admissions requirements as new students, and
2. submit official transcripts from all colleges attended. (Official transcripts are received in a sealed envelope from the institution(s) attended.)

Applicants who have attended other institutions of higher learning may transfer credit earned in comparable courses or programs of study. (See Awarding Credit in the Academic Policies section.)

For more information, contact Sheila Gothard at 336-633-0205 or e-mail smgothard@randolph.edu.

Additional Admissions Policies & Procedures

Associate Degree Nursing Admissions

The Associate Degree Nursing program understands and accepts the concept of the open-door policy for general admission to Randolph Community College. Admission to the college does not, however, guarantee admission to the Associate Degree Nursing program. Admission to the nursing program is competitive. If you have questions about the admissions process for the Associate Degree Nursing program, please call the limited enrollment admission and retention specialist at 336-633-0201.

Note: It is the responsibility of the student to maintain an active Campus Cruiser e-mail. Faculty and staff will only notify students through Campus Cruiser e-mail.

In addition to the Randolph Community College requirements for admission, the following are minimum requirements for admission to the Associate Degree Nursing program:

PHASE I - Completed by January 15 (Day) or July 15 (Evening)

1. Complete general **admission requirements** of Randolph Community College including placement testing.
   A. Complete an RCC application for fall 2013 (day) admission or spring 2013 (evening/weekend) admission.
   B. Provide official copies of high school transcript and/or GED test scores and all college transcripts. High school seniors must submit current high school transcripts by January 15 and an official high school transcript, upon graduation, by June 15.
   C. Take placement assessment. **Go to the Welcome Center to take the placement assessment.** SAT/ACT scores may be used to fulfill general admission requirements. Students who do not meet the cut scores on placement assessment(s) must complete and pass Developmental Studies courses with a grade of "C" or better. Placement assessment scores are valid for three years from test date.
   D. Meet with Financial Aid Office if necessary.
2. Evidence of "C" or greater in the following:
   - High school biology, or college-level general biology, or SCI 095.
   - High school chemistry, or college-level chemistry, or SCI 095.
   - High school algebra, college algebra, has met the placement test cut score for MAT 070 or has successfully completed MAT 070.
3. A 2.5 cumulative grade point average (GPA) on the most recent transcript, college or high school. A 2.5 GPA **must** be maintained throughout the admissions process.
4. Attend mandatory information session. Attendance serves as your intent to pursue the ADN program and meet ALL admission requirements. Information session dates are posted on the RCC website.

PHASE II - Completed by March 15 (Day) or September 15 (Evening)

1. Take the Test of Essential Academic Skills V (TEAS V). There will be a charge assessed to students to take the TEAS V. Students must meet the minimum cut score, however, the higher the score, the more points the student will receive in the ranking process for competitive admissions

Students will be notified by e-mail of acceptance into the Associate Degree Nursing program by April 1 for fall enrollment and October 1 for spring enrollment. Students must respond by e-mail within seven calendar days to accept placement in the program. If a student declines or does not respond by the deadline, another student will be offered placement.

PHASE III - Completed by June 15 (Day) or November 15 (Evening) of each applying year

1. Proof of successful completion of a state-approved Nurse Aide I Training program, including clinical component.
2. Current, active, unrestricted listing on the North Carolina Department of Health Services Regulation NAI Registry.
3. Current CPR Certification for adult/child/infant/AED as offered by the American Heart Association.
4. Completion of student medical information form and evidence of physical and emotional health as defined by the North Carolina Board of Nursing Standards for Educational Unit in Nursing within one year of admission date into the program. Associate Degree Nursing program director or designee will verify medical compliance and documentation.

Note: Students should begin immunizations and titers no later than May 1 (Day) or September 30 (Evening) in order to meet this deadline.

NEW NURSING STUDENT ORIENTATION AGENDA

1. Students will be notified of date and time.
2. Attend the College Orientation/Registration session (new students only) during regular registration.
3. Pay tuition. Purchase liability insurance. Liability insurance is purchased at the time fees are paid each fall while enrolled in the ADN program.
4. Purchase textbooks, uniforms, and other required nursing supplies.
5. Meet any additional clinical facility requirements. (Criminal background check and drug screening)

NOTIFICATION OF ADMISSIONS/INFORMATION SESSION

Students can view the dates and time of the information sessions via RCC website. The purpose of the information session is to answer questions about the program and for representatives from the ADN program to share important information.

The Admissions Office will begin making early offers of admission to a selected number of highly qualified applicants in March. Applications received after January 15 will be considered on a space available basis.

Applicants who are not admitted may reapply before the January 15 deadline of the next year. Applicants are admitted in the fall and spring semesters.

READMISSIONS

Readmission to the Associate Degree Nursing program is based upon successful completion of the requirements for readmission and space availability. A student may be readmitted to the ADN program **one time** only, and this admission must occur within one academic year of separation. Students dismissed for unsatisfactory clinical performance are not eligible for readmission. Students dismissed for academic failure are eligible for readmission, pending successful completion of readmission process and final approval of ADN department head. The number of students approved for readmission will be based upon the availability of resources to support them.

The ADN department head may require a readmitted student to re-take a previously successful course in order to better ensure success in the program. Students will be readmitted on a probationary status.

<u>A student applying for readmission into the ADN program must</u>

1. Submit a letter of intent to return within seven days of exiting a nursing course to the ADN department head.

2. Participate in a formal interview with the ADN department head and nursing faculty.

3. Receive written approval to continue the readmission process from the department head of the ADN program.

A student approved for readmission must

1. Pass a written competency and medication calculations test with a score of 90%.
2. Demonstrate safety in performing selected skills in the laboratory and need receive 'satisfactory' in all skills.
3. Receive written approval for readmission from the department head of the ADN program.

The ADN department head and nursing faculty reserve the right to impose additional requirements and/or recommendations in the form of an academic contract intended to improve the student's opportunity for successful completion of the program. The individual who fails to complete the readmission procedure is denied readmission.

TRANSFER CREDIT FOR NURSING COURSES

Students requesting transfer credit for a nursing course from another college or university are required to submit a copy of the course outline and syllabus for the course. The student is required to successfully complete a written and practical competency exam for the course prior to transfer credit being granted. Transfer credit for the Associate Degree Nursing program courses shall be approved by the Associate Degree Nursing department head.

PHYSICAL & EMOTIONAL EXPECTATIONS OF A STUDENT NURSE

The Board of Nursing Standards for Educational Units in Nursing require that there be evidence that the physical and emotional health of the student be such that he/she can be expected to provide safe nursing care to the public. This is documented initially on the medical form completed by a physician.

If a physical or emotional health problem threatens to prevent or prevents satisfactory classroom or clinical performance, the student is referred to an appropriate professional. The recommendation of the professional will be utilized to determine whether admission or continued enrollment in the program is appropriate. Applicants or students may be denied admission or continued enrollment until the identified problem is satisfactorily corrected.

Nursing is a practice discipline with cognitive, sensory, affective, and psychomotor performance requirements. For the purposes of nursing program, compliance with the 1990 Americans With Disabilities Act, a "qualified individual with a disability" is one who, with or without reasonable accommodation or modification, meets the essential eligibility requirements for participation in the nursing programs.

Admission to and progression in the ADN program is not based on these standards. Rather, the standards should be used to assist each student in determining whether accommodations or modifications are necessary. Standards provide an objective measure upon which a student and the advisor base informed decisions regarding whether a student is "qualified" to meet requirements.

If a student believes that he/she cannot meet one or more of the standards without accommodations or modifications, the student will be directed to the disability coordinator in Student Services.

PERFORMANCE STANDARDS FOR STUDENTS IN THE ASSOCIATE DEGREE NURSING PROGRAM

In compliance with the 1990 Americans with Disabilities Act, the following standards have been established.

The following are examples of the kind of activities that a student in the Associate Degree Nursing program would be required to perform in order to successfully complete the program. If an accepted applicant believes that he/she cannot meet one or more of the standards without accommodations or modifications, the applicant should consult with the Health Sciences and Public Service division chair.

1. Critical thinking ability sufficient for clinical judgment.
   Example: Identify cause and effect relationship in clinical situations, develop nursing care plans.
2. Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.
   Example: Establish a relationship with patients and colleagues.
3. Communicate with others orally and in writing.
   Example: Explain treatments and medications, document nursing actions, record patient responses to treatment.
4. Physical abilities sufficient to move from room to room and maneuver in small spaces.
   Example: Answer calls from patients, retrieve equipment, and move about in patient rooms.
5. The ability to manipulate equipment and to assist patients with physical limitations.
   Example: Use equipment, calibrate equipment, position patients, administer CPR, administer injections,

and insert catheters.

6. Hearing ability sufficient to monitor and assess health needs.
   Example: Hear a monitor alarm, listen to heart and breath sounds, hear a cry for help.
7. Vision sufficient for observation and assessment necessary in nursing care.
   Example: Observe patient responses to treatment, see a change in skin color, read the scale on a syringe.
8. Sense of touch sufficient to perform a physical examination and to detect movement.
   Example: Detect pulsation.

The examples given are representative of those activities required and are not all-inclusive.

LEGAL LIMITATIONS OF LICENSURE

Students who enroll in the Associate Degree Nursing program should be aware that the application for licensure at the completion of the program might be denied or restricted by the North Carolina Board of Nursing. Please reference Nursing Practice Act, State of North Carolina 90-171.37.

Affiliating clinical agencies may require a criminal background check and drug screening as a prerequisite for clinical learning experiences. Positive results can result in the clinical agency denying the student access to clinical practice in the facility. Any student who is denied access to any clinical facility will not be allowed to progress in the program.

NLN Member Agency

NUMERICAL RANKING SYSTEM

The numerical ranking system was implemented as an objective means for evaluating nursing applicants. Applicants will be ranked based upon points earned. Students with the highest number of points will be selected for admission into the Associate Degree Nursing program.

When two or more students have the identical point count total, the highest score on the reading comprehension portion of the TEAS V will be the deciding factor. If additional distinctions need to be made due to identical scores, the highest score on the math skills portion of the TEAS V will be the next deciding factor. Should additional distinctions need to be made due to identical scores, letter grades in science courses will be the final deciding factor. The point value for Residency of Randolph County may be used as a final tie breaker if two students have equal point values. The Randolph County resident would be given preference.

Transfer of TEAS V score

RCC will consider accepting TEAS V scores from other institutions pending proof that all four sections have been completed within three years and/or minimum scores have been met. RCC reserves the right to refuse TEAS V scores from other institutions should there be concern that all four sections have not been taken.

TEAS V: Students must achieve the minimum score, or above, when tested in essential math, science, English, and reading comprehension. Failure on any one section will result in not meeting this requirement. The test scores are good for three years. Students may test twice in a one-year period, but must wait at least six months to retest.

The lowest acceptable score for the TEAS V is
Math: 55
Reading Comprehension: 59
Science: 41
English: 48

GPA: A minimum 2.5 cumulative grade point average (GPA) on the most recent transcript, college or high school is required.

GENERAL COURSES:

College Courses: Points will be awarded in the ranking process for a grade of "C" or better in BIO 168, BIO 169 and MAT 110 or higher.

High School Courses: Points will be awarded in the ranking process for a grade of "C" or better in AP or Honors Biology, AP or Honors Chemistry, and Algebra II.

Basic Law Enforcement Training Admissions

In addition to the general admissions requirements for Randolph Community College, Basic Law Enforcement Training students

- Must meet with BLET director or assistant. **This must be the first step in the process.** Call for an appointment at 336-633-4165.
- Must be 20 years old. A waiver can be obtained if the student will be 20 before the completion of the BLET class.
- Must be a U.S. citizen and provide Birth Certificate OR Naturalization Certificate.
- Must have a High School Diploma or GED.
- Must have a clean criminal history (only minor offenses).
- Must obtain an Administrative Office of the Courts (AOC) check from each county/state resided OR charged in since legally becoming an adult (age 16 in N.C./age 18 in some states). Other criminal history requirements will be explained at your meeting with BLET director.
- Must have a valid N.C. driver's license and provide a copy.
- Must pass a medical exam (we provide the forms).
- Must obtain sponsorship from a N.C. Law Enforcement Agency and must maintain sponsorship once enrolled to remain in BLET.
- Must complete the BLET Application Form and have it notarized.
- Must take a Reading Test and score at a 10th grade reading level prior to acceptance into BLET. Appointments will be scheduled during the first meeting with BLET director.
- Must be evaluated on the POPAT Course prior to acceptance into the BLET program. Appointments will be scheduled during the first meeting with BLET director.
- All of the previously stated requirements must be met one week prior to registration.

Cosmetology Admissions

In addition to the general admissions requirements for Randolph Community College, Cosmetology students must complete the following requirements.

- Students must complete RED 090 or have an acceptable reading placement score before enrolling in COS 111 or COS 112.
- Purchase of the Cosmetology book bundle, required student kit, and uniforms will be made from the RCC Campus Store.
- Purchase of shoes and name badges.
- Students enrolled in the program should not be subject to color blindness or have sensitivity to chemicals.
- Students should be physically able to use cosmetology equipment, such as scissors and clippers, and should be able to stand for long periods of time.

Medical Assisting Admissions

Medical Assisting is a limited enrollment program beginning each fall. Resources, such as clinical facilities and faculty, limit the number of applicants accepted into the program. All applicants must meet minimum requirements to be considered for admission to the program. **Please note, however, that meeting the minimum requirements does not guarantee admission.**

All applicants must meet minimum requirements and specific deadlines. Applicants who have completed minimum requirements must meet with an admissions advisor in order to be considered as a qualified applicant for the program. Twenty-four students will be accepted to the program and an alternate list established. An alternate will be admitted to the program when an applicant originally accepted declines admission. Alternates not admitted to the program and other applicants denied admission must re-apply if they wish to be considered for the next year's class.

Requirements

- Students must first complete the general admissions and application requirements, including placement tests, for Curriculum programs.
- If the placement test score(s) is below the minimum required for acceptance, an applicant must complete the appropriate developmental coursework as determined by an academic advisor. **All developmental coursework must be completed before an applicant will be considered for admission**.
- **Keyboard Proficiency** - Students must demonstrate proficiency by typing 35 words per minute with 3 errors or less. A college-level keyboarding class with a "C" or higher within the past 5 years will waive the test. Students not meeting this requirement must complete OST 131 with a "C" or higher prior to consideration for acceptance.

- **Biology Competency with a grade of "C" or higher.** A high school or college-level biology course taken since 2001 with a grade of "C" or higher will meet this requirement.

READMISSION INTO THE MEDICAL ASSISTING PROGRAM

Readmission to the Medical Assisting program is based upon successful completion of the requirements for readmission and space availability. A student may be readmitted to the Medical Assisting program one time only, and this admission must occur within one academic year of separation. Students dismissed for unsatisfactory clinical performance are NOT eligible for readmission. Students dismissed for academic failure are eligible for readmission, pending successful completion of readmission process and final approval of the Medical Assisting department head.

The Medical Assisting department Head may recommend a readmitted student to re-take a previously successful course in order to better ensure success in the program. Students will be readmitted on a probationary status.

A student applying for readmission into the Medical Assisting program must

1. Submit a letter of intent to return, within one year from the date of exiting a Medical Assisting course, to the Medical Assisting department head.
2. Participate in a formal interview with the Medical Assisting department head and affiliated faculty.
3. Pass a written competency test with a minimum score of 80% and demonstrate safety in performing selected laboratory skills with a 'satisfactory' in all the skills.

Students wishing to be readmitted into the Medical Assisting program must meet admission requirements and will be readmitted according to the following priority:

1. Students in good academic standing who had to withdraw due to documented medical reasons.
2. Students who have withdrawn or been suspended or dismissed for disciplinary, attendance or academic reasons.

The student may continue the readmission process upon written approval from the department head. The Medical Assisting department head and affiliated faculty reserve the right to impose additional requirements and/or recommendations in the form of an academic contract intended to improve the student's opportunity for successful completion of the program. The individual who fails to complete the readmission procedure is denied readmission and will be subjected to the student appeals process to file a formal appeal.

■ Nursing Assistant Program Admissions

The Nursing Assistant program understands and accepts the concept of the open door policy for general admission to Randolph Community College. Admission to the college does not, however, guarantee admission to the Nursing Assistant program. Admission to the Nursing Assistant program is on a first-come, first-served basis upon completion of the Nursing Assistant program admission requirements. If you have questions about the admissions process for the Nursing Assistant program, call the limited enrollment program admission and retention specialist at 336-633-0201.

In addition to the Randolph Community College requirements for admission, the following are minimum requirements for admission to the Nursing Assistant program:

ADMISSION REQUIREMENTS

PHASE I

1. Complete an RCC application for Nursing Assistant for the semester.
2. Provide official copy of high school diploma and/or GED test scores and all college transcripts.
3. Take placement tests. Students who do not meet the cut score on the COMPASS Reading placement test must complete and pass the RED 090 course with a grade of "C" or better.
4. Meet with Financial Aid Office if necessary.

PHASE II

1. Completion of Student Medical Form for North Carolina College System Institutions, including current vaccination record and evidence of physical and emotional health as defined by program. Forms may be obtained from the administrative assistant's office in the Health & Science Center.
2. Current certification for HealthCare Provider CPR (adult/child/infant/AED) as offered by the American Heart Association.
3. Meet any additional clinical facility requirements.
   Affiliating clinical agencies may require a criminal background check and drug screen as a prerequisite for clinical learning experiences. Positive results can result in clinical agency denying

the student access to clinical practice in the facility. Any student who is denied access to any clinical facility will not be allowed to progress in the program. Students are responsible for fees associated with background check/drug screen.

NOTIFICATION OF NURSING ASSISTANT PROGRAM ORIENTATION SESSION

After Phase II has been successfully completed, applicants will be notified to attend a mandatory orientation session. The purpose of the orientation session is to answer questions about the program and for representatives from the Nursing Assistant program to share important information.

Guidelines for Evaluation of Physical Health

Physical health is defined as being free of disabling or contagious diseases, being able to perform fine and gross motor skills, and being able to perform normal weight-bearing activities.

Initial assessment of physical health is based on a completed physical/health form. A physical examination performed no more than one year prior to the prospective date of entry into the program is required. The Admissions Office will provide each applicant with a copy of the physical examination form.

This examination may be performed by a licensed physician, a registered physician's assistant, or a certified nurse practitioner. Completion of the health form for the state of North Carolina is required.

If a physical health problem threatens to prevent or prevents satisfactory classroom or clinical performance the student is referred to an appropriate professional. The recommendation of the professional is utilized to advise the student regarding admission or continued enrollment. Applicants or students may be denied admission or continued enrollment until the identified problem is satisfactorily corrected.

Guidelines for Evaluation of Emotional Health

Emotional health is defined as reacting appropriately to stressful situations, coping with everyday stressors effectively, using healthy coping mechanisms, and understanding one's own ability to cope with stressful situations.

Initial assessment of emotional health is based on physician information provided through the completed health history form. If an emotional health problem threatens to prevent or prevents satisfactory classroom or clinical performance, the applicant or student is referred to an appropriate professional.

The recommendation of the professional will be utilized to determine whether admission or continued enrollment in the program is appropriate. Applicants or students may be denied admission or continued enrollment until the identified problem is satisfactorily corrected.

PERFORMANCE STANDARDS FOR STUDENTS IN THE NURSING ASSISTANT PROGRAM

In compliance with the 1990 Americans with Disabilities Act, the following standards have been established. The following are examples of the kind of activities, which a student in the Nursing Assistant program would be required to perform in order to successfully, complete the program. If an accepted applicant believes that he/she cannot meet one or more of the standards without accommodations or modifications, the applicant should consult with the Health Sciences and Public Service division chair.

- Critical thinking ability sufficient for clinical judgment.
  Example: Identify cause and effect relationship in clinical situations
- Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.
  Example: Establish a relationship with patients and colleagues.
- Communicate with others orally and in writing.
  Example: Explain procedures, document actions, record client responses to treatment.
- Physical abilities sufficient to move from room to room and maneuver in small spaces.
  Example: Answer calls from clients, retrieve equipment, and move about in client rooms.
- The ability to manipulate equipment and to assist clients with physical limitations.
  Example: Use equipment, calibrate equipment, position clients, administer CPR, and insert catheters.
- Hearing ability sufficient to monitor and assess health needs.
  Example: Hear a monitor alarm, listen to heart and breath sounds, hear a cry for help.
- Vision sufficient for observation and assessment necessary in nursing care.
  Example: Observe client responses to treatment; see a change in skin color, read the scale on a syringe.
- Sense of touch sufficient to perform a physical examination and to detect movement.

Example: Detect pulsation.

The examples given are representative of those activities required and are not all-inclusive.

Attendance

In accordance with Federal laws that govern Nurse Aide training, the Nursing Assistant program attendance policy is very strict for class, lab and clinicals. Attendance plays a critical role in your success in the Nursing Assistant courses. Satisfactory progress is difficult without regular attendance.

*Please note that clinical days/times and location may vary from your class schedule. A flexible schedule is a must.

■ Radiography Admissions

The Radiography program understands and accepts the concept of the open-door policy for general admission to Randolph Community College. Admission to the college does not, however, guarantee admission to the Radiography program. Admission to the Radiography program is competitive. If you have questions about the admissions process for the Radiography program, please call the limited enrollment program admission and retention specialist at 336-633-0201.

In addition to the Randolph Community College requirements for admission, the following are minimum requirements for admission to the Radiography program:

PHASE I (Completed by January 15)

1. **Complete general admission requirements of Randolph Community College including placement testing.**
   A. Complete an RCC admissions application for Radiography for the 2013 fall semester.
   B. Provide official copies of high school transcript and/or GED test scores and all college transcripts. High school seniors must submit current high school transcripts by January 15 and an official high school transcript, upon graduation, by June 15.
   C. Take placement tests. Go to the Welcome Center to schedule placement tests. SAT/ACT scores may be used to fulfill general admission requirements. Students who do not meet the cut scores on placement test(s) must complete and pass Developmental Studies courses with a grade of "C" or better.
   D. Meet with Financial Aid Office if necessary.
2. **Evidence of "C" or greater in the following:**
   - High school biology, or college-level general biology, or SCI 095.
   - High school chemistry, or college-level chemistry, or SCI 095.
   - High school algebra, college algebra, has met the placement test cut score for MAT 070 or has successfully completed MAT 070.
3. **A 2.5 cumulative grade point average (GPA) on the most recent transcript, college or high school.**
   A 2.5 GPA **must** be maintained throughout the admissions process.
4. **Attend mandatory information session. View the upcoming information session dates/times on the Radiography home page on the RCC website.**

Students will be notified by e-mail of acceptance into the Radiography program by April 1 for fall enrollment. Students must respond by e-mail within seven calendar days to accept placement in the program. If a student declines or does not respond by the deadline, another student will be offered placement. Only 20 students will be admitted.

PHASE II (Completed by June 15 of each applying year)

1. Complete a one-hour class and lab observation experience in Radiography. Students should contact the program head for the Radiography program to schedule.
2. Current CPR certification for adult/child/infant/AED as offered by the American Heart Association.
3. Complete student medical information form (including current immunizations and negative TB test).

PHASE III (Completed in August)

1. Attend New Radiography Student Reception. Students will be notified of date and time.
2. Attend the College Orientation/Registration session (new students only) during regular registration.
3. Student will complete a statement of intent at the Radiography Reception.
4. Pay tuition. Purchase liability insurance. Liability insurance is purchased at the time fees are paid each fall while enrolled in the Radiography program.
5. Purchase textbooks, uniforms and other supplies.

NOTIFICATION OF ADMISSIONS/INFORMATION SESSION

Students can view dates and times of information sessions via Campus Cruiser or the RCC website. The purpose of the information session is to answer questions about the program and for representatives from the Radiography program to share important information. Students who do not attend will not be admitted into the program.

The Admissions Office will begin making early offers of admission to a selected number of highly qualified applicants in March. Applications for fall admission into the program will not be accepted after January 15.

Applicants who are not admitted may reapply before the January 15 deadline of the next year. Twenty students will be accepted into the program each fall.

READMISSIONS

Readmission is limited to one time only and only in the fall semester.

To initiate the readmission process, the student must submit a written request for readmission to the College. This written request must be sent to the vice president for student services by January 15 for readmission the following fall semester. The circumstances for leaving the program must be clearly documented and include a compelling reason why readmission should be granted. Requests for readmission must be reviewed and approved by the Admissions Committee of the College. A plan for success, including certain requirements and/or restrictions, may be imposed on the student as a condition of readmission.

Any previous Radiography classes completed with a "C" or better must be audited by the student at their expense. The student is expected to fulfill all attendance requirements. Classroom activities and assignments for the class are to be completed as assigned but no grade will be awarded. This will ensure the student benefits from the class audit and successful completion of the program. Students will also complete testing, without a grade, to be used for study purposes. In order to progress to the next course level, the student must complete competency testing with a score of 77% or greater at the end of each semester. All clinical competencies completed during an earlier admission are invalid. The student will receive notification from the College regarding their readmission by April 1. The student will be required to attend the fall Radiography orientation prior to the start of classes.

TRANSFER CREDIT FOR RADIOGRAPHY COURSES

Students requesting transfer credit for a radiography course from another college or university are required to submit a copy of the course outline and syllabus for the course. The student is required to successfully complete a written and practical competency exam for the course prior to transfer credit being granted.

PHYSICAL & EMOTIONAL HEALTH

It is required that there be evidence that the physical and emotional health of the student be such that he/she can be expected to provide safe care to the public.

Evaluation of health will continue throughout the program. An applicant or student who presents problems in physical or emotional health which have not responded to appropriate treatment within a reasonable time may be denied admission or asked to withdraw. The student is denied admission or asked to withdraw to protect his/her own health and that of clients to whom he/she is assigned.

Guidelines for Evaluation of Physical Health

Physical health is defined as being free of disabling or contagious disease, being able to perform fine and gross motor skills, and being able to perform normal weight-bearing activities.

Assessment of physical health is based on a completed physical/health form, a medical examination, and observations by Radiography faculty. A physical examination performed no more than one year prior to the prospective date of entry into the program is required. The Admissions Office will provide each applicant with a copy of the physical examination form. A licensed physician, a registered physician's assistant, or a certified nurse practitioner may perform this examination.

Completion of the health form for the state of North Carolina is required.

If a physical health problem threatens to prevent or prevents satisfactory classroom or clinical performance, the student is referred to an appropriate professional. The recommendation of the professional is utilized to advise the student regarding admission or continued enrollment. Applicants or students may be denied admission or continued enrollment until the identified problem is satisfactorily corrected.

Guidelines for Evaluation of Emotional Health

Emotional health is defined as reacting appropriately to stressful situations, coping with everyday stress effectively, using healthy coping mechanisms, and understanding one's own ability to cope with stressful situations.

Assessment of emotional health is based on physician information provided through the completed health history form, observations by nurse faculty, and evaluation by a qualified mental health professional when previous or current emotional health problems have been identified.

If an emotional health problem threatens to prevent or prevents satisfactory classroom or clinical performance, the applicant or student is referred to an appropriate professional. The recommendation of the professional will be utilized to advise the applicant or student regarding admission or continued enrollment.

Applicants or students may be denied admission or continued enrollment until the identified problem is satisfactorily corrected.

NUMERICAL RANKING SYSTEM

The numerical ranking system was implemented as an objective means for evaluating Radiography applicants. Applicants will be ranked based upon points earned. Students with the highest number of points will be selected for admission into the Radiography program.

GPA: A minimum 2.5 cumulative grade point average (GPA). Actual GPA will be multiplied by five.

GENERAL COLLEGE COURSES: Points will be awarded in the ranking process for a grade of "C" or better in BIO 163, MAT 115 or MAT 161, ENG 111, ENG 114, PSY 150, and PHI 240. The points received for MAT 115 or 161 and BIO 163 will be multiplied by two, thus carrying double weight.

ADDITIONAL DEGREES: Points will be awarded in the ranking process for diplomas or degrees in science, health care or related fields with a 2.5 GPA or higher. Points will also be awarded for active certifications in the healthcare profession.

Career & College Promise

Career and College Promise provides seamless dual enrollment educational opportunities for eligible North Carolina high school students in order to accelerate completion of college certificates, diplomas and associate degrees that lead to college transfer or provide entry-level job skills. High school students enrolled in Career and College Promise pathway courses are considered college students in all aspects and receive college credit for courses taken. CCP students are required to meet all prerequisite and course admission requirements. Career and College Promise pathways are aligned with the K-12 curriculum and career and college ready standards adopted by the State Board of Education.

■ Core 44 College Transfer Pathway

The CCP Core 44 College Transfer Pathway offers at least 30 semester hours of transfer courses, including English and mathematics. To be eligible for enrollment, a high school student must meet the following criteria:

a. Be a high school junior or senior;
b. Have a weighted GPA of 3.0 or higher on high school courses; and
c. Demonstrate college readiness by meeting benchmark scores on an approved assessment or placement test in English, reading and mathematics.

A high school junior or senior who does not demonstrate college readiness on an approved assessment or placement test may be provisionally enrolled in a College Transfer Pathway. To qualify for Provisional Status, a student must meet the following criteria:

a. Have cumulative weighted GPA of 3.5;
b. Have completed two years of high school English with a grade of "C" or higher;
c. Have completed high school Algebra II (or a higher level math class) with a grade of "C" or higher;
d. Obtain the written approval of the high school principal or his/her designee; and,
e. Obtain the written approval of the community college president or his/her designee.

A Provisional Status student may register for only college mathematics (MAT) and college English (ENG) courses within the chosen Pathway. To be eligible to register for other courses in the Pathway, the student must first successfully complete the mathematics and English courses with a grade of "C' or higher.

To maintain eligibility for continued enrollment, a student must continue to make progress toward high school graduation and maintain a 2.0 GPA in college coursework after completing two courses.

A student must enroll in one Core 44 College Transfer Pathway program of study and may not substitute courses in one program for courses in another.

With approval of the high school principal or his/her designee and the college's chief student development administrator,

- a student may change his or her program of study major;
- a student who completes a Core 44 College Transfer Pathway while still enrolled in high school may continue to earn college transfer credits leading to the completion of the 44-hour general education transfer core;
- a student may enroll in both a Core 44 College Transfer pathway program of study and a Career Technical Education program of study.

■ Career Technical Education Pathway

The Career and College Promise Career Technical Education Pathway leads to a certificate or diploma aligned with a high school Career Cluster. To be eligible for enrollment, a high school student must meet the following criteria:

a. Be a high school junior or senior;
b. Have a weighted GPA of 3.0 on high school courses or have the recommendation of the high school principal or his/her designee; and
c. Meet the prerequisites for the career pathway and for specific courses in the pathway.

To maintain eligibility for continued enrollment, a student must continue to make progress toward graduation and maintain a 2.0 in college coursework after completing two courses. A student must enroll in one program of study and may not substitute courses in one program for courses in another. The student may change his or her program of study major with approval of the high school principal or his/her designee and the college's chief student development administrator.

■ Placement Testing for Career and College Promise Students

High school students desiring to enroll in Core 44 College Transfer Pathway courses must meet college readiness benchmark scores in English, reading and mathematics on one of the following approved diagnostic assessment tests: ACT, Accuplacer, Asset, Compass, PLAN, PSAT, SAT.

Students seeking to enroll in Career Technical Education Pathway courses that require placement testing must take the placement test prior to registration. Call 336-633-0200 for placement testing times and dates.

Those students who do not achieve the current cutoff score(s) on the placement tests will need to work with the RCC coordinator and a counselor from their high school to decide their eligibility for classes.

Tech Prep

Tech Prep is defined as a combined secondary and postsecondary program that builds student competencies in math, science, and communications and leads to an associate degree, two-year certificate, two-year registered apprenticeship and leads to employment. This course of study in the high school allows high school students to earn community college credit for certain courses taken while in high school. In order for community college credit to be awarded, a grade of "B" or higher must be attained for the course and a score of 93 or higher must be achieved on the standardized CTE post-assessment test. Official standardized CTE post-assessment scores are required to verify that the criteria has been met to award credit for articulated course work. In order to receive articulated credit, students must enroll in a community college within two years of their high school graduation date. The student must inform the RCC registrar that he/she wishes to receive Tech Prep credit. The courses covered by Tech Prep articulation agreements vary from school to school. Consult the high school guidance counselor to see what courses offered are covered by the Tech Prep articulation agreement.

International Student Admissions

International students are those who have been issued an F or M visa. The College is not authorized to admit those with J visas. Further, the College only admits international students into curriculum programs at the college level.

In addition to the admissions procedures required of native students, international applicants must demonstrate English comprehension. International applicants, for whom English is not a native language, may demonstrate adequate comprehension of English by one of two methods.

1. Submission of a TOEFL score of 500 or above paper based or 173 or above computer based.
2. Successful completion of one or more years of a U.S. high school or postsecondary education and a

TOEFL score of 450 or above paper based or 133 or above computer based.

In addition, international applicants must submit an RCC application for admissions, high school/GED evidence of completion, and college transcripts if applicable, and take the College's placement test.

Please note: International applicants are responsible for having their transcripts translated into English, if needed, and evaluated by an approved transcript evaluation service if requested. The international student counselor in Student Services can provide assistance in locating such services.

Application materials for admission should be received from international applicants two months prior to the semester in which the student wishes to enroll. Also, U.S. Immigration law requires proof of financial support for the student's entire program of study. Once all requirements have been met, RCC will issue the I-20 immigration form.

For more information about international student admissions, contact Sheila Gothard by phone at 336-633-0205, by fax at 336-629-9547, or by e-mail at **smgothard@randolph.edu**.

Special Students

Students who have not applied for admission into a specific program are classified as Special Students. Special Students are required to submit an application for admission and are eligible to take an unlimited number of courses. Special Students must meet the prerequisites/corequisites for courses they plan on taking. Special Students are not eligible for financial aid.

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

Should a Special Student desire to declare a major, he/she should complete/submit a Change of Major form online, provide the appropriate transcripts, and participate in placement testing to meet prerequisites/corequisites. For assistance in choosing a major, counselors are available through the Welcome Center.

The responsibility for initiating the change from Special Student status to a major lies with the student. Any questions should be directed to the Admissions Office. It is the responsibility of the student to verify with their home institution that the RCC course(s) will be accepted as transfer credit.

Accommodations for Students with Disabilities

Randolph Community College is committed to providing reasonable accommodations for all students with documented disabilities. Applicants with disabilities who wish to request accommodations in compliance with the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 must identify themselves to the admissions counselor before placement testing.

If you would like to receive a Request for Accommodation form, a copy of the College's policy on accommodations for students with disabilities, or would like more information, the Disability Handbook is available online. New or currently enrolled students with disabilities who wish to request accommodations under ADA must contact the coordinator of students with disabilities at 336-633-0246 in sufficient time for the College to assist if necessary.

General Admissions Requirements for Continuing Education Programs

1. Participation in RCC's Continuing Education programs is open to any adult, 18 years or older, who is not currently enrolled in the public school system. (In some cases, high school students between 16 and 18 years old may participate on a space available basis with written permission from their principals.)
2. Preregistration and pre-payment are due before the first class in Continuing Education programs. For more information, contact Continuing Education, 336-633-0268.

Basic Skills Programs Referral Policy

RCC offers two levels of remedial instruction. In addition to Developmental Studies, the College offers Basic Skills. Following College placement testing, the RCC admissions counselors will advise students who would be better served in Basic Skills. Basic Skills staff will administer the TABE placement test, and students who show need below the ninth grade level may work in Adult Basic Education. After working in ABE, these students will enter the Developmental Education Courses as needed and will take other curriculum courses as may be appropriate. There is no charge for instruction in Basic Skills Programs.

Expenses (Tuition & Fees)

Asheboro and Randolph County area Curriculum students who commute to Randolph Community College may expect to spend an average of $2,500 per year for tuition, books, and supplies, depending on the major selected. Books and supplies will be more costly in majors like Advertising & Graphic Design, Associate Degree Nursing, Interior Design, and Photographic Technology. Transportation is an additional expense. Certain students must consider off-campus room and board and personal expenses in addition to the above. Students in this category could expect a substantial difference in expense. Students are advised to contact the Admissions Office for specific College expenses.

Tuition & Activity Fees for Curriculum Programs

Please note: The North Carolina General Assembly sets tuition rates for in-state and out-of-state residents. **They are subject to change by the General Assembly without notice.** Fees are established by state legislative action and/or State Board action and/or RCC Board action and **are subject to change**.

Semester Hours

In-State	1 through 15	$66.50/Credit Hour
	16 and up	$1,064.00/Semester
Out-of-State	1 through 15	$258.50/Credit Hour
	16 and up	$4,136.00/Semester

*Activity Fee – $1.75 per credit hour ($28.00 maximum per semester)
*Technology Fee – $1.00 per credit hour ($16.00 maximum per semester)
*Lab Fees – Dependent on course(s)

*All full-time and part-time regular students will pay an activity fee by the semester on an academic year basis. Activity fees for the summer session will be one half the normal charge, up to 12 credit hours ($9 maximum). Activity fees are used for items and activities that directly benefit students. Examples include accident insurance, parking stickers, spring and fall fests, and student identification cards.

N.C. residents 65 years or older are exempt from registration fees for up to six credit hours per semester.

Books & Supplies for Curriculum Programs

The cost for books and supplies will vary according to programs. Equipment costs will be presented at the time of the admissions interview.

Fees for Continuing Education Programs

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

Fees are as follows:

Adult Basic Education – No fee
Adult High School – No fee
Community Service – The majority of these courses are self-supporting. Fees are determined by course length and total cost.
Compensatory Education – No fee
English as a Second Language – No fee
General Educational Development (classroom) – $25 for GED test.
Human Resources Development – Free to those who are unemployed, have been notified of impending layoff, or meet eligibility requirements.
Small Business Center Seminars – Small fee to cover course costs.

Occupational Extension – Fees are determined by course length according to the following schedule. A fee for materials and insurance may be charged in addition to the registration fee.

$65	0-24 hours
$120	25-50 hours
$175	51 or more hours

Occupational Extension – Fee supported

In unique situations, it may be beneficial for all parties involved for the College to conduct training on a fee-supported basis. The College reserves the right to make that determination.

If the decision is made to conduct training using this option, the fee is established according to actual costs incurred by the College in providing training.

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

North Carolina residents 65 years or older are exempt from registration fees for one course per semester, except for courses beginning with CSP or SEF prefix.

■ Course Repeat Policy

Students who take a Continuing Education Occupational Extension course (the same course title) more than twice within a five-year period are required to pay a fee in line with the actual cost of providing instruction. An example of the difference in pricing is as follows: For a 33-hour course, the fee for a person who is taking the same course for the third time would be $224.40 ($6.80 per hour of scheduled instruction) rather than the current $120.00 registration.

Institutional Refund Policy

The college refund policy is established by state and legislative action and is subject to change without prior notice to students. The refund policies stated below were in effect at the time this publication was published.

■ Curriculum

A 75 percent tuition refund may be made upon the request of the student if the student officially withdraws from the class prior to or on the official 10 percent point of the semester. Activity fees are nonrefundable except when a course fails to materialize. The student should initiate the withdrawal process by contacting their faculty advisor. A student may receive a full refund if he/she officially withdraws from a class before the first day of classes for the semester or if a class is cancelled by the College.

No refunds will be made after the 10 percent point of the semester, even though the student may not have attended classes up to that point. Exception: A statutory refund calculation is required if the student received student financial aid funds and the student withdrew on or before the 60 percent point of the enrollment period for which he/she was charged.

Refunds on behalf of student financial aid recipients must be distributed in the following order*:

1. Unsubsidized Federal Direct Loan (other than PLUS loans)
2. Subsidized Federal Direct Loan
3. Federal Perkins Loan
4. Federal Direct PLUS Loan
5. Federal Pell Grant
6. Federal Supplemental Educational Opportunity Grant
7. Other student financial aid programs
8. Other Federal, State, private, or institutional sources of aid
9. The student

*RCC does not offer all forms of financial aid listed.

■ Continuing Education - Occupational Extension

A student who officially withdraws from an extension class prior to the first class meeting will be eligible for a 100 percent refund. Also, a student is eligible for a 100 percent refund if an applicable class fails to "make" due to insufficient enrollment. After the class begins, a 75 percent refund shall be made upon the request of the student if the student officially withdraws from the class prior to or on the 10 percent point of the scheduled hours of the class. Students should see their instructor for further details.

No refunds will be made after the 10 percent point, even though the student may not have attended all classes up to that point.

■ Continuing Education - Self-Supporting & Community Service

No refunds shall be made for self-supporting or community service classes, once class begins.
A student who officially withdraws from an extension class prior to the first class meeting will be eligible for a 100 percent refund. Also, a student is eligible for a 100 percent refund if an applicable class fails to "make" due to insufficient enrollment.

Residency for Tuition Purposes

Every applicant to the College is asked questions regarding his/her legal residency for tuition purposes. From the answer to these questions on the application, the College classifies a student as a resident or as a nonresident for tuition purposes.

The definition of a resident for tuition purposes is set by North Carolina law (G.S. 116-143.1). To qualify as an in-state student for tuition purposes, a student must be a legal resident of North Carolina and must have been a resident for 12 full months prior to enrolling at the College. The student must also prove that he/she did not establish North Carolina residency with the major purpose of enrolling in an institution of higher education.

The burden remains on the student to prove residency status and to initiate and complete the process of changing residency status. In-state tuition cannot be granted prior to the date that the application to change residency status was approved and prior to the first day of the semester. Students who desire to apply for a change of residency classification must contact Sheila Gothard in the Student Success Center at 336-633-0205.

■ Institutional Appeal Procedure Relative to Residency Classifications for Tuition Purposes

A student wishing to appeal shall file written notice, which must contain a simple declaration of intent and must be personally signed by the student.

The written notice must be submitted and received by the vice president for student services no later than 10 working days after the director of the student success center's decision and prior to the first day of the semester.

The vice president for student services shall hear and decide the appeal. The student may provide any new evidence or documentation.

The student will be notified of the decision in writing within 10 working days of the date of decision and prior to the first day of the semester.

■ Regulations

Regulations concerning the classification of students for residentiary purposes are set forth in detail in North Carolina law (G.S. 116-143.1) and in *A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes*. Copies of the *Manual* are available for review at the Randolph Community College library or from the vice president for student services.

Debts to the College

Students are not permitted to default in the payment of fees, fines, loans, or other financial obligations due the College. All tuition and fees must be paid at the time of registration. Students having checks returned for insufficient funds may be required to make payments on a cash basis. There is a $25 fee for all checks returned due to insufficient funds. Students with unpaid financial obligations to the school and/or incomplete admission applications will not be permitted to register for the upcoming semester until all obligations are met. Grades, transcripts, and diplomas will not be released until all obligations are met.

Financial Aid & Veterans Affairs Info

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

Financial aid is awarded without regard to the applicant's race, color, religion, creed, national origin, political affiliation, gender, age, disability, medical condition, veteran status, and all other categories protected by federal, state, and local anti-discrimination laws.

Student eligibility requirements for receiving grants, loans, and work-study funds include, but are not limited, to the following:

- a student must be a U.S. citizen or an eligible noncitizen;
- a student must submit the Free Application for Federal Student Aid (FAFSA);
- a student must be enrolled in an approved program of study at RCC;
- a student must maintain satisfactory academic progress while enrolled at RCC to continue to receive financial aid;

Students may apply, but may not receive financial aid at RCC until they have first been accepted for admission by the Admissions Office. Any student wishing to use financial aid funds to pay for tuition and fees at registration should have completed his/her financial aid file no later than 30 days prior to his or her intended date of registration. The office will make every effort to complete files that have late submissions; however, availability of eligible funds at registration is not guaranteed.

Rights and responsibilities of students receiving aid include the following:

Students have the right to know

- The financial aid programs available at Randolph Community College.
- The process and procedures that must be followed in order to be considered for financial aid.
- The criteria used in selection of recipients, and the method used for calculating need.
- The various programs in the financial aid package and how the need was determined.
- The refund and repayment policy at the College.
- How the Financial Aid Office makes its determination on such questions as student progress, the appeal process, and other decisions.
- The terms, including repayment of any loan allocated by the College.
- The special facilities and services available to the handicapped.

Students are responsible for

- The timely and proper completion of all necessary forms by the established deadlines, and the accuracy of any information provided to the College in the financial aid application.
- Promptly providing any additional information requested by the Office.
- Keeping the Office informed of any changes in address, name, marital status, financial situation, or any change in student status.
- Reading and understanding all financial aid forms sent and/or signed and keeping copies of forms.
- Notifying the Office of any scholarship, grant, or other resources made available from non-College sources while receiving financial aid.
- Notifying the Office if the student withdraws from the College or changes enrollment status. Because some repayment may be expected on a prorated basis, future aid may be suspended if arrangements for payment are not made with the Office and/or the Business Office.
- Maintaining satisfactory progress in order to be considered for financial aid.
- Re-applying for aid each year.

Financial aid will be considered and awarded according to the student's appropriate classification:

- ***Full-Time Student*** – 12 or more credit hours;
- ***Three Quarters-Time Student*** – 9 through 11 credit hours;
- ***Half-Time Student*** – 6 through 8 credit hours;
- ***Less than Half-Time Student*** – 5 or less credit hours.

Following are types of aid available:

Federal Pell Grant

All students seeking financial aid at RCC begin the process by filling out the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov and electronically submitting it (via the Internet) to the federal processor. Within one to two weeks the student will receive the resulting Student Aid Report (SAR). Concurrently, the SAR will be drawn down electronically by the College's Office of Financial Aid and Veterans Affairs. The SAR is the official notification of the student's eligibility to receive a Federal Pell Grant. Determination of the grant amount is made by the information provided on the student's SAR and materials furnished to those institutions approved to administer the Federal Pell Grant.

Federal Pell Grants are disbursed each semester. Students eligible to receive a Federal Pell Grant will be able to register, receive books and supplies, and charge these initial costs toward the Federal Pell Grant funds (provided the student has completed all of his/her paperwork). If there are any Pell monies remaining, when these other charges are subtracted, this balance will go to the student.

Federal Supplemental Educational Opportunity Grant

The Office of Financial Aid and Veterans Affairs will award the Federal Supplemental Educational Opportunity Grant to eligible students on an individual basis. Student eligibility is determined by a student submitting a FAFSA. This grant varies in amount and is awarded based upon student need each semester. As monies are limited in this fund, students are encouraged to apply early.

Federal Work-Study

Randolph Community College participates in the Federal Work-Study (FWS) program, which gives part-time employment to students who need the income to help meet the costs of postsecondary education. Federal Work-Study employment is available on campus on a part-time basis while classes are in session (usually 5-20 hours per week). The first step in applying is to complete the FAFSA along with completing a work-study employment application. Payment is made by check each month for hours worked in the preceding month.

North Carolina Community College Grant

Application for this state grant is made through the FAFSA. To be eligible to receive these funds, a student must (1) be a legal resident of North Carolina, (2) be enrolled or accepted for enrollment at a community college in North Carolina on at least a half-time basis (6 or more credit hours), and (3) demonstrate moderate financial need based on the FAFSA information. Grant monies are disbursed each fall and/or spring semester.

North Carolina Education Lottery Scholarship

Application for this state grant is made through the FAFSA. To be eligible to receive these funds, a student must (1) be a legal resident of North Carolina, (2) be enrolled or accepted for enrollment at a postsecondary institution in North Carolina on a least a half-time basis (6 or more credit hours), and (3) demonstrate moderate financial need based on the FAFSA information. Grant monies are disbursed each fall and/or spring semester.

RCC Foundation Scholarships

Various individuals and organizations contribute monies yearly for scholarships. The scholarships are normally used for supplies, living expenses, and books. Some of the scholarships are restricted according to program of enrollment, home area, etc. The first step in applying is to complete the RCC Foundation Scholarship application available online at **www.randolph.edu/scholars**.

Outside Scholarships

Students are encouraged to seek outside resources in addition to those provided through RCC. Some material on outside scholarships is available through the individual's high school, RCC's Office of Financial Aid and Veterans Affairs website, or in RCC's library. Other sources may include, but not be limited to, the Department of Social Services; Regional Consolidated Services; Vocational Rehabilitation; hospitals

(for nursing students); Department of Veterans Affairs (for veterans); and other civic, social, and religious affiliations.

Private Student Loan Programs

Privately funded student loan information is available from the Office of Financial Aid and Veterans Affairs upon request. For more information, call 336-633-0223 or visit **www.randolph.edu/fin_aid**.

U.S. Department of Veterans Affairs Educational Assistance

Programs of this institution are approved by the North Carolina State Approving Agency for the enrollment of persons eligible for educational assistance benefits from the U.S. Department of Veterans Affairs (DVA). Entitled veterans, participants in the Montgomery G. I. Bill Contributory program, active duty military in voluntary education programs, drilling National Guard, drilling Reservists, and eligible spouses and dependents, who have applied, met all admissions criteria, been fully accepted, actively matriculated, and have met the College's Academic Standards of Progress, may be certified to the U.S. DVA Regional Office as enrolled and in pursuit of an approved program of education. Information may be obtained by contacting the veteran's certifying official at RCC, 336-633-0308, the VA Regional Office at 1-800-827-1000, the DVA at 1-888-442-4551, or by visiting **www.gibill.va.gov** and **www.randolph.edu/fin_aid**.

Satisfactory Academic Progress Policy

Purpose

All financial aid recipients are required to meet satisfactory academic progress (SAP) according to Federal regulations and policies set by Randolph Community College. The intent of these policies is to ensure that students who are receiving financial aid are making measurable progress toward completion of an approved degree, diploma, or certificate program in a reasonable period of time and within a reasonable number of credit hours attempted in their program of study.

Scope

Regulations require a student's progress for financial aid purposes to be measured both quantitatively and qualitatively. In addition to a student's cumulative grade point average, students are also required to pass a percentage of all attempted coursework, and to complete their program of study within the maximum time frame established by the institution. To reasonably measure a student's academic progress for financial aid, the student's academic record will be evaluated including credit hours earned at other post-secondary institutions and transferred into the student's program of study at RCC. This requirement applies to all students who apply for financial assistance from federal, state and institutional aid.

Standards of Progress

To receive financial aid, the student must maintain satisfactory academic progress toward an eligible program of study. There are two standards in the Office of Financial Aid and Veterans Affairs standards of progress that students receiving financial aid must meet in order to maintain satisfactory academic progress:

Qualitative Standard

The minimum **cumulative** grade point average (GPA) requirement the student must maintain to receive and/or continue receiving financial aid assistance is **2.0**. This includes all degree, diploma and certificate programs.

Quantitative Standard - 67% Completion Rate and 150% Maximum Time Frame

The student must maintain the minimums as listed below:

Completion Rate Requirement:

The student must successfully complete 67% of the cumulative credit hours attempted to meet the minimum requirement. Example: if the student attempts 60 credit hours during enrollment, the student must successfully complete 40 credit hours (60 hours attempted x 67% = 40 hours). Successful completion is defined as receiving a grade of "A," "B," "C," or "D."

Maximum Time Frame:

The maximum time frame for a student to complete a program is 150% of the published length of the program. Example: if 75 credit hours are required to complete a degree, the student may attempt a maximum of 113 credit hours before the student exceeds his eligibility

for financial aid (75 credit hour program x 150% = 113). One academic year of credit (30 credit hours) may be added for required remedial coursework.

If a student is pursuing more than one program of study, maximum timeframe standards of 150% will be applied, toward each program, for all attempted hours. Students may only receive financial assistance for two programs of study while attending RCC. If the student should need additional periods of enrollment to complete the additional program(s) or if the student has a valid reason for pursuing an additional program of study, appeal procedures noted within this Satisfactory Academic Progress policy may be applied.

For additional information regarding the SAP policy, please visit **www.randolph.edu/fin_aid**.

Withdrawal Policy and Procedures (Return to Title IV)

If any student completely withdraws from Randolph Community College, he or she must return unearned student aid. Unearned aid is the amount of disbursed Title IV aid that exceeds the amount of Title IV aid earned. During the first 60% of the semester, a student earns funds in direct proportion to the length of time he or she remains enrolled. The period of time during which a student is enrolled is the percentage of aid earned by the student. A student who remains enrolled at or beyond the 60% point is deemed to have earned all aid for the term.

The percentage of the period that the student remained enrolled is determined by dividing the number of days the student attended by the number of days in the entire semester. Calendar days are used in the determination of percentages. Breaks of 5 consecutive days or longer are excluded in the calculations. If the amount of Title IV funds disbursed is greater than the amount of Title IV funds earned by the student, a return of Title IV funds is necessary. Both RCC and the student may be responsible for returning a percentage of the unearned aid. Any percentage of unearned aid returned by RCC resulting from a student withdrawal from all courses will be reflected on the student account as a debt owed to RCC. The student must pay all debt owed to the College in order to return in subsequent terms. The College will begin North Carolina Community College System collection procedures immediately.

Students who find that they must withdraw from RCC should do so by officially withdrawing from all courses through the Office of Records, Registration and Admissions. Students who do not complete the official withdrawal process will be unofficially withdrawn by his or her professors and receive a grade that is punitive to the student GPA. The Office of Financial Aid and Veterans Affairs will then determine if the student withdrawal, official or unofficial, results in any unearned aid resulting in an overpayment. Students who owe overpayments to either RCC or the U.S. Department of Education must pay all debts owed. While arrangements may be established that permit a student to continue enrollment in a subsequent term for those debts owed directly to the U.S. Department of Education, outlined below, debts owed to RCC must be paid before a student is able to enroll in subsequent terms. Students who owe RCC should visit the RCC Business Office located in the Administration/Education Center on the main campus or call 336-633-0292.

For additional information regarding the Return to Title IV policy or for U.S. Department of Education contact information, please visit **www.randolph.edu/fin_aid**.

All students applying for financial aid or veterans benefits at Randolph Community College should review the Office of Financial Aid and Veterans Affairs website at www.randolph.edu/fin_aid to ensure they understand the types of aid available and policies regarding each aid program. Students should also access their student e-mail account regularly to stay informed of policy changes, additional aid opportunities, etc.

Academic Policies

Awarding Credit

■ Transfer Credit

The college reserves the right to accept or reject credits earned at other universities, colleges, and institutions. Transfer credit is defined as course credit awarded by the college for comparable courses earned at another institution.

Students who have attended other institutions of higher learning may transfer credit earned in comparable courses or programs of study by submitting official transcripts. Direct transfer of credit may be granted if the student is transferring from a regionally accredited institution. Non-regionally accredited institutions may be approved on a case-by-case-basis. Transfer credit from other institutions may not exceed 75% of course requirements for completion of a degree, diploma or certificate program. Courses eligible for transfer must have a grade of "C" or higher. Transfer credit awarded will not count toward the GPA.

Transfer credit is processed by the Student Success Center in partnership with the department head as approved by the vice president for instructional services.

■ Non-Course Credit

Non-course credit is defined as course credit awarded by the college for completion of an exam, military training, or experiential learning. Non-course credit is available for College Level Examination Program (CLEP), Defense Activity for Nontraditional Education Support (DANTES), Advance Placement (AP) exams, military service, and experiential learning. Non-course credit may not exceed 75% of course requirements for completion of a degree, diploma, or certificate program. Non-course credit awarded will not count toward the GPA.

For exams (e.g., CLEP), the director of enrollment management/registrar and the appropriate department head maintains a matrix indicating required exam scores to earn credit for specific courses. Upon receipt of exam scores, non-course credit is awarded by the Office of Registration, Records, and Admissions based on the matrix.

For military service and experiential learning, the Request for Credit form and required documentation is submitted by the student to the department head for credit recommendations and approved by the vice president for instructional services to be processed by the Office of Registration, Records, and Admissions.

■ Credit by Proficiency Exam

Eligible students may request of their instructor to earn credit by proficiency exam. Faculty author, maintain, and administer the proficiency exams, which are approved by the dean of curriculum programs. Eligible students are those who

1. Are accepted to the College and have met the prerequisites for the course,
2. Have occupational experiences and/or background closely related to course objectives,
3. Are registered and paid in a course that proficiency exams are permitted,
4. Do not have credit for the course, and
5. Have not previously attempted the course (including audit) or the exam.

Hours awarded will not count toward the GPA. A maximum of 25 percent of credit toward graduation will be allowed per student per curriculum in proficiency hours. It is the student's responsibility to request the exam and to provide any required documentation to the instructor administering the exam. All proficiency examinations must be completed prior to the start of the semester in which the course would normally first be taken. Upon completion of the exam, the instructor recommends credit for the course to be approved by the vice president for instructional services and processed by the Office of Registration, Records, and Admissions.

RCC courses for which proficiency exams are available are denoted as such in the course description and are listed below. (Some divisions may impose additional requirements upon successful completion of the proficiency examination.)

CIS 110 Introduction to Computers
CIS 113 Computer Basics
CJC 121 Law Enforcement Operations
COS 117 Cosmetology Concepts IV
COS 118 Salon IV

ELC 125 Diagrams & Schematics
ELC 126 Electrical Computations
FRE 111 Elementary French I
FRE 112 Elementary French II
FRE 211 Intermediate French I
FRE 212 Intermediate French II
MAT 101 Applied Mathematics I
MAT 161 College Algebra
MAT 171 Precalculus Algebra
MAT 175 Precalculus
OST 131 Keyboarding
SPA 111 Elementary Spanish I
SPA 112 Elementary Spanish II
SPA 211 Intermediate Spanish I
SPA 212 Intermediate Spanish II

■ Change of Major

If a student changes his/her major, it is the student's responsibility to request external transcripts to be evaluated for transfer credit in the new major on the Change of Major form.

■ Appeals and Exceptions

Even though the Student Services Division processes the awarding of credit, the Instructional Services Division is the approving authority. Therefore, student appeals follow the academic grievance procedures and exception to policy must have the written approval of the vice president for instructional services. The final decision for awarding transfer credit, non-course credit, and/or credit by proficiency exam is the vice president for instructional services.

Note: Some colleges do not accept transfer credit for courses if credit was gained through proficiency testing, transfer, or non-course work. It is the responsibility of the student to determine whether another school will accept transfer credit for any course in which RCC grants credit.

Credit hours granted cannot be used for the purpose of financial aid, including U.S. Department of Veterans Affairs Educational Assistance.

Auditing

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

Auditing a course does not fulfill any prerequisite requirements. Also, a student may audit a particular course only once. Under extreme circumstances, a student may request to audit a course a second time through the department chair with approval by the dean of curriculum programs and the vice president for student services. Audits are reported on grade cards and transcripts as "AU" and do not affect earned credits or GPA.

Students who receive a Pell Grant should consult with someone in the Office of Financial Aid and Veterans Affairs before auditing a course.

Readmission

■ Academic Suspension

Students who have been suspended from a curriculum program for academic reasons may request readmission. The request should be in writing and at least one month prior to the semester in which they wish to seek readmission. In partnership with the dean of curriculum programs, the director of the student success center hears and decides the request. Restrictions may be imposed. Failure to meet the restrictions may result in the student's dismissal. If readmission is denied, the student may appeal using the Standard Grievance procedures beginning with the vice president for student services.

■ Disciplinary Suspension

Students who have been suspended from the College for disciplinary reasons may request readmission after the suspension has ended. The request should be in writing to the vice president for student services and at least one month prior to the semester in which they wish to seek readmission. The vice president for

student services hears and decides the request. Restrictions may be imposed. Failure to meet the restrictions may result in suspension or expulsion. If readmission is denied, the student may appeal in writing to the president within 5 working days of the date of the notification letter (see Student Conduct and Zero Tolerance Policy).

■ Expulsion

Students who have been expelled may request readmission to the College. The request should be in writing to the president at least one month prior to the semester in which they wish to seek readmission. The president hears and decides the request. Restrictions may be imposed and failure to meet the restrictions may result in the student's expulsion. The president's decision is final.

Repeating a Course

Students who fail a required course must repeat that course to graduate. Students who have completed course requirements and graduated from a curriculum may not repeat a course within that curriculum for credit, except for licensure/certification purposes, but students may repeat a course in that curriculum through an audit procedure. Students may not repeat a course where they have previously received a grade of "B" or better in order to raise their quality point average. For purposes of readmission, the Admissions Committee may require some courses to be repeated, if advisable.

Reentry to a Curriculum

Students who wish to reenter a curriculum with a new GPA should make written request to the vice president for student services one month prior to the semester they wish to enroll.

The request is reviewed by the Admissions Committee, consisting of the director of student success center, the division chair, and the director of enrollment management/registrar. If reentry is granted, then each course in the curriculum must be repeated, meeting all prerequisites. A student may repeat a curriculum with a new quality point average only once.

Previous grades are not actually removed from the student's transcript, but are not calculated into the student's new GPA at Randolph Community College. Colleges to which the student may transfer in the future may choose to recalculate GPA based on all grades received.

Federal financial aid and Veterans regulations will be adhered to with respect to this procedure. Students considering reentry to a curriculum program must contact the Office of Financial Aid and Veterans Affairs.

Transferring Between Programs

If a student wishes to transfer from one program to another, the following procedures are to be observed: (1) the student submits the Change of Major form, which is available online, to the Welcome Center; (2) after counseling, faculty advising, and financial aid consultation, if appropriate, the student follows the regular admissions procedures with prior credit being recognized and course prerequisites being observed.

Prerequisites and Corequisites

Courses may have prerequisite or corequisite course requirements. All students are required to successfully complete course prerequisites listed before enrolling. All students must simultaneously enroll in corequisite courses. Students who do not have confirmed prior credit, equivalency via placement test scores, or transfer equivalency that satisfies the stated prerequisites will be administratively dropped from the course. Students who are not simultaneously enrolled in or have prior credit for a corequisite will be administratively dropped from the course.

Incomplete

An incomplete (I) is assigned at the discretion of the instructor for incomplete course work. In order for an incomplete to be assigned, the incomplete needs to be completed between the student and the instructor. In the course(s) for which an "I" is assigned, hours will not be counted in quality point computation for that semester. An "I" must be completed the following semester, or it automatically becomes an "F." The exceptions are for developmental courses using the modular delivery methods; an "I" must be completed within the following four weeks, or it automatically becomes an "F."

Withdrawal/Drop/Add/Section Transfer

■ Before the Last Date to Drop/Add a Class

Students desiring to withdraw, drop or add a course, or transfer to a different section of the same course after initial registration may do so online or by contacting the student's faculty advisor. You can now add and drop courses online by logging into your Campus Cruiser account at http://cruiser.randolph.edu/ and going to Web Advisor.

Merely ceasing to attend classes does not constitute official withdrawal, nor does notification to the instructors alone. Failure to submit the required form for official withdrawal to the Registrar's Office or drop a class online will result in the student receiving an "F" on their permanent record. Contact the Registrar's Office if you have questions.

Curriculum students may withdraw from courses without grade penalty during the drop period. During this period, a "W" will be assigned indicating withdrawal. A student withdrawing after the published withdrawal date will be assigned an "F" for the course unless granted an administrative exception.

■ After the Last Date to Drop/Add a Class

Students wishing to change sections or add a class after the last published date to drop/add must have documented extenuating circumstances. The student must complete the Registration Change form, attach documentation, and obtain signatures from the following individuals: all instructors involved, the student's advisor, and the division chair of their program. In addition, if the student is receiving financial aid, including VA benefits, a financial aid officer and/or VA officer's signature is required. Finally, the student will present the completed form to the director of enrollment management/registrar for final approval.

■ Administrative Exception:

Curriculum students may request an administrative exception from the director of enrollment management/registrar based on documented special or unique circumstances. Curriculum students requesting to be granted an administrative exception to withdraw from a class must complete the Registration Change form and copies of documentation supporting the student's request for special consideration must be attached. The form must contain all required signatures and be submitted to the director of enrollment management/registrar.

Classification of Curriculum Students

■ Full-Time Students

Students registered for 12 or more credit hours (nine or more credit hours during the summer session) are considered full-time students.

■ Part-Time Students

Students enrolled for one through 11 credit hours (one through eight credit hours in the summer session) are considered part-time students.

■ Pell Grant Students

Students receiving a Pell Grant must be enrolled 12 or more hours regardless of the semester to be considered full-time for financial aid purposes.

■ Freshmen Students

Students who have successfully completed a total of 0 to 32 semester hours of credit toward their specific program are considered freshmen.

■ Sophomore Students

Students who have successfully completed a total of more than 32 semester hours of credit toward their specific program are considered sophomores.

Credit Hours

Credits for courses leading to Associate in Applied Science degrees, vocational diplomas and certificates, and the Associate in Arts or Associate in Science degrees are earned on a semester credit hour basis.

1. Credit of one semester hour is awarded for each 16 hours of class work. Class work is lecture and other classroom instruction that is under the supervision of an instructor.
2. Credit of one semester hour is awarded for each 32 or 48 hours of laboratory work. Laboratory involves demonstration by an instructor, and experimentation and application by students. Laboratory is under the supervision of an instructor.

3. Credit of one semester hour is awarded for each 48 hours of clinical practice. Clinical practice is a structured, faculty-directed learning experience in a health sciences program which develops job proficiency. Clinical practice requires significant preparation, coordination, and scheduling by the faculty and is under the supervision of an instructor or preceptor who is qualified for the particular program.
4. Credit of one semester hour is awarded for 160 hours of work experience such as cooperative education, practicums, and internships. Work experience involves the development of job skills by providing the student with an employment situation that is directly related to, and coordinated with, the educational program. Student activity in work experience is planned and coordinated by a College representative, and the employer is responsible for the control and supervision of the student on the job.

■ Maximum Credit Hour Load

In the interest of student success, the maximum number of credit hours for which a student may register in one semester without the approval of the program head is set at 21.

1. Any student may enroll for up to 21 credit hours of classes for which he or she is eligible and in which there are seats available.
2. A student's request to take more than 21 hours in one semester must be approved by the student's advisor, the program head of the program in which the student is enrolled, the division chair, and vice president for instructional services.
3. The 21 hours includes developmental, audited, and credit courses.

Work Experience (Co-Op)

Work experience is a learning experience in an employment situation. Work experience involves the development of job skills by providing the student with an employment situation that is directly related to, and coordinated with, the educational program. Work experience is a required component of some curriculum programs. The work experience portion of a curriculum is approved as a part of the curriculum application and each time a curriculum standard is filed. Student activity in work experience is planned and coordinated by an institutional representative and the employer, with control and supervision of the student on the job being the responsibility of the employer and the institution.

Distance Education

Randolph Community College offers distance education courses as an option and convenience to students. Self-motivated students who require flexible scheduling or are unable to travel to and from campus often discover that distance education courses are a good choice. Distance education courses may be offered in hybrid, online, and videoconferencing formats.

Registration & Fees:

Courses offered through distance education represent many areas in both Curriculum and Continuing Education. Registration for distance education courses is the same as for all other College courses. Once enrolled at RCC, students pay regular tuition and fees, have access to all student services, study under the College's rules and regulations, and receive full academic credit.

Course Requirements:

Course requirements are comparable to traditional courses in content, assignments, and examinations. Each course has an assigned instructor from the appropriate department and adjunct instructors teaching distance education courses are assigned a full-time instructor as a liaison. Courses require that students meet deadlines for assignments, examinations, and other coursework just as in traditional courses. Online courses carry the same number of credit hours as the equivalent courses offered through traditional methods. Likewise, students can expect to spend the same amount of time in an online class as its traditional counterpart. Courses offered through distance education do require textbook purchase. The primary difference between a distance education course and an on-campus course is the mode of delivery.

Technical Requirements & Knowledge:

Students considering distance education courses should have adequate computer skills prior to enrolling in a distance education course. A basic understanding of the computer should be coupled with keyboarding skills and skills in using the Internet, downloading and installing software, sending and receiving e-mail, and locating and attaching files. Equally important is student access to a computer with necessary hardware, software, and a reliable Internet connection. Many courses contain audio and video

files that require access to high-speed Internet in order to listen to or view the files. All distance education students must have ongoing access to the needed tools whether at home, at the library, at work, or on campus.

Technical assistance is available in a variety of methods including online, e-mail, phone, and in person. Additional drop-in assistance is available at an on-campus Help Center at the beginning of each semester. The Help Center schedule and other online resources are available on the college website at www.randolph.edu.

■ Student Wireless Internet Access

RCC wireless Internet is available to currently enrolled Curriculum students on the Asheboro Campus. Archdale students will need to complete a Student Wireless Agreement Form. Basic Skills/Adult High School students will need to bring a copy of your printed schedule and photo ID to Computer Technology Center Room 108 for access.

To access the wireless Internet, connect to the ARMADILLO_AIR network, open your browser, and log in using your CampusCruiser Login ID and your birthdate (MMDDYYYY) as the password. Detailed instructions can be found at http://www.randolph.edu/ccdemos/wireless.htm.

Attendance

Attendance plays a critical role in student success in all classes. Satisfactory progress is difficult without regular attendance. The instructor reserves the right to withdraw a student from class for missing more than one calendar week of the semester. To avoid a faculty withdrawal, students will be encouraged to contact their instructor, via e-mail and/or phone, regarding any anticipated absences to make arrangements for continued progress in the course. Failure to do so in a college credit bearing course will result in a grade of "WF" which will negatively impact the student's GPA. Failure to do so in a developmental course will result in a grade of "FW."

In cases where practical considerations, regulations or accreditation requirements make it necessary, a program may establish more stringent attendance requirements. The instructor will include the attendance requirements for the course on the course syllabus. In all cases of absence, the student is responsible for making up all missed class work and for coming prepared to the class following the absence.

■ School Absences for Religious Observances

Randolph Community College recognizes that students' religious affiliations vary and requirements regarding observances of special days may also vary. The College and the state of North Carolina (23 N.C.A.C. 02C .0213 "School Absences for Religious Observances") allow students two excused days of absences each academic year for religious observances. Randolph Community College defines an academic year as beginning on the first day of classes for fall term and ending with the last day of classes for the following summer term. In order for a student to request an excused absence, they must request the absence by completing a "Religious Observance Request Form" and submitting it at least two (2) weeks prior to the observance to the Records and Registration office located in the Student Services Center. Students will be required to make up any work, activities, or missed tests as a result of an excused absence for religious observance.

Privacy of Student Educational Records

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

1. **The right to inspect and review the student's educational records** within 45 days of the day RCC receives a request for access. Students should submit to the registrar, vice president for student services, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and will notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. **The right to request the amendment of the student's educational records that the student believes are inaccurate or misleading.** Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the

record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. **The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.** One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by RCC in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility.
4. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by Randolph Community College to comply with the requirements of FERPA.** The name and address of the office that administers FERPA is Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. SW, Washington, D.C. 20202-4605.
5. **The right to obtain a copy of Randolph Community College's student records policy (available from the Registrar's Office).**

Release of Directory Information

Randolph Community College routinely honors appropriate requests for public or directory information from student records in compliance with the Family Educational Rights and Privacy Act. Directory information includes student's name, address, e-mail address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of enrollment, attendance, degrees and awards received, academic honors, and the most recent educational agency or institution attended by the student.

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

Student Right to Know

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

This information is available in the Registrar's Office at the Asheboro Campus. Students interested in the success rate for a particular program may come by the Registrar's Office Monday – Thursday, 8 a.m. – 5 p.m., and Friday, 8 a.m. – 3 p.m.

Curriculum Grading System

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

The following grading system is used by Randolph Community College:

Grade	Description	Grade Point Value
A	93 – 100	4.0
B	85 – 92	3.0
C	77 – 84	2.0
D	70 – 76	1.0
F	Below 70	0.0
WF	Stopped Attending (did not withdraw)	0.0

Additional Letter Symbols (Not computed in GPA)

I	Incomplete	0.0
AU	Audit	0.0
X	Credit by Proficiency	0.0
TR	Transfer Credit	0.0
W	Withdrawal Without Penalty	0.0
NS	No Show	0.0
AW	Administrative Withdrawal	0.0

Letter grades with an (*) are not counted in computing GPA or in the hours earned for completion of a program.

■ Developmental Studies Courses

Developmental Studies courses have a different grading scale than other departments. That scale is as follows:

P*	80-100
R*	below 80

All Developmental Studies courses have a two-fold pass requirement. A student 1) must have a passing grade at the end of the course AND 2) must pass the exit exam given at the end of the course. Students who meet both requirements complete the course with a passing grade and receive course credit. Students who do not complete both requirements must retake the course.

■ Grade Point Average

The college computes grade point average (GPA) by adding the quality points earned for each course in which an "A," "B," "C," "D," "F" or "WF" are received, excluding developmental studies courses (courses numbered less than 100), and dividing by the total number of credit hours for those courses.

■ Grade Reports

Grade reports are issued to students each semester, provided their credentials and financial obligations to the College are in order. Grade reports will be posted to each student account under the "My Grades" section in Campus Cruiser. **Please note that grade reports will not be posted to student Campus Cruiser accounts until all grades have been verified in the Registrar's Office. No grades may be given over the phone or fax.**

■ Recognition of Honor Students

Students enrolled 12 credit hours for the semester, excluding Developmental Studies hours and proficiency hours, with no incompletes are eligible for the following honor lists: president's List — GPA of 4.00; Dean's List — GPA of 3.50-3.99; Honor List — GPA of 3.00-3.49. Students completing less than 12 credit hours, but at least six hours for the semester with a GPA between 3.00-4.00, excluding Developmental Studies hours and proficiency hours, with no incompletes also are eligible for the Honor List.

Academic Integrity

Randolph Community College expects the utmost integrity in its students' academic endeavors and behavior. Students are expected to conduct themselves in accordance with these high standards of academic honesty. Consequently, Randolph Community College will not accept any incident that threatens the integrity of the academic learning environment.

■ Violations

Violations to the Academic Integrity Policy include, but are not limited to

- Cheating
  - o The taking or acquiring possession of any academic material from another without permission
  - o Receiving or giving help during tests, quizzes, or other assignments (in or out of class if prohibited by the instructor)
  - o Copying or attempting to copy another person's test, quiz, or other assignment
  - o Allowing another to copy one's test, quiz, or other assignment
  - o Unauthorized use of materials or electronic devices during a test
  - o The intentional communication with another student on specific questions of a quiz/test/exam prior to that student taking said quiz/test/exam
  - o Taking a quiz/test for another student
  - o Paying another person to write or edit a term paper
  - o Submission of a term paper or assignment in more than one class unless approved in advance by the instructor
- Plagiarism – the use of another's original words or ideas as though they were your own
  - o Turning in another's work as one's own
  - o Copying a phrase, sentence, or passage from another person or source (Internet, print media, etc.) without proper citation
  - o Failing to put a quotation in quotation marks
  - o Giving incorrect information about the source of a quotation
  - o Copying so many words or ideas from a source that it makes up the majority of one's work, whether one gives credit or not
  - o Downloading or buying a term paper from the Internet and submitting it as one's own work

*Please note that the list of examples above is not exhaustive. There may be other instances of cheating and/or plagiarism that would violate this policy.

■ Sanctions

The following sanctions for violation of the Academic Integrity Policy will be imposed by the instructor, department head, division chair/director/coordinator, dean, or vice president for instructional services:

- First offense – a grade of 0 on the test, quiz, or assignment
- Second offense – a grade of "F" for the course and academic probation for one semester
- Third offense – suspension from the College

With each violation, the vice president of instructional services will be notified in writing.

These sanctions are not on a per course or per semester basis, but rather for your entire academic career at Randolph Community College.

■ Appeals Process

The appeals process varies depending on the offense. For the first offense, a student wishing to contest the penalty would follow the procedure outlined below.

1. Student appeals to the instructor of the course in which the violation occurred to discuss the violation and determine fault.

2. If student contests the instructor's decision, the department head for the curriculum program in which the course is offered hears both parties and corroborates, modifies, or dismisses penalty. NOTE: This step is only for students in curriculum classes.

3. If student contests the instructor's decision (department head for curriculum students), the division chair/director/coordinator for the division in which the course is offered, hears both parties and corroborates, modifies, or dismisses penalty.

4. A student may appeal to the dean to contest the decisions of the division chair/director/coordinator. The decision of the dean is final.

For the second and third offenses, the student may contest by following the above procedure and further appealing to the vice president for instructional services. The vice president will hear all parties in-

volved and corroborate, modify, or dismiss the penalty. The decision of the vice president for instructional services is final.

Since the third offense results in suspension, the student may submit a written request to the president to overturn the penalty. This request must be submitted to the president within five working days of the decision of the vice president for instructional services. The president will approve, modify (including penalty of expulsion), or overturn the decision of the vice president for instructional services and notify the student in writing of the decision within ten working days of the appeal. The decision of the president is final.

"What is Plagiarism?" Plagiarism.org. n. d. n. pag. web. 31 May 2010 <http://www.plagiarism.org/learning_center/what_is_plagiarism.html>.

Academic Progress Alert

The success of students in their academic endeavors is of paramount importance to Randolph Community College. In order to facilitate this, the College has made available to students multiple resources to assist students experiencing personal and academic problems.

Instructors, advisors, program and divisional leaders and the counselors and student retention specialists in Student Success Center will inform students when academic progress is unsatisfactory and will help identify appropriate resources to assist in improvement of academic progress. The procedure includes notification of students, counselors and student retention specialists at the 25% point of the course delivery. Each instructor will encourage each identified student to schedule an appointment with him/her to 1) discuss performance issues and to 2) identify available resources that may be of assistance. The appropriate student retention specialist will also follow-up with the student.

Academic Probation (Standards of Progress)

Each student at Randolph Community College is expected to maintain satisfactory progress toward a certificate, diploma, or degree.

At the end of each semester a student's cumulative grade point average is examined.

For the purpose of identifying students on academic probation, grade point averages will be computed upon the basis of all credit hours attempted (for which grades of "A," "B," "C," "D," "F" and "WF" are received).

Curriculum students who have attempted at least 12 credit hours and have a cumulative grade point average below a 2.0 will be placed on academic probation at the end of the semester.

When a student is placed on probation he/she is notified in writing by the retention counselor. Any student on academic probation must complete an academic plan with his/her instructor(s), student services counselor, and academic advisor, after being notified of his/her probationary status and before being allowed to register for classes.

Students must also have an overall grade point average of 2.0 and a 2.0 average in their major courses as defined by the Curriculum Standards in order to graduate. Students enrolled in the Associate Degree Nursing, Radiography, and Cosmetology programs should refer to their catalog of record for additional graduation requirements.

Curriculum students on probation who fail to make satisfactory improvement in their grade point averages, i.e., at least a 2.0 term grade point average during the term they are on probation, will be placed on academic suspension, which means the student is not eligible to register for curriculum courses the following semester. In order to be readmitted, a student must send a written request to the vice president for student services. The request should be made at least one month prior to the beginning of the semester in which the student wishes to return.

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

Students receiving DVA educational benefits for secondary education are considered to be making unsatisfactory progress if they have not achieved a level of progress consistent with their time in the program. These students will be terminated by the Department of Veteran Affairs for pay purposes. In addition, preparation for the General Educational Development certificate may not exceed 648 hours.

Graduation Requirements

1. Students MUST fulfill all of the requirements for their certificate, diploma, or associate degree, as well as follow the steps below for graduation:

   Step 1: Students complete the graduation form and print a Degree Audit for each degree, diploma, and/or certificate for which they wish to apply. Assistance is available at the Welcome Center.

   Step 2: Students make an appointment with the department head or advisor for each program area for which they wish to apply. The department head or advisor reviews the Degree Audit to determine the feasibility of completing the program requirements. Both student and department head or advisor sign the Degree Audit. The student keeps the original.

   Step 3: Students submit graduation packet (original) and graduation fee to the Business Office ($25 for first and $10 for each additional). Students receive receipt for payment of graduation fee. Business Office forwards graduation packet to the registrar.

   Step 4: Students follow academic plan as developed by department head or advisor. If a student chooses to not follow the academic plan (e.g., withdraw or take a different course), then it is his/her responsibility to meet with the department head or advisor to determine the impact on graduation.

   Step 5: Students receive Campus Cruiser e-mail from the Office of Registration and Records notifying them of graduation ceremony details.
2. Students must complete all required courses within their curriculum as published in their Catalog of Record (see below).
3. Students must have an overall GPA of 2.0 and a 2.0 average in their major courses as defined by the Curriculum Standards.
4. Health program students must maintain a 2.0 GPA in all health program and health program-related courses with no grade less than a "C."

Graduation exercises are held at the end of the spring semester. The specific date is listed in the College Calendar. Students who will complete requirements during the following summer may participate in the May graduation. Caps and gowns, purchased through RCC's Campus Store, are required for participation in the graduation ceremony. Credits transferred in for graduation must be received before the end of the Summer session of the year in which the student would normally have graduated.

Students with questions regarding graduation should contact the Registrar's Office at 336-633-0225.

■ Enrollment Requirements for Graduation

Students must complete 25 percent of their semester hour requirements at Randolph Community College in order to qualify for graduation.

■ Catalog of Record

In order for a student to graduate under the program requirements for graduation as designated in the Catalog in effect at initial enrollment to the college, the student must be enrolled all fall semesters until their graduation.

Any break or interruption in enrollment in a fall semester prior to graduation for any reason would require the student to reapply to the College and meet the program requirements in the Catalog in effect at the time of re-enrollment.

■ Graduation Guarantee

As an expression of confidence in the quality of education at Randolph Community College, we guarantee entry-level technical skill competency for graduates who have obtained an Associate of Applied Science Degree (A.A.S.), a diploma, or a certificate under the umbrella of the A.A.S. degree from the College. We also guarantee transfer credit for successfully completed courses that are a part of the Comprehensive Articulation Agreement and Independent Comprehensive Articulation Agreement courses taken by graduates obtaining Associate of Arts (A.A.) and Associate of Science degrees (A.S.) as well as Associate of Arts (A.A.) and Associate of Science (A.S.) diplomas. Effective Spring 2011, all students entering degree, diploma, or certificate programs at Randolph Community College are eligible for the Graduate Guarantee applicable to their degree program. For more information on this guarantee, see RCC's website at http://www.randolph.edu/academics/policies/ .

2009 – 2010 Performance Measures Summary Report

Published in 2011

Randolph Community College achieved "Exceptional Institutional Performance (EIP)" standards for the third consecutive year, according to the Critical Success Factors report released in June 2011 by the North Carolina Community College System.

The General Assembly has adopted a performance-based budget incentive plan in which community colleges must meet standards set on eight criteria. RCC's performance on the eight criteria for 2009–2010 (latest reporting period) follows.

Performance Measure	**State Benchmark**	**RCC 2009-2010**
Progress of Basic Skills Students	75%	76%
License/Certification Pass Rates	80% avg	87% avg
(for exceptional performance)	no exam <70%	0<70%
College Transfer Performance (2.0+ GPA)	83%	90%
(for exceptional performance, meet or exceed native students)	87%	90%
Developmental Studies Passing Rates	75%	89%
Developmental Studies Success Rates	80%	88%
Student Satisfaction	90%	95%
Curriculum Student Retention, Graduation & Transfer	65%	69%
Client Satisfaction with Customized Training	90%	92%
Performance Indicators Met		**8 out of 8**

Other Regulations

Traffic & Parking Regulations

Under the provisions of Chapter 115D-21 of the General Statutes of North Carolina, RCC's school resource officers as well as other local or state law enforcement agencies can enforce the traffic regulations of the College. All of the provisions of Chapter 20 of the General Statutes relating to the operation of motor vehicles on the highways of the state of North Carolina shall apply to the streets, roads, alleys, and driveways on the RCC campus. Any person violating any of the provisions of the state traffic laws (Chapter 20 of the General Statutes) on the streets, roads, alleys, and driveways on the RCC campus may, upon conviction, be guilty of a state traffic offense, not just a campus traffic policy.

Parking control will also be the responsibility of RCC's school resource officers.

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

■ Speed Limit

The speed limit on any street, road, alley, driveway, or parking lot on the campus is 10 miles per hour.

■ Other Traffic Regulations

Other regulatory signs are posted on campus and can be enforced under the provision of N.C. traffic laws by any local or state law enforcement official.

No reckless driving of any type will be tolerated on campus.

Temporarily parking close to a building is allowed by staff or faculty for loading and unloading purposes. A loading/unloading permit should be displayed or the vehicle is subject to towing. Department heads will have a loading/unloading permit for their employees to use.

RCC assumes no responsibility for damage to any vehicle while parked, towed, stored, or operated on the campus, or for the contents of vehicles on campus.

■ Parking Zones and Overflow Parking

Parking is allowed only in lined parking spaces or in the overflow lot.

The following colors are used to designate parking:

- **Yellow** is reserved for faculty and staff. (The first five spaces of the main faculty/staff lot in front of the Administration/Education Center are reserved for official RCC vehicles only.)
- **Blue** is reserved for handicapped parking (with an approved N.C. handicap tag and an RCC handicap tag).
- **Green** is reserved for visitors.
- **White** is reserved for student parking.
- **Red** will be used to mark fire lanes and fire hydrant zones and other no parking zones. Fire lanes and fire hydrant zones are considered immediate towing zones.

■ Parking Permits

A parking permit (hang-tag) is required for each vehicle owned by an RCC employee (faculty and staff) and curriculum students. Parking permits will be color-coded to match the color of parking spaces in which that vehicle is authorized to park. Staff/faculty parking permits should be turned in with other school property upon the termination of employment.

■ Handicapped Parking

Due to the ease of unauthorized use of state-issued handicap parking tags, an RCC handicap tag will also be required. Hang-tags shall be attached to the rear view mirror as designed.

Parking in a handicap parking space will be ticketed under the provision of North Carolina Laws and is subject to fines by the city, county and or state.

■ Parking Penalties

Penalties for violations of the parking policy will result in a "warning ticket" on the first and second violation. <u>However, a third parking violation by the **same** vehicle will result in towing.</u> The parking violation period will run each academic year from August to July.

Warning tickets may be issued for:

- Parking in a staff/faculty space without the proper hang-tag displayed.
- Student vehicles parking in the visitor parking spaces.
- Parking over the parking space lines.

- Parking in the grass, in any area that is not a designated parking spot, or in any area that is marked as "No Parking."
- Any other unsafe or inappropriate parking.

The vehicle owner is responsible for any warning tickets placed on their vehicle, regardless of who is operating the vehicle at the time the violation occurs. The owner is also responsible for any cost or legal actions if the vehicle is towed.

Immediate Towing Violations: Vehicles may be towed immediately for blocking a fire hydrant, fire lane, driveway, street, road, alley or parking spaces on campus that would cause a delay of emergency vehicle access or cause any other safety hazard. Fire lanes will be marked with the lettering "Fire Lane" and a fire hydrant zone is defined as the area extending 15 feet on each side of a fire hydrant.

When a vehicle is towed, the officer will attempt to notify the owner where the vehicle is located and the procedures to reclaim it. If the owner cannot be located, the officer will notify the owner by telephone or mail. The notification will include information about the appeals of impoundment. All appeals of impoundment and towing will be heard by a Randolph County Magistrate, as required by General Statute 20-219.11.

■ Appeals

Appeals of parking penalties shall be submitted in writing to the director of safety & emergency preparedness or the office of the vice president of administration within three business days of the warning. Forms to appeal a parking penalty can be obtained at the Information Desk. A decision will be given in writing within five business days after the receipt of the appeal.

Student Conduct & Regulations

■ Be Informed

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

■ Campus Security

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

The following summary should aid in the understanding of and participation in ensuring a safe campus. Also, any suggestions for improved security measures should be directed to the director of safety and emergency preparedness, school resource officers, or the vice president for administrative services.

Emergency Phone System

Emergency phones are located throughout the Asheboro Campus and the Archdale Center. The red phones are identified by signs and have a location map beside them. In an emergency situation, a person can use a phone to dial 911 or 200, the Student Services Center.

Reporting Criminal Actions

All known or suspected violations of federal and North Carolina criminal laws which occur on the Asheboro Campus, Archdale Center, the ESTC, or any facility controlled by Randolph Community College should be reported to the Information Center in Student Services. Local law enforcement assistance (e.g., Asheboro Police Department, Randolph County Sheriff's Office, RCC's security officers, or Archdale Police Department) will be summoned as necessary to aid in the investigation and documentation of such reported violations.

Security Alert

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

Access to Campus Facilities

All RCC campus locations are open to faculty, staff, students, and visitors during normal operating hours (8 a.m. - 10 p.m. Monday through Thursday and 8 a.m. - 3 p.m. on Friday). Some instructional areas also

are open 8 a.m. - 4 p.m. on Saturday. Anyone desiring access during nonoperational periods must secure permission and usage guidelines from the office of the vice president for administrative services. Also, the issuance and control of keys will be managed through the same office.

Security Personnel

The Asheboro Campus employs two full-time sworn deputy sheriffs through the Randolph County Sheriff's Office. The deputies serve as school resource officers for RCC's Asheboro Campus as well as for the Archdale Center, ESTC and any facility in Randolph County where any Randolph Community College course of any type (Curriculum or Continuing Education) is held. The security officers work a flexible 40 hours per week schedule. They can be contacted by radio through the Information Center (ext. 200). The Archdale Center has an SRO from the Archdale Police Department who is available Monday-Friday.

In addition, the College has asked the Randolph County Sheriff's Office and the Asheboro City Police Department to assist the security officers as needed or when they are absent from the campus.

Criminal Activity at Off Campus Student Organizations

Criminal incidents occurring off campus to students participating in a College function should be reported to the law enforcement agency having jurisdiction. Campus security should be notified as soon as possible of such incidents by calling 336-633-0200 during operational or nonoperational hours.

Campus Security Act

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, RCC distributes an annual report which sets forth our policies on crime prevention issues and provides statistics on specific crimes which have occurred on campus, as well as the number of arrests on campus for liquor law and drug use violations, and weapons possession. The report is available at **www.randolph.edu/administration/campsafe.php.** Printed copies are available from the RCC Administrative Services Office.

History of Reported Crimes

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

Criminal Offense/Hate Crime	Crimes on Campus			Public Property		
	2008	2009	2010	2008	2009	2010
Murder/Negligent Manslaughter	0	0	0	0	0	0
Forcible Sex Offense	0	0	0	0	0	0
Nonforcible Sex Offense	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	1	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Any other crime involving bodily injury	0	0	0	0	0	0
Arrests and/or Disciplinary Action for:						
Illegal Weapons	0	1	0	0	0	1
Drug Arrests	0	0	0	0	0	0
Liquor Violations	0	0	0	0	0	1

Sexual Assault Policy

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

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

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

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

Educational material regarding the prevention of rape/sexual offenses is available through Student Services. Other crisis counseling may be available through services such as the Family Crisis Center, 336-629-4159, and Randolph County Mental Health Center, 336-633-7200.

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

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

■ Student Conduct & Zero Tolerance

The College reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, when in the judgment of College officials, a student's conduct disrupts or threatens to disrupt the College community, appropriate disciplinary action will be taken to restore and protect the safety of that community.

Students are expected to conduct themselves in accordance with generally accepted standards of scholarship and behavior. The purpose of this statement is to protect the rights of all students in their academic pursuits.

Student Conduct

Students at Randolph Community College are considered responsible adults; therefore, each student should use discretion and common sense in his/her appearance and behavior. All behavior which is prohibited by federal, state and local laws is prohibited on campus and may result in immediate dismissal, arrest or other appropriate action. Faculty and staff are authorized to handle minor violations. Any student whose behavior or other attribute is in violation of these provisions, the College official will take appropriate corrective and disciplinary action.

The following types of student behavior are explicitly prohibited.

1. Violations of academic integrity – See Academic Integrity on page 49 for specific details.
2. Misuse, damage, or theft of College property.
3. Drug and alcohol use or possession – See page 59 for specific details.
4. Violations of civility (e.g., rude, disrespectful, lewd, indecent, or offensive conduct or apparel) – See policy VI B 11 in the RCC Personnel Handbook Policy manual at www.randolph.edu/administration/publications/index.php for specific details.
5. Mental, physical, psychological, cyber or verbal abuse.
6. Sexual harassment – See Student Grievance Procedures (Due Process), page 60, for specific details.
7. Possession or use of a firearm, incendiary device, explosive, or other weapons – See page 58 for specific details.
8. Forgery.
9. Unlawful conduct.
10. Other misconduct – This type of student behavior is deemed by a College official to be a violation of commonly accepted standards of decency and safety or threatens the learning environment of students or the working environment of College employees.

Zero Tolerance

Randolph Community College policy does NOT allow any individual(s) to disrupt or threaten its learning environment. While faculty and staff are authorized to handle minor violations of the Student Code of Conduct, there are behaviors that will be addressed by the appropriate College officials on a zero tolerance basis.

The following types of student behavior will not be tolerated.

1. Weapons of any kind.
2. Illegal drug sales, transaction or use.
3. Gang activity – see details below.
4. Fighting.
5. Physical, cyber, or verbal abuse.
6. Threats of physical action against another individual.

Corrective/Disciplinary Action

If a minor act of misconduct continues or occurs at the Zero Tolerance level and threatens the health, well-being, function, or orderly conduct of a class, person, activity, or the College as a whole, then the following actions should be taken:

1. The instructor or other College official should immediately suspend the student from the class,

function, or activity.

2. If necessary, the school resource officer or sheriff's department (if the SRO is unavailable) should be contacted to escort the student off campus.
3. Information regarding the incident should be provided to the appropriate dean, staff director, or school resource officer, as soon as possible after the incident.
4. The dean, staff director, or school resource officer will immediately forward to the vice president for student services for further action. After investigating, the vice president for student services will make the decision as to whether the student may return to campus, is suspended for a period of time appropriate to the infraction, or is permanently expelled.

The president and the vice president for student services are authorized to expel immediately any student(s) who commit(s) behavior that is prohibited by federal, state, or local laws.

An individual who is not a Randolph Community College student and who violates the procedures will be removed from campus immediately and not allowed to return. Any attempt to return to the campus will be considered trespassing.

Randolph Community College maintains the right to file formal legal proceedings against any student or individual who commits behavior prohibited by federal, state, or local laws.

Student Appeal

After the vice president for student services decides the corrective/disciplinary action, if the student has grounds to believe the corrective action is unjust, then the student may appeal in writing to the president within 5 working days. The president may arrange a hearing with the student after receiving the student's request. The president's decision is final.

Gang Activity

The Zero Tolerance Policy will apply to gang activity or gang related activity. This includes any activity which will lead college officials to reasonably believe that such behavior, apparel, activities, acts or other attributes are gang related and would materially interfere or substantially disrupt the College environment or activity and/or educational objectives. The following is prohibited at Randolph Community College:

- Wearing apparel of a gang related nature, including but not limited to clothing, clothing accessories, jewelry, hair accessories, tattoos, emblems, badges, symbols, signs, or items which indicate a student's membership in or affiliation with a gang.
- Presenting a physical safety hazard to self, students, staff, faculty or other persons on the College campus.
- Communicating either verbally or non-verbally (gestures, handshakes, slogans, drawings, etc.) to convey membership or affiliation in a gang.
- Defacing College or personal property with gang-related graffiti, symbols, or slogans.
- Requiring payment for protection, insurance, or otherwise intimidating or threatening any person related to gang activity.
- Soliciting others for gang membership.
- Committing any other illegal act or other violation of College policies that relate to gang activity.

■ Sales Personnel & Visitors on Campus

Vendor sales personnel are allowed only at the request of RCC personnel. Cold calling is prohibited.

Faculty members are not to be interrupted in their teaching by sales personnel and visitors. The faculty member in charge of a shop, lab, or class is responsible for keeping unauthorized persons out of his/her department during class hours.

At no time will any visitor confront students as they move about campus. Any visitor wishing to speak with a student must be taken to the Welcome Center. ***Visitors on campus are subject to the same code of conduct required of students and College personnel.***

Companies and organizations must have educational related materials, i.e., class rings, graduation invitations, etc., if they expect to set up in a designated area on campus. Representatives must have prior approval from the vice president for student services before expecting to set up any displays.

Membership drives and materials distribution must be limited to the mission of the College. The vice president for instructional services is charged with the determination of approval.

■ Loitering on Campus

Loitering is strictly prohibited. Individuals who are loitering will be asked to leave campus. Refusal to leave or returning to campus will be considered trespassing and law enforcement will be called.

News Media on Campus

Permission to visit any class may be granted to the news media by the Office of College Marketing or the College president. Members of the media may not disrupt classroom instruction by unauthorized visitations, interviews, or filming.

Children on Campus

Non-RCC students under the age of 16 are not permitted on RCC campuses unless they are accompanied by a parent or guardian, and are not permitted in classes under any circumstances. Non-RCC students age 16-17 are considered adults and are responsible for their conduct. Randolph Early College High School students are considered RCC students.

Animals on Campus

Animals and pets are not allowed in any building unless used in some manner of instruction. The use of a service animal by an individual with an approved disability is permitted.

Food & Drink

Food and beverage are allowed in all general purpose classrooms at the discretion of the instructor with the following restrictions:

- all beverages must have lids;
- all spills must be cleaned up immediately by the person responsible for the spill;
- all trash must be placed in appropriate receptacles.

Food and beverage are **not** allowed in the following buildings/rooms:

- Administration/Education Center 018, 117, and Photographic Technology
- Business Education Center 107, 111, 113, 114, 116, and 117
- Campus Store
- Computer Technology Center 103, 104, 107, 107A, 110, 114, 118, and 120
- Design Center 102, 103, 104, 109, 110, CAD Lab, Resource Room, and Sample Room
- Greenhouse
- Health & Science Center Computer Lab, Nursing Lab, Biology Lab, and Chemistry Lab
- Learning Resources Center Auditorium, Library, Computer Lab, Basic Skills Lab Area, Testing Room, Assessment Room, LRC 207I and Lab
- Student Services Center Testing Center
- Vocational/Technical Center 201 and 203
- Archdale Center 107, 108, 319, 322, and 320vc.

Weapons and Dangerous Instruments Policy

It is the policy of Randolph Community College to prohibit the possession, carry, display and/or discharge of any weapon defined by GS 14-269(a) or firearm on any campus, property or remote training location of Randolph Community College, with the following exceptions:

(1) "On-Duty" sworn law enforcement officers when acting in the discharge of their official duties.

(2) Armed forces personnel, officers and soldiers of the militia and National Guard and any private police employed by an educational institution when acting in the discharge of their official duties and students and instructors using weapons in college approved instruction may have firearms as required.

(3) "Off-Duty" sworn law enforcement officers provided they have prior written approval from the director of safety and emergency preparedness (if on the Asheboro Campus), the dean of the Archdale Center (if at the Archdale Center) or the director of the Emergency Services Training Center (if at the Training Center) and are in uniform or plain clothes with their official agency badge displayed with their weapon. The president or the vice president for administrative services can also grant approval.

(4) Employees of Randolph Community College who are sworn law enforcement officers provided they have prior written approval from the College president or his designee.

(5) A weapon used solely for educational or school-sanctioned ceremonial purposes, or used in a school-approved program with prior written approval from the director of safety and emergency preparedness (if on the Asheboro Campus), the dean of the Archdale Center (if at the Archdale Center) or the director of the Emergency Services Training Center (if at the Training Center).

In addition to a violation of Randolph Community College policy, in some instances it may also be a violation of a North Carolina General Statute. In such cases, violators will be prosecuted accordingly.

Note: The definition of a student is a person enrolled in a public or private school, college or

university, or a person who has been suspended or expelled within the last five years from a public or private school, college, or university, whether the person is an adult or a minor.

In addition, anyone using the firing range at the Emergency Services Training Center who is not enrolled in a class will be required to sign a waiver of liability, an application for facility use, and a daily log form. The daily log form will state the associated agency, exact time of use on and off the range, and the qualified instructor acting as the supervisor.

■ Tobacco Free Policy

RCC is committed to providing its employees and students with a safe and healthy working and learning environment. RCC recognizes that the use of tobacco products on campus grounds is detrimental to the health and safety of students, staff, faculty, and visitors. RCC also recognizes that it has the legal authority to prohibit tobacco use pursuant to G.S. 115D-20.1 and G.S. 143-599.

Therefore, beginning July 1, 2010, RCC will implement the following policy:

1. Use of tobacco is prohibited by students, staff, faculty, or visitors:
   a. In all campus buildings, facilities or property owned or used by RCC, including outside areas; Tobacco use shall be permitted in personal vehicles as long as no tobacco litter is left on campus.
   b. On campus grounds, facilities or vehicles that are the property of the campus.
   c. At lectures, conferences, meetings, and social/cultural events held on school property or school grounds.
   d. For the purposes of this policy, tobacco is defined as any type of tobacco product including, but not limited to, cigarettes, cigars, cigarillos, pipes, hookahs, smokeless or spit tobacco or snuff.
2. The sale or free distribution of tobacco products, including merchandise, on campus or at school events is prohibited.
3. Student organizations are prohibited from accepting money or gifts from tobacco companies, including:
   a. Parties sponsored by tobacco companies or allowing tobacco companies to distribute free, reduced-price, or fully-priced tobacco products (T-shirts, hats, etc.) on campus.
   b. All tobacco advertising, such as billboards and signs owned and used by RCC.
4. Tobacco advertisements are prohibited in college-run publications and on grounds or facilities, including athletic facilities, owned or used by RCC.
5. Through existing health plans, the EAP, and community sponsors, RCC will publicize free, accessible tobacco cessation classes, seminars, and support groups on or off campus.
   a. These tobacco cessation classes, seminars, and support groups shall appear regularly in student and staff publications. They shall be posted in buildings, through Student Services and through other appropriate means.
6. Implementation and compliance:
   a. The Health & Wellness committee shall develop a plan for communicating the policy to students, staff, faculty, and visitors.
   b. The college will provide appropriate signage and other physical indicators of our policy.
   c. Smoking waste management products such as ashtrays shall be removed.
   d. Violators of the policy shall be issued a verbal reminder of the policy. Visitors who repeatedly violate the policy shall be asked to leave campus.
   e. Student Services is responsible for student compliance at all campus locations, per the Student Code of Conduct located in the RCC Student Handbook/College Catalog.

■ Drugs & Alcohol

Under no conditions will illegal drugs, alcoholic beverages, or narcotics be permitted in or on the school premises. No one under the influence of illegal drugs, alcohol, or narcotics will be allowed on school premises.

See the College's Student Handbook for details about the College's Drug-Free Workplace Policy and Procedures or view the policy in the RCC Personnel & Policy Handbook found on the RCC website at www.randolph.edu/administration/publications/.

■ Student Grievance Policy

Purpose of the Student Grievance Policy

The purpose of the student grievance policy is to provide due process for resolving student complaints against faculty, staff, or other College employees. RCC has established three grievance procedures depending on the nature of the grievance. The procedures follow:

1. Standard Grievance Procedure – discrimination on the basis of age, sex, race, ethnicity, religion, national origin, disability, or other conditions or preferences; unfair treatment that is in violation of students' basic rights, as set forth in the College and Student Handbook.
2. Academic Grievance – academic matters where students have a grievance. Areas for appeal include, but are not limited to, classroom procedures, charges of unfair treatment by an instructor, charges of unfair grades given by an instructor, absence and tardiness practices, course requirements that differ substantially from those set forth in the syllabus, and the right to participate in College-sponsored activities.
3. Sexual Harassment Grievance: student allegation of sexual harassment.

Notes: *If any of the above are committed against a student by another student instead of a College employee, the offended student should report the matter immediately to a College official, who will report it to the vice president for student services. The incident will be investigated and action taken if a violation of the Student Code of Conduct occurred. The offending student will then be dealt with according to the Student Code of Conduct. Under no circumstances will a student requesting due process be harassed, intimidated, discouraged, or denied access to the Grievance Procedures (Due Process).*

Standard Grievance Procedure

The following procedure is to be used to resolve a grievance. Once this procedure of due process has begun, students who want to continue to pursue due process must follow the procedure and may not circumvent steps in the procedure and go prematurely to a higher authority.

1. **The Offending Person**—The student must first make contact with the offending person to resolve their differences within five school days. The exception to this requirement is sexual harassment complaints, which may be taken directly to the vice president for student services, as described below. If extenuating circumstances warrant it, then the student may meet with a mediator designated by the vice president for student services.
2. **The Vice President for Student Services**—If the complaint is not resolved in the informal conference with the offending person, the student may then appeal in writing to the vice president for student services, who will schedule a conference with the student and the other involved parties. If the grievance is academic in nature the student will be directed to follow the Procedure for Resolving an Academic Grievance as listed below.
3. **The Appeals Committee**—If the grievance is not resolved by the appropriate vice president, the student may request a hearing in writing before the Appeals Committee.
   A. The student must present his/her case in writing to the vice president for student services who will appoint a chair of the Appeals Committee within five days after the meeting with the appropriate vice president.
   B. The Appeals Committee is comprised of two faculty members, a student services director, the vice president for administrative services or his/her designee, an instructional dean, an SGA officer, and any additional members appointed by the president of the College.
   C. After receiving the student's letter of grievance, the Appeals Committee must grant a hearing at the earliest convenient opportunity, but no later than five working days after receiving the request.
   D. The Appeals Committee will send to the student an outline of the procedures to be followed in the hearing. These may include, but are not limited to, who may attend the hearing, who may speak before the committee, and any documentation that is requested.
   E. The Appeals Committee must render a decision and respond to the student in writing within five working days following the hearing.
4. **The President**—If the grievance is not resolved to the student's satisfaction by the Appeals Committee, the student may request a hearing in writing before the president of the College. The student must present his/her grievance in a signed and dated document to the office of the president within five working days of receiving the decision of the Appeals Committee. The president will outline for the student any guidelines to be followed in the hearing and will then grant a hearing at the earliest convenient time, but no later than five working days after receiving

the request.

5. **The Personnel Committee of the Board of Trustees**—The student may appeal to the Personnel Committee of the Board of Trustees in writing only if there has been a violation of policy in the process of the College grievance procedure or because of actions that are prohibited by the First Amendment of the U.S. Constitution, Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The student must make this request to the president in writing, signed and dated, within five working days of receiving the decision of the president. The Personnel Committee of the Board of Trustees will hear the student's grievance at the first convenient opportunity and will communicate its decision to the student within 10 working days. The student shall have the burden of showing how a College policy or the student's constitutional rights have been specifically violated in the conduct of the grievance procedure. The Personnel Committee will not render a separate decision on the original grievance itself, but will determine whether the grievant has received a fair hearing from the College in accordance with the Student Grievance Policy and whether there has been a violation of the student's rights under the First Amendment of the U.S. Constitution, Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990..
6. **The Board of Trustees**—If the Personnel Committee rules against the student, the student may appeal in writing to the ruling to the full Board of Trustees only if the student can provide evidence of discrimination (based on a violation of College policy or the student's constitutional rights) by the Personnel Committee of the Board of Trustees, but may not appeal to the full Board of Trustees merely because the grievant disagrees with the decision of the Personnel Committee. The student must present this request to the president in writing, signed and dated, within five working days of receiving the decision of the Personnel Committee of the Board of Trustees. The Board of Trustees will hear the student's grievance at the first convenient opportunity and will communicate its decision to the student within 10 working days. The Board of Trustees will not render a separate decision on the original grievance itself, but will determine whether the grievant has received a fair hearing from the College and the Personnel Committee in accordance with the Student Grievance Policy and whether there has been a violation of the student's rights under the First Amendment of the U.S. Constitution, Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

Academic Grievance Procedure

An Academic Grievance must be initiated within one semester of the completion of the course in question. If the grievance is regarding an academic matter, the following steps must be followed:

1. **The Instructor**—The student must go first to the instructor with whom he/she has the grievance. A conference with the instructor will be held to resolve the grievance informally.
2. **The Department Chair/Director/Coordinator**—If the informal conference with the instructor does not resolve the grievance, the student may appeal in writing within five working days of the informal conference to the department chair/director/coordinator
3. Students in **Curriculum** programs may appeal in writing within five working days to the division chair.
4. **The Dean of the appropriate educational program (i.e., Dean of Curriculum Programs, Dean of Basic Skills, or the Dean of Corporate and Continuing Education)**—If the meeting with the department chair/director/coordinator does not resolve the grievance, the student may appeal in writing within five working days to the dean of the program to seek resolution.
5. **Vice President for Instructional Services**—If the grievance is not resolved in the meeting with the dean of the appropriate educational program, the student may appeal in writing within five working days to the vice president for instructional services. If the grievance is not resolved by the vice president for instructional services, the student has access to the Standard Grievance Procedure beginning with the Appeals Committee, which must be initiated in writing within five working days.
6. **Interim Decision Concerning Student Status**—Before the student goes before the Appeals Committee, the vice president for instructional services, with the assistance of the dean of that student's educational program, will determine the feasibility of keeping the student in class while

the appeals process continues. Should the circumstances warrant, the vice president for instructional services may decide that the student should be removed from class and/or the campus until the appeals process has ended.

Sexual Harassment Grievance Procedure

If the student grievance pertains to an allegation of sexual harassment by either another student or an employee, the student may go directly to the vice president for student services rather than to the offending person. Any person who receives knowledge of a student allegedly being sexually harassed must report it to the vice president for student services. If the matter is not satisfactorily resolved, the student has access to the Standard Grievance Procedure, beginning with the Appeals Committee. (The employee sexual harassment grievance procedures are in Employment Matters, Harassment and Discrimination.)

■ Challenged Courses Policy

Courses offered through Curriculum programs are selected from courses approved by the Department of Community Colleges through the Common Course Library. Each Curriculum program offered by RCC is approved by the Curriculum Committee of the College, the RCC Board of Trustees, the Department of Community Colleges, and the State Board of Community Colleges. This also is the process for changes in courses being offered within each Curriculum program. Challenges to the appropriateness of course content should be directed using the following sequence: instructor for the course, division chair, vice president for instructional services. If the complaint or concern regarding the course content is not resolved at any of these levels, the policy listed in items 1-4 below will be followed.

Courses offered through Continuing Education are approved by the vice president for instructional services and/or other state agencies or accrediting bodies. Challenges to the appropriateness of course content should be directed using the following sequence: appropriate director and/or dean, vice president for instructional services. If the complaint or concern regarding the course content is not resolved at either of these levels the following policy will be applied:

1. The individual or group making the complaint will be expected to make a formal statement to the president of the College that specifies the nature of the inappropriate materials and present specific evidence that justifies the claim;
2. The president will appoint an ad hoc committee that includes at least two individuals with academic or professional credentials in the field or a related discipline of the course under review;
3. The committee must review the course and render a recommendation to the president within 10 working days after receipt of the complaint;
4. The ad hoc committee will adhere to the following procedures:
   - Review the American Association of University Professor's *Statement of Principles on Academic Freedom and Tenure;*
   - Review any professional standards of academic freedom or professional standards specific to the area of concern;
   - Examine the course outline, syllabus, or other class materials in addition to the specific elements of the complaint;
   - Solicit responses from the instructor(s) and students as necessary;
   - Evaluate the materials, instructional interpretations, or method of presentation in the context of the course, professional standards, or within the definition of academic freedom;
   - Seek guidance from appropriate academic or professional organizations if necessary;
   - Submit a report of the committee's findings and recommendations to the president of the College.

   The decision concerning the complaint will reside with the president unless he/she determines Board of Trustee action is appropriate.

■ Electronic Access Acceptable Use Policy

This policy addresses the acceptable use of technology resources provided by Randolph Community College. The College expects employees and students to use computers, networks, network access, telephones, and other information technologies in a responsible, considerate, ethical, and lawful manner. Compliance with policies that ensure the security and integrity of all College information systems is mandatory and critical to ensure continuing provision of technological resources to the entire RCC community. This policy applies to all students, faculty and staff of the College and to all users of technology resources provided by the College.

Randolph Community College understands that information technology has become vital in its

mission of teaching and training. Thus, the College owns a variety of technological resources which are provided primarily to support the academic and administrative functions of the College. These technological resources enable users to locate and disseminate information, to communicate and collaborate with others in a global setting, and to build the necessary strategic technologies for the current and future needs of the College community.

Use of RCC technology resources shall be consistent with local, state, and federal law and in accordance with all College policies and procedures. All RCC users are responsible for using technological resources in an efficient, responsible, considerate, ethical, and lawful manner.

Disregard for the rights of authorship, including plagiarism, invasion of privacy, unauthorized access, and copyright violations, may be grounds for sanctions against members of the College community. Access to technology resources is a privilege, not a right, and as such, can be withdrawn from those who use it irresponsibly. Users of RCC technology resources who are determined by the College to have purposely violated any of the information technologies policies will be subject to disciplinary action up to and including suspension of access to technology resources, discharge, dismissal, suspension, expulsion, and/or legal action.

Guidelines for Network/Internet Access

The College provides network and Internet access to aid in the transfer of information electronically. These networks may be used for a wide variety of on- and off-campus communications relating to College business. This policy addresses acceptable use of network and Internet access.

Network resources should be used in an effective, efficient, ethical, considerate and lawful manner. Users of networks are expected to demonstrate respect for intellectual property, data ownership, system security, and individuals' rights to freedom from intimidation or harassment.

Network and Internet use shall comply with local, state, and federal law and RCC policies and procedures. Generally, a user's network and Internet use will not be monitored except in the following types of situations: the user gives prior consent, the College needs to ensure the security or operating performance of its systems or networks, the College has a reasonable concern that a violation of College policy or applicable law has occurred, or the College is complying with a valid subpoena or search warrant issued by a court of competent jurisdiction.

While general content review will not typically be undertaken, monitoring of electronic information may occur for these reasons and others as necessary. For these reasons, the College cannot guarantee the privacy of electronic communications.

Network and Internet access is a privilege, not a right, and as such, can be withdrawn from those who use it irresponsibly. Unauthorized use of the network, intentional deletion or damage to files and data belonging to other users or copyright violations may be considered theft pursuant to some state and federal laws. Network users who are found by the College to have purposely engaged in unacceptable uses of network resources will be subject to disciplinary action up to and including suspension of access to technology resources, discharge, dismissal, suspension, expulsion, and/or legal action.

To ensure appropriate use of information systems and networks, users <u>must</u> do the following:

1. use resources only for authorized purposes;
2. protect any user ID and password from unauthorized use;
3. access only files and data that are publicly available, or to which the user has been given authorized access;
4. use only legal versions of copyrighted software in compliance with vendor license agreements;
5. be considerate in the use of shared network resources; users should refrain from monopolizing; systems, overworking networks with excessive data transfers or downloads, and abusing disk space on workstations or network servers with personal data;
6. immediately inform the network administrator of any occurrence of a computer virus.

Prohibited actions include, but are not limited to, the following:

1. intentionally using information systems or networks to send or receive offensive, insulting, harassing, attacking, or obscene text and/or images;
2. engaging in any activity that might be harmful to systems or to any information stored thereon, such as creating or propagating computer viruses, disrupting services, or damaging files on workstations or servers;
3. making or using illegal copies of copyrighted software, storing such copies on the College system, or transmitting them over College networks;

4. attempting to circumvent, subvert, or damage system software or security measures;
5. using another person's user ID/password or trespassing in another user's files or folders without permission;
6. intentionally wasting limited resources including network bandwidth;
7. employing the network for commercial purposes;
8. creating, modifying, executing, or retransmitting any computer program intended to obscure the true identity of the sender of electronic mail or electronic messages including, but not limited to, forgery of messages and/or alteration of system and/or user data used to identify the sender of messages;
9. violating any copyright laws.

■ Intellectual Property Policy

This policy addresses the ownership of 1) a copyright or patent resulting from the development of intellectual property by students/employees of Randolph Community College and 2) any rewards or recognition that result from that intellectual property. See RCC's website at www.randolph.edu for the full policy.

Unscheduled Closings/Delays

In the event of unscheduled closings or delays, the College will adhere to the following policies.

■ Day & Evening Classes

Classes will be canceled by the president in collaboration with the director of safety and emergency preparedness. Students are asked to check the following avenues to find out about closing or changes in schedules:

1. Call 336-633-0200 (RCC's Main Campus), 336-862-7980 (Archdale), or 336-633-4165 (ESTC) for voice mail message.
2. Visit the RCC website for message **(www.randolph.edu)**.
3. Sign up for an automatic text or e-mail alert from Campus Cruiser (**http://cruiser.randolph.edu**)
4. View one of the following TV stations:
   WFMY-TV (CBS), Greensboro, N.C., or visit website **(www.digtriad.com)**.
   WXII-TV (NBC), Winston-Salem, N.C., or visit website **(www.wxii12.com)**.
   WGHP-TV (FOX 8), High Point, N.C., or visit website **(www.myfoxwghp.com)**.

Announcements will be made by 6 a.m. and 4 p.m. for the day and evening classes respectively. (Note: the information will be available for day closings on voice mail at 336-633-0200 and the RCC website **(www.randolph.edu)** by 6:30 a.m. if possible.

Announcements may be made in one of the following ways:

1. **Randolph Community College is closed.**
2. **Randolph Community College is closed for day and/or evening classes.**
3. **Randolph Community College: will open at _____ OR is operating on a _____ hour delay.**

Note: This option allows for a delayed opening. In the case of a delayed opening, normal class schedules are not altered. Students should report to the class that would normally be in session at the time of opening. (Example: If you have an 8 – 11 a.m. class and the College opens at 10 a.m., your class will meet from 10 – 11 a.m.)

Individuals, especially those commuting from other counties or remote locations, should exercise personal judgement concerning road conditions regardless of College announcement.

If a closing decision is made while students, faculty, and staff ARE ON CAMPUS, information will be shared through "urgent" e-mail and direct contact, and, if appropriate, made available on voice mail, the RCC website, Campus Cruiser, and on designated TV stations.

■ Extracurricular Activities/Events

All extracurricular activities or other scheduled events normally will be canceled when it is necessary to cancel classes due to unscheduled College closings. The person who is in charge of the activity/event will be responsible for rescheduling the activity/event, if necessary.

■ Missed or Canceled Classes

Scheduled classes which are missed or not held for any reason, including inclement weather, will be rescheduled or the instruction will be made up by some other alternative. Alternatives may include extra class sessions, extended class sessions, individual conferences, or other options approved by the appropriate dean.

Health Services/Accidental Injury

Randolph Community College has no facilities for medical treatment other than for minor first aid and assumes no responsibility for injuries or sickness of students. Students should report all accidents to their instructor or to the student resource officer even if the accident is perceived to be minor.

Student accident insurance is provided for curriculum students and is paid for through the student activity fees. Claim forms are available through the Business Office. Continuing Education students can purchase student accident insurance at the time of registration. Check with your instructor for current cost. The College reserves the right to change fees as needed.

Programs of Study (Curricula-Credit)

Degrees, Diplomas & Certificates

Randolph Community College offers the Associate in Applied Science degree, the Associate in Arts degree, Associate in Science degree, diplomas, and certificate programs.

- **Associate in Applied Science**

  Satisfactory completion of an approved program of no fewer than 64 semester credit hours is required.

- **Associate in Arts**

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

- **Associate in Science**

  Satisfactory completion of no fewer than 64 semester credit hours in liberal education and elective courses is required. Emphasis is placed on courses in the areas of natural sciences and mathematics.

- **Diplomas & Certificates**

  Randolph Community College awards diplomas and certificates for a wide variety of educational programs. Diplomas are issued for completion of an approved program of no fewer than 36 semester credit hours. Certificates are issued for the completion of approved programs of no fewer than 12 semester credit hours, but less than 19. The Basic Law Enforcement Training (BLET) certificate program requires 19 credit hours. The Cosmetology Instructor certificate program requires 24 credit hours.

Requirements for Degrees, Diplomas & Certificates

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

Substitution courses taken by students for completion of their degree or diploma must be approved by the vice president for instructional services. The occurrence of substitutions will be very limited and must be of special nature. Requests for course substitutions are to be made through academic advisors.

Curricula

Degrees, diplomas, and/or certificates are offered in the following areas of study by Randolph Community College. Programs are described on the following pages in the order listed here. Required courses for each program are listed by semester. Individuals interested in any of the following curriculum programs should contact the Admissions Office in Student Services at 336-633-0122 for an application and more information.

The Associate in Arts, Associate in Science, and various Pre-Majors (College Transfer) programs provide opportunities for students to complete coursework that will transfer to four-year colleges and universities as baccalaureate credit. RCC complies with the 1997 Comprehensive Articulation Agreement between the North Carolina Community College System and the University of North Carolina System which guarantees transfer credit for students who complete degree requirements. These degrees are designed to prepare students to continue their education as juniors in their field of study at a four-year college or university.

Associate Degrees, Diplomas & Certificates

■ Arts and Sciences Division

Associate in Arts (College Transfer) – Associate Degree & Diploma (day, evening & online)
- **Business Administration, Accounting, Economics, Finance, and Marketing Pre-Major** – Associate Degree & Diploma (day, evening & online)
- **Criminal Justice Pre-Major** – Associate Degree & Diploma (day, evening & online)
- **English Pre-Major** – Associate Degree & Diploma (day, evening & online)
- **English Education Pre-Major** – Associate Degree & Diploma (day, evening & online)
- **Health Education Pre-Major** – Associate Degree & Diploma (day, evening & online)
- **History Pre-Major** – Associate Degree & Diploma (day, evening & online)
- **Information Systems Pre-Major** – Associate Degree & Diploma (day, evening & online)
- **Liberal Studies Pre-Major** – Associate Degree & Diploma (day, evening & online)
- **Middle Grades Education Pre-Major** – Associate Degree & Diploma (day, evening & online)
- **Nursing Pre-Major** – Associate Degree & Diploma (day, evening & online)
- **Physical Education Pre-Major** – Associate Degree & Diploma (day, evening & online)
- **Political Science Pre-Major** – Associate Degree & Diploma (day, evening & online)
- **Psychology Pre-Major** – Associate Degree & Diploma (day, evening & online)
- **Social Science Secondary Education Pre-Major** – Associate Degree & Diploma (day, evening & online)
- **Social Work Pre-Major** – Associate Degree & Diploma (day, evening & online)
- **Sociology Pre-Major –** Associate Degree & Diploma (day, evening & online)
- **Special Education Pre-Major** – Associate Degree & Diploma (day, evening & online)

Associate in Science (College Transfer) – Associate Degree & Diploma (day, evening & online)
- **Engineering Pre-Major** – Associate Degree & Diploma (day, evening & online)

Biotechnology (collaborative program*) – Associate Degree (day)

■ Business and Commercial Arts Division

Accounting – Associate Degree & Diploma (day, evening/online/hybrid)
Advertising & Graphic Design – Associate Degree (day); Certificate (evening)
Business Administration – Associate Degree (day, evening/online/hybrid)
Business Administration: Human Resource Management Concentration – Associate Degree (day, evening/online/hybrid)
Computer Information Technology – Associate Degree & Certificate (day, evening/online/hybrid)
Entrepreneurship – Certificate (day, evening/online)
Global Logistics – Associate Degree, Diploma & Certificate (day, evening/online)
Healthcare Management Technology – Associate Degree & Certificate (day, evening/online/hybrid)
Interior Design – Associate Degree (day & evening)
Medical Office Administration – Associate Degree, Diploma & Certificate (day, evening/online/hybrid)
Networking Technology – Associate Degree (day, evening/online/hybrid)
Office Administration – Associate Degree, Diploma & Certificate (day, evening/online/hybrid)
Photographic Technology: Biocommunications Photography Concentration – Associate Degree (day)
Photographic Technology: Commercial Photography Concentration – Associate Degree (day)
Photographic Technology: Photojournalism Concentration – Associate Degree (day)
Photographic Technology: Portrait Studio Management Concentration – Associate Degree (day)

■ Health Sciences and Public Service Division

Associate Degree Nursing – Associate Degree (day and evening/weekend)
Associate in General Education – Associate Degree (day, evening & online)
Basic Law Enforcement Training – Certificate (day & evening)
Cosmetology – Associate Degree, Diploma & Certificate (day)
Cosmetology Instructor – Certificate (day)
Criminal Justice Technology – Associate Degree, Diploma & Certificate (day, evening & online)
Early Childhood Education – Associate Degree, Diploma & Certificate; Infant/Toddler Care Certificate (day, evening & online)
Funeral Service Education (collaborative program*) – Associate Degree & Diploma (day)
Manicuring/Nail Technology – Certificate (day)
Medical Assisting – Associate Degree (day)
Nursing Assistant – Certificate (day)

(Continued on next page)

Physical Therapist Assistant 1+1 (collaborative program*) – Associate Degree (day & evening)
Radiography – Associate Degree (day)

■ Industrial, Engineering and Transportation Division

Automotive Systems Technology – Associate Degree, Diploma & Certificate (day)
Collision Repair and Refinishing Technology – Associate Degree, Diploma & Certificate (day, evening/online/hybrid)
Computer-Integrated Machining – Associate Degree & Diploma (day); Certificate (day & evening)
Electrical/Electronics Technology – Associate Degree, Diploma & Certificate (day & evening)
Industrial Engineering Technology – Associate Degree, Diploma & Certificate (day & evening)
Industrial Systems Technology – Associate Degree, Diploma & Certificate (day & evening)
Welding Technology – Diploma (day)

These programs are offered in conjunction with another community college.

Essential Curriculum Competencies

Randolph Community College values and integrates the following skills in all curriculum degree programs. The essential competencies listed are emphasized through general education core courses and reinforced in program specific courses.

AA/AAS degree students will be able to use **communication** skills to

C1. Express ideas clearly and logically through oral presentation
C2. Compose documents in standard written English
C3. Comprehend college-level readings
C4. Work with individuals and teams

AA/AAS degree students will be able to use **mathematics** to

M1. Simplify expressions using order of operations
M2. Solve word problems
M3. Manipulate an equation to find all solutions

AA/AAS degree students will be able to use **technology** to

T1. Access information using the Internet
T2. Communicate with others electronically
T3. Utilize general purpose software

AA/AAS degree students will be able to use **critical thinking** to

CT1. Solve problems
CT2. Make decisions

Developmental Studies Courses

Developmental Studies courses provide an opportunity to improve students' academic skills in preparation for future coursework.

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

The Developmental Studies courses have a different grading scale than the other departments. That scale is as follows:

P*	80-100
R*	below 80

All courses within the Developmental Studies courses have a two-fold pass requirement. A student 1) must have a passing grade at the end of the course AND 2) must pass the exit exam given at the end of the course. Students who meet both requirements complete the course with a passing grade and receive course credit. Students who do not complete both requirements must retake the course.

DEVELOPMENTAL STUDIES

Courses Offered

		Hours/Week		Sem. Hrs.
		Class	Lab	Credit
ENG 085	Reading & Writing Foundations	5	0	5
ENG 090	Composition Strategies	3	0	3
MAT 060	Essential Mathematics	3	2	4
MAT 070	Introductory Algebra	3	2	4
MAT 080	Intermediate Algebra	3	2	4
RED 090	Improved College Reading	3	2	4
SCI 095	Developmental Science	3	4	5

Arts and Sciences Division

■ Associate in Arts (College Transfer)

[A10100] Degree (Day, Evening & Online) [D10100] Diploma (Day, Evening & Online)

The Associate in Arts (College Transfer) program is designed for students who plan to complete a Bachelor of Arts (BA) degree at a four-year college or university. Students who complete the program and receive the degree with an overall 2.0 GPA and a grade of "C" or better in each course will be able to transfer to any university or college, which endorses the Comprehensive Articulation Agreement (CAA) or the Independent Comprehensive Articulation Agreement (ICAA), with junior status. Included in the CAA or ICAA endorsing universities and colleges are the senior institutions within the University of North Carolina System and many other private institutions within the state. Because institutions differ in admission requirements, students intending to transfer should contact the institution(s) of their choice to learn about specific admissions requirements.

Included within the 64 – 65 hours of coursework required for the degree is a 44-hour general education core with courses in English Composition, Humanities/Fine Arts, Social/Behavioral Sciences, and Natural Sciences/Mathematics. Completion of the core with a "C" or better in each course awards the student an Associate in Arts diploma and the added distinction of having satisfied the general education requirements for CAA or ICAA endorsing universities and colleges. Students should be aware that some colleges and universities have graduation requirements, in addition to the general education requirements, that transfer students must satisfy, which may include physical education and/or foreign language requirements. The transcripts of students transferring prior to completing the core will be evaluated on a course-by-course basis by the receiving institution. Students planning to transfer to a college or university that does not endorse the CAA or ICAA should consult the personnel at that institution for information regarding transferability of courses. The general education core courses are listed below grouped by their specific discipline area.

English Composition

ENG 111 Expository Writing
ENG 112 Argument-Based Research
ENG 113 Literature-Based Research
ENG 114 Prof. Research & Reporting

Humanities/Fine Arts

ART 111 Art Appreciation
ART 114 Art History Survey I
ART 115 Art History Survey II
DRA 111 Theatre Appreciation
DRA 112 Literature of the Theatre
ENG 131 Introduction to Literature
ENG 231 American Literature I
ENG 232 American Literature II
ENG 241 British Literature I
ENG 242 British Literature II
FRE 111 Elementary French I
FRE 112 Elementary French II
FRE 211 Intermediate French I
FRE 212 Intermediate French II
HUM 110 Technology and Society
HUM 120 Cultural Studies
HUM 121 The Nature of America
HUM 122 Southern Culture
HUM 130 Myth in Human Culture
HUM 150 American Women's Studies
HUM 160 Introduction to Film
HUM 220 Human Values and Meaning
MUS 110 Music Appreciation
MUS 112 Introduction to Jazz
MUS 114 Non-Western Music
MUS 210 History of Rock Music
PHI 215 Philosophical Issues
PHI 220 Western Philosophy I
PHI 221 Western Philosophy II
PHI 230 Intro. to Logic
PHI 240 Introduction to Ethics
REL 110 World Religions
REL 211 Intro. to Old Testament
REL 212 Intro. to New Testament
REL 221 Religion in America
SPA 111 Elementary Spanish I
SPA 112 Elementary Spanish II
SPA 211 Intermediate Spanish I
SPA 212 Intermediate Spanish II

Social/Behavioral Sciences

ANT 210 General Anthropology
ANT 220 Cultural Anthropology
ANT 240 Archaeology
ECO 151 Survey of Economics
ECO 251 Prin of Microeconomics
ECO 252 Prin of Macroeconomics
GEO 110 Introduction to Geography
GEO 111 World Regional Geography
HIS 111 World Civilizations I
HIS 112 World Civilizations II
HIS 121 Western Civilization I
HIS 122 Western Civilization II

HIS 131 American History I
HIS 132 American History II
POL 110 Intro. to Political Science
POL 120 American Government
POL 220 International Relations
PSY 150 General Psychology
PSY 239 Psychology of Personality
PSY 241 Developmental Psychology
PSY 281 Abnormal Psychology
SOC 210 Introduction to Sociology
SOC 213 Sociology of the Family
SOC 220 Social Problems
SOC 225 Social Diversity
SOC 240 Social Psychology

Natural Sciences

BIO 110 Principles of Biology
BIO 111 General Biology I
BIO 112 General Biology II
BIO 120 Introductory Botany
BIO 140 Environmental Biology
BIO 140A Environmental Biology Lab
CHM 131 Introduction to Chemistry
CHM 131A Introduction to Chemistry Lab
CHM 132 Organic & Biochemistry
CHM 151 General Chemistry I
CHM 152 General Chemistry II
GEL 111 Introductory Geology
GEL 120 Physical Geology
GEL 230 Environmental Geology
PHY 151 College Physics I
PHY 152 College Physics II
PHY 251 General Physics I
PHY 252 General Physics II

Mathematics

MAT 140 Survey of Mathematics
MAT 151 Statistics I
MAT 161 College Algebra
MAT 171 Precalculus Algebra
MAT 172 Precalculus Trigonometry
MAT 175 Precalculus
MAT 263 Brief Calculus
MAT 271 Calculus I
MAT 272 Calculus II
MAT 273 Calculus III
MAT 280 Linear Algebra
MAT 285 Differential Equations

Course Selection

Students should consult their academic advisor for help with course selection. There are certain core requirements that must be met. These include the following:

- ENG 111 is required.
- Within the Humanities/Fine Arts area, an ENG is required and courses must come from 3 different prefixes.
- Within the Social/Behavioral Sciences area, a HIS is required and courses must come from 3 different prefixes.
- Within the Mathematics area, an introductory math is required. These include MAT 140, MAT 161, MAT 171, and MAT 175.
- ACA 122 is required for the degree.

Students must pass placement tests and/or meet the prerequisites to take certain courses. Developmental Studies courses are available for those who need them.

A suggested 2-year plan for completion of the degree is displayed below. To receive the diploma, students need to complete the courses listed within the first 3 semesters of the layout.

First Year: Fall	Credit Hours
ACA 122	1
ENG 111	3
MAT 1**	3 - 4
BIO/CHM/GEL	4
Hum/Fine Art	3
Soc/Beh Science	3
	17 - 18

First Year: Spring	Credit Hours
ENG 112/113/114	3
MAT 1** or MAT 2**	3 - 4
BIO/CHM/GEL	4
Hum/Fine Art	3
Soc/Beh Science	3
	16 - 17

Second Year: Fall	Credit Hours
ENG 131 or ENG 2**	3
HIS 1**	3
Hum/Fine Art	3
Soc/Beh Science	3
Elective	3
	15

Second Year: Spring	Credit Hours
Electives	14 - 17

(Continued on next page)

The elective courses can be selected from any of the core courses or from the following list of courses.

ACA 122 College Transfer Success
ACC 120 Prin of Financial Acct
ACC 121 Prin of Managerial Acct
BIO 163 Basic Anat & Physiology
BIO 168 Anatomy and Physiology I
BIO 169 Anatomy and Physiology II
BIO 275 Microbiology
BUS 110 Introduction to Business
BUS 115 Business Law I
BUS 137 Principles of Management
CIS 110 Introduction to Computers
CIS 115 Intro. to Programming & Logic
CJC 111 Intro to Criminal Justice
CJC 121 Law Enforcement Operations
CJC 141 Corrections
COM 110 Intro. to Communication
COM 231 Public Speaking
CSC 139 Visual Basic Prog.
CTS 115 Info Sys Business Concept
EDU 144 Child Development I
EDU 145 Child Development II
EDU 146 Child Guidance
EDU 216 Foundations of Education
EDU 221 Children with Exceptional
ENG 125 Creative Writing I
ENG 273 African-American Literature
HEA 110 Personal Health/Wellness
HEA 112 First Aid & CPR
HEA 120 Community Health
HIS 221 African-American History
HIS 236 North Carolina History
MAT 171A Precalculus Algebra Lab
MAT 172A Precalculus Trig Lab
MAT 175A Precalculus Lab
PED 110 Fit and Well for Life
PED 111 Physical Fitness I
PED 112 Physical Fitness II
PED 117 Weight Training I
PED 119 Circuit Training
PED 120 Walking for Fitness
PED 121 Walk, Jog, Run
PED 122 Yoga I
PED 123 Yoga II
PED 171 Nature Hiking
PED 172 Outdoor Living
PED 174 Wilderness Pursuits
PED 186 Dancing for Fitness
POL 130 State & Local Government
PSY 263 Educational Psychology

NOTE: COM courses can count as Humanities/ Fine Arts courses **but not as the literature (ENG) requirement.**

COMPETENCIES

Upon successful completion of the Associate in Arts program, the student should be able to

1. Compose well-written documents using standard written English.
2. Communicate clearly through oral presentations.
3. Utilize and document appropriate research materials.
4. Use critical thinking skills to analyze and solve problems.
5. Comprehend college-level readings.
6. Perform college-level mathematical computations.
7. Utilize word processing software.

■ Associate in Arts Pre-Majors (College Transfer)

[A1010_] Degree (Day, Evening & Online) [D1010_] Diploma (Day, Evening & Online)

The Associate in Arts Pre-Majors are designed for students who intend to major in the pre-major discipline at a four-year college or university. Students who complete the program and who meet the admission requirements for the college or university may be eligible to apply for admission to the major with junior standing. Individual institutions may have additional requirements for admission into the major department. Students are encouraged to consult with their transfer institution for program admission requirements. Grade point average requirements vary and admission is competitive across the various major programs. Admission deadlines vary; students must meet the deadline for the university or college to which they plan to transfer.

Randolph Community College offers the following pre-majors:

Business Administration, Accounting, Economics, Finance, and Marketing Pre-Major [A1010B]
Criminal Justice Pre-Major [A1010D]
English Pre-Major [A1010E]
English Education Pre-Major [A1010F]
Health Education Pre-Major [A1010G]
History Pre-Major [A1010H]
Information Systems Pre-Major [A1010V]
Liberal Studies Pre-Major [A1010U]
Middle Grades Education Pre-Major [A1010A]
Nursing Pre-Major [A1010I]
Physical Education Pre-Major [A1010J]
Political Science Pre-Major [A1010K]
Psychology Pre-Major [A1010L]
Social Science Secondary Education Pre-Major [A1010M]
Social Work Pre-Major [A1010Q]
Sociology Pre-Major [A1010N]
Special Education Pre-Major [A1010Z]

The suggested 2-year layout for each pre-major is displayed below. The general education core courses are listed on pages 70 – 71 grouped by their specific discipline area. The elective courses can be selected from any of the core courses on pages 70 – 71 or the list of courses on page 72. Any courses listed in italics are recommended courses.

Business Administration, Accounting, Economics, Finance, and Marketing Pre-Major [A1010B]

First Year: Fall	Credit Hours
ACA 122	1
ENG 111	3
MAT 161 or MAT 175	3 - 4
BIO/CHM/GEL	4
Hum/Fine Art	3
ECO 251	3
	17 - 18

First Year: Spring	Credit Hours
ENG 112/113/114	3
MAT 263 or MAT 271	3 - 4
BIO/CHM/GEL	4
Hum/Fine Art	3
Soc/Beh Science *(PSY 150, SOC 210, OR POL 120)*	3
	16 - 17

Second Year: Fall	Credit Hours
ENG 131 or ENG 2**	3
HIS 1**	3
Hum/Fine Art	3
Soc/Beh Science *(PSY 150, SOC 210, OR POL 120)*	3
ACC 120	4
	16

Second Year: Spring	Credit Hours
ACC 121	4
CIS 110	3
ECO 252	3
MAT 151	3
Elective	0 - 3
	13 - 16

(Continued on next page)

Criminal Justice Pre-Major [A1010D]

First Year: Fall	Credit Hours
ACA 122	1
ENG 111	3
MAT 140	3
BIO/CHM/GEL	4
Hum/Fine Art	3
POL 120	3
	17

First Year: Spring	Credit Hours
ENG 112/113/114	3
MAT 151	3
BIO/CHM/GEL	4
Hum/Fine Art	3
PSY 150	3
	16

Second Year: Fall	Credit Hours
ENG 131 or ENG 2**	3
HIS 1**	3
Hum/Fine Art	3
SOC 210	3
CJC 111	3
	15

Second Year: Spring	Credit Hours
CJC 121	3
CJC 141	3
Electives	10 - 11
	16 - 17

English Pre-Major [A1010E]

First Year: Fall	Credit Hours
ACA 122	1
ENG 111	3
MAT 1**	3 - 4
BIO/CHM/GEL	4
Hum/Fine Art *(SPA 111)*	3
Soc/Beh Science	3
	17 - 18

First Year: Spring	Credit Hours
ENG 112/113	3
MAT 1** or MAT 2**	3 - 4
BIO/CHM/GEL	4
Hum/Fine Art *(SPA 112)*	3
Soc/Beh Science	3
	16 - 17

Second Year: Fall	Credit Hours
ENG 2**	3
HIS 1**	3
Hum/Fine Art	3
Soc/Beh Science	3
Elective *(SPA 211)*	3
	15

Second Year: Spring	Credit Hours
ENG 2**	3
Elective *(SPA 212)*	3
Elective *(HIS 1**)*	3
Electives	5 - 8
	14 - 17

English Education Pre-Major [A1010F]

First Year: Fall	Credit Hours
ACA 122	1
ENG 111	3
MAT 1**	3 - 4
BIO/CHM/GEL	4
Hum/Fine Art *(SPA 111)*	3
PSY 150	3
	17 - 18

First Year: Spring	Credit Hours
ENG 112/113	3
MAT 1** or MAT 2**	3 - 4
BIO/CHM/GEL	4
Hum/Fine Art *(SPA 112)*	3
HIS 1**	3
	16 - 17

Second Year: Fall	Credit Hours
ENG 131 or 2**	3
Soc/Beh Science *(HIS 11* or HIS 12*)*	3
Hum/Fine Art *(ART 111, DRA 111, or MUS 110)*	3
Soc/Beh Science	3
Elective *(SPA 211)*	3
	15

Second Year: Spring	Credit Hours
EDU 216	4
Elective *(SPA 212)*	3
Elective *(COM 231)*	3
Elective *(HIS 221)*	3
Electives	1 - 4
	14 -17

Health Education Pre-Major [A1010G]

First Year: Fall	Credit Hours
ACA 122	1
ENG 111	3
MAT 151	3
BIO 111 or CHM 151	4
Hum/Fine Art	3
PSY 150	3
	17

First Year: Spring	Credit Hours
ENG 112/113/114	3
MAT 161	3
BIO 112 or CHM 152	4
Hum/Fine Art *(COM 231)*	3
Soc/Beh Science	3
	16

Second Year: Fall	Credit Hours
ENG 131 or ENG 2**	3
HIS 1**	3
Hum/Fine Art	3
Soc/Beh Science	3
BIO 168	4
	16

Second Year: Spring	Credit Hours
CIS 110	3
BIO 169	4
HEA 110	3
HEA 112	2
HEA 120	3
	15

History Pre-Major [A1010H]

First Year: Fall	Credit Hours
ACA 122	1
ENG 111	3
MAT 161	3
BIO/CHM/GEL	4
Hum/Fine Art	3
HIS 11* or HIS 12*	3
	17

First Year: Spring	Credit Hours
ENG 112/113	3
MAT 1** or MAT 2**	3 - 4
BIO/CHM/GEL	4
Hum/Fine Art	3
Soc/Beh Science *(HIS 11* or HIS 12*)*	3
	16 - 17

Second Year: Fall	Credit Hours
ENG 131 or ENG 2**	3
Soc/Beh Science	3
Hum/Fine Art	3
Soc/Beh Science	3
Elective *(HIS 13*)*	3
	15

Second Year: Spring	Credit Hours
Elective *(HIS 13*)*	3
Electives	12 - 14
	15 - 17

Information Systems Pre-Major [A1010V]

First Year: Fall	Credit Hours
ACA 122	1
ENG 111	3
MAT 161 or MAT 175	3 - 4
BIO/CHM/GEL	4
Hum/Fine Art	3
Soc/Beh Science *(POL 120, PSY 150, or SOC 210)*	3
	17 - 18

First Year: Spring	Credit Hours
ENG 112/113/114	3
MAT 263 or MAT 271	3 - 4
BIO/CHM/GEL	4
Hum/Fine Art	3
ECO 251	3
	16 - 17

Second Year: Fall	Credit Hours
ENG 131 or ENG 2**	3
HIS 1**	3
Hum/Fine Art	3
Soc/Beh Science *(POL 120, PSY 150, or SOC 210)*	3
Elective *(BUS 110 or BUS 115)*	3
ACC 120	4
	19

Second Year: Spring	Credit Hours
ACC 121	4
ECO 252	3
CIS 110 or CTS 115	3
MAT 151	3
	13

(Continued on next page)

Liberal Studies Pre-Major [A1010U]

First Year: Fall	Credit Hours
ACA 122	1
ENG 111	3
MAT 1**	3 - 4
BIO/CHM/GEL	4
Hum/Fine Art	3
Soc/Beh Science	3
	17 - 18

First Year: Spring	Credit Hours
ENG 112/113	3
MAT 1** or MAT 2**	3 - 4
BIO/CHM/GEL	4
COM 231	3
Soc/Beh Science	3
	16 - 17

Second Year: Fall	Credit Hours
ENG 131 or ENG 2**	3
HIS 1**	3
Hum/Fine Art	3
Soc/Beh Science	3
Elective *(SPA 111)*	3
	15

Second Year: Spring	Credit Hours
Elective *(SPA 112)*	3
Elective *(PHI ***)*	3
Elective *(MUS ***)*	3
CIS 110 or CIS 115	3
Electives	2 - 5
	14 - 17

Middle Grades Education Pre-Major [A1011A]

First Year: Fall	Credit Hours
ACA 122	1
ENG 111	3
MAT 161	3
CHM 131 or CHM 151	4
Hum/Fine Art	3
PSY 150	3
	17

First Year: Spring	Credit Hours
ENG 112/113/114	3
MAT 1** or MAT 2**	3 - 4
BIO 111	4
COM 231	3
SOC 210 or SOC 225	3
	16 - 17

Second Year: Fall	Credit Hours
ENG 131 or ENG 23*	3
HIS 11* or HIS 12*	3
ART 1** or MUS 110	3
Soc/Beh Science	3
CIS 110	3
	15

Second Year: Spring	Credit Hours
Electives	15 - 17

* May include EDU 216 & EDU 221, but check transferability.
*Up to 12 hours in an academic concentration.

Nursing Pre-Major [A1010I]

First Year: Fall	Credit Hours
ACA 122	1
ENG 111	3
MAT 161	3
CHM 131 or CHM 151	4
Hum/Fine Art	3
PSY 150	3
	17

First Year: Spring	Credit Hours
ENG 112/113/114	3
MAT 151	3
CHM 132 or CHM 152	4
Hum/Fine Art	3
PSY 241	3
	16

Second Year: Fall	Credit Hours
ENG 131 or ENG 2**	3
HIS 1**	3
Hum/Fine Art	3
SOC 210	3
BIO 168	4
	16

Second Year: Spring	Credit Hours
BIO 169	4
PSY 281	3
SOC 213	3
BIO 275	4
Electives	1 - 2
	15 - 16

Physical Education Pre-Major [A1010J]

First Year: Fall	Credit Hours
ACA 122	1
ENG 111	3
MAT 161	3
BIO 111	4
Hum/Fine Art	3
Soc/Beh Science	3
	17

First Year: Spring	Credit Hours
ENG 112	3
MAT 151	3
BIO 112	4
Hum/Fine Art *(COM 231)*	3
Soc/Beh Science	3
	16

Second Year: Fall	Credit Hours
ENG 131 or ENG 2**	3
HIS 1**	3
Hum/Fine Art	3
Soc/Beh Science *(PSY 150)*	3
PED 110	2
PED ***	1
	15

Second Year: Spring	Credit Hours
PED ***	1
Electives	15 - 16
	16 - 17

Political Science Pre-Major [A1010K]

First Year: Fall	Credit Hours
ACA 122	1
ENG 111	3
MAT 1**	3 - 4
BIO/CHM/GEL	4
Hum/Fine Art *(SPA 111)*	3
Soc/Beh Science *(PSY 150)*	3
	17 - 18

First Year: Spring	Credit Hours
ENG 112/113/114	3
MAT 1** or MAT 2**	3 - 4
BIO/CHM/GEL	4
Hum/Fine Art *(SPA 112)*	3
Soc/Beh Science *(GEO 111)*	3
	16 - 17

Second Year: Fall	Credit Hours
ENG 131 or ENG 2**	3
HIS 1**	3
Hum/Fine Art *(COM 110 or COM 231)*	3
Soc/Beh Science *(SOC 210, 220, or 225)*	3
Elective *(CIS 110)*	3
	15

Second Year: Spring	Credit Hours
POL 120	3
Elective *(POL 210 or POL 220)*	3
Elective *(ECO 151, 251, or 252)*	3
Electives	5 - 8
	14 - 17

Psychology Pre-Major [A1010L]

First Year: Fall	Credit Hours
ACA 122	1
ENG 111	3
MAT 161	3
BIO 111	4
Hum/Fine Art	3
Soc/Beh Science	3
	17

First Year: Spring	Credit Hours
ENG 112/113/114	3
MAT 1** or MAT 2**	3 - 4
BIO/CHM/GEL	4
Hum/Fine Art	3
PSY 150	3
	16 - 17

Second Year: Fall	Credit Hours
ENG 131 or ENG 2**	3
HIS 1**	3
Hum/Fine Art	3
Soc/Beh Science	3
Elective	3
	15

Second Year: Spring	Credit Hours
Electives	15 - 17

(Continued on next page)

Social Science Secondary Education Pre-Major [A1010M]

First Year: Fall	Credit Hours
ACA 122	1
ENG 111	3
MAT 1**	3 - 4
BIO/CHM/GEL	4
Hum/Fine Art	3
HIS 111	3
	17 - 18

First Year: Spring	Credit Hours
ENG 112/113	3
MAT 1** or MAT 2**	3 - 4
BIO/CHM/GEL	4
Hum/Fine Art	3
HIS 112	3
	16 - 17

Second Year: Fall	Credit Hours
ENG 131 or ENG 2**	3
Hum/Fine Art	3
POL 120	3
SOC 210	3
HIS 131	3
	15

Second Year: Spring	Credit Hours
GEO 111	3
HIS 132	3
ECO 151	3
Electives	5 - 8
	14 - 17

Social Work Pre-Major [A1010Q]

First Year: Fall	Credit Hours
ACA 122	1
ENG 111	3
MAT 151	3
BIO 111	4
Hum/Fine Art	3
SOC 210	3
	17

First Year: Spring	Credit Hours
ENG 112/113/114	3
MAT 161	3
BIO 112	4
Hum/Fine Art	3
POL 120	3
	16

Second Year: Fall	Credit Hours
ENG 131 or ENG 2**	3
HIS 1**	3
Hum/Fine Art	3
PSY 150	3
Elective	3
	15

Second Year: Spring	Credit Hours
Electives	16 - 17

(Recommended electives: ANT 210, ECO 151, ECO 251, ECO 252, HIS 112, HIS 122, HIS 132, PSY 237, PSY 241, PSY 281, SPA 111, SPA 112)

Sociology Pre-Major [A1010N]

First Year: Fall	Credit Hours
ACA 122	1
ENG 111	3
MAT 1**	3 - 4
BIO/CHM/GEL	4
Hum/Fine Art	3
SOC 210	3
	17 - 18

First Year: Spring	Credit Hours
ENG 112	3
MAT 151	3
BIO/CHM/GEL	4
Hum/Fine Art	3
SOC 213, 220, 225, or 240	3
	16

Second Year: Fall	Credit Hours
ENG 131 or ENG 2**	3
HIS 1**	3
Hum/Fine Art	3
Soc/Beh Science	3
Elective	3
	15

Second Year: Spring	Credit Hours
Electives	15 - 17

Special Education Pre-Major [A1010Z]

First Year: Fall	Credit Hours
ACA 122	1
ENG 111	3
MAT 140	3
CHM 131 or CHM 151	4
Hum/Fine Art	3
SOC 210 or SOC 225	3
	17

First Year: Spring	Credit Hours
ENG 112/113/114	3
MAT 161	3
BIO 111	4
COM 231	3
PSY 150	3
	16

Second Year: Fall	Credit Hours
ENG 131 or ENG 23*	3
HIS 11* or HIS 12*	3
ART 11* or MUS 110	3
Soc/Beh Science	3
Elective	3
	15

Second Year: Spring	Credit Hours
Electives	16 - 17

*May include EDU 216 & EDU 221, but check transferability.
*Up to 12 hours in an academic concentration.

COMPETENCIES

Upon successful completion of an Associate in Arts Pre-Major, the student should be able to

1. Compose well-written documents using standard written English.
2. Communicate clearly through oral presentations.
3. Utilize and document appropriate research materials.
4. Use critical thinking skills to analyze and solve problems.
5. Comprehend college-level readings.
6. Perform college-level mathematical computations.
7. Utilize word processing software.

■ Associate in Science (College Transfer)

[A10400] Degree (Day, Evening & Online) [D10400] Diploma (Day, Evening & Online)

The Associate in Science (College Transfer) program is designed for students who plan to complete a Bachelor of Science (BS) degree at a four-year college or university. Students who complete the program and receive the degree with an overall 2.0 GPA and a grade of "C" or better in each course will be able to transfer to any university or college, which endorses the Comprehensive Articulation Agreement (CAA) or the Independent Comprehensive Articulation Agreement (ICAA), with junior status. Included in the CAA or ICAA endorsing universities and colleges are the senior institutions within the University of North Carolina System and many other private institutions within the state. Because institutions differ in admission requirements, students intending to transfer should contact the institution(s) of their choice to learn about specific admissions requirements.

Included within the 64 – 65 hours of coursework required for the degree is a 44-hour general education core with courses in English Composition, Humanities/Fine Arts, Social/Behavioral Sciences, and Natural Sciences/Mathematics. Within the 44-hour core, there is a greater emphasis on the Natural Sciences/Mathematics courses. Completion of the core with a "C" or better in each course awards the student an Associate in Science diploma and the added distinction of having satisfied the general education requirements for CAA or ICAA endorsing universities and colleges. Students should be aware that some colleges and universities have graduation requirements, in addition to the general education requirements, that transfer students must satisfy, which may include physical education and/or foreign language requirements. The transcripts of students transferring prior to completing the core will be evaluated on a course-by-course basis by the receiving institution. Students planning to transfer to a college or university that does not endorse the CAA or ICAA should consult the personnel at that institution for information regarding transferability of courses. The general education core courses are listed on pages 70 – 71 grouped by their specific discipline area.

Course Selection

Students should consult their academic advisor for help with course selection. There are certain core requirements that must be met. These include the following:

- ENG 111 is required.
- Within the Humanities/Fine Arts area, an ENG is required and courses must come from 3 different prefixes.
- Within the Social/Behavioral Sciences area, a HIS is required and courses must come from 3 different prefixes.
- A minimum two-course sequence in Natural Sciences is required.
- A mathematics course at or above the precalculus algebra level is required.
- ACA 122 is required for the degree.

Students must pass placement tests and/or meet the prerequisites to take certain courses. Developmental Studies courses are available for those who need them.

A suggested 2-year plan for completion of the degree is displayed below. To receive the diploma, students need to complete the courses listed within the first 3 semesters of the layout.

First Year: Fall	Credit Hours
ACA 122	1
ENG 111	3
MAT 171	3
BIO 111	4
Hum/Fine Art	3
Soc/Beh Science	3
	17

First Year: Spring	Credit Hours
ENG 112/113/114	3
MAT 172	3
BIO 112	4
Hum/Fine Art	3
Soc/Beh Science	3
	16

Second Year: Fall	Credit Hours
ENG 131 or ENG 2**	3
HIS 1**	3
CHM 151	4
MAT 271	4
MAT 151	3
	17

Second Year: Spring	Credit Hours
CHM 152	4
MAT 272	4
CIS 110 or CIS 115	3
Electives	3 - 4
	14 - 15

The elective courses can be selected from any of the core courses on pages 70 – 71 or the list of courses on page 72.

NOTE: COM courses can count as Humanities/Fine Arts courses but not as the literature requirement.

Engineering Pre-Major [A1040D]

First Year: Fall	Credit Hours
ACA 122	1
ENG 111	3
MAT 175	4
CHM 151	4
Hum/Fine Art	3
Soc/Beh Science	3
	18

First Year: Spring	Credit Hours
ENG 112/113/114	3
MAT 271	4
CHM 152 or BIO 111	4
Hum/Fine Art	3
ECO 251 or ECO 252	3
	17

Second Year: Fall	Credit Hours
ENG 131 or ENG 2**	3
HIS 1**	3
PHY 251	4
MAT 272	4
MAT 280 or CIS 115	3
	17

Second Year: Spring	Credit Hours
MAT 273	4
MAT 285 or CIS 115	3
PHY 252	4
Electives	1 - 2
	12 - 13

COMPETENCIES

Upon successful completion of the Associate in Science degree or Pre-Major, the student should be able to

1. Compose well-written documents using standard written English.
2. Communicate clearly through oral presentations.
3. Utilize and document appropriate research materials.
4. Use critical thinking skills to analyze and solve problems.
5. Comprehend college-level readings.
6. Perform college-level mathematical computations.
7. Utilize word processing software.

■ Biotechnology (Collaborative Program)

[A20100] Associate in Applied Science Degree (Day)

The Biotechnology curriculum, which has emerged from molecular biology and chemical engineering, is designed to meet the increasing demands for skilled laboratory technicians in various fields of biological and chemical technology.

Course work emphasizes biology, chemistry, mathematics, and technical communications. The curriculum objectives are designed to prepare graduates to serve in three distinct capacities: research assistant to a biologist or chemist, laboratory technician/instrumentation technician, and quality control/quality assurance technician.

Graduates may find employment in various areas of industry and government, including research and development, manufacturing, sales, and customer service.

This program is a collaborative effort between Randolph Community College (RCC) and Alamance Community College (ACC). Alamance Community College is the "host" college. This agreement allows for students to fulfill the requirements of the first year at Randolph Community College. Students will then transfer to ACC for all second year courses and completion of the program.

COMPETENCIES (per Alamance Community College)

These are the skills students will develop as they progress through this program.

GENERAL LABORATORY

1. Prepare reagents using correct calculations, measurements and mixing techniques.
2. Analyze and follow a laboratory procedure.
3. Maintain accurate laboratory records.
4. Perform common laboratory mathematical calculations.
5. Work within the framework of the concepts of quality assurance and quality control.
6. Demonstrate knowledge of the concept of and the need for cGMP and GLP.
7. Demonstrate the ability to accurately follow a SOP.
8. Communicate subject matter orally and in written form in a professional manner.

MICROBIOLOGY/IMMUNOLOGY/CELL CULTURE

1. Perform sterile and aseptic techniques.
2. Cultivation and Storage of microorganisms.
3. Identify unknown bacteria from a mixture of bacteria.
4. Demonstrate an understanding of the interaction of the various immune system components involved in the response to an antigen.
5. Perform and evaluate immunoassays.
6. Aseptically perform the procedures necessary for the successful development of an antibody producing hybridoma.
7. Maintain anchorage dependent and independent continuous cell lines through subcultivation and the techniques of cryopreservation.

BIOLOGY/MOLECULAR BIOLOGY/BIOCHEMISTRY

1. Describe cellular organelles and their function.
2. Describe how biochemical reactions are catalyzed by enzymes.
3. Demonstrate an understanding of the concept and mechanism of plant and animal evolution.
4. Identify the major organ systems and discuss their function and physiology.
5. Perform enzyme assays.
6. Perform quantitative and qualitative analysis of biomolecules.
7. Purify and manipulate plasmid DNA.
8. Purify and characterize proteins.
9. Describe molecular mechanisms of inheritance and gene regulation.

CHEMISTRY

1. Describe the molecular basis for chemical reactivity.
2. Demonstrate an understanding of pH.
3. Perform quantitative and qualitative analysis of acids, bases and redox reagents.

INSTRUMENTATION

1. Describe the underlying physical principles for measurements using common laboratory instruments.
2. Standardize, operate and interpret the results obtained from basic laboratory equipment.
3. Operate a spectrophotometer.

4. Maintain and operate various types of laboratory centrifuges.
5. Separate components of a mixture by various chromatographic methods.
6. Analyze DNA and proteins by gel electrophorhesis.
7. Demonstrate computer literacy.

SAFETY

1. Demonstrate the knowledge and practice of general laboratory safety procedures.
2. Demonstrate an awareness of safe laboratory practices in the performance of laboratory procedures complying with universal precautions and OSHA regulations.
3. Differentiate between biological and chemical hazards.
4. Demonstrate an understanding of the different consequences associated with biological and chemical contamination.

GENETICS

1. Understand Mendelian patterns of inheritance.
2. Be familiar with nucleic acid and protein structure.
3. Understand the processes of DNA replication, transcription and translation.
4. Understand the basic mechanisms for regulation of gene expression in prokaryotic and eukaryotic cells.
5. Be familiar with the different types of mutations and mutagens.
6. Discuss chromosome structure.
7. Understand the mechanisms responsible for and the consequences of genetic recombination.
8. Demonstrate a knowledge of the genetics of bacteria and viruses.
9. Be familiar with the applications of molecular genetics in modern biotechnology.
10. Demonstrate an ability to isolate chromosomal and plasmid DNA from various sources.
11. Perform agarose gel electrophoresis.
12. Plan and perform PCR reactions.
13. Perform restriction endonuclease digestions.
14. Isolate and clone genes in plasmid vectors.
15. Determine expression of foreign genes in cells.
16. Transformation of prokaryotic and transfection of eukaryotic cells.
17. Perform southern blot analysis to identify DNA segments.
18. Be able to interpret sequencing gel data. Know how to access sequence databases and be familiar with the tools for their use in sequence analysis.
19. Discuss the methods used for genomic sequencing and genomic analysis.
20. Work effectively with others in performing complex laboratory procedures.

BIOPROCESSING

1. Understand the principles of electrophoresis.
2. Perform protein analysis by SDS-PAGE.
3. Perform western blots and immunoassays for protein identification.
4. Be able to operate benchtop fermentation units.
5. Understand the techniques and problems associated with scaling up growth to commercial production levels.
6. Optimize growth conditions.
7. Know the various methods for harvesting cells and separating them from the culture media.
8. Be familiar with the various techniques for isolation of products from cell extracts and culture media.
9. Understand the principles of and be able to perform the following chromatography procedures;
   a) thin layer chromatography
   b) low pressure liquid chromatography
      - size exclusion
      - ion exchange
   c) high performance liquid chromatography
      - sample preparation techniques
      - isocratic and gradient analysis using reverse phase
      - basic method development and data analysis
      - basic maintenance and troubleshooting
10. Be able to set up, use and analyze a purification table.

(Continued on next page)

Biotechnology

DAY - These courses are to be taken at Randolph Community College

		Hours/Week Class	Lab	Wk. Exp.	Sem. Hrs Credit
First Year: Fall Semester					
BIO 111	General Biology I	3	3	0	4
ENG 111	Expository Writing	3	0	0	3
CHM 131	Intro. to Chemistry	3	0	0	3
CHM 131A	Intro. to Chemistry Lab	0	3	0	1
CIS 110	Intro. to Computers	2	2	0	3
		11	**8**	**0**	**14**
First Year: Spring Semester					
BIO 112	General Biology II	3	3	0	4
BTC 181	Basic Lab Techniques	3	3	0	4
CHM 132	Organic/Biochem	3	3	0	4
MAT 151	Statistics I	3	0	0	3
		12	**9**	**0**	**15**

TOTAL SEMESTER HOURS CREDIT TO BE TAKEN AT RCC: 29

These courses are to be taken at Alamance Community College to fulfill the requirements of the collaborative program:

		Hours/Week Class	Lab	Wk. Exp	Sem. Hrs Credit
First Year: Summer Session					
- - -	Humanities/Fine Arts	3	0	0	3
- - -	Social/Behavioral Science	3	0	0	3
		6	**0**	**0**	**6**
Second Year: Fall Semester					
BIO 250	Genetics	3	3	0	4
BIO 275	Microbiology	3	3	0	4
BTC 285	Cell Culture	2	3	0	3
ENG 114	Prof. Research & Reporting	3	0	0	3
		11	**9**	**0**	**14**
Second Year: Spring Semester					
BTC 281	Bioprocess Technique	2	6	0	4
BTC 286	Immunological Techniques	3	3	0	4
- - -	Major Elective	3	0	0	3
PHY 121	Applied Physics	3	2	0	4
		11	**11**	**0**	**15**
Second Year: Summer Session					
COE 112	Co-Op Work Experience I	**0**	**0**	**20**	**2**
*COE 112	may be substituted by BTC 288				

TOTAL SEMESTER HOURS CREDIT TO BE TAKEN AT ACC: 37
TOTAL SEMESTER HOURS CREDIT: 66

At least 33 semester hours credit must be completed at Alamance Community College.

"This project received support from The Golden LEAF Foundation."

Humanities/Fine Arts and Social/Behavioral Sciences

The following are approved Humanities/Fine Arts and Social/Behavioral Sciences courses for the Associate in Applied Science Degree.

■ Humanities/Fine Arts

		Hours/Week			Sem. Hrs
		Class	Lab	Wk. Exp.	Credit
ART 111	Art Appreciation	3	0	0	3
ART 114	Art History Survey I	3	0	0	3
ART 115	Art History Survey II	3	0	0	3
DRA 111	Theatre Appreciation	3	0	0	3
DRA 112	Literature of the Theatre	3	0	0	3
ENG 125	Creative Writing I	3	0	0	3
ENG 131	Introduction to Literature	3	0	0	3
ENG 231	American Literature I	3	0	0	3
ENG 232	American Literature II	3	0	0	3
ENG 241	British Literature I	3	0	0	3
ENG 242	British Literature II	3	0	0	3
ENG 273	African-American Literature	3	0	0	3
HUM 110	Technology and Society	3	0	0	3
HUM 120	Cultural Studies	3	0	0	3
HUM 121	The Nature of America	3	0	0	3
HUM 122	Southern Culture	3	0	0	3
HUM 130	Myth in Human Culture	3	0	0	3
HUM 150	American Women's Studies	3	0	0	3
HUM 160	Introduction to Film	2	2	0	3
HUM 220	Human Values and Meaning	3	0	0	3
MUS 110	Music Appreciation	3	0	0	3
MUS 112	Introduction to Jazz	3	0	0	3
MUS 114	Non-Western Music	3	0	0	3
MUS 210	History of Rock Music	3	0	0	3
PHI 215	Philosophical Issues	3	0	0	3
PHI 220	Western Philosophy I	3	0	0	3
PHI 221	Western Philosophy II	3	0	0	3
PHI 230	Introduction to Logic	3	0	0	3
PHI 240	Introduction to Ethics	3	0	0	3
REL 110	World Religions	3	0	0	3
REL 211	Introduction to Old Testament	3	0	0	3
REL 212	Introduction to New Testament	3	0	0	3
REL 221	Religion in America	3	0	0	3

(Continued on next page)

Social/Behavioral Sciences

		Hours/Week Class	Lab	Wk. Exp.	Sem. Hrs Credit
ANT 210	General Anthropology	3	0	0	3
ANT 220	Cultural Anthropology	3	0	0	3
ANT 240	Archaeology	3	0	0	3
ECO 151	Survey of Economics	3	0	0	3
ECO 251	Prin of Microeconomics	3	0	0	3
ECO 252	Prin of Macroeconomics	3	0	0	3
GEO 110	Introduction to Geography	3	0	0	3
GEO 111	World Regional Geography	3	0	0	3
HIS 111	World Civilizations I	3	0	0	3
HIS 112	World Civilizations II	3	0	0	3
HIS 121	Western Civilization I	3	0	0	3
HIS 122	Western Civilization II	3	0	0	3
HIS 131	American History I	3	0	0	3
HIS 132	American History II	3	0	0	3
HIS 221	African-American History	3	0	0	3
HIS 236	North Carolina History	3	0	0	3
POL 110	Intro Political Science	3	0	0	3
POL 120	American Government	3	0	0	3
POL 130	State & Local Government	3	0	0	3
POL 220	International Relations	3	0	0	3
PSY 150	General Psychology	3	0	0	3
PSY 239	Psychology of Personality	3	0	0	3
PSY 241	Developmental Psych	3	0	0	3
PSY 263	Educational Psychology	3	0	0	3
PSY 281	Abnormal Psychology	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
SOC 213	Sociology of the Family	3	0	0	3
SOC 220	Social Problems	3	0	0	3
SOC 225	Social Diversity	3	0	0	3
SOC 240	Social Psychology	3	0	0	3

Business and Commercial Arts Division

■ Accounting

[A25100] Associate in Applied Science Degree; [D25100] Diploma

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

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

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

PROGRAM COMPETENCIES

Upon successful completion of the Accounting program, the student should be able to

1. Demonstrate the ability to understand a public company's annual report.
2. Apply Internet research tools to obtain financial information to analyze a public company.
3. Communicate information about a public company's financial operations.

Please see pages 85-86 for a list of Humanities/Fine Arts and Social/Behavioral Sciences courses approved for this program.

(Continued on next page)

Accounting [A25100]

Courses for this A.A.S. degree program are offered day, evening, online and/or hybrid

Curriculum Courses by Semester		Hours/Week			Semester Hours
First Year: Fall Semester		**Class**	**Lab**	**Wk. Exp.**	**Credit**
ACA 111	College Student Success	1	0	0	1
ACC 120	Prin of Financial Accounting	3	2	0	4
BUS 115	Business Law I	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
ENG 111	Expository Writing	3	0	0	3
OST 131	Keyboarding	1	2	0	2
		13	**6**	**0**	**16**
First Year: Spring Semester					
ACC 121	Prin of Managerial Accounting	3	2	0	4
ACC 129	Individual Income Taxes	2	2	0	3
CTS 130	Spreadsheet	2	2	0	3
ENG 114	Prof Research & Reporting	3	0	0	3
OST 136	Word Processing	2	2	0	3
		12	**8**	**0**	**16**
First Year: Summer Semester					
ACC 140	Payroll Accounting	1	2	0	2
ACC 150	Acct Software Appl	1	2	0	2
BUS 255	Org Behavior in Business	3	0	0	3
		5	**4**	**0**	**7**
Second Year: Fall Semester					
ACC 130	Business Income Taxes	2	2	0	3
ACC 220	Intermediate Accounting I	3	2	0	4
ECO 252	Prin of Macroeconomics	3	0	0	3
MAT 140	Survey of Mathematics	3	0	0	3
---	Social/Behavioral Science Course	3	0	0	3
		14	**4**	**0**	**16**
Second Year: Spring Semester					
ACC 221	Intermediate Acct II	3	2	0	4
ACC 227	Practices in Accounting	3	0	0	3
	OR				
COE 111	Co-Op Work Experience I	0	0	10	1
BUS 225	Business Finance	2	2	0	3
DBA 110	Database Concepts	2	3	0	3
---	Humanities/Fine Arts Course	3	0	0	3
		13/10	**7/7**	**0/10**	**16/14**

Total Semester Hours Credit for Degree: 69 or 71

Accounting [D25100]

Courses for this diploma program are offered day, evening, online and/or hybrid

Curriculum Courses by Semester		Hours/Week			Semester Hours
First Year: Fall Semester		**Class**	**Lab**	**Wk. Exp.**	**Credit**
ACA 111	College Student Success	1	0	0	1
ACC 120	Prin of Financial Accounting	3	2	0	4
BUS 115	Business Law I	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
ENG 111	Expository Writing	3	0	0	3
OST 131	Keyboarding	1	2	0	2
		13	**6**	**0**	**16**
First Year: Spring Semester					
ACC 121	Prin of Managerial Accounting	3	2	0	4
ACC 129	Individual Income Taxes	2	2	0	3
CTS 130	Spreadsheet	2	2	0	3
ENG 114	Prof Research & Reporting	3	0	0	3
OST 136	Word Processing	2	2	0	3
		12	**8**	**0**	**16**
First Year: Summer Semester					
ACC 140	Payroll Accounting	1	2	0	2
ACC 150	Acct Software Appl	1	2	0	2
BUS 255	Org Behavior in Business	3	0	0	3
		5	**4**	**0**	**7**

Total Semester Hours Credit for Diploma: 39

■ Advertising & Graphic Design

[A30100] Associate in Applied Science Degree; [C30100AG] Certificate

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

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

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

PROGRAM COMPETENCIES

Upon successful completion of the Advertising & Graphic Design program, the student should be able to

1. Demonstrate the ability to use color theory.
2. Demonstrate concept development skills for promotional materials.
3. Demonstrate the ability to design websites.
4. Utilize foundation typography.
5. Employ comprehensive illustration.

Please see page 86 for a list of Social/Behavioral Sciences courses approved for this program.

Advertising & Graphic Design [A30100]

Courses for this A.A.S. degree program are offered day, evening, online and/or hybrid

Curriculum Courses by Semester		Hours/Week			Semester Hours
First Year: Fall Semester		**Class**	**Lab**	**Wk. Exp.**	**Credit**
ACA 111	College Student Success	1	0	0	1
ART 111	Art Appreciation	3	0	0	3
DES 135	Prin. & Elem. of Design I	2	4	0	4
ENG 111	Expository Writing	3	0	0	3
GRA 151	Computer Graphics I	1	3	0	2
GRD 121	Drawing Fundamentals I	1	3	0	2
		11	**10**	**0**	**15**
First Year: Spring Semester					
DES 136	Prin. & Elem. of Design II	2	4	0	4
GRA 152	Computer Graphics II	1	3	0	2
GRD 110	Typography I	2	2	0	3
GRD 131	Illustration I	1	3	0	2
MAT 140	Survey of Mathematics	3	0	0	3
		9	**12**	**0**	**14**
First Year: Summer Semester					
GRA 121	Graphic Arts I	2	4	0	4
GRA 153	Computer Graphics III	1	3	0	2
GRD 142	Graphic Design II	2	4	0	4
GRD 230	Technical Illustration	1	3	0	2
		6	**14**	**0**	**12**
Second Year: Fall Semester					
COE 112	Co-Op Work Experience I	0	0	20	2
GRD 117	Design Career Exploration	2	0	0	2
GRD 241	Graphic Design III	2	4	0	4
GRD 271	Multimedia Design I	1	3	0	2
GRD 281	Design of Advertising	2	0	0	2
		7	**7**	**20**	**12**
Second Year: Spring Semester					
ENG 114	Prof. Research & Reporting	3	0	0	3
GRA 154	Computer Graphics IV	1	3	0	2
GRD 272	Multimedia Design II	1	3	0	2
GRD 280	Portfolio Design	2	4	0	4
---	Social/Behavioral Science	3	0	0	3
		10	**10**	**0**	**14**

Total Semester Hours Credit for Degree: 67

(Continued on next page)

Advertising & Graphic Design [C30100AG]

Courses for this certificate program are offered day, evening, online and/or hybrid

Curriculum Courses by Semester		Hours/Week			Semester Hours
First Year: Fall Semester		**Class**	**Lab**	**Wk. Exp.**	**Credit**
DES 135	Prin. & Elem. of Design I	2	4	0	4
		2	**4**	**0**	**4**
First Year: Spring Semester					
DES 136	Prin. & Elem. of Design II	2	4	0	4
		2	**4**	**0**	**4**
Second Year: Fall Semester					
GRA 151	Computer Graphics I	1	3	0	2
		1	**3**	**0**	**2**
Second Year: Spring Semester					
GRD 121	Drawing Fundamentals I	1	3	0	2
GRD 271	Multimedia Design I	1	3	0	2
		2	**6**	**0**	**4**
Second Year: Summer Semester					
GRD 272	Multimedia Design II	1	3	0	2
		1	**3**	**0**	**2**

Total Semester Hours Credit for Certificate: 16

■ Business Administration

[A25120] Associate in Applied Science Degree

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

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

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

PROGRAM COMPETENCIES

Upon successful completion of the Business Administration program, the student should be able to

1. Explain basic knowledge of disciplines of marketing, management, human resource management, finance, and law.
2. Apply accepted business theories of the above-mentioned disciplines to solve problems.
3. Use the frameworks from relevant business functional areas to solve problems.

Please see pages 85-86 for a list of Humanities/Fine Arts and Social/Behavioral Sciences courses approved for this program.

(Continued on next page)

Business Administration [A25120]

Courses for this A.A.S. degree program are offered day, evening, online and/or hybrid

Curriculum Courses by Semester		Hours/Week			Semester Hours
First Year: Fall Semester		**Class**	**Lab**	**Wk. Exp.**	**Credit**
ACA 111	College Student Success	1	0	0	1
ACC 120	Prin of Financial Accounting	3	2	0	4
BUS 110	Introduction to Business	3	0	0	3
BUS 115	Business Law I	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
OST 131	Keyboarding	1	2	0	2
		13	**6**	**0**	**16**
First Year: Spring Semester					
ACC 121	Prin of Managerial Accounting	3	2	0	4
BUS 116	Business Law II	3	0	0	3
CTS 130	Spreadsheet	2	2	0	3
ENG 111	Expository Writing	3	0	0	3
OST 136	Word Processing	2	2	0	3
		13	**6**	**0**	**16**
First Year: Summer Semester					
BUS 153	Human Resource Mgmt	3	0	0	3
BUS 255	Org Behavior in Business	3	0	0	3
MKT 120	Prin of Marketing	3	0	0	3
		9	**0**	**0**	**9**
Second Year: Fall Semester					
ACC 131	Federal Income Taxes	2	2	0	3
ECO 252	Prin of Macroeconomics	3	0	0	3
ENG 114	Prof Research & Reporting	3	0	0	3
MAT 140	Survey of Mathematics	3	0	0	3
---	Humanities/Fine Arts	3	0	0	3
		14	**2**	**0**	**15**
Second Year: Spring Semester					
BUS 137	Principles of Management	3	0	0	3
BUS 225	Business Finance	2	2	0	3
BUS 280	REAL Small Business	4	0	0	4
	OR				
COE 111	Co-Op Work Experience I	0	0	10	1
INT 110	International Business	3	0	0	3
---	Social/Behavioral Science	3	0	0	3
		11/15	**2**	**10/0**	**13/16**

Total Semester Hours Credit for Degree: 69 or 72

■ Business Administration
Human Resource Management Concentration
[A2512C] Associate in Applied Science Degree

Human Resources Management is a concentration under the curriculum title of Business Administration. The curriculum is designed to meet the demands of business and service agencies. The objective is the development of generalists and specialists in the administration, training, and management of human resources.

Course work includes studies in management, interviewing, placement, needs assessment, planning, compensation and benefits, and training techniques. Also included are topics such as people skills, learning approaches, skills building, and development of instructional and training materials.

Graduates from this program will have a sound business educational base for life-long learning. Students will be prepared for employment opportunities in personnel, training, and other human resources development areas.

PROGRAM COMPETENCIES

Upon successful completion of the Business Administration: Human Resource Management Concentration program, the student should be able to

1. Explain basic knowledge of disciplines of marketing, management, accounting, law, and economics.
2. Apply accepted business theories of the above-mentioned disciplines to solve problems.
3. Examine the topics of human resource management in more detail: employment laws and regulations; training and development; recruitment, selection and personal planning; compensation and benefits.
4. Apply and practice the more specific topics of human resource management in a framework specific to the human resource management areas of business.

Please see pages 85-86 for a list of Humanities/Fine Arts and Social/Behavioral Sciences courses approved for this program.

(Continued on next page)

Business Administration: Human Resource Management Concentration [A2512C]

Courses for this A.A.S. degree program are offered day, evening, online and/or hybrid

Curriculum Courses by Semester		Hours/Week			Semester Hours
First Year: Fall Semester		**Class**	**Lab**	**Wk. Exp.**	**Credit**
ACA 111	College Student Success	1	0	0	1
ACC 120	Prin of Financial Accounting	3	2	0	4
BUS 115	Business Law I	3	0	0	3
BUS 153	Human Resource Management	3	0	0	3
BUS 217	Employment Law and Regs	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
		15	**4**	**0**	**17**
First Year: Spring Semester					
ACC 121	Prin of Managerial Accounting	3	2	0	4
BUS 116	Business Law II	3	0	0	3
BUS 234	Training and Development	3	0	0	3
ENG 111	Expository Writing	3	0	0	3
OST 131	Keyboarding	1	2	0	2
		13	**4**	**0**	**15**
First Year: Summer Semester					
BUS 137	Principles of Management	3	0	0	3
CTS 130	Spreadsheet	2	2	0	3
MKT 120	Principles of Marketing	3	0	0	3
		8	2	0	9
Second Year: Fall Semester					
BUS 256	Recruit, Selection, & Per Plan	3	0	0	3
BUS 258	Compensation and Benefits	3	0	0	3
ECO 252	Principles of Macroeconomics	3	0	0	3
ENG 114	Prof. Research & Reporting	3	0	0	3
OST 136	Word Processing	1	2	0	2
		13	**2**	**0**	**14**
Second Year: Spring Semester					
BUS 259	HRM Applications	3	0	0	3
MAT 140	Survey of Mathematics	3	0	0	3
---	Humanities/Fine Arts	3	0	0	3
---	Social/Behavioral Science	3	0	0	3
		12	**0**	**0**	**12**

Total Semester Hours Credit for Degree: 67

■ Computer Information Technology

[A25260] Associate in Applied Science Degree; [C25260CI] Certificate

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

Course work will develop a student's ability to communicate complex technical issues related to computer hardware, software, and networks in a manner that computer users can understand. Classes cover computer operations and terminology, operating systems, database, networking, security, and technical support.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to manage information. Graduates should be prepared to sit for industry-recognized certification exams.

PROGRAM COMPETENCIES

Upon successful completion of the Computer Information Technology program, the student should be able to

1. Explain terminology and concepts used by computer technicians.
2. Use interpersonal skills to interact with business users on computer issues.
3. Solve problems using various computer technologies.

Please see pages 85-86 for a list of Humanities/Fine Arts and Social/Behavioral Sciences courses approved for this program.

(Continued on next page)

Computer Information Technology [A25260]

Courses for this A.A.S. degree program are offered day, evening, online and/or hybrid

Curriculum Courses by Semester		Hours/Week			Semester Hours
First Year: Fall Semester		**Class**	**Lab**	**Wk. Exp.**	**Credit**
ACA 111	College Student Success	1	0	0	1
CIS 110	Introduction to Computers	2	2	0	3
CTS 115	Info Sys Business Concepts	3	0	0	3
NOS 110	Operating Systems Concepts	2	3	0	3
---	Social/Behavioral Science	3	0	0	3
		11	**5**	**0**	**13**
First Year: Spring Semester					
CTS 120	Hardware/Software Support	2	3	0	3
CTS 130	Spreadsheet	2	2	0	3
DBA 110	Database Concepts	2	3	0	3
MAT 140	Survey of Mathematics	3	0	0	3
WEB 110	Internet/Web Fundamentals	2	2	0	3
		11	**10**	**0**	**15**
First Year: Summer Semester					
CIS 115	Intro to Programming & Logic	2	3	0	3
NOS 130	Windows Single User	2	2	0	3
SEC 110	Security Concepts	2	2	0	3
		6	7	0	9
Second Year: Fall Semester					
CSC 139	Visual BASIC Prog	2	3	0	3
CTS 285	System Analysis & Design	3	0	0	3
ENG 111	Expository Writing	3	0	0	3
NET 125	Networking Basics	1	4	0	3
NOS 230	Windows Admin I	2	2	0	3
		11	**9**	**0**	**15**
Second Year: Spring Semester					
CTS 217	Computer Train/Support	2	2	0	3
CTS 289	System Support Project	1	4	0	3
DBA 115	Database Applications	2	2	0	3
ENG 114	Prof. Research & Reporting	3	0	0	3
---	Humanities/Fine Arts	3	0	0	3
		11	**8**	**0**	**15**

Total Semester Hours Credit for Degree: 67

Computer Information Technology [C25260CI] *(pending BOT approval)*

Courses for this certificate program are offered day, evening, online and/or hybrid

Curriculum Courses by Semester		Hours/Week			Semester Hours
First Year: Fall Semester		**Class**	**Lab**	**Wk. Exp.**	**Credit**
CIS 110	Introduction to Computers	2	2	0	3
NET 125	Networking Basics	1	4	0	3
NOS 110	Operating Systems Concepts	2	3	0	3
		5	**9**	**0**	**9**
First Year: Spring Semester					
CTS 120	Hardware/Software Support	2	3	0	3
WEB 110	Internet/Web Fundamentals	2	2	0	3
		4	**5**	**0**	**6**

Total Semester Hours Credit for Certificate: 15

■ Entrepreneurship

[C25490] Certificate

The Entrepreneurship curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth as self-employed business owners.

Course work includes developing a student's ability to make informed decisions as future business owners. Courses include entrepreneurial concepts learned in innovation and creativity, business funding, and marketing. Additional course work includes computers and economics.

Through these skills, students will have a sound education base in entrepreneurship for lifelong learning. Graduates are prepared to be self-employed and open their own businesses.

PROGRAM COMPETENCIES

Upon successful completion of the Entrepreneurship program, the student should be able to

1. Identify business opportunities.
2. Develop an in-depth business plan.
3. Obtain financial resources.
4. Gain the skills needed to operate a small business.
5. Discover the challenges you face when launching a new business.
6. Learn how to develop a marketing stategy and practice the "art of the pitch" and the "art of the sale."

Entrepreneurship [C25490]

Courses for this certificate program are offered day, evening, online and/or hybrid

Curriculum Courses by Semester		Hours/Week			Semester Hours
First Year: Fall Semester		**Class**	**Lab**	**Wk. Exp.**	**Credit**
ETR 210	Intro to Entrepreneurship	3	0	0	3
ETR 220	Innovation & Creativity	3	0	0	3
		6	**0**	**0**	**6**
First Year: Spring Semester					
ETR 230	Entrepreneurship Marketing	3	0	0	3
ETR 270	Entrepreneurship Issues	3	0	0	3
		6	**0**	**0**	**6**

Total Semester Hours Credit for Certificate: 12

■ Global Logistics

[A25170] Associate in Applied Science Degree; [D25170] Diploma; [C25170] Certificate

The Global Logistics Technology curriculum prepares individuals for a multitude of career opportunities in distribution, transportation, and manufacturing organizations. Classroom instruction, field of study experiences, and practical laboratory applications of logistics management and global technology capabilities are included in the program of study.

Course work includes computer applications, accounting, business law, economics, management, industrial sciences, and international studies. Students will solve different levels of logistics-related problems through case study evaluations and supply chain projects utilizing logistical hardware and intelligent software tools.

Graduates should qualify for positions in a wide range of government agencies, manufacturing, and service organizations. Employment opportunities include entry-level purchasing, material management, warehousing, inventory, transportation coordinators, and logistics analysts. Upon completion, graduates may be eligible for certification credentials through the Educational Society for Resource Management (APICS) and the American Society of Transportation and Logistics (AST&L).

PROGRAM COMPETENCIES

Upon successful completion of the Global Logistics program, the student should be able to

1. Interpret and apply contemporary business theories pertaining to transportation and logistics, supply chain management, and global markets.
2. Analyze and interpret laws and ethics relevant to business environments in a global context.
3. Integrate information resources and technology to anticipate and manage change.
4. Communicate effectively, both written and verbal, within the business environment.
5. Incorporate business culture in a global context.

Please see pages 85-86 for a list of Humanities/Fine Arts and Social/Behavioral Sciences courses approved for this program.

NOTE: The Global Logistics program is offered at RCC's Archdale Center.

Global Logistics [A25170]

Courses for this A.A.S. degree program are offered day, evening, online and/or hybrid only at the Archdale Center.

Curriculum Courses by Semester		Hours/Week			Semester Hours
First Year: Fall Semester		**Class**	**Lab**	**Wk. Exp.**	**Credit**
ACA 111	College Student Success	1	0	0	1
BUS 110	Introduction to Business	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
LOG 110	Introduction to Logistics	3	0	0	3
LOG 125	Transportation Logistics	3	0	0	3
MAT 140	Survey of Mathematics	3	0	0	3
		15	**2**	**0**	**16**
First Year: Spring Semester					
BUS 115	Business Law I	3	0	0	3
BUS 137	Principles of Management	3	0	0	3
DBA 110	Database Concepts	2	3	0	3
ENG 111	Expository Writing	3	0	0	3
LOG 211	Distribution Management	2	2	0	3
		13	**5**	**0**	**15**
First Year: Summer Semester					
LOG 215	Supply Chain Management	3	0	0	3
LOG 235	Import/Export Management	3	0	0	3
		6	**0**	**0**	**6**
Second Year: Fall Semester					
ENG 114	Prof. Research & Reporting	3	0	0	3
INT 110	International Business	3	0	0	3
LOG 220	Logistics Management	3	0	0	3
LOG 240	Purchasing Logistics	3	0	0	3
---	Social/Behavioral Science*	3	0	0	3
		15	**0**	**0**	**15**
Second Year: Spring Semester					
ACC 120	Principles of Financial Accounting	3	2	0	4
ECO 151	Survey of Economics	3	0	0	3
LOG 230	Transportation Management	3	0	0	3
LOG 250	Advanced Global Logistics	3	2	0	4
---	Humanities/Fine Arts	3	0	0	3
		15	**4**	**0**	**17**

Total Semester Hours Credit for Degree: 69

**GEO 111 is the preferred Social/Behavioral Science course.*

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Global Logistics [D25170]

Courses for this diploma program are offered day, evening, online and/or hybrid only at the Archdale Center

Curriculum Courses by Semester		Hours/Week			Semester Hours
First Year: Fall Semester		**Class**	**Lab**	**Wk. Exp.**	**Credit**
ACA 111	College Student Success	1	0	0	1
BUS 110	Introduction to Business	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
LOG 110	Introduction to Logistics	3	0	0	3
LOG 125	Transportation Logistics	3	0	0	3
MAT 140	Survey of Mathematics	3	0	0	3
		15	**2**	**0**	**16**
First Year: Spring Semester					
BUS 115	Business Law I	3	0	0	3
BUS 137	Principles of Management	3	0	0	3
DBA 110	Database Concepts	2	3	0	3
ENG 111	Expository Writing	3	0	0	3
LOG 211	Distribution Management	2	2	0	3
		13	**5**	**0**	**15**
First Year: Summer Semester					
LOG 215	Supply Chain Management	3	0	0	3
LOG 235	Import/Export Management	3	0	0	3
		6	**0**	**0**	**6**

Total Semester Hours Credit for Diploma: 37

Global Logistics [C25170]

Courses for this certificate program are offered day, evening, online and/or hybrid only at the Archdale Center

Curriculum Courses by Semester		Hours/Week			Semester Hours
First Year: Fall Semester		**Class**	**Lab**	**Wk. Exp.**	**Credit**
BUS 110	Introduction to Business	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
LOG 110	Introduction to Logistics	3	0	0	3
LOG 125	Transportation Logistics	3	0	0	3
		11	**2**	**0**	**12**
First Year: Spring Semester					
DBA 110	Database Concepts	2	3	0	3
LOG 211	Distribution Management	2	2	0	3
		4	**5**	**0**	**6**

Total Semester Hours Credit for Certificate: 18

■ Healthcare Management Technology

[A25200] Associate in Applied Science Degree; [C25200] Certificate

The Healthcare Management Technology curriculum is designed to prepare students for employment in healthcare business and financial operations. Students will gain a comprehensive understanding of the application of management principles to the healthcare environment.

The curriculum places emphasis on planning, organizing, directing, and controlling tasks related to healthcare organizational objectives including the legal and ethical environment. Emphasis is placed on the development of effective communication, managerial, and supervisory skills.

Graduates may find employment in healthcare settings including hospitals, medical offices, clinics, long-term care facilities, and insurance companies. Graduates are eligible to sit for various certification exams upon completion of the degree with a combination of a minimum of two years administrative experience. Eligible certifications include, but are not limited to, the Professional Association of Healthcare Office Managers (PAHCOM), the Healthcare Financial Management Association (HFMA), the Certified Patient Account Manager (CPAM) and the Certified Manager of Patient Accounts (CMPA) examinations.

PROGRAM COMPETENCIES

Upon successful completion of the Healthcare Management Technology program, the student should be able to

1. Demonstrate ability to use clinical information to understand and solve operational and financial problems (content, organization and purpose of the medical record, and flow of other clinical/medical information).
2. Demonstrate proficiency in using the following PC software (Word Processing and PowerPoint).
3. Demonstrate an understanding of HIPAA.

Please see pages 85-86 for a list of Humanities/Fine Arts and Social/Behavioral Sciences courses approved for this program.

(Continued on next page)

Healthcare Management Technology [A25200]

Courses for this A.A.S. degree program are offered day, evening, online and/or hybrid

Curriculum Courses by Semester		Hours/Week			Semester Hours
First Year: Fall Semester		**Class**	**Lab**	**Wk. Exp.**	**Credit**
ACA 111	College Student Success	1	0	0	1
ACC 120	Prin of Financial Acct	3	2	0	4
CIS 110	Introduction to Computers	2	2	0	3
ENG 111	Expository Writing	3	0	0	3
HMT 110	Intro to Healthcare Mgt	3	0	0	3
OST 141	Medical Terms I-Med Office	3	0	0	3
		15	**4**	**0**	**17**
First Year: Spring Semester					
ACC 121	Prin of Managerial Acct	3	2	0	4
ENG 112	Argument Based Research	3	0	0	3
	OR				
ENG 114	Prof Research & Reporting	3	0	0	3
HMT 211	Long-Term Care Admin	3	0	0	3
OST 142	Medical Terms II-Med Office	3	0	0	3
OST 149	Medical Legal Issues	3	0	0	3
		15	**2**	**0**	**16**
First Year: Summer Semester					
ACC 140	Payroll Accounting	1	2	0	2
BUS 153	Human Resource Management	3	0	0	3
BUS 255	Org Behavior in Business	3	0	0	3
		7	**2**	**0**	**8**
Second Year: Fall Semester					
HMT 210	Medical Insurance	3	0	0	3
MAT 140	Survey of Mathematics	3	0	0	3
	OR				
MAT 161	College Algebra	3	0	0	3
MED 232	Medical Insurance Coding	1	3	0	2
MKT 120	Principles of Marketing	3	0	0	3
---	Social/Behavioral Science	3	0	0	3
		13	**3**	**0**	**14**
Second Year: Spring Semester					
CTS 130	Spreadsheet	2	2	0	3
HMT 220	Healthcare Financial Management	4	0	0	4
HMT 225	Practice Management Simulation	2	2	0	3
MKT 231	Healthcare Marketing	3	0	0	3
---	Humanities/Fine Arts	3	0	0	3
		14	**4**	**0**	**16**

Total Semester Hours Credit for Degree: 71

Healthcare Management Technology [C25200]

Courses for this certificate program are offered day, evening, online and/or hybrid

Curriculum Courses by Semester		Hours/Week			Semester Hours
First Year: Fall Semester		**Class**	**Lab**	**Wk. Exp.**	**Credit**
CIS 110	Introduction to Computers	2	2	0	3
HMT 110	Intro to Healthcare Mgt	3	0	0	3
OST 141	Medical Terminology I-Med Office	3	0	0	3
		8	**2**	**0**	**9**
First Year - Spring Semester					
OST 142	Medical Terminology II-Med Office	3	0	0	3
OST 149	Medical Legal Issues	3	0	0	3
		6	**0**	**0**	**6**

Total Semester Hours Credit for Certificate: 15

■ Interior Design

[A30220] Associate in Applied Science Degree

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

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

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

PROGRAM COMPETENCIES

Upon successful completion of the Interior Design program, the student should be able to

1. Utilize the basic principles and elements of design.
2. Design a space.
3. Present design concepts.
4. Create hue schemes.
5. Identify furniture and architecture by Historical Period.
6. Apply ethical business practices.

Please see page 86 for a list of Social/Behavioral Sciences courses approved for this program.

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Interior Design [A30220]

Courses for this A.A.S. degree program are offered day, evening, online and/or hybrid

Curriculum Courses by Semester		Hours/Week			Semester Hours
First Year: Fall Semester		**Class**	**Lab**	**Wk. Exp.**	**Credit**
ACA 111	College Student Success	1	0	0	1
ART 114	Art History Survey I	3	0	0	3
DES 110	Architectural Graphics	0	6	0	2
DES 135	Prin. and Elements of Design I	2	4	0	4
DES 235	Products	2	2	0	3
ENG 111	Expository Writing	3	0	0	3
		11	**12**	**0**	**16**
First Year: Spring Semester					
ART 115	Art History Survey II	3	0	0	3
DES 120	CAD for Interior Design	0	6	0	2
DES 125	Graphic Presentation I	0	6	0	2
DES 136	Prin. And Elements of Design II	2	4	0	4
DES 220	Principles of Interior Design	1	6	0	3
ENG 114	Prof. Research and Reporting	3	0	0	3
		9	**22**	**0**	**17**
First Year: Summer Semester					
DES 230	Residential Design I	1	6	0	3
DES 240	Comm./Contract Design I	1	6	0	3
DES 265	Lighting for ID	2	0	0	2
		4	**12**	**0**	**8**
Second Year: Fall Semester					
DES 225	Textiles and Fabrics	2	2	0	3
DES 231	Residential Design II	1	6	0	3
DES 241	Comm./Contract Design II	1	6	0	3
DES 255	History/Interiors & Furn. I	3	0	0	3
MAT 140	Survey of Mathematics	3	0	0	3
		10	**14**	**0**	**15**
Second Year: Spring Semester					
ARC 235	Architectural Portfolio	2	3	0	3
COE 112*	Co-Op Work Experience I	0	0	20	2
DES 210	Bus. Pract. For Interior Design	2	0	0	2
DES 256	History/Interiors & Furn. II	3	0	0	3
---	Social Behaviorial Science	3	0	0	3
		10	**3**	**20**	**13**

Total Semester Hours Credit for Degree: 69

***If a sudent is unable to take COE 112 in the second year, spring semester, he/she may do the following:**

Second Year: Spring Semester					
ARC 235	Architectural Portfolio	2	3	0	3
COE 111	Co-Op Work Experience I	0	0	10	1
DES 210	Bus. Pract. For Interior Design	2	0	0	2
DES 256	History/Interiors & Furn. II	3	0	0	3
---	Social Behaviorial Science	3	0	0	3
		10	**3**	**10**	**12**
Second Year: Summer Semester					
COE 121	Co-Op Work Experience I	0	0	10	1
		0	**0**	**10**	**1**

Total Semester Hours Credit for Degree: 69

■ Medical Office Administration

[A25310] Associate in Applied Science Degree; [D25310] Diploma; [C25310MO] Certificate

This curriculum prepares individuals for employment in medical and other health-care related offices. Course work will include medical terminology; information systems; office management; medical coding, billing and insurance; legal and ethical issues; and formatting and word processing. Students will learn administrative and support functions and develop skills applicable in medical environments.

Employment opportunities are available in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other health-care related organizations.

PROGRAM COMPETENCIES

Upon successful completion of the Medical Office Administration program, the student should be able to

1. Define medical terminology in the form of prefixes, suffixes and word roots.
2. Demonstrate ability to accurately complete a medical insurance claim form.
3. Demonstrate ability to use a medical practice management package to schedule, bill, and maintain patient records.

Please see pages 85-86 for a list of Humanities/Fine Arts and Social/Behavioral Sciences courses approved for this program.

(Continued on next page)

Medical Office Administration [A25310] ***(pending BOT approval)***

Courses for this A.A.S. degree program are offered day, evening, online and/or hybrid

Curriculum Courses by Semester		Hours/Week			Semester Hours
First Year: Fall Semester		**Class**	**Lab**	**Wk. Exp.**	**Credit**
ACA 111	College Student Success	1	0	0	1
CIS 110	Introduction to Computers	2	2	0	3
ENG 111	Expository Writing	3	0	0	3
OST 131	Keyboarding	1	2	0	2
OST 141	Med Terms I - Med Office	3	0	0	3
OST 149	Medical Legal Issues	3	0	0	3
		13	**4**	**0**	**15**
First Year: Spring Semester					
ENG 114	Prof. Research & Reporting	3	0	0	3
MED 130	Admin. Office Procedure I	1	2	0	2
OST 142	Medical Terms II - Med Office	3	0	0	3
OST 148	Med Coding & Billing & Ins	3	0	0	3
OST 164	Text Editing Applications	3	0	0	3
		13	**2**	**0**	**14**
First Year: Summer Semester					
OST 136	Word Processing	2	2	0	3
OST 243	Medical Office Simulation	2	2	0	3
OST 247	Procedural Coding	1	2	0	2
OST 248	Diagnostic Coding	1	2	0	2
		6	**8**	**0**	**10**
Second Year: Fall Semester					
ACC 120	Prin of Financial Accounting	3	2	0	4
CTS 130	Spreadsheet	2	2	0	3
MAT 140	Survey of Mathematics	3	0	0	3
MED 116	Intro to A & P	3	2	0	4
	OR				
OST 241	Medical Office Transcription I	1	2	0	2
		9/11	**6**	**0**	**12/14**
Second Year: Spring Semester					
MED 232	Med. Insurance Coding	1	3	0	2
OST 286	Professional Development	3	0	0	3
SPA 120	Spanish in the Workplace	3	0	0	3
---	Humanities/Fine Arts	3	0	0	3
---	Major Elective*	0/3	0/0	0/10	1/3
---	Social/Behavioral Science	3	0	0	3
		13/16	**3**	**0/10**	**15/17**

Total Semester Hours Credit for Degree: 66 or 68 or 70

*Select one to meet Major Elective Requirement:
COE 111 Co-Op Work Experience I
MKT 223 Customer Service

Medical Office Administration [D25310] *(pending BOT approval)*

Courses for this diploma program are offered day, evening, online and/or hybrid

Curriculum Courses by Semester		Hours/Week			Semester Hours
First Year: Fall Semester		**Class**	**Lab**	**Wk. Exp.**	**Credit**
ACA 111	College Student Success	1	0	0	1
CIS 110	Introduction to Computers	2	2	0	3
ENG 111	Expository Writing	3	0	0	3
OST 131	Keyboarding	1	2	0	2
OST 141	Med Terms I - Med Office	3	0	0	3
OST 149	Medical Legal Issues	3	0	0	3
		13	**4**	**0**	**15**
First Year: Spring Semester					
ENG 114	Prof. Research & Reporting	3	0	0	3
MED 130	Admin. Office Procedure I	1	2	0	2
OST 142	Medical Terms II - Med Office	3	0	0	3
OST 148	Med Coding & Billing & Ins	3	0	0	3
OST 164	Text Editing Applications	3	0	0	3
		13	**2**	**0**	**14**
First Year: Summer Semester					
OST 136	Word Processing	2	2	0	3
OST 243	Medical Office Simulation	2	2	0	3
OST 247	Procedural Coding	1	2	0	2
OST 248	Diagnostic Coding	1	2	0	2
		6	**8**	**0**	**10**

Total Semester Hours Credit for Diploma: 39

Medical Office Administration [C25310MO]

Courses for this certificate program are offered day, evening, online and/or hybrid

Curriculum Courses by Semester		Hours/Week			Semester Hours
First Year: Fall Semester		**Class**	**Lab**	**Wk. Exp.**	**Credit**
CIS 110	Introduction to Computers	2	2	0	3
OST 141	Med Terms I - Med Office	3	0	0	3
OST 149	Medical Legal Issues	3	0	0	3
		8	**2**	**0**	**9**
First Year: Spring Semester					
MED 130	Admin. Office Procedure I	1	2	0	2
OST 142	Medical Terms II - Med Office	3	0	0	3
OST 148	Med Coding & Billing & Ins	3	0	0	3
		7	**2**	**0**	**8**

Total Semester Hours Credit for Certificate: 17

■ Networking Technology

[A25340] Associate in Applied Science Degree

The Networking Technology curriculum prepares individuals for employment supporting network infrastructure enviroments. Students will learn how to use technologies to provide reliable transmission and delivery of data, voice, image, and video communications in business, industry, and education.

Course work includes design, installation, configuration and management of network infrastructure technologies, and network operating systems. Emphasis is placed on the implementation and management of network software and the implementation and management of hardware such as switches and routers.

Graduates may find employment in entry-level jobs as local area network managers, network operators, network analyst, network and network technicians. Graduates may also be qualified to take certification examinations for various network industry certifications, depending on their local program.

PROGRAM COMPETENCIES

Upon successful completion of the Networking Technology program, the student should be able to

1. Explain terminology and concepts used by computer technicians.
2. Use interpersonal skills to interact with business users on computer issues.
3. Solve problems using various computer technologies.

Please see pages 85-86 for a list of Humanities/Fine Arts and Social/Behavioral Sciences courses approved for this program.

Networking Technology [A25340] *(pending BOT/NCCCS approval)*

Courses for this A.A.S. degree program are offered day, evening, online and/or hybrid

Curriculum Courses by Semester		Hours/Week			Semester Hours
First Year: Fall Semester		**Class**	**Lab**	**Wk. Exp.**	**Credit**
ACA 111	College Student Success	1	0	0	1
CIS 110	Introduction to Computers	2	2	0	3
CTS 115	Info Sys Business Concepts	3	0	0	3
NOS 110	Operating Systems Concepts	2	3	0	3
---	Social/Behavioral Science	3	0	0	3
		11	**5**	**0**	**13**
First Year: Spring Semester					
CTS 120	Hardware/Software Support	2	3	0	3
DBA 110	Database Concepts	2	3	0	3
MAT 140	Survey of Mathematics	3	0	0	3
NOS 120	Linux/UNIX Single User	2	2	0	3
---	Humanities/Fine Arts	3	0	0	3
		12	**8**	**0**	**15**
First Year: Summer Semester					
CIS 115	Intro to Programming & Logic	2	3	0	3
NOS 130	Windows Single User	2	2	0	3
SEC 110	Security Concepts	2	2	0	3
		6	**7**	**0**	**9**
Second Year: Fall Semester					
CSC 139	Visual BASIC Prog	2	3	0	3
ENG 111	Expository Writing	3	0	0	3
NET 125	Networking Basics	1	4	0	3
NET 126	Routing Basics	1	4	0	3
NOS 230	Windows Admin I	2	2	0	3
		9	**13**	**0**	**15**
Second Year: Spring Semester					
ENG 114	Prof. Research & Reporting	3	0	0	3
NET 225	Routing & Switching I *(first 8-weeks)*	1	4	0	3
NET 226	Routing & Switching II *(second 8-weeks)*	1	4	0	3
NET 289	Networking Project	1	4	0	3
WEB 110	Internet/Web Fundamentals	2	2	0	3
		8	**14**	**0**	**15**

Total Semester Hours Credit for Degree: 67

■ Office Administration

[A25370] Associate in Applied Science Degree; [D25370] Diploma; [C25370OA] Certificate

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

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

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

PROGRAM COMPETENCIES

Upon successful completion of the Office Administration program, the student should be able to

1. Use software packages and associated hardware used in today's businesses.
2. Set up and maintain a records management system.
3. Format professional business documents.

Please see pages 85-86 for a list of Humanities/Fine Arts and Social/Behavioral Sciences courses approved for this program.

Office Administration [A25370]

Courses for this A.A.S. degree program are offered day, evening, online and/or hybrid

Curriculum Courses by Semester		Hours/Week			Semester Hours
First Year: Fall Semester		**Class**	**Lab**	**Wk. Exp.**	**Credit**
ACA 111	College Student Success	1	0	0	1
CIS 110	Introduction to Computers	2	2	0	3
ENG 111	Expository Writing	3	0	0	3
OST 122	Office Computations	1	2	0	2
OST 131	Keyboarding	1	2	0	2
OST 164	Text Editing Applications	3	0	0	3
		11	**6**	**0**	**14**
First Year: Spring Semester					
ENG 114	Prof. Research & Reporting	3	0	0	3
OST 134	Text Entry & Formatting	2	2	0	3
OST 136	Word Processing	2	2	0	3
OST 181	Intro to Office Systems	2	2	0	3
OST 184	Records Management	2	2	0	3
		11	**8**	**0**	**15**
First Year: Summer Semester					
CTS 130	Spreadsheet	2	2	0	3
OST 137	Office Software Application	2	2	0	3
OST 236	Adv. Word/Info Processing	2	2	0	3
		6	**6**	**0**	**9**
Second Year: Fall Semester					
ACC 120	Prin of Financial Accounting	3	2	0	4
MAT 140	Survey of Mathematics	3	0	0	3
OST 135	Adv. Text Entry & Formatting	3	2	0	4
---	Social/ Behavioral Science	3	0	0	3
---	Major Elective	3	0	0	3
		15	**4**	**0**	**17**
Second Year: Spring Semester					
OST 223	Admin Office Transcript I	2	2	0	3
OST 233	Office Publications Design	2	2	0	3
OST 286	Professional Development	3	0	0	3
COE 111	Co-Op Work Experience I	0	0	10	1
	OR				
OST 289	Administrative Office Mgt.	2	2	0	3
---	Humanities/Fine Arts	3	0	0	3
---	Major Elective	1/3	0/2	0	2/3
		11/15	**4/8**	**0/10**	**15/18**

Total Semester Hours Credit for Degree: 70 or 73

Major Course Electives (select one per semester)					
ACC 150	Acct Software Appli	1	2	0	2
MKT 223	Customer Service	3	0	0	3
OST 141	Med Terms I- Med Office	3	0	0	3
OST 142	Med Terms II-Med Office	3	0	0	3

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Office Administration [D25370]

Courses for this diploma program are offered day, evening, online and/or hybrid

Curriculum Courses by Semester		Hours/Week			Semester Hours
First Year: Fall Semester		**Class**	**Lab**	**Wk. Exp.**	**Credit**
ACA 111	College Student Success	1	0	0	1
CIS 110	Introduction to Computers	2	2	0	3
ENG 111	Expository Writing	3	0	0	3
OST 122	Office Computations	1	2	0	2
OST 131	Keyboarding	1	2	0	2
OST 164	Text Editing Applications	3	0	0	3
		11	**6**	**0**	**14**
First Year: Spring Semester					
ENG 114	Prof. Research & Reporting	3	0	0	3
OST 134	Text Entry & Formatting	2	2	0	3
OST 136	Word Processing	2	2	0	3
OST 181	Intro to Office Systems	2	2	0	3
OST 184	Records Management	2	2	0	3
		11	**8**	**0**	**15**
First Year: Summer Semester					
CTS 130	Spreadsheet	2	2	0	3
OST 137	Office Software Application	2	2	0	3
OST 236	Adv. Word/Info Processing	2	2	0	3
		6	**6**	**0**	**9**

Total Semester Hours Credit for Diploma: 38

Office Administration [C25370OA]

Courses for this certificate program are offered day, evening, online and/or hybrid

Curriculum Courses by Semester		Hours/Week			Semester Hours
First Year: Fall Semester		**Class**	**Lab**	**Wk. Exp.**	**Credit**
CIS 110	Introduction to Computers	2	2	0	3
OST 122	Office Computations	1	2	0	2
OST 131	Keyboarding	1	2	0	2
OST 181	Intro to Office Systems	2	2	0	3
		6	**8**	**0**	**10**
First Year: Spring Semester					
OST 136	Word Processing	2	2	0	3
OST 184	Records Management	2	2	0	3
		4	**4**	**0**	**6**

Total Semester Hours Credit for Certificate: 16

■ Photographic Technology
Biocommunications Photography Concentration
[A3028A] Degree

Biocommunications Photography is a concentration under the curriculum title of Photographic Technology. This curriculum prepares individuals with the techniques and procedures used in biocommunications photography.

Course work includes all core first-year studies along with a strong foundation in basic portraiture, commercial, and photojournalism. Specialized courses include macro-photography, multimedia production, and internship experiences under close supervision in related settings.

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

PROGRAM COMPETENCIES

Upon successful completion of all Photographic Technology Concentrations, the student should be able to

1. Demonstrate the ability to control photographic exposure.
2. Execute photographic imaging processes.
3. Demonstrate proficiency in digital photography workflow.
4. Utilize lighting equipment.
5. Utilize design elements to produce photographs.

Please see pages 85-86 for a list of Humanities/Fine Arts and Social/Behavioral Sciences courses approved for this program.

(Continued on next page)

Photographic Technology: Biocommunications Concentration [A3028A]

Courses for this A.A.S. degree program are offered day, evening, online and/or hybrid, with the exception of PHO courses. They are only offered during the day.

Curriculum Courses by Semester		Hours/Week			Semester Hours
First Year: Fall Semester		**Class**	**Lab**	**Wk. Exp.**	**Credit**
ACA 111	College Student Success	1	0	0	1
ENG 111	Expository Writing	3	0	0	3
PHO 110	Fundamentals of Photography	3	6	0	5
PHO 111	Photo. Corr. and Finish I	0	3	0	1
PHO 112	Design Laboratory I	0	3	0	1
---	Social/Behaviorial Science	3	0	0	3
---	Humanities/Fine Arts	3	0	0	3
		13	**12**	**0**	**17**
First Year: Spring Semester					
ENG 114	Prof. Research and Reporting	3	0	0	3
MAT 140	Survey of Mathematics	3	0	0	3
PHO 121	Photo. Corr. and Finish II	0	3	0	1
PHO 122	Design Laboratory II	0	3	0	1
PHO 123	Large Format Photography I	1	3	0	2
PHO 125	Basic Object Lighting	0	3	0	1
PHO 126	Basic Portrait Lighting	0	3	0	1
PHO 127	Photo Materials and Processes	3	3	0	4
		10	**18**	**0**	**16**
First Year: Summer Semester					
PHO 132	Small Format Photography	2	6	0	4
PHO 133	Large Format Photography II	1	3	0	2
PHO 134	Custom Color Printing	1	2	0	2
PHO 135	Product Lighting	0	3	0	1
PHO 139	Introduction to Digital Imaging	1	3	0	2
		5	**17**	**0**	**11**
Second Year: Fall Semester					
PHO 180	Creative Problem Solving	1	4	0	3
PHO 212	Biocom. Photojournalism	1	3	0	2
PHO 218	Biocom. Portrait Lighting	1	3	0	2
PHO 225	Biocom. Object Lighting	1	3	0	2
PHO 241	Digital Image Technology	2	3	0	3
		6	**16**	**0**	**12**
Second Year: Spring Semester					
COE ---	Co-Op Work Experience	0	0	20	2
PHO 213	Macro Photography	1	3	0	2
PHO 224	Multimedia Production	2	3	0	3
		3	**6**	**20**	**7**
Second Year: Summer Semester					
COE ---	Co-Op Work Experience	0	0	20	2
PHO 230	Biocom. Portfolio Preparation	0	6	0	2
		0	**6**	**20**	**4**

Total Semester Hours Credit for Degree: 67

ART 111 or ART 114 is the preferred Humanites/Fine Arts Course
Students will choose from the following cooperative education courses: COE 112, COE 122, COE 132, COE 212, COE 222, or COE 232

■ Photographic Technology
Commercial Photography Concentration
[A3028B] Associate in Applied Science Degree

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

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

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

PROGRAM COMPETENCIES

Upon successful completion of all Photographic Technology Concentrations, the student should be able to

1. Demonstrate the ability to control photographic exposure.
2. Execute photographic imaging processes.
3. Demonstrate proficiency in digital photography workflow.
4. Utilize lighting equipment.
5. Utilize design elements to produce photographs.

Please see pages 85-86 for a list of Humanities/Fine Arts and Social/Behavioral Sciences courses approved for this program.

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Photographic Technology: Commercial Photography Concentration [A3028B]

Courses for this A.A.S. degree program are offered day, evening, online and/or hybrid, with the exception of PHO courses. They are only offered during the day.

Curriculum Courses by Semester		Hours/Week			Semester Hours
First Year: Fall Semester		**Class**	**Lab**	**Wk. Exp.**	**Credit**
ACA 111	College Student Success	1	0	0	1
ENG 111	Expository Writing	3	0	0	3
PHO 110	Fundamentals of Photography	3	6	0	5
PHO 111	Photo. Corr. and Finish I	0	3	0	1
PHO 112	Design Laboratory I	0	3	0	1
---	Social/Behaviorial Science	3	0	0	3
---	Humanities/Fine Arts	3	0	0	3
		13	**12**	**0**	**17**
First Year: Spring Semester					
ENG 114	Prof. Research and Reporting	3	0	0	3
MAT 140	Survey of Mathematics	3	0	0	3
PHO 121	Photo. Corr. and Finish II	0	3	0	1
PHO 122	Design Laboratory II	0	3	0	1
PHO 123	Large Format Photography I	1	3	0	2
PHO 125	Basic Object Lighting	0	3	0	1
PHO 126	Basic Portrait Lighting	0	3	0	1
PHO 127	Photo Materials and Processes	3	3	0	4
		10	**18**	**0**	**16**
First Year: Summer Semester					
PHO 132	Small Format Photography	2	6	0	4
PHO 133	Large Format Photography II	1	3	0	2
PHO 134	Custom Color Printing	1	2	0	2
PHO 135	Product Lighting	0	3	0	1
PHO 139	Introduction to Digital Imaging	1	3	0	2
		5	**17**	**0**	**11**
Second Year: Fall Semester					
COE ---	Co-Op Work Experience	0	0	20	2
PHO 215	Photographic Illustration	2	8	0	6
PHO 241	Digital Image Technology	2	3	0	3
		4	**11**	**20**	**11**
Second Year: Spring Semester					
COE ---	Co-Op Work Experience	0	0	20	2
PHO 224	Multimedia Production	2	3	0	3
PHO 229	Advertising Photography	2	8	0	6
		4	**11**	**20**	**11**
Second Year: Summer Semester					
PHO 231	Commercial Portfolio Prep.	0	6	0	2
		0	**6**	**0**	**2**

Total Semester Hours Credit for Degree: 68

ART 111 or ART 114 is the preferred Humanites/Fine Arts Course
Students will choose from the following cooperative education courses: COE 112, COE 122, COE 132, COE 212, COE 222, or COE 232

■ Photographic Technology Photojournalism Concentration

[A3028C] Associate in Applied Science Degree

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

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

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

PROGRAM COMPETENCIES

Upon successful completion of all Photographic Technology Concentrations, the student should be able to

1. Demonstrate the ability to control photographic exposure.
2. Execute photographic imaging processes.
3. Demonstrate proficiency in digital photography workflow.
4. Utilize lighting equipment.
5. Utilize design elements to produce photographs.

Please see pages 85-86 for a list of Humanities/Fine Arts and Social/Behavioral Sciences courses approved for this program.

(Continued on next page)

Photographic Technology: Photojournalism Concentration [A3028C]

Courses for this A.A.S. degree program are offered day, evening, online and/or hybrid, with the exception of PHO courses. They are only offered during the day.

Curriculum Courses by Semester		Hours/Week			Semester Hours
First Year: Fall Semester		**Class**	**Lab**	**Wk. Exp.**	**Credit**
ACA 111	College Student Success	1	0	0	1
ENG 111	Expository Writing	3	0	0	3
PHO 110	Fundamentals of Photography	3	6	0	5
PHO 111	Photo. Corr. and Finish I	0	3	0	1
PHO 112	Design Laboratory I	0	3	0	1
---	Social/Behaviorial Science	3	0	0	3
---	Humanities/Fine Arts	3	0	0	3
		13	**12**	**0**	**17**
First Year: Spring Semester					
ENG 114	Prof. Research and Reporting	3	0	0	3
MAT 140	Survey of Mathematics	3	0	0	3
PHO 121	Photo. Corr. and Finish II	0	3	0	1
PHO 122	Design Laboratory II	0	3	0	1
PHO 123	Large Format Photography I	1	3	0	2
PHO 125	Basic Object Lighting	0	3	0	1
PHO 126	Basic Portrait Lighting	0	3	0	1
PHO 127	Photo Materials and Processes	3	3	0	4
		10	**18**	**0**	**16**
First Year: Summer Semester					
PHO 132	Small Format Photography	2	6	0	4
PHO 133	Large Format Photography II	1	3	0	2
PHO 134	Custom Color Printing	1	2	0	2
PHO 135	Product Lighting	0	3	0	1
PHO 139	Introduction to Digital Imaging	1	3	0	2
		5	**17**	**0**	**11**
Second Year: Fall Semester					
JOU 120	JOU/Theory & Production	2	2	0	3
PHO 217	Photojournalism I	1	6	0	4
PHO 224	Multimedia Production	2	3	0	3
PHO 241	Digital Image Technology	2	3	0	3
		7	**14**	**0**	**13**
Second Year: Spring Semester					
BUS 280	REAL Small Business	4	0	0	4
COE ---	Co-Op Work Experience	0	0	20	2
PHO 227	Photojournalism II	2	12	0	8
		6	**12**	**20**	**14**
Second Year: Summer Semester					
COE ---	Co-Op Work Experience	0	0	20	2
PHO 232	Photojournalism Portfolio Prep	0	6	0	2
		0	**6**	**20**	**4**

Total Semester Hours Credit for Degree: 73

ART 111 or ART 114 is the preferred Humanites/Fine Arts Course
Students will choose from the following cooperative education courses: COE 112, COE 122, COE 132, COE 212, COE 222, or COE 232

■ Photographic Technology
Portrait Studio Management Concentration
[A3028D] Associate in Applied Science Degree

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

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

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

PROGRAM COMPETENCIES

Upon successful completion of all Photographic Technology Concentrations, the student should be able to

1. Demonstrate the ability to control photographic exposure.
2. Execute photographic imaging processes.
3. Demonstrate proficiency in digital photography workflow.
4. Utilize lighting equipment.
5. Utilize design elements to produce photographs.

Please see pages 85-86 for a list of Humanities/Fine Arts and Social/Behavioral Sciences courses approved for this program.

(Continued on next page)

Photographic Technology: Portrait Studio Management Concentration [A3028D]

Courses for this A.A.S. degree program are offered day, evening, online and/or hybrid, with the exception of PHO courses. They are only offered during the day.

Curriculum Courses by Semester		Hours/Week			Semester Hours
First Year: Fall Semester		**Class**	**Lab**	**Wk. Exp.**	**Credit**
ACA 111	College Student Success	1	0	0	1
ENG 111	Expository Writing	3	0	0	3
PHO 110	Fundamentals of Photography	3	6	0	5
PHO 111	Photo. Corr. and Finish I	0	3	0	1
PHO 112	Design Laboratory I	0	3	0	1
---	Social/Behaviorial Science	3	0	0	3
---	Humanities/Fine Arts	3	0	0	3
		13	**12**	**0**	**17**
First Year: Spring Semester					
ENG 114	Prof. Research and Reporting	3	0	0	3
MAT 140	Survey of Mathematics	3	0	0	3
PHO 121	Photo. Corr. and Finish II	0	3	0	1
PHO 122	Design Laboratory II	0	3	0	1
PHO 123	Large Format Photography I	1	3	0	2
PHO 125	Basic Object Lighting	0	3	0	1
PHO 126	Basic Portrait Lighting	0	3	0	1
PHO 127	Photo Materials and Processes	3	3	0	4
		10	**18**	**0**	**16**
First Year: Summer Semester					
PHO 132	Small Format Photography	2	6	0	4
PHO 133	Large Format Photography II	1	3	0	2
PHO 134	Custom Color Printing	1	2	0	2
PHO 135	Product Lighting	0	3	0	1
PHO 139	Introduction to Digital Imaging	1	3	0	2
		5	**17**	**0**	**11**
Second Year: Fall Semester					
PHO 210	Professional Wedding Photogaphy	1	6	0	3
PHO 211	Professional Portraiture I	2	12	0	8
PHO 224	Multimedia Production	2	3	0	3
PHO 241	Digital Imaging Technology	2	3	0	3
		7	**24**	**0**	**17**
Second Year: Spring Semester					
COE ---	Co-Op Work Experience	0	0	20	2
PHO 221	Professional Portraiture II	1	8	0	5
		1	**8**	**20**	**7**
Second Year: Summer Semester					
PHO 228	Advanced Correction & Finishing	1	3	0	2
PHO 233	Portrait Portfolio Preparation	0	6	0	2
		1	**9**	**0**	**4**

Total Semester Hours Credit for Degree: 72

ART 111 or ART 114 is the preferred Humanites/Fine Arts Course.
Students will choose from the following cooperative education courses: COE 112, COE 122, COE 132, COE 212, COE 222, or COE 232.

Health Sciences and Public Service Division

■ Associate Degree Nursing

[A45110] Associate in Applied Science Degree

The Associate Degree Nursing curriculum provides knowledge, skills, and strategies to integrate safety and quality into nursing care, to practice in a dynamic environment, and to meet individual needs which impact health, quality of life, and achievement of potential.

Course work includes and builds upon the concepts of healthcare, nursing practice, and the holistic individual. Content emphasizes the nurse as a member of the interdisciplinary team providing safe, individualized care while employing evidence-based practice, quality improvement, and informatics. Graduates of this program are eligible to apply to take the National Council Licensure Examination (NCLEX-RN). Employment opportunities are vast within the global health care system and may include acute, chronic, extended, industrial, and community health care facilities.

Admission to the college does not guarantee admission to the Associate Degree Nursing program. Admission to the nursing program is competitive.

PROGRAM COMPETENCIES

Upon successful completion of the ADN program, the student should be able to

1. Practice professional nursing behaviors incorporating personal responsibility and accountability for continued competence.
2. Communicate professionally and effectively with individuals, significant support person(s), and members of the interdisciplinary healthcare team.
3. Integrate knowledge of the holistic needs of the individual to provide an individual centered assessment.
4. Incorporate informatics to formulate evidence-based clinical judgments and management decisions.
5. Implement caring interventions incorporating documented best practices for individuals in diverse settings.
6. Develop a teaching plan for individuals, and/or the nursing team, incorporating teaching and learning principles.
7. Collaborate with the interdisciplinary healthcare team to advocate for positive individual and organizational outcomes.
8. Manage healthcare team for the individual using cost-effective nursing strategies, quality improvement processes, and current technologies.

Randolph Community College's Associate Degree Nursing (ADN) program is fully approved by the North Carolina Board of Nursing. Address: P.O. Box 2129, Raleigh, N.C. 27602; phone: 919-782-3211; website: www.bon.com.

The ADN program also is accredited by the National League for Nursing Accrediting Commission (NLNAC). Address: 61 Broadway-33rd floor, New York, N.Y. 10006; phone: 800-669-1656; website: www.nlnac.org.

Further information regarding approval and accreditation status of the RCC ADN program can be obtained by contacting the departmental chair for health occupations at 336-633-0315.

NLN
Member Agency

(Continued on next page)

Associate Degree Nursing [A45110]

Courses for this A.A.S. degree program are offered day, evening and weekend

Day Option

Curriculum Courses by Semester		**Hours/Week**			**Semester Hours**
First Year: Fall Semester		**Class**	**Lab**	**Wk. Exp.**	**Credit**
ACA 111	College Student Success	1	0	0	1
BIO 168	Anatomy & Physiology I	3	3	0	4
MAT 110	Mathematical Measurement	2	2	0	3
NUR 111	Intro to Health Concepts	4	6	6	8
NUR 117	Pharmacology	1	3	0	2
PSY 150	General Psychology	3	0	0	3
		14	**14**	**6**	**21**
First Year: Spring Semester					
BIO 169	Anatomy & Physiology II	3	3	0	4
NUR 112	Health-Illness Concepts	3	0	6	5
NUR 114	Holistic Health Concepts	3	0	6	5
PSY 241	Developmental Psychology	3	0	0	3
		12	**3**	**12**	**17**
First Year: Summer Semester					
CIS 110	Introduction to Computers	2	2	0	3
ENG 111	Expository Writing	3	0	0	3
NUR 211	Health Care Concepts	3	0	6	5
		8	**2**	**6**	**11**
Second Year: Fall Semester					
ENG 114	Prof Research & Reporting	3	0	0	3
NUR 113	Family Health Concepts	3	0	6	5
NUR 212	Health System Concepts	3	0	6	5
		9	**0**	**12**	**13**
Second Year: Spring Semester					
NUR 213	Complex Health Concepts	4	3	15	10
---	Humanities/Fine Arts	3	0	0	3
		7	**3**	**15**	**13**

Total Semester Hours Credit for Degree: 75

Students **must obtain** a grade of "C" or better in all NUR Courses and BIO 168, BIO 169, MAT 110, PSY 150, and PSY 241. If a student does not maintain a "C" or better in all NUR Courses and BIO 168, BIO 169, MAT 110, PSY 150, and PSY 241 he/she will NOT be allowed to progress in the curriculum.

Clinical rotations in NUR courses may be scheduled during weekdays, evenings, or weekends.

The following courses are strongly recommended for the Humanities/Fine Arts requirement: HUM 110, HUM 120, PHI 215, PHI 240.

See pages 22-25 of the 2012-2013 RCC Catalog for additional admission requirements.

The North Carolina Board of Nursing has the legal authority to deny licensure if the Board determines that the applicant: (1) has given false information or has withheld material information from the Board in procuring or attempting to procure a license to practice nursing; (2) has been convicted of or pleaded guilty or nolo contendere to any crime which indicates that the nurse is unfit or incompetent to practice nursing or that the nurse has deceived or defrauded the public; (3) has a mental or physical disability or uses any drug to a degree that interferes with his or her fitness to practice nursing; (4) engages in conduct that endangers the public health; (5) is unfit or incompetent to practice nursing by reason of deliberate or negligent acts of omissions regardless of whether actual injury to the patient is established; (6) engages in conduct that deceives, defrauds, or harms the public in the course of professional activities or services; (7) has willfully violated any provision of this Article; or (8) has willfully violated any rule enacted by the Board. (General Statutes Chapter 90 Article 9 Section 1 90-171.37)

Associate Degree Nursing [A45110]
Evening/Weekend Option

Curriculum Courses by Semester		Hours/Week			Semester Hours
First Year: Spring Semester		Class	Lab	Wk. Exp.	Credit
ACA 111	College Student Success	1	0	0	1
BIO 168	Anatomy & Physiology I	3	3	0	4
MAT 110	Mathematical Measurement	2	2	0	3
NUR 111	Intro to Health Concepts	4	6	6	8
NUR 117	Pharmacology	1	3	0	2
PSY 150	General Psychology	3	0	0	3
		14	**14**	**6**	**21**
First Year: Summer Semester					
BIO 169	Anatomy & Physiology II	3	3	0	4
NUR 112	Health-Illness Concepts	3	0	6	5
NUR 114	Holistic Health Concepts	3	0	6	5
PSY 241	Developmental Psychology	3	0	0	3
		12	**3**	**12**	**17**
First Year: Fall Semester					
CIS 110	Introduction to Computers	2	2	0	3
ENG 111	Expository Writing	3	0	0	3
NUR 211	Health Care Concepts	3	0	6	5
		8	**2**	**6**	**11**
Second Year: Spring Semester					
ENG 114	Prof Research & Reporting	3	0	0	3
NUR 113	Family Health Concepts	3	0	6	5
NUR 212	Health System Concepts	3	0	6	5
		9	**0**	**12**	**13**
Second Year: Summer Semester					
NUR 213	Complex Health Concepts	4	3	15	10
---	Humanities/Fine Arts	3	0	0	3
		7	**3**	**15**	**13**

Total Semester Hours Credit for Degree: 75

Students **must obtain** a grade of "C" or better in all NUR Courses and BIO 168, BIO 169, MAT 110, PSY 150, and PSY 241. If a student does not maintain a "C" or better in all NUR prefixed courses, BIO 168, BIO 169, MAT 110, PSY 150, and PSY 241, he/she will NOT be allowed to progress in the curriculum.

NOTE: General education classes for this option may be scheduled during weekdays, hybrid, or online.

The following courses are strongly recommended for the Humanities/Fine Arts requirement: HUM 110 (Technology and Society), HUM 120 (Cultural Studies), PHI 215 (Philosophical Issues), PHI 240 (Introduction to Ethics).

■ Associate in General Education

[A10300] Degree

The Associate in General Education curriculum is designed for the academic enrichment of students who wish to broaden their education, with emphasis on personal interest, growth and development.

Course work includes study in the areas of humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English composition. Opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers will be provided.

Through these skills, students will have a sound base for lifelong learning. Graduates are prepared for advancements within their field of interest and become better qualified for a wide range of employment opportunities.

All courses in the program are college-level courses. Many of the courses are equivalent to college transfer courses; however, the program is not principally designed for college transfer.

PROGRAM COMPETENCIES

Upon successful completion of the Associate in General Education program, the student should be able to

1. Compose well-written documents using standard written English.
2. Communicate clearly through oral presentations.
3. Utilize and document appropriate research materials.
4. Use critical thinking skills to analyze and solve problems.
5. Comprehend college-level readings.
6. Perform college-level mathematical computations.
7. Utilize word processing software.

Courses for this A.A.S. degree program are offered day, evening, online and/or hybrid.

		Hours/Week Class	Lab	Sem. Hrs. Credit
General Education Core (44 Semester Hours Credit)*				
English Composition (6 Semester Hours Credit)				
The following course is required:				
ENG 111	Expository Writing	3	0	3
The second composition course must be selected from the following:				
ENG 112	Argument-Based Research	3	0	3
ENG 113	Literature-Based Research	3	0	3
ENG 114	Prof. Research & Reporting	3	0	3
Humanities/Fine Arts (3 Semester Hours Credit)**				
Select one course from those listed below.				
ART 111	Art Appreciation	3	0	3
ART 114	Art History Survey I	3	0	3
ART 115	Art History Survey II	3	0	3
DRA 111	Theatre Appreciation	3	0	3
DRA 112	Literature of the Theatre	3	0	3
ENG 125	Creative Writing I	3	0	3
ENG 131	Introduction to Literature	3	0	3
ENG 231	American Literature I	3	0	3
ENG 232	American Literature II	3	0	3
ENG 241	British Literature I	3	0	3
ENG 242	British Literature II	3	0	3
ENG 273	African-American Literature	3	0	3
FRE 111	Elementary French I	3	0	3
FRE 112	Elementary French II	3	0	3
FRE 211	Intermediate French I	3	0	3
FRE 212	Intermediate French II	3	0	3
HUM 110	Technology and Society	3	0	3
HUM 120	Cultural Studies	3	0	3
HUM 121	The Nature of America	3	0	3
HUM 122	Southern Culture	3	0	3
HUM 130	Myth in Human Culture	3	0	3
HUM 150	American Women's Studies	3	0	3
HUM 160	Introduction to Film	2	2	3
HUM 220	Human Values and Meaning	3	0	3
MUS 110	Music Appreciation	3	0	3
MUS 112	Introduction to Jazz	3	0	3
MUS 114	Non-Western Music	3	0	3
MUS 210	History of Rock Music	3	0	3
PHI 215	Philosophical Issues	3	0	3
PHI 220	Western Philosophy I	3	0	3
PHI 221	Western Philosophy II	3	0	3
PHI 230	Introduction to Logic	3	0	3
PHI 240	Introduction to Ethics	3	0	3
REL 110	World Religions	3	0	3
REL 211	Intro. to Old Testament	3	0	3
REL 212	Intro. to New Testament	3	0	3
REL 221	Religion in America	3	0	3
SPA 111	Elementary Spanish I	3	0	3
SPA 112	Elementary Spanish II	3	0	3
SPA 211	Intermediate Spanish I	3	0	3
SPA 212	Intermediate Spanish II	3	0	3

Introductory foreign language courses (FRE 111 and SPA 111) ***cannot*** *be used to satisfy this requirement; however, these courses are credited under Other Required Hours.*

Social/Behavioral Sciences (3 Semester Hours Credit)

Select one course from those listed below.

		Hours/Week Class	Lab	Sem. Hrs. Credit
ANT 210	General Anthropology	3	0	3
ANT 220	Cultural Anthropology	3	0	3
ANT 240	Archaeology	3	0	3
ECO 151	Survey of Economics	3	0	3
ECO 251	Prin of Microeconomics	3	0	3
ECO 252	Prin of Macroeconomics	3	0	3
GEO 110	Introduction to Geography	3	0	3
GEO 111	World Regional Geography	3	0	3
HIS 111	World Civilizations I	3	0	3
HIS 112	World Civilizations II	3	0	3
HIS 121	Western Civilization I	3	0	3
HIS 122	Western Civilization II	3	0	3
HIS 131	American History I	3	0	3
HIS 132	American History II	3	0	3
HIS 221	African-American History	3	0	3
HIS 236	North Carolina History	3	0	3
POL 110	Intro. to Political Science	3	0	3
POL 120	American Government	3	0	3
POL 130	State & Local Government	3	0	3
POL 220	International Relations	3	0	3
PSY 150	General Psychology	3	0	3
PSY 239	Psychology of Personality	3	0	3
PSY 241	Developmental Psychology	3	0	3
PSY 263	Educational Psychology	3	0	3
PSY 281	Abnormal Psychology	3	0	3
SOC 210	Introduction to Sociology	3	0	3
SOC 213	Sociology of the Family	3	0	3
SOC 220	Social Problems	3	0	3
SOC 225	Social Diversity	3	0	3
SOC 240	Social Psychology	3	0	3

Natural Sciences/Mathematics (3 Semester Hours Credit)

Natural Sciences

		Hours/Week Class	Lab	Sem. Hrs. Credit
BIO 110	Principles of Biology	3	3	4
BIO 111	General Biology I	3	3	4
BIO 112	General Biology II	3	3	4
BIO 120	Botany	3	3	4
BIO 140	Environmental Biology *and*	3	0	3
BIO 140A	Environmental Biology Lab	0	3	1
CHM 131	Introduction to Chemistry *and*	3	0	3
CHM 131A	Introduction to Chemistry Lab	0	2	1
CHM 132	Organic & Biochemistry	3	3	4
CHM 151	General Chemistry I	3	3	4
CHM 152	General Chemistry II	3	3	4
GEL 111	Introductory Geology	3	2	4
GEL 120	Physical Geology	3	2	4
GEL 230	Environmental Geology	3	2	4
PHY 151	College Physics I	3	2	4
PHY 152	College Physics II	3	2	4
PHY 251	General Physics I	3	2	4
PHY 252	General Physics II	3	2	4

OR

Mathematics

Select one course from the following:

CIS 110	Introduction to Computers	2	2	3
CIS 115	Intro. to Programming & Logic	2	2	3
MAT 140	Survey of Mathematics	3	0	3
MAT 151	Statistics I	3	0	3
MAT 161	College Algebra	3	0	3
MAT 171	Precalculus Algebra	3	0	3
MAT 172	Precalculus Trigonometry	3	0	3
MAT 175	Precalculus	4	0	4
MAT 263	Brief Calculus	3	0	3
MAT 271	Calculus I	3	2	4
MAT 272	Calculus II	3	2	4
MAT 273	Calculus III	3	2	4
MAT 280	Linear Algebra	3	0	3
MAT 285	Differential Equations	3	0	3

Other Required Courses to earn Associate in General Education Degree (49 - 50 Semester Hours Credit)*

49-50 SHC must be selected from any college level course, that is, all courses in the Randolph Community College catalog numbered 100 or above, except those with a COE prefix. Students must meet all prerequisite requirements as specified.

ACA	ACC	AHR	ANT	ART	AUB
AUT	BIO	BPR	BTC	BUS	CHM
CIS	CJC	COM	CSC	CTS	DAN
DBA	DES	DFT	DRA	ECO	EDU
ELC	ELN	ENG	ETR	FRE	GEL
GEO	GRA	GRD	HEA	HIS	HUM
HYD	INT	ISC	JOU	MAC	MAT
MEC	MKT	MNT	MUS	NET	NOS
NUR	OST	PED	PFN	PHI	PHO
PHY	POL	PSY	RAD	RED	REL
SCI	SEC	SOC	SPA	WEB	WLD

Total Semester Hours Credit: 64 - 65

(Continued on next page)

Students who are awaiting admission into the Associate Degree Nursing, Radiography, or Physical Therapist Assistant programs may enroll in the Associate in General Education (AGE) curriculum.

Associate In General Education Courses For Associate Degree Nursing (ADN)

		Hours/Week Class	Hours/Week Lab	Sem. Hrs. Credit
Courses required in the ADN program:				
BIO 168	* Anatomy & Physiology I	3	3	4
BIO 169	* Anatomy & Physiology II	3	3	4
CIS 110	Introduction to Computers	2	2	3
ENG 111	Expository Writing	3	0	3
ENG 114	Prof. Research & Reporting	3	0	3
MAT 110	Mathematical Measurement	2	2	3
PSY 150	General Psychology	3	0	3
PSY 241	Developmental Psychology	3	0	3
- - -	**Humanities/Fine Arts	3	0	3

*Students planning to enroll in Associate Degree Nursing must obtain a grade of "C" or better in BIO 168, BIO 169, MAT 110, PSY 150 and PSY 241 if the student elects to take these courses prior to enrolling in Nursing courses. If a student earns less than a "C," the course must be repeated and the student must earn a grade of "C" or better before being admitted to the ADN program.

The humanities/fine arts requirement may be met by selecting one of the following preferred humanities/fine arts courses: **HUM 110 Technology & Society, HUM 120 Cultural Studies, PHI 215 Philosophical Issues, or PHI 240 Introduction to Ethics.

Semester Hours Credit (Above List):	**29**
Semester Hours Credit:	**41 or 42**
Total Semester Hours Credit For Degree:	**64 or 65**

Associate In General Education Courses For Physical Therapist Assistant (PTA) DAY & EVENING

Courses Offered - Degree & Diploma		Hours/Week Class	Hours/Week Lab	Sem. Hrs. Credit
Courses required in the PTA program				
BIO 168	Anatomy & Physiology I	3	3	4
BIO 169	Anatomy & Physiology II	3	3	4
ENG 111	Expository Writing	3	0	3
ENG 114	Prof. Research & Reporting	3	0	3
PSY 150	General Psychology	3	0	3
SOC 210	Intro to Sociology	3	0	3
- - -	Humanities/Fine Arts	3	0	3

*The humanities/fine arts requirement may be met by selecting one of the following preferred humanities/fine arts courses: **HUM 110 Technology & Society, HUM 120 Cultural Studies, PHI 215 Philosophical Issues, or PHI 240 Introduction to Ethics.**

Semester Hours Credit (Above List):	**23**
Semester Hours Credit:	**41 or 42**
Total Semester Hours Credit For Degree:	**64 or 65**

Associate In General Education Courses For Radiography – DAY

Courses Offered - Degree & Diploma		Hours/Week Class	Hours/Week Lab	Sem. Hrs. Credit
Courses required in the Radiography program				
BIO 163	*Basic Anatomy & Physiology	4	2	5
ENG 111	Expository Writing	3	0	3
ENG 114	Prof. Research & Report	3	0	3
MAT 115	Mathematical Models	2	2	3
OR				
MAT 161	College Algebra	3	0	3
PHI 240	Introduction to Ethics	3	0	3
PSY 150	General Psychology	3	0	3

*Students planning to enroll in Radiography must obtain a grade of "C" or better in BIO 163. If a student earns less than a "C," the course must be repeated and the student must earn a grade of "C" or better before being admitted to the Radiography program.

Semester Hours Credit (Above List):	**20**
Semester Hours Credit:	**47 or 48**
Total Semester Hours Credit For Degree:	**64 or 65**

Federal Financial Aid Guidelines for AGE Students

Students who are in the AGE program and awaiting admission into the Nursing or Radiography program should note the following information regarding federal financial aid:

150% RULE
You must complete the program of study within 150% of the required credits.

Example: If a program is 64 credit hours, you must complete the program within 96 credit hours. To avoid jeopardizing your financial aid, you can:

1. Limit taking courses to those that only transfer into the Nursing or Radiography program.
2. Graduate from the AGE program before starting the Nursing or Radiography program.

For more information or clarification, contact the Office of Financial Aid and Veterans Affairs.

Additional Information
Enrolling in the courses listed is **NOT** an admission requirement for the Associate Degree Nursing program nor a requirement for the Radiography program. It is **NOT** a requirement to graduate from the AGE program in order to be admitted into any of the degree programs listed.

Affiliating clinical agencies may require a criminal background check and drug screening as a prerequisite for clinical learning experiences. Positive results can result in the clinical agency denying the student access to clinical practice in the facility. Any student who is denied access to any clinical facility will not be allowed to progress in the Associate Degree Nursing program or Radiography program.

■ Basic Law Enforcement Training

[C55120] Certificate

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

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

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

PROGRAM COMPETENCIES

Upon successful completion of the Basic Law Enforcement Training, the student should be able to

1. Use essential skills required for entry-level employment as sworn law enforcement officers.

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

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

A copy of this accreditation may be obtained by calling the director of BLET/law enforcement coordinator, 336-633-4165.

See page 26 for admissions requirements specific to Basic Law Enforcement Training.

Basic Law Enforcement [C55120]

Courses for this certificate program are offered day and evening.

Curriculum Courses by Semester		Hours/Week Class	Lab	Wk. Exp.	Semester Hours Credit
EVENING PROGRAM					
First Year: Fall Semester					
CJC 100	Basic Law Enforcement Trn	3	21	0	10
First Year: Spring Semester					
CJC 100	Basic Law Enforcement Trn	6	9	0	9
		9	30	0	19
DAY PROGRAM					
First Year: Spring Semester					
CJC 100	Basic Law Enforcement Trn	9	30	0	19

Total Semester Hours Credit For Certificate: 19

Transfer credit upon completion of the Basic Law Enforcement Training into the Criminal Justice Degree Program

CJC 131	Criminal Law	3
CJC 132	Court Procedures & Evidence	3
CJC 221	Investigative Principles	4
CJC 225	Crisis Intervention	3
CJC 231	Constitutional Law	3
Total Credit Hours:		16

■ Cosmetology

[A55140] Associate in Applied Science Degree; [D55140] Diploma; [C55140] Certificate

The Cosmetology curriculum is designed to provide competency-based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the cosmetology industry. The curriculum provides a simulated salon environment, which enables students to develop manipulative skills.

Course work includes instruction in all phases of professional imaging, hair design, chemical processes, skin care, nail care, multi-cultural practices, business/computer principles, product knowledge, and other selected topics.

Graduates should qualify to sit for the State Board of Cosmetic Arts examination. Upon successfully passing the State Board exam, graduates will be issued a license. Employment is available in beauty salons and related businesses.

PROGRAM COMPETENCIES

Upon successful completion of the Cosmetology Program, the student should be able to

1. Determine the needs and preferences of clients in order to safely and competently deliver services as they relate to cosmetology services.
2. Demonstrate the proper practices of hair cutting and styling, shampooing, massage and scalp treatment, hair coloring and lightening, chemically restructuring hair, wig services, manicuring, pedicuring, nail application, and facial.
3. Interact and communicate successfully with coworkers as part of a working team.

SPECIAL PROGRAM REQUIREMENTS

1. Students must complete RED 090 or have an acceptable reading placement score before enrolling in COS 111 or COS 112.
2. Purchase of the Cosmetology book bundle, required student kit, and uniforms will be made from the RCC Campus Store.
3. Purchase of shoes and name badges.
4. Students enrolled in the program should not be subject to color blindness or have sensitivity to chemicals.
5. Students should be physically able to use cosmetology equipment such as scissors and clippers, and should be able to stand for long periods of time.

Please see pages 85-86 for a list of Humanities/Fine Arts and Social/Behavioral Sciences courses approved for this program.

(Continued on next page)

Cosmetology [A55140]

Courses for this A.A.S. degree program are offered day only.

Curriculum Courses by Semester		Hours/Week			Semester Hours
First Year: Fall Semester		**Class**	**Lab**	**Wk. Exp.**	**Credit**
ACA 111	College Student Success	1	0	0	1
COM 110	Introduction to Communication	3	0	0	3
COS 111	Cosmetology Concepts I	4	0	0	4
COS 112	Salon I	0	24	0	8
		8	**24**	**0**	**16**
First Year: Spring Semester					
COS 113	Cosmetology Concepts II	4	0	0	4
COS 114	Salon II	0	24	0	8
ENG 111	Expository Writing	3	0	0	3
		7	**24**	**0**	**15**
First Year: Summer Semester					
BUS 280	REAL Small Business	4	0	0	4
COS 115	Cosmetology Concepts III	4	0	0	4
COS 116	Salon III	0	12	0	4
COS 223	Contemporary Hair Coloring	1	3	0	2
		9	**15**	**0**	**14**
Second Year: Fall Semester					
CIS 110	Intro to Computers	2	2	0	3
COS 117	Cosmetology Concepts IV	2	0	0	2
COS 118	Salon IV	0	21	0	7
COS 240	Contemporary Design	1	3	0	2
		5	**26**	**0**	**14**
Second Year: Spring Semester					
ENG 114	Prof Research & Reporting	3	0	0	3
MAT 140	Survey of Mathematics	3	0	0	3
---	Humanities/Fine Arts	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
		12	**0**	**0**	**12**

Total Semester Hours Credit for Degree: 71

Legal Limitations of Licensure

Students who enroll in the Cosmetology program should be aware that the application for licensure at the completion of the program might be denied or restricted by the North Carolina Board of Cosmetic Arts. Please reference 21 NCAC 141.0401 Application/Licensure/Individuals Who Have Been Convicted of Felony at the following website: www.nccosmeticarts.com.

Cosmetology [D55140]

Courses for this diploma program are offered day only.

Curriculum Courses by Semester		Hours/Week			Semester Hours
First Year: Fall Semester		**Class**	**Lab**	**Wk. Exp.**	**Credit**
ACA 111	College Student Success	1	0	0	1
COM 110	Introduction to Communication	3	0	0	3
COS 111	Cosmetology Concepts I	4	0	0	4
COS 112	Salon I	0	24	0	8
		8	**24**	**0**	**16**
First Year: Spring Semester					
COS 113	Cosmetology Concepts II	4	0	0	4
COS 114	Salon II	0	24	0	8
ENG 111	Expository Writing	3	0	0	3
		7	**24**	**0**	**15**
First Year: Summer Semester					
BUS 280	REAL Small Business	4	0	0	4
COS 115	Cosmetology Concepts III	4	0	0	4
COS 116	Salon III	0	12	0	4
COS 223	Contemporary Hair Coloring	1	3	0	2
		9	**15**	**0**	**14**

Total Semester Hours Credit for Diploma: 45

Cosmetology [C55140]

Courses for this certificate program are offered day only.

Curriculum Courses by Semester		Hours/Week			Semester Hours
First Year: Fall Semester		**Class**	**Lab**	**Wk. Exp.**	**Credit**
ACA 111	College Student Success	1	0	0	1
COS 111	Cosmetology Concepts I	4	0	0	4
COS 112	Salon I	0	24	0	8
		5	**24**	**0**	**13**
First Year: Spring Semester					
COS 113	Cosmetology Concepts II	4	0	0	4
COS 114	Salon II	0	24	0	8
		4	**24**	**0**	**12**
First Year: Summer Semester					
COS 115	Cosmetology Concepts III	4	0	0	4
COS 116	Salon III	0	12	0	4
COS 223	Contemporary Hair Coloring	1	3	0	2
		5	**15**	**0**	**10**

Total Semester Hours Credit for Certificate: 35

(Continued on next page)

Cosmetology [A55140] *(pending BOT approval)*
Spring Admission Curriculum
Courses for this A.A.S. degree program are offered day only.

Curriculum Courses by Semester		Hours/Week			Semester Hours
First Year: Spring Semester		**Class**	**Lab**	**Wk. Exp.**	**Credit**
ACA 111	College Student Success	1	0	0	1
ENG 111	Expository Writing	3	0	0	3
COS 111	Cosmetology Concepts I	4	0	0	4
COS 112	Salon I	0	24	0	8
		8	**24**	**0**	**16**
First Year: Summer Semester					
BUS 280	REAL Small Business	4	0	0	4
COS 115	Cosmetology Concepts III	4	0	0	4
COS 116	Salon III	0	12	0	4
COS 223	Contemporary Hair Coloring	1	3	0	2
		9	**15**	**0**	**14**
First Year: Fall Semester					
COM 110	Introduction to Communication	3	0	0	3
COS 113	Cosmetology Concepts II	4	0	0	4
COS 114	Salon II	0	24	0	8
		7	**24**	**0**	**15**
Second Year: Spring Semester					
CIS 110	Intro to Computers	2	2	0	3
COS 117	Cosmetology Concepts IV	2	0	0	2
COS 118	Salon IV	0	21	0	7
COS 240	Contemporary Design	1	3	0	2
		5	**26**	**0**	**14**
Second Year: Fall Semester					
ENG 114	Prof Research & Reporting	3	0	0	3
MAT 140	Survey of Mathematics	3	0	0	3
---	Humanities/Fine Arts	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
		12	**0**	**0**	**12**

Total Semester Hours Credit for Degree: 71

***Spring admission track highly recommended for students seeking A.A.S. degree**

Legal Limitations of Licensure

Students who enroll in the Cosmetology program should be aware that the application for licensure at the completion of the program might be denied or restricted by the North Carolina Board of Cosmetic Arts. Please reference 21 NCAC 141.0401 Application/Licensure/Individuals Who Have Been Convicted of Felony at the following website: www.nccosmeticarts.com.

Cosmetology [D55140] *(pending BOT approval)*
Spring Admission Curriculum

Courses for this diploma program are offered day only.

Curriculum Courses by Semester		Hours/Week			Semester Hours
First Year: Spring Semester		**Class**	**Lab**	**Wk. Exp.**	**Credit**
ACA 111	College Student Success	1	0	0	1
ENG 111	Expository Writing	3	0	0	3
COS 111	Cosmetology Concepts I	4	0	0	4
COS 112	Salon I	0	24	0	8
		8	**24**	**0**	**16**
First Year: Summer Semester					
BUS 280	REAL Small Business	4	0	0	4
COS 115	Cosmetology Concepts III	4	0	0	4
COS 116	Salon III	0	12	0	4
COS 223	Contemporary Hair Coloring	1	3	0	2
		9	**15**	**0**	**14**
First Year: Fall Semester					
COM 110	Introduction to Communication	3	0	0	3
COS 113	Cosmetology Concepts II	4	0	0	4
COS 114	Salon II	0	24	0	8
		7	**24**	**0**	**15**

Total Semester Hours Credit for Diploma: 45

Cosmetology [C55140]
Spring Admission Curriculum

Courses for this certificate program are offered day only.

Curriculum Courses by Semester		Hours/Week			Semester Hours
First Year: Spring Semester		**Class**	**Lab**	**Wk. Exp.**	**Credit**
ACA 111	College Student Success	1	0	0	1
COS 111	Cosmetology Concepts I	4	0	0	4
COS 112	Salon I	0	24	0	8
		5	**24**	**0**	**13**
First Year: Spring Semester					
COS 115	Cosmetology Concepts III	4	0	0	4
COS 116	Salon III	0	12	0	4
COS 223	Contemporary Hair Coloring	1	3	0	2
		5	**15**	**0**	**10**
First Year: Summer Semester					
COS 113	Cosmetology Concepts II	4	0	0	4
COS 114	Salon II	0	24	0	8
		4	**24**	**0**	**12**

Total Semester Hours Credit for Certificate: 35

■ Cosmetology Instructor

[C55160] Certificate

The Cosmetology Instructor curriculum provides a course of study for learning the skills needed to teach the theory and practice of cosmetology as required by the North Carolina Board of Cosmetic Arts.

Course work includes requirements for becoming an instructor, introduction to teaching theory, methods and aids, practice teaching, and development of evaluation instruments.

Graduates of the program may be employed as cosmetology instructors in public or private education and business.

PROGRAM COMPETENCIES

Upon successful completion of the Cosmetology Instructor Certificate program, the student should be able to

1. Identify theories of education, develop lesson plans, demonstrate supervisory techniques, and assess student performance in a classroom setting.
2. Demonstrate salon services and instruct and objectively assess the entry-level student.
3. Develop lesson plans, demonstrate supervision techniques, assess student performance in a classroom setting, and keep accurate records.
4. Demonstrate competence in the areas covered by the Instructor Licensing Examination and meet program completion requirements.

SPECIAL PROGRAM REQUIREMENTS

1. General College admissions requirements.
2. Should not be subject to color blindness, inability to sit or stand for long periods, or overly sensitive to chemicals.
3. Purchase book and kit from RCC Campus Store.
4. Specific uniform and shoes are required.
5. Current N.C. Cosmetology license.

Cosmetology Instructor Certificate [C55160]

Courses for this certificate program are offered day only.

Curriculum Courses by Semester		Hours/Week			Semester Hours
First Year: Fall Semester		**Class**	**Lab**	**Wk. Exp.**	**Credit**
COS 271	Instructor Concepts	5	0	0	5
COS 272	Instructor Practicum I	0	21	0	7
		5	**21**	**0**	**12**
First Year: Spring Semester					
COS 273	Instructor Concepts II	5	0	0	5
COS 274	Instructor Practicum II	0	21	0	7
		5	**21**	**0**	**12**

Total Semester Hours Credit for Certificate: 24

■ Criminal Justice Technology

[A55180] Associate in Applied Science Degree; [D55180] Diploma, [C55180CJ] Certificate

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

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

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

PROGRAM COMPETENCIES

Upon successful completion of the Criminal Justice Technology Program, the student should be able to

1. Discuss the processes, techniques and law involved in investigating, prosecuting, and housing offenders.
2. Determine how theories of criminal behavior affect treatment options.
3. Justify the importance of ethics within the framework of the Criminal Justice System.

Please see pages 85-86 for a list of Humanities/Fine Arts and Social/Behavioral Sciences courses approved for this program.

(Continued on next page)

Criminal Justice Technology [A55180] *(pending BOT/NCCCS approval)*

Courses for this A.A.S. degree program are offered day, evening, online and/or hybrid.

Curriculum Courses by Semester		Hours/Week			Semester Hours
First Year: Fall Semester		**Class**	**Lab**	**Wk. Exp.**	**Credit**
ACA 111	College Student Success	1	0	0	1
CIS 110	Introduction to Computers	2	2	0	3
CJC 111	Intro to Criminal Justice	3	0	0	3
CJC 112	Criminology	3	0	0	3
CJC 141	Corrections	3	0	0	3
ENG 111	Expository Writing	3	0	0	3
---	Humanities/Fine Arts	3	0	0	3
		18	**2**	**0**	**19**
First Year: Spring Semester					
CJC 113	Juvenile Justice	3	0	0	3
CJC 121	Law Enforce. Operations	3	0	0	3
CJC 131*	Criminal Law	3	0	0	3
CJC 132*	Court Procedures and Evidence	3	0	0	3
ENG 114	Prof. Research & Reporting	3	0	0	3
MAT 140	Survey of Mathematics	3	0	0	3
	OR				
MAT 151	Statistics I	3	0	0	3
		18	**0**	**0**	**18**
Second Year: Fall Semester					
CJC 212	Ethics & Comm. Rel.	3	0	0	3
CJC 215	Org. & Administration	3	0	0	3
CJC 231*	Constitutional Law	3	0	0	3
PSY 150	General Psychology	3	0	0	3
---	Major Elective•	3	0	0	3
		15	**0**	**0**	**15**
Second Year: Spring Semester					
CJC 160	Terrorism	3	0	0	3
CJC 214	Victimology	3	0	0	3
CJC 221*	Investigative Principles	3	2	0	4
POL 120	American Government	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
		15	**2**	**0**	**16**

Total Semester Hours Credit for Degree: 68

* Credit granted for successful completion of BLET (after January 2000)

• Major Elective must be taken from one of these courses:

BIO 110	BIO 111	BIO 140	BIO 163	BIO 168	CJC 241	ECO 151	ECO 251	ECO 252
HEA 110	HEA 120	HIS 111	HIS 112	HIS 121	HIS 122	HIS 131	HIS 132	HIS 221
POL 110	POL 130	POL 220	PSY 239	PSY 241	PSY 263	PSY 281	SOC 213	SOC 220
SOC 225	SOC 240	SPA 111	SPA 112	SPA120	SPA 211	SPA 212		

Criminal Justice Technology [D55180] *(pending BOT approval)*

Courses for this diploma program are offered day, evening, online and/or hybrid.

Curriculum Courses by Semester		Hours/Week			Semester Hours
First Year: Fall Semester		**Class**	**Lab**	**Wk. Exp.**	**Credit**
ACA 111	College Student Success	1	0	0	1
CIS 110	Introduction to Computers	2	2	0	3
CJC 111	Intro to Criminal Justice	3	0	0	3
ENG 111	Expository Writing	3	0	0	3
		9	**2**	**0**	**10**
First Year: Spring Semester					
CJC 113	Juvenile Justice	3	0	0	3
CJC 121	Law Enforcement Operations	3	0	0	3
CJC 131*	Criminal Law	3	0	0	3
CJC 132*	Court Procedures and Evidence	3	0	0	3
		12	**0**	**0**	**12**
Second Year: Fall Semester					
CJC 212	Ethics & Comm. Rel.	3	0	0	3
CJC 231*	Constitutional Law	3	0	0	3
		6	**0**	**0**	**6**
Second Year: Spring Semester					
CJC 214	Victimology	3	0	0	3
CJC 221*	Investigative Principles	3	2	0	4
POL 120	American Gov	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
		12	**2**	**0**	**13**

Total Semester Hours Credit for Diploma: 41

* Credit granted for successful completion of BLET (after January 2000)

Criminal Justice Technology [C55180CJ]

Courses for this certificate program are offered day, evening, online and/or hybrid.

Curriculum Courses by Semester		Hours/Week			Semester Hours
First Year: Fall Semester		**Class**	**Lab**	**Wk. Exp.**	**Credit**
CJC 111	Intro to Criminal Justice	3	0	0	3
CJC 112	Criminology	3	0	0	3
		6	**0**	**0**	**6**
First Year: Spring Semester					
CJC 113	Juvenile Justice	3	0	0	3
CJC 131	Criminal Law	3	0	0	3
		6	**0**	**0**	**6**

Total Semester Hours Credit for Certificate: 12

■ Early Childhood Education

[A55220] Associate in Applied Science Degree; [D55220] Diploma; [C55220] Certificate; [C55220EF] Foundation; [C55290] Infant/Toddler Care

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

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

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

English Placement Testing will be required for all EDU courses, except EDU 119.

EARLY CHILDHOOD CREDENTIALS TRACK FOR STATE CERTIFICATES

Under the credentials track, there are two options, depending upon the need of the student:

1. In order to meet the minimum North Carolina credential requirements to teach in a childcare center, students must take EDU 119 (Early Childhood Education).
2. Early Childhood Administration Credential I & II - Completion of these courses will meet the minimum credential requirement to be a director of a childcare center.
   Note: EDU 119 is required as either a prerequisite or a corequisite.

CERTIFICATE, DIPLOMA AND DEGREE TRACKS

Early Childhood certificates may be obtained in three areas - Early Childhood Education Certificate (16 semester hours of academic credit), Infant/Toddler Care Certificate (16 semester hours of academic credit), and Early Childhood Education Foundation Certificate (16 semester hours of academic credit).

The Early Childhood Education diploma may be obtained by taking 13 courses, earning a total of 38 semester hours of academic credit.

The Early Childhood Education degree may be earned in two years as a full-time day student or in three years as a part-time evening student. Degree students earn 66 or 67 hours of academic credit.

SCHOOL-AGE PROGRAM TRACK

Two courses are required for teachers and administrators of school-age programs: EDU 145 (Child Development II), offered each fall semester and EDU 235 (School-Age Development & Program), offered each spring semester. These courses teach the basic principles of typical and atypical development in school-age children, and equip the student to design and implement a developmentally appropriate curriculum for school-age children. For students in the school-age program track of study, EDU 144 is not a prerequisite for EDU 145. Completion of these two courses will meet the state's educational requirements for school-age program providers.

PROGRAM COMPETENCIES

Upon successful completion of the Early Childhood Education Program, the graduate should be able to

1. Plan developmentally appropriate activities for children 0-8.
2. Demonstrate appropriate guidance techniques for children.
3. Demonstrate leadership skills in teaching.

Please see pages 85-86 for a list of Humanities/Fine Arts and Social/Behavioral Sciences courses approved for

this program.

Early Childhood Education [A55220] *(pending BOT approval)*

Courses for this A.A.S. degree program are offered day, evening, online and/or hybrid

Curriculum Courses by Semester		Hours/Week			Semester Hours
First Year: Fall Semester		**Class**	**Lab**	**Wk. Exp.**	**Credit**
ACA 111	College Student Success	1	0	0	1
EDU 119	Intro to Early Child Edu	4	0	0	4
EDU 131	Child, Family & Community	3	0	0	3
EDU 144	Child Development I *(first 8-weeks)*	3	0	0	3
EDU 145	Child Development II *(second 8-weeks)*	3	0	0	3
EDU 146	Child Guidance	3	0	0	3
		17	**0**	**0**	**17**
First Year: Spring Semester					
EDU 151	Creative Activities	3	0	0	3
EDU 153	Health, Safety, & Nutrition	3	0	0	3
EDU 221	Children with Exceptionalities	3	0	0	3
EDU 234	Infants, Toddlers & Twos	3	0	0	3
EDU 271	Educational Technology	2	2	0	3
ENG 111	Expository Writing	3	0	0	3
---	Humanities/Fine Arts	3	0	0	3
		20	**2**	**0**	**21**
Second Year: Fall Semester					
EDU 251	Exploration Activities	3	0	0	3
EDU 259	Curriculum Planning	3	0	0	3
EDU 280	Language & Literacy Exp	3	0	0	3
ENG 114	Prof. Research & Reporting	3	0	0	3
SPA 120	Spanish for the Workplace	3	0	0	3
		15	**0**	**0**	**15**
Second Year: Spring Semester					
EDU 235	School Age Development	3	0	0	3
EDU 284	Early Child Capstone Prac	1	9	0	4
MAT 140	Survey of Mathematics	3	0	0	3
	OR				
BIO 111	General Biology I	3	3	0	4
	OR				
GEL 111	Introductory Geology	3	2	0	4
PSY 150	General Psychology	3	0	0	3
		10	**9/12**	**0**	**13/14**

Total Semester Hours Credit for Degree: 66 or 67

(Continued on next page)

Early Childhood Education [D55220] *(pending BOT approval)*

Courses for this diploma program are offered day, evening, online and/or hybrid

Curriculum Courses by Semester		Hours/Week			Semester Hours
First Year: Fall Semester		**Class**	**Lab**	**Wk. Exp.**	**Credit**
ACA 111	College Student Success	1	0	0	1
EDU 119	Intro to Early Child Edu	4	0	0	4
EDU 131	Child, Family & Community	3	0	0	3
EDU 144	Child Development I *(first 8-weeks)*	3	0	0	3
EDU 145	Child Development II *(second 8-weeks)*	3	0	0	3
EDU 146	Child Guidance	3	0	0	3
		17	0	0	17
First Year: Spring Semester					
EDU 151	Creative Activities	3	0	0	3
EDU 153	Health, Safety, & Nutrition	3	0	0	3
EDU 221	Children with Exceptionalities	3	0	0	3
EDU 234	Infants, Toddlers & Twos	3	0	0	3
EDU 271	Educational Technology	2	2	0	3
ENG 111	Expository Writing	3	0	0	3
---	Humanities/Fine Arts	3	0	0	3
		20	2	0	21

Total Semester Hours Credit for Diploma: 38

Early Childhood Education [C55220] *(pending BOT approval)*

Courses for this certificate program are offered day, evening, online and/or hybrid

Curriculum Courses by Semester		Hours/Week			Semester Hours
First Year: Fall Semester		**Class**	**Lab**	**Wk. Exp.**	**Credit**
EDU 119	Intro to Early Child Edu	4	0	0	4
EDU 144	Child Development I	3	0	0	3
EDU 146	Child Guidance	3	0	0	3
		10	0	0	10
First Year: Spring Semester					
EDU 151	Creative Activities	3	0	0	3
EDU 153	Health, Safety & Nutrition	3	0	0	3
		6	0	0	6

Total Semester Hours Credit for Certificate: 16

Early Childhood Education Foundation Certificate [C55220EF]

Courses for this certificate program are offered day, evening, online and/or hybrid

Curriculum Courses by Semester		Hours/Week			Semester Hours
First Year: Fall Semester		**Class**	**Lab**	**Wk. Exp.**	**Credit**
EDU 119	Intro to Early Child Education	4	0	0	4
EDU 131	Child, Family & Community	3	0	0	3
EDU 146	Child Guidance	3	0	0	3
		10	0	0	10
First Year: Spring Semester					
EDU 151	Creative Activities	3	0	0	3
EDU 234	Infants, Toddlers & Twos	3	0	0	3
		6	0	0	6

Total Semester Hours Credit for Certificate: 16

Infant/Toddler Care Certificate [C55290]

The curriculum prepares individuals to work with children from infancy to three years of age in diverse learning environments. Students will combine learned theories, competency-based knowledge, and practice in actual settings with young children under the supervision of qualified teachers.

Course work includes infant/toddler growth and development: physical/nutritional needs of infants and toddlers; safety issues in the care of infants and toddlers; care and guidance; communication skills with parents and children; design an implementation of appropriate curriculum; and other related topics.

Graduates should be prepared to plan and implement developmentally appropriate infant/toddler programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Early Head Start Programs, and other infant/toddler programs.

Early Childhood Infant/Toddler [C55290]

Courses for this certificate program are offered day, evening, online and/or hybrid

Curriculum Courses by Semester		Hours/Week			Semester Hours
First Year: Fall Semester (16-week semester)		**Class**	**Lab**	**Wk. Exp.**	**Credit**
EDU 119	Intro to Early Child Edu	4	0	0	4
EDU 131	Child, Family & Commun	3	0	0	3
EDU 144	Child Development I	3	0	0	3
		10	0	0	10
First Year: Spring Semester					
EDU 153	Health, Safety & Nutrition	3	0	0	3
EDU 234	Infants, Toddlers & Twos	3	0	0	3
		6	0	0	6

Total Semester Hours Credit for Certificate: 16

■ Funeral Service Education (Collaborative Program)

[A55260] Degree; [D55260] Diploma

The Funeral Service Education curriculum provides students with the opportunity to become proficient in basic funeral service skills.

In addition to the general education courses offered in the curriculum, technical courses such as human anatomy, embalming theory and practice, embalming chemistry, restorative arts, funeral law, and funeral home operations are taught.

Graduates of the curriculum, upon passing the state or national exam and completing an internship in a funeral home, will be qualified for employment as embalmers and/or funeral directors.

Funeral Service Education (FSE) is a collaborative program between Randolph Community College and Fayetteville Technical Community College. FTCC is the "host" college and will be awarding the Associate Degree or Diploma.

Most FSE courses will be delivered via the Internet from FTCC as online courses. All general education and related courses will be offered by RCC either on campus or online.

Degree-seeking students who are employed with a funeral home may be eligible to complete the embalming clinical assignments at a funeral home approved by FTCC. Students who are not employed at a funeral home will be required to travel to FTCC to complete their embalming lab requirements on the FTCC campus. Students will be required to take the National Board Exam for Funeral Services as a condition for graduation.

Graduates of the diploma program are eligible to take the N.C. Board of Mortuary Science Funeral Director state exam.

COMPETENCIES (per Fayetteville Technical Community College)

These are the skills students will develop as they progress through this program.

GENERAL COMPETENCY

1. Communicate effectively in writing, reading and listening.
2. Perform technical skills in Funeral Service.
3. Use information to analyze problems and make logical decisions.
4. Demonstrate positive interpersonal skills in various aspects of life.
5. Demonstrate quantitative competencies.
6. Demonstrate basic skills in using a personal computer.

TECHNICAL COMPETENCY

7. Demonstrate funeral service leadership skills.
8. Use of basic funeral services management skills.
9. Develop an appreciation of human diversity and its application in Funeral Service.
10. Comply w/OSHA and Universal Precautions when handling deceased.
11. Evaluate and apply proper embalming and restorative arts techniques.
12. Be knowledgeable and willing to provide meaningful funeral services to families of all religions and nationalities.
13. Process all applicable documentation required when a death occurs.
14. Demonstrate knowledge in the allied health sciences.
15. Be knowledgeable of all Federal Trade Com. requirements.
16. Comply with jurisdictional rules, before, during and after embalming human remains.

Please see page 85 for a list of Humanities/Fine Arts courses approved for this program.

Course Substitutions

RCC students can take the following courses as substitutions:
ACC 120 (lecture and lab) can substitute for ACC 111.
BIO 168 and BIO 169 (lecture and lab) can substitute for FSE 118.
COM 231 (lecture) can substitute for ENG 115.
For classes to transfer as substitutes, the student must attain a grade of "C" or better.

Additional Information

• Students must submit an application, transcripts, and placement testing scores to Fayetteville Technical Community College and have been accepted into the Funeral Service Education program before enrolling in any FSE courses.

•Students must register and pay for any FSE course(s) through FTCC.

Funeral Service Education [A55260] ***(pending BOT approval)***

Courses for this A.A.S. degree program are offered day, evening, online and/or hybrid.
Collaborative Program with Fayetteville Technical Community College (FTCC.)
Courses in **bold** are offered through Fayetteville Technical Community College.

		Hours/Week			Sem. Hrs.
Curriculum Courses by Semester		**Class**	**Lab**	**Wk. Exp.**	**Credit**
First Year: Fall Semester					
ACA	**ACA elective (online)**	**1**	**0**	**0**	**1**
BUS 110	Introduction to Business	3	0	0	3
CIS 113	Computer Basics	0	2	0	1
ENG 111	Expository Writing	3	0	0	3
FSE 112	**Principles of Funeral Services (online)**	**3**	**0**	**0**	**3**
MAT 115	Mathematical Models	2	2	0	3
SOC 210	Introduction to Sociology	3	0	0	3
		15	**4**	**0**	**17**
First Year: Spring Semester					
ACC 120	Principles of Financial Accting	3	2	0	4
BUS 115	Business Law I	3	0	0	3
BUS 230	Small Business Management	3	0	0	3
COM 231	Public Speaking	3	0	0	3
FSE 118	**Embalming Anatomy (at RCC)**	**4**	**0**	**0**	**4**
PSY 150	General Psychology	3	0	0	3
		19	**2**	**0**	**20**
Second Year: Fall Semester					
FSE 114	**Embalming Chemistry (at RCC)**	**4**	**0**	**0**	**4**
FSE 210	**Embalming Theory I (online)**	**3**	**0**	**0**	**3**
FSE 211	**Embalming Lab I**	**0**	**2**	**0**	**1**
	OR				
COE 111	**Co-Op Work Experience I**	**0**	**0**	**10**	**1**
FSE 214	**Pathology (at RCC)**	**3**	**0**	**0**	**3**
FSE 216	**Restorative Arts (at RCC)**	**2**	**4**	**0**	**4**
PSY 141	**Psych of Death & Dying (online)**	**3**	**0**	**0**	**3**
		15	**4/6**	**0/10**	**18**
Second Year: Spring Semester					
FSE 116	**Funeral Law and Ethics (online)**	**3**	**0**	**0**	**3**
FSE 120	**Embalming Microbiology (at RCC)**	**3**	**0**	**0**	**3**
FSE 212	**Embalming Theory II (online)**	**3**	**0**	**0**	**3**
FSE 213	**Embalming Lab II**	**0**	**2**	**0**	**1**
	OR				
COE 121	**Co-Op Work Experience II**	**0**	**0**	**10**	**1**
FSE 215	**Funeral Home Operations (online)**	**4**	**0**	**0**	**4**
---	Humanities/Fine Arts	3	0	0	3
		16	**0/2**	**0/10**	**17**
Second Year: Summer Semester					
FSE 217	**Funeral Service Projects (online)**	**1**	**2**	**0**	**2**
		1	**2**	**0**	**2**

(Continued on next page)

Total Semester Hours Credit for Degree: 74

Funeral Service Education [D55260]

Courses for this diploma program are offered day, evening, online and/or hybrid.
Collaborative Program with Fayetteville Technical Community College (FTCC.)
Courses in **bold** are offered through Fayetteville Technical Community College.

		Hours/Week			Sem. Hrs.
Curriculum Courses by Semester		**Class**	**Lab**	**Wk. Exp.**	**Credit**
First Year: Fall Semester					
ACA	**ACA elective (online)**	**1**	**0**	**0**	**1**
BUS 110	Introduction to Business	3	0	0	3
CIS 113	Computer Basics	0	2	0	1
ENG 111	Expository Writing	3	0	0	3
FSE 112	**Principles of Funeral Services (online)**	**3**	**0**	**0**	**3**
SOC 210	Introduction to Sociology	3	0	0	3
		13	**2**	**0**	**14**
First Year: Spring Semester					
ACC 120	Principles of Financial Accting	3	2	0	4
BUS 115	Business Law I	3	0	0	3
BUS 230	Small Business Management	3	0	0	3
PSY 150	General Psychology	3	0	0	3
		12	**2**	**0**	**13**
Second Year: Fall Semester					
FSE 214	**Pathology (at RCC)**	**3**	**0**	**0**	**3**
PSY 141	**Psych of Death & Dying (online)**	**3**	**0**	**0**	**3**
		6	**0**	**0**	**6**
Second Year: Spring Semester					
FSE 116	**Funeral Law and Ethics (online)**	**3**	**0**	**0**	**3**
FSE 215	**Funeral Home Operations (online)**	**4**	**0**	**0**	**4**
		7	**0**	**0**	**7**

Total Semester Hours Credit for Degree: 40

■ Manicuring/Nail Technology

[C55400MN] Certificate

The Manicuring/Nail Technology curriculum provides competency-based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the nail technology industry. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

Course work includes instruction in all phases of professional nail technology, business/computer principles, product knowledge, and other related topics.

Graduates should be prepared to take the North Carolina Cosmetology State Board Licensing Exam and upon passing be licensed and qualify for employment in beauty and nail salons, as a platform artist, and in related businesses.

PROGRAM COMPETENCIES

Upon successful completion of the Cosmetology Instructor Certificate program, the student should be able to

1. Safely and competently perform nail care, including manicures, pedicures, massage, decorating, and artificial applications in a salon setting.
2. Demonstrate competence necessary for the licensing examination, including advanced nail care, artificial enhancements, decorations, sanitation and infection control procedures.

SPECIAL PROGRAM REQUIREMENTS

1. General College admissions requirements.
2. Purchase of books and kit from RCC Campus Store.
4. Specific uniform and shoes are required.
5. Students are exposed to many products and should not be overly sensitive to nail products.

Manicuring/Nail Technology Certificate [C55400MN]

Courses for this certificate program are offered day only.

Curriculum Courses by Semester		Hours/Week			Semester Hours
First Year: Fall Semester		**Class**	**Lab**	**Wk. Exp.**	**Credit**
COS 121	Manicure/Nail Technology 1	4	6	0	6
		4	6	0	6
First Year: Spring Semester					
COS 222	Manicure/Nail Technology II	4	6	0	6
		4	6	0	6

Total Semester Hours Credit for Certificate: 12

■ Medical Assisting

[A45400] Associate in Applied Science Degree

The Medical Assisting curriculum prepares multi-skilled health care professionals qualified to perform administrative, clinical, and laboratory procedures.

Course work includes instruction in scheduling appointments, coding and processing insurance accounts, billing, collections, medical transcription, computer operations; assisting with examinations/treatments, performing routine laboratory procedures, electrocardiography, supervised medication administration; and ethical/legal issues associated with patient care.

Graduates of CAAHEP-accredited medical assisting programs may be eligible to sit for the American Association of Medical Assistants' Certification Examination to become Certified Medical Assistants. Employment opportunities include physicians' offices, health maintenance organizations, health departments, and hospitals.

PROGRAM COMPETENCIES

Upon successful completion of the Medical Assisting program, the graduate should be able to

1. Perform patient intake.
2. Manage front office operations.
3. Maintain standard precautions.
4. Perform patient clinical procedures.
5. Perform CLIA-Waived procedures.
6. Administer medications.
7. Maintain professional responsibilities

See pages 26 – 27 of the 2012-2013 RCC Catalog for additional admissions requirements.

Please see page 85 for a list of Humanities/Fine Arts courses approved for this program.

NOTE: The Medical Assisting program is offered at RCC's Archdale Center.

Medical Assisting [A45400]

Courses for this A.A.S. degree program are offered day only at the Archdale Center.

Curriculum Courses by Semester		Hours/Week			Semester Hours
First Year: Fall Semester		**Class**	**Lab**	**Wk. Exp.**	**Credit**
ACA 111	College Student Success	1	0	0	1
CIS 113	Computer Basics	0	2	0	1
ENG 111	Expository Writing	3	0	0	3
MAT 110	Mathematical Measurement	2	2	0	3
MED 110	Orientation to Medical Assisting	1	0	0	1
MED 118	Medical Law and Ethics	2	0	0	2
OST 141	Medical Terminology I	3	0	0	3
	OR				
MED 121	Medical Terminology I	3	0	0	3
MED 130	Administration Office Procedures I	1	2	0	2
		13	**6**	**0**	**16**
First Year: Spring Semester					
BIO 163	Basic Anatomy & Physiology	4	2	0	5
ENG 114	Prof Research & Reporting	3	0	0	3
OST 142	Medical Terminology II	3	0	0	3
	OR				
MED 122	Medical Terminology II	3	0	0	3
MED 131	Administration Office Procedures II	1	2	0	2
PSY 150	General Psychology	3	0	0	3
		14	**4**	**0**	**16**
First Year: Summer Semester					
MED 140	Exam Room Procedures I	3	4	0	5
MED 183	Electronic Medical Records	3	2	3	5
MED 232	Medical Insurance Coding	1	3	0	2
		7	**9**	**3**	**12**
Second Year: Fall Semester					
MED 150	Laboratory Procedures I	3	4	0	5
MED 240	Exam Room Procedures II	3	4	0	5
MED 270	Symptomatology	2	2	0	3
MED 272	Drug Therapy	3	0	0	3
		11	**10**	**0**	**16**
Second Year: Spring Semester					
MED 260	MED Clinical Practicum	0	0	15	5
MED 262	Clinical Perspectives	1	0	0	1
MED 264	Medical Assisting Overview	2	0	0	2
MED 276	Patient Education	1	2	0	2
---	Humanities/Fine Arts Elective	3	0	0	3
		7	**2**	**15**	**13**

Total Semester Hours Credit for Degree: 73

Students are required to demonstrate keyboarding proficiency prior to admission into the Medical Assisting program. Students who do not pass the test with 35 wpm with three or fewer errors will be required to take OST 131 prior to their acceptance into the Medical Assisting program.

Students must earn a minimum grade of "C" in all the courses with the prefixes of MED, OST, BIO, CIS and MAT. Any student not meeting a minimum grade of "C" in all courses with the prefix of MED, OST, BIO, CIS and MAT will be dismissed from the Medical Assisting program.

■ Nursing Assistant

[C45480] Certificate

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

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

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

PROGRAM COMPETENCIES

Upon successful completion of the Nursing Assistant program, the graduate should be able to

1. Define and function within the role and scope of practice of a Nursing Assistant as a member of the healthcare team.
2. Provide care for clients in areas such as personal care, restorative care, basic nursing skills as well as advanced nursing skills.
3. Identify psychological and social needs of clients in a variety of healthcare settings.
4. Transfer knowledge and skills from inpatient settings to provide safe care for clients in a home setting.
5. Demonstrate skills necessary to qualify as a Nursing Assistant I with the North Carolina Nurse Aide I Registry.
6. Demonstrate skills necessary to qualify as a Nursing Assistant II with the North Carolina Board of Nursing.

Nursing Assisting [C45480]

Courses for this certificate program are offered day, evening, and online.

Curriculum Courses by Semester		Hours/Week			Semester Hours
		Class	Lab	Wk. Exp.	Credit
CIS 110	Intro. to Computers	2	2	0	3
NAS 101	Nursing Assistant I	3	4	3	6
NAS 102	Nursing Assistant II	3	2	6	6
NAS 103	Home Health Care	2	0	0	2
		10	8	9	17

Total Semester Hours Credit for Certificate: 17

Students may enroll in either fall or spring semester(s) to complete this certificate.

■ Physical Therapist Assistant 1+1 (collaborative program)

[A45640] Associate in Applied Science Degree

The Physical Therapist Assistant 1 + 1 curriculum prepares graduates to work in direct patient care settings under the supervision of physical therapists. Assistants work to improve or restore function by alleviation or prevention of physical impairment and perform other essential activities in a physical therapy department.

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

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

PROGRAM COMPETENCIES (per Guilford Technical Community College)

These are the skills students will develop as they progress through this program.

1. Perform/assist with patient treatment and education.
2. Assess patient's status per established plan of care.
3. Solve problems.
4. Communicate effectively.
5. Demonstrate professional skills.
6. Perform administrative duties.
7. Manage emergency situations.

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

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Physical Therapist Assistant I & I [A45400]

Courses for this A.A.S. degree program are offered day, evening, online and/or hybrid Collaborative Program with Guilford Technical Community College (GTCC).

Curriculum Courses by Semester		Hours/Week			Semester Hours
First Year: Fall Semester		**Class**	**Lab**	**Wk. Exp.**	**Credit**
Courses that may be completed at Randolph Community College are listed below					
BIO 168	Anatomy & Physiology I	3	3	0	4
BIO 169	Anatomy & Physiology II	3	3	0	4
COM 110	Introduction to Communication	3	0	0	3
ENG 111	Expository Writing	3	0	0	3
ENG 114	Prof. Research & Reporting	3	0	0	3
PSY 150	General Psychology	3	0	0	3
---	Humanities/Fine Arts	3	0	0	3
		21	**6**	**0**	**23**
Courses that must be completed at Guilford Technical Community College are listed below					
PHY 110	Conceptual Physics	3	0	0	3
PHY 110A	Conceptual Physics Lab	0	2	0	1
PSY 241	Developmental Psychology	3	0	0	3
PTA 110	Introduction to Physical Therapy	2	3	0	3
PTA 125	Gross & Funtional Anatomy	3	6	0	5
PTA 135	Pathology	4	0	0	4
PTA 145	Therapeutic Procedures	2	0	6	4
PTA 155	Physical Therapist Asst. Clinical I	0	6	0	2
PTA 185	Physical Therapist Asst. Clinical II	0	9	0	3
PTA 212	Health Care/Resources	2	0	0	2
PTA 215	Therapeutic Exercise	2	3	0	3
PTA 222	Professional Interactions	2	0	0	2
PTA 225	Introduction to Rehabilitation	3	3	0	4
PTA 235	Neurological Rehabilitation	3	6	0	5
PTA 245	Physical Therapist Asst Clinical III	0	12	0	4
PTA 255	Physical Therapist Asst Clinical IV	0	12	0	4
		29	**62**	**6**	**52**

Students must demonstrate math and computer proficiency of the following courses prior to graduation: MAT 110 or MAT 115 and CIS 110.

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

■ Radiography

[A45700] Associate in Applied Science Degree

The Radiography curriculum prepares the graduate to be a radiographer, a skilled health care professional who uses radiation to produce images of the human body.

Course work includes clinical rotations to area health care facilities, radiographic exposure, image processing, radiographic procedures, physics, pathology, patient care and management, radiation protection, quality assurance, anatomy and physiology, and radiobiology.

Graduates of accredited programs are eligible to apply to take the American Registry of Radiologic Technologists' national examination for certification and registration as medical radiographers. Graduates may be employed in hospitals, clinics, physicians' offices, medical laboratories, government agencies, and industry.

PROGRAM COMPETENCIES

Upon successful completion of the Radiography Program, the student should be able to

1. Demonstrate clinical competency skills at the entry level of a staff radiographer.
2. Demonstrate problem solving and think critically.
3. Demonstrate effective communication with patients and members of the health care team.

Randolph Community College is accredited by the Southern Association of Colleges and Schools. SACS accreditation is recognized by the American Registry of Radiologic Technologists and allows the student who successfully completes the program to sit for the national radiologic technologist registry examination. The American Registry of Radiologic Technologists is responsible for determining eligibility of each candidate to take the national certification examination.

In addition, Randolph Community College is pursuing accreditation by the Joint Review Committee on Education in Radiologic Technology (JRCERT). JRCERT accreditation is considered a gold standard in school accomplishments and the process to acquire accreditation is quite lengthy. It is our goal to apply for accreditation and achieve it as soon as possible. However, because the school has not yet received the JRCERT accreditation, any student anticipating relocation to another state that requires a JRCERT program should discuss this with the program director.

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Radiography [A45700]

Courses for this A.A.S. degree program are offered day only

Curriculum Courses by Semester		Hours/Week			Semester Hours
First Year: Fall Semester		**Class**	**Lab**	**Wk. Exp.**	**Credit**
ACA 111	College Student Success	1	0	0	1
BIO 163	Basic Anatomy & Physiology	4	2	0	5
ENG 111	Expository Writing	3	0	0	3
RAD 110	Radiography Intro & Patient Care	2	3	0	3
RAD 111	RAD Procedures I	3	3	0	4
RAD 151	RAD Clinical Education I	0	0	6	2
		13	**8**	**6**	**18**
First Year: Spring Semester					
ENG 114	Prof. Research & Reporting	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
	OR				
MAT 161	College Algebra	3	0	0	3
RAD 112	RAD Procedures II	3	3	0	4
RAD 121	Radiographic Imaging I	2	3	0	3
RAD 161	RAD Clinical Education II	0	0	15	5
		10/11	**6/8**	**15**	**18**
First Year: Summer Semester					
RAD 122	Radiographic Imaging II	1	3	0	2
RAD 131	Radiographic Physics I	1	3	0	2
RAD 171	RAD Clinical Education III	0	0	12	4
		2	**6**	**12**	**8**
Second Year: Fall Semester					
PHI 240	Introduction to Ethics	3	0	0	3
RAD 211	RAD Procedures III	2	3	0	3
RAD 231	Radiographic Physics II	1	3	0	2
RAD 241	Radiobiology Protection	2	0	0	2
RAD 251	RAD Clinical Education IV	0	0	21	7
		8	**6**	**21**	**17**
Second Year: Spring Semester					
PSY 150	General Psychology	3	0	0	3
RAD 245	RAD Quality Management	1	3	0	2
RAD 261	RAD Clinical Education V	0	0	21	7
RAD 271	RAD Capstone	0	3	0	1
		4	**6**	**21**	**13**

Total Semester Hours Credit for Degree: 74

Students **must obtain** a grade of "C" or better in all RAD courses, BIO163, MAT161 or MAT115, and PSY150 in order to progress in the Radiography program.

Industrial, Engineering and Transportation Division

■ Automotive Systems Technology

[A60160] Associate in Applied Science Degree; [D60160AT] Diploma; [C60160] Certificate; [C60160AD] Automotive Diagnostics Certificate

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

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

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

PROGRAM COMPETENCIES

Upon successful completion of the Automotive Systems Technology program, the student should be able to

1. Determine the cause of an illuminated Malfunction Indicator Light (MIL).
2. Prepare vehicle for wheel alignment on the alignment machine; perform a four-wheel alignment by checking and adjusting front and rear wheel caster, camber, and toe as required; as well as center steering wheel.
3. Demonstrate the proper use of a digital multimeter (DMM) during diagnosis of electrical circuit problems.

Please see pages 85-86 for a list of Humanities/Fine Arts and Social/Behavioral Sciences courses approved for this program.

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Automotive Systems Technology [A60160]

Courses for this A.A.S. degree program are offered day, evening, online and/or hybrid.

Curriculum Courses by Semester		Hours/Week			Semester Hours
First Year: Fall Semester		**Class**	**Lab**	**Wk. Exp.**	**Credit**
ACA 111	College Student Success	1	0	0	1
AUT 110	Intro to Auto Tech	2	2	0	3
AUT 151	Brake Systems	2	3	0	3
AUT 151A	Brake Systems Lab	0	3	0	1
AUT 161	Basic Auto Electricity	4	3	0	5
CIS 113	Computer Basics	0	2	0	1
ENG 111	Expository Writing	3	0	0	3
		12	**13**	**0**	**17**
First Year: Spring Semester					
AUT 141	Suspension & Steering Sys	2	3	0	3
AUT 141A	Suspension & Steering Lab	0	3	0	1
AUT 163	Advanced Auto Electricity	2	3	0	3
AUT 163A	Adv Auto Electricity Lab	0	3	0	1
AUT 181	Engine Performance 1	2	3	0	3
AUT 181A	Engine Performance 1 Lab	0	3	0	1
ENG 114	Prof. Research & Reporting	3	0	0	3
		9	**18**	**0**	**15**
First Year: Summer Semester					
AUT 171	Auto Climate Control	2	4	0	4
AUT 183	Engine Performance 2	2	6	0	4
		4	10	0	8
Second Year: Fall Semester					
AUT 231	Manual Trans/Axles/Drtrains	2	3	0	3
AUT 231A	Manual Trans/Axles/Drtrains Lab	0	3	0	1
	OR				
COE 111	Co-Op Work Experience I	0	0	10	1
AUT 281	Adv. Engine Performance	2	2	0	3
AUT 285	Intro to Alternative Fuels	2	2	0	3
BUS 280	REAL Small Business	4	0	0	4
---	Humanities/Fine Arts	3	0	0	3
		13	**7/10**	**0/10**	**17**
Second Year: Spring Semester					
AUT 116	Engine Repair	2	3	0	3
AUT 116A	Engine Repair Lab	0	3	0	1
AUT 221	Automatic Transm.Transaxles	2	3	0	3
AUT 221A	Automatic Transm.Transax Lab	0	3	0	1
	OR				
COE 121	Co-Op Work Experience II	0	0	10	1
AUT 283	Adv Auto Electronics	2	2	0	3
PHY 121	Applied Physics I	3	2	0	4
---	Social/Behavioral Science	3	0	0	3
		12	**13/16**	**0/10**	**18**

Total Semester Hours Credit for Degree: 75

Automotive Systems Technology [D60160AT]

Courses for this diploma program are offered day, evening, online and/or hybrid

Curriculum Courses by Semester		Hours/Week			Semester Hours
First Year: Fall Semester		**Class**	**Lab**	**Wk. Exp.**	**Credit**
ACA 111	College Student Success	1	0	0	1
AUT 110	Intro to Auto Tech	2	2	0	3
AUT 151	Brake Systems	2	3	0	3
AUT 151A	Brake Systems Lab	0	3	0	1
AUT 161	Basic Auto Electricity	4	3	0	5
CIS 113	Computer Basics	0	2	0	1
ENG 111	Expository Writing	3	0	0	3
		12	**13**	**0**	**17**
First Year: Spring Semester					
AUT 141	Suspension & Steering Sys	2	3	0	3
AUT 141A	Suspension & Steering Lab	0	3	0	1
AUT 163	Advanced Auto Electricity	2	3	0	3
AUT 163A	Adv Auto Electricity Lab	0	3	0	1
AUT 181	Engine Performance 1	2	3	0	3
AUT 181A	Engine Performance 1 Lab	0	3	0	1
ENG 114	Prof. Research & Reporting	3	0	0	3
		9	**18**	**0**	**15**
First Year: Summer Semester					
AUT 171	Auto Climate Control	2	4	0	4
AUT 183	Engine Performance 2	2	6	0	4
		4	**10**	**0**	**8**

Total Semester Hours Credit for Diploma: 40

Automotive Systems Technology [C60160]

Courses for this certificate program are offered day and evening

Curriculum Courses by Semester		Hours/Week			Semester Hours
First Year: Fall Semester		**Class**	**Lab**	**Wk. Exp.**	**Credit**
AUT 151	Brake Systems	2	3	0	3
AUT 151A	Brake Systems Lab	0	3	0	1
AUT 161	Basic Auto Electricity	4	3	0	5
		6	**9**	**0**	**9**
First Year: Spring Semester					
AUT 141	Suspension & Steering Sys	2	3	0	3
AUT 141A	Suspension & Steering Lab	0	3	0	1
		2	**6**	**0**	**4**

Total Semester Hours Credit for Certificate: 13

Automotive Diagnostics Certificate [C60160AD]

Courses for this certificate program are offered day and evening

Curriculum Courses by Semester		Hours/Week			Semester Hours
First Year: Fall Semester		**Class**	**Lab**	**Wk. Exp.**	**Credit**
AUT 151	Brake Systems	2	3	0	3
AUT 151A	Brake Systems Lab	0	3	0	1
AUT 161	Basic Auto Electricity	4	3	0	5
		6	**9**	**0**	**9**
First Year: Spring Semester					
AUT 141	Suspension & Steering Sys	2	3	0	3
AUT 141A	Suspension & Steering Lab	0	3	0	1
AUT 181	Engine Performance 1	2	3	0	3
AUT 181A	Engine Performance 1 Lab	0	3	0	1
		4	**12**	**0**	**8**

Total Semester Hours Credit for Certificate: 17

■ Collision Repair & Refinishing Technology

[A60130] Associate Degree; [D60130] Diploma; [C60130CR] Certificate

The Collision Repair and Refinishing Technology curriculum prepares individuals to become qualified technicians who possess the diverse skills required to perform quality repairs and proper refinishing techniques on automobile bodies and to diagnose and repair mechanical and electrical systems.

Course work includes classroom and laboratory experiences that integrate technical application with academic theory. Emphasis is placed on autobody fundamentals, painting and refinishing, structural and non-structural damage repair, mechanical and electrical component repair or replacement, and common industry practices.

Graduates should be qualified to take National Institute for Automotive Service Excellence (ASE) certification examinations and also for entry-level employment in automotive dealerships, independent repair shops, or through self-employment, as collision repair and refinishing technicians.

RCC's Autobody Repair diploma students use the I-CAR LIVE curriculum including the CD-ROM program. I-CAR LIVE is a state-of-the-art, industry endorsed and developed collision repair curriculum that prepares students for the high-tech and rewarding careers in the collision repair industry. I-CAR LIVE is mandated or endorsed by several state departments of education and meets National Automotive Technicians Education Foundation requirements for ASE certification. Successful completion of the I-CAR LIVE curriculum will award gold or platinum points toward I-CAR certification.

To help document progress, students develop a portfolio that includes certificates of completion from I-CAR, PPG and RCC.

PROGRAM COMPETENCIES

Upon successful completion of the Collision Repair and Refinishing Technology Program, the student should be able to

1. Construct welds according to industry standards.
2. Analyze damage and plan repairs.
3. Explain and perform refinishing procedures.

Please see pages 85-86 for a list of Humanities/Fine Arts and Social/Behavioral Sciences courses approved for this program.

Collision Repair and Refinishing Technology [A60130]

Courses for this A.A.S. degree program are offered day, evening, online and/or hybrid.

Curriculum Courses by Semester		Hours/Week			Semester Hours
First Year: Fall Semester		**Class**	**Lab**	**Wk. Exp.**	**Credit**
ACA 111	College Student Success	1	0	0	1
AUB 111	Painting & Refinishing I	2	6	0	4
AUB 121	Non-Structural Damage I	1	4	0	3
AUB 131	Structural Damage I	2	4	0	4
AUB 134	Autobody MIG Welding	1	4	0	3
CIS 113	Computer Basics	0	2	0	1
ENG 111	Expository Writing	3	0	0	3
		10	**20**	**0**	**19**
First Year: Spring Semester					
AUB 112	Painting & Refinishing II	2	6	0	4
AUB 122	Non-Structural Damage II	2	6	0	4
AUB 136	Plastics & Adhesives	1	4	0	3
PHY 121	Applied Physics	3	2	0	4
		8	**18**	**0**	**15**
First Year: Summer Semester					
AUB 114	Special Finishes	1	2	0	2
AUB 132	Structural Damage II	2	6	0	4
AUB 144	Mech & Elect Specialties	2	2	0	3
BUS 230	Small Business Management	3	0	0	3
	OR				
BUS 280	REAL Small Business	4	0	0	4
		8/9	**10**	**0**	**12/13**
Second Year: Fall Semester					
AUB 141	Mech & Elec Components I	2	2	0	3
AUB 160	Body Shop Operations	1	0	0	1
	OR				
COE 111	Co-Op Work Experience I	0	0	10	1
AUB 162	Autobody Estimating	1	2	0	2
ENG 114	Prof. Research & Reporting	3	0	0	3
---	Humanities/Fine Arts	3	0	0	3
		9/10	**4**	**0/10**	**12**
Second Year: Spring Semester					
AUB 142	Mech & Elec Components II	3	9	0	6
AUC 112	Auto Custom Fabrication	2	4	0	4
---	Social/Behavioral Science	3	0	0	3
ARS 101	Intro to Automotive Rest	2	0	0	2
	OR				
COE 121	Co-Op Work Experience II	0	0	10	1
		8/10	**13**	**0/10**	**14/15**

Total Semester Hours Credit for Degree: 72/74

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Collision Repair and Refinishing Technology [D60130CR]

Courses for this diploma program are offered day, evening, online and/or hybrid.

Curriculum Courses by Semester		Hours/Week			Semester Hours
First Year: Fall Semester		**Class**	**Lab**	**Wk. Exp.**	**Credit**
ACA 111	College Student Success	1	0	0	1
AUB 111	Painting & Refinishing I	2	6	0	4
AUB 121	Non-Structural Damage I	1	4	0	3
AUB 131	Structural Damage I	2	4	0	4
AUB 134	Autobody MIG Welding	1	4	0	3
CIS 113	Computer Basics	0	2	0	1
ENG 102	Applied Communications II	3	0	0	3
	OR				
ENG 111	Expository Writing	3	0	0	3
		10	**20**	**0**	**19**
First Year: Spring Semester					
AUB 112	Painting & Refinishing II	2	6	0	4
AUB 122	Non-Structural Damage II	2	6	0	4
AUB 136	Plastics & Adhesives	1	4	0	3
PHY 121	Applied Physics	3	2	0	4
		8	**18**	**0**	**15**
First Year: Summer Semester					
AUB 114	Special Finishes	1	2	0	2
AUB 132	Structural Damage II	2	6	0	4
AUB 144	Mech & Elect Specialties	2	2	0	3
BUS 230	Small Business Management	3	0	0	3
	OR				
BUS 280	REAL Small Business	4	0	0	4
		8/9	**10**	**0**	**12/13**

Total Semester Hours Credit for Diploma: 46/47

Collision Repair and Refinishing Technology [C60130CR]

Courses for this certificate program are offered day, evening, online and/or hybrid.

Curriculum Courses by Semester		Hours/Week			Semester Hours
First Year: Fall Semester		**Class**	**Lab**	**Wk. Exp.**	**Credit**
AUB 121	Non-Structural Damage I	1	4	0	3
AUB 134	Autobody MIG Welding	1	4	0	3
		2	**8**	**0**	**6**
First Year: Spring Semester					
AUB 111	Painting & Refinishing I	2	6	0	4
AUB 131	Structural Damage I	2	4	0	4
		4	**10**	**0**	**8**

Total Semester Hours Credit for Certificate: 14

■ Computer-Integrated Machining

[A50210] Associate in Applied Science Degree; [D50210] Diploma; [C50210] Certificate; [C50210TM] CNC Programming Turning & Milling Certificate; [C50210IM] CNC Operator Certificate

The Computer-Integrated Machining curriculum prepares students with the analytical, creative and innovative skills necessary to take a production idea from an initial concept through design, development and production, resulting in a finished product.

Course work may include manual machining, computer applications, engineering design, computer-aided drafting (CAD), computer-aided machining (CAM), blueprint interpretation, advanced computerized numeric control (CNC) equipment, basic and advanced machining operations, precision measurement and high-speed multi-axis machining.

Graduates should qualify for employment as machining technicians in high-tech manufacturing, rapid-prototyping and rapid-manufacturing industries, specialty machine shops, fabrication industries, and high-tech or emerging industries such as aerospace, aviation, medical, and renewable energy, and to sit for machining certification examinations.

PROGRAM COMPETENCIES

Upon successful completion of the Computer-Integrated Machining program, the student should be able to

1. Properly use precision measuring tools.
2. Show proficiency in print reading principles.
3. Set up and operate manual machine tools.
4. Use CNC turning and milling machines.
5. Demonstrate proficiency in CAD/CAM applications.
6. Illustrate Tool & Die, Mold Making principles.

Haas Technical Education Center

Randolph Community College's Computer-Integrated Machining program has been designated a Haas Technical Education Center by Haas Automation. Randolph Community College becomes only one of 1,100 schools nationwide to be awarded this designation. To qualified, a school must meet qualified standards established by Haas and the HTEC Council. Haas Automaion is the largest Computer Numerical Control (CNC) machine tool builder in the world. This allows our students the opportunity to learn the latest CNC programing applications on Haas machines. this is the same type of programming and equipment students will be exposed to when they go to work in the machining industry.

Please see pages 85-86 for a list of Humanities/Fine Arts and Social/Behavioral Sciences courses approved for this program.

(Continued on next page)

Computer-Integrated Machining [A50210]

Courses for this A.A.S. degree program are offered day, evening, online and/or hybrid.

Curriculum Courses by Semester		Hours/Week			Semester Hours
First Year: Fall Semester		**Class**	**Lab**	**Wk. Exp.**	**Credit**
ACA 111	College Student Success	1	0	0	1
CIS 113	Computer Basics	0	2	0	1
ENG 111	Expository Writing	3	0	0	3
MAC 111	Machining Technology I	2	12	0	6
MAC 131	Blueprint Reading/Mach I	1	2	0	2
MAC 151	Machining Calculations	1	2	0	2
MAC 171	Measure/Material & Safety	0	2	0	1
MAC 172	Job Plan, Bench & Layout	0	2	0	1
		8	**22**	**0**	**17**
First Year: Spring Semester					
ENG 114	Prof. Research & Reporting	3	0	0	3
MAC 112	Machining Technology II	2	12	0	6
MAC 122	CNC Turning *(first 8-weeks)*	1	3	0	2
MAC 124	CNC Milling *(second 8-weeks)*	1	3	0	2
MAC 152	Adv. Machining Calc	1	2	0	2
MEC 110	Intro to CAD/CAM	1	2	0	2
		9	**22**	**0**	**17**
First Year: Summer Semester					
MAC 173	Manual Milling/Drilling	1	3	0	2
MAC 174	Manual Turning	1	3	0	2
MAC 176	Manual Surface Grinding	2	2	0	3
MEC 231	Comp-Aided Manufact I	1	4	0	3
		5	**12**	**0**	**10**
Second Year: Fall Semester					
MAC 214	Machining Technology IV	2	12	0	6
MAC 224	Advanced CNC Milling	1	3	0	2
MAC 243	Die Making I	2	6	0	4
---	Social/Behavioral Science	3	0	0	3
		8	**21**	**0**	**15**
Second Year: Spring Semester					
MAC 222	Advanced CNC Turning	1	3	0	2
MAC 241	Jigs & Fixtures I	2	6	0	4
MAC 245	Mold Construction I	2	6	0	4
PHY 121	Applied Physics I	3	2	0	4
---	Humanities/Fine Arts	3	0	0	3
		11	**17**	**0**	**17**

Total Semester Hours Credit for Degree: 76

Computer-Integrated Machining [D50210]

Courses for this diploma program are offered day, evening, online and/or hybrid.

Curriculum Courses by Semester		Hours/Week			Semester Hours
First Year: Fall Semester		**Class**	**Lab**	**Wk. Exp.**	**Credit**
ACA 111	College Student Success	1	0	0	1
CIS 113	Computer Basics	0	2	0	1
ENG 111	Expository Writing	3	0	0	3
MAC 111	Machining Technology I	2	12	0	6
MAC 131	Blueprint Reading/Mach I	1	2	0	2
MAC 151	Machining Calculations	1	2	0	2
MAC 171	Measure/Material & Safety	0	2	0	1
MAC 172	Job Plan, Bench & Layout	0	2	0	1
		8	**22**	**0**	**17**
First Year: Spring Semester					
ENG 114	Prof. Research & Reporting	3	0	0	3
MAC 112	Machining Technology II	2	12	0	6
MAC 122	CNC Turning *(first 8-weeks)*	1	3	0	2
MAC 124	CNC Milling *(second 8-weeks)*	1	3	0	2
MAC 152	Adv. Machining Calc	1	2	0	2
MEC 110	Intro to CAD/CAM	1	2	0	2
		9	**22**	**0**	**17**
First Year: Summer Semester					
MAC 173	Manual Milling/Drilling	1	3	0	2
MAC 174	Manual Turning	1	3	0	2
MAC 176	Manual Surface Grinding	2	2	0	3
MEC 231	Comp-Aided Manufact I	1	4	0	3
		5	**12**	**0**	**10**

Total Semester Hours Credit for Diploma: 44

Computer-Integrated Machining [C50210]

Courses for this certificate program are offered day, evening, online and/or hybrid.

Curriculum Courses by Semester		Hours/Week			Semester Hours
First Year: Fall Semester		**Class**	**Lab**	**Wk. Exp.**	**Credit**
MAC 111A	Machining Technology I	1	6	0	3
MAC 131	Blueprint Reading/Mach I	1	2	0	2
		2	**8**	**0**	**5**
First Year: Spring Semester					
MAC 111B	Machining Technology I	1	6	0	3
MAC 151	Machining Calculations	1	2	0	2
		2	**8**	**0**	**5**
Second Year: Fall Semester					
MAC 112A	Machining Technology II	1	6	0	3
MAC 152	Adv. Machining Calc	1	2	0	2
		2	**8**	**0**	**5**
Second Year: Spring Semester					
MAC 112B	Machining Technology II	1	6	0	3
		1	**6**	**0**	**3**

Total Semester Hours Credit for Certificate: 18

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CNC Programming Turning & Milling Certificate [C50210TM]

Courses for this certificate program are offered day and evening.

Curriculum Courses by Semester		Hours/Week			Semester Hours
First Year: Fall Semester		**Class**	**Lab**	**Wk. Exp.**	**Credit**
MAC 122	CNC Turning	1	3	0	2
MAC 131	Blueprint Reading/Mach I	1	2	0	2
		2	**5**	**0**	**4**
First Year: Spring Semester					
MAC 222	Advanced CNC Turning	1	3	0	2
MEC 110	Intro to CAD/CAM	1	2	0	2
		2	**5**	**0**	**4**
Second Year: Fall Semester					
MAC 124	CNC Milling	1	3	0	2
		1	**3**	**0**	**2**
Second Year: Spring Semester					
MAC 224	Advanced CNC Milling	1	3	0	2
		1	**3**	**0**	**2**

Total Semester Hours Credit for Certificate: 12

CNC Operator Certificate [C50210IM]

Courses for this certificate program are offered day and evening.

Curriculum Courses by Semester		Hours/Week			Semester Hours
First Year: Fall Semester		**Class**	**Lab**	**Wk. Exp.**	**Credit**
MAC 171	Measure/Material & Safety	0	2	0	1
MAC 172	Job Plan, Bench & Layout	0	2	0	1
MAC 131	Blueprint Reading/Mach I	1	2	0	2
		1	**6**	**0**	**4**
First Year: Spring Semester					
MAC 173	Manual Milling/Drilling	1	3	0	2
MEC 110	Intro to CAD/CAM	1	2	0	2
		2	**5**	**0**	**4**
Second Year: Fall Semester					
MAC 124	CNC Milling	1	3	0	2
		1	**3**	**0**	**2**
Second Year: Spring Semester					
MAC 122	CNC Turning	1	3	0	2
		1	**3**	**0**	**2**

Total Semester Hours Credit for Certificate: 12

■ Electrical/Electronics Technology

[A35220] Associate in Applied Science Degree; [D35220] Diploma; [C35220] Certificate; [C35220PC] PLC Certificate; [C35220W] Wiring Certificate; [C35220EE] Basics Certificate

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

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

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

PROGRAM COMPETENCIES

Upon successful completion of the Electrical/Electronics Technology Program, the student should be able to

1. Plan and construct Residential/Commercial/Industrial wiring circuits.
2. Analyze and explain the operation of electrical controls used in industry.
3. Solve and construct electronic circuits.
4. Classify and explain DC and AC circuits.
5. Show proficiency in the use of digital and analog test equipment.

Please see pages 85-86 for a list of Humanities/Fine Arts and Social/Behavioral Sciences courses approved for this program.

(Continued on next page)

Electrical/Electronics Technology [A35220] *(pending BOT approval)*

Courses for this A.A.S. degree program are offered day, evening, online and/or hybrid.

Curriculum Courses by Semester		Hours/Week			Semester Hours
First Year: Fall Semester		**Class**	**Lab**	**Wk. Exp.**	**Credit**
ACA 111	College Student Success	1	0	0	1
ELC 113	Basic Wiring I	2	6	0	4
ELC 125	Diagrams & Schematics	1	2	0	2
ELC 126	Electrical Computation	2	2	0	3
ENG 111	Expository Writing	3	0	0	3
ISC 112	Industrial Safety	2	0	0	2
		11	**10**	**0**	**15**
First Year: Spring Semester					
ELC 112	DC/AC Electricity	3	6	0	5
ELC 115	Industrial Wiring	2	6	0	4
ELN 133	Digital Electronics	3	3	0	4
---	Humanities/Fine Arts	3	0	0	3
		11	**15**	**0**	**16**
First Year: Summer Semester					
ELC 118	National Electrical Code	1	2	0	2
ELC 128	Intro to PLC	2	3	0	3
ELN 131	Semiconductor Applications	3	3	0	4
ELN 231	Industrial Controls	2	3	0	3
		8	**11**	**0**	**12**
Second Year: Fall Semester					
BUS 280	REAL Small Business	4	0	0	4
CIS 113	Computer Basics	0	2	0	1
ELN 132	Linear IC Applications	3	3	0	4
ELN 260	Prog Logic Controllers	3	3	0	4
---	Social/Behavioral Science	3	0	0	3
		13	**8**	**0**	**16**
Second Year: Spring Semester					
DFT 119	Basic CAD	1	2	0	2
ELN 229	Industrial Electronics	3	3	0	4
ENG 114	Prof Research & Reporting	3	0	0	3
HYD 110	Hydraulics/Pneumatics I	2	3	0	3
PHY 121	Applied Physics I	3	2	0	4
		12	**10**	**0**	**16**

Total Semester Hours Credit for Degree: 75

Electrical/Electronics Technology [D35220]

Courses for this diploma program are offered day, evening, online and/or hybrid.

Curriculum Courses by Semester		Hours/Week			Semester Hours
First Year: Fall Semester		**Class**	**Lab**	**Wk. Exp.**	**Credit**
ACA 111	College Student Success	1	0	0	1
ELC 113	Basic Wiring I	2	6	0	4
ELC 125	Diagrams & Schematics	1	2	0	2
ELC 126	Electrical Computations	2	2	0	3
ENG 111	Expository Writing	3	0	0	3
ISC 112	Industrial Safety	2	0	0	2
		11	**10**	**0**	**15**
First Year: Spring Semester					
ELC 112	DC/AC Electricity	3	6	0	5
ELC 115	Industrial Wiring	2	6	0	4
ELN 133	Digital Electronics	3	3	0	4
---	Humanities/Fine Arts	3	0	0	3
		11	**15**	**0**	**16**
First Year: Summer Semester					
ELC 118	National Electrical Code	1	2	0	2
ELC 128	Intro to PLC	2	3	0	3
ELN 131	Semiconductor Applications	3	3	0	4
ELN 231	Industrial Controls	2	3	0	3
		8	**11**	**0**	**12**

Total Semester Hours Credit for Diploma: 43

Electrical/Electronics Technology [C35220]

Courses for this certificate program are offered day, evening, online and/or hybrid.

Curriculum Courses by Semester		Hours/Week			Semester Hours
First Year: Fall Semester		**Class**	**Lab**	**Wk. Exp.**	**Credit**
ACA 111	College Student Success	1	0	0	1
ELC 113	Basic Wiring I	2	6	0	4
ELC 125	Diagrams & Schematics	1	2	0	2
ELC 126	Electrical Computations	2	2	0	3
ISC 112	Industrial Safety	2	0	0	2
		8	**10**	**0**	**12**

Total Semester Hours Credit for Certificate: 12

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Electrical/Electronics Technology PLC Certificate [C35220PC]

Curriculum Courses by Semester		Hours/Week			Semester Hours
First Year: Fall Semester		Class	Lab	Wk. Exp.	Credit
ELC 125	Diagrams & Schematics	1	2	0	2
ELC 126	Electrical Computations	2	2	0	3
ISC 112	Industrial Safety	2	0	0	2
		5	4	0	7
First Year: Summer Semester					
ELC 128	Introduction to PLC	2	3	0	3
		2	3	0	3
Second Year: Fall Semester					
ELN 260	Programmable Logic Controllers	3	3	0	4
		3	3	0	4

Total Semester Hours Credit for PLC Certificate: 14

Electrical/Electronics Wiring Certificate [C35220W]

Curriculum Courses by Semester		Hours/Week			Semester Hours
First Year: Fall Semester		Class	Lab	Wk. Exp.	Credit
ACA 111	College Student Success	1	0	0	1
ELC 113	Basic Wiring I	2	6	0	4
ELC 125	Diagrams & Schematics	1	2	0	2
ELC 126	Electrical Computations	2	2	0	3
ISC 112	Industrial Safety	2	0	0	2
		8	10	0	12
First Year: Spring Semester					
ELC 115	Industrial Wiring	2	6	0	4
		2	6	0	4
First Year: Summer Semester					
ELC 118	National Electrical Code	1	2	0	2
		1	2	0	2

Total Semester Hours Credit for Wiring Certificate: 18

Electrical/Electronics Basics Certificate [C35220EE]

Curriculum Courses by Semester		Hours/Week			Semester Hours
First Year: Fall Semester		Class	Lab	Wk. Exp.	Credit
ELC 113	Basic Wiring I	2	6	0	4
ELC 126	Electrical Computations	2	2	0	3
		4	8	0	7
First Year: Spring Semester					
ELC 112	DC/AC Electricity	3	6	0	5
ELC 115	Industrial Wiring	2	6	0	4
		5	12	0	9

Total Semester Hours Credit for Basics Certificate: 16

■ Industrial Engineering Technology

[A40240] Associate in Applied Science Degree; [D40240] Diploma; [C40240] Certificate

The Industrial Engineering Technology curriculum prepares graduates to perform as technical leaders in manufacturing and service organizations. The curriculum incorporates the study and application of methods and techniques for developing, implementing, and improving integrated systems involving people, material, equipment, and information.

The course work emphasizes analytical and problem-solving techniques for process development and improvement. The curriculum includes systems analysis, quality and productivity improvement techniques, cost analysis, facilities planning, organizational management, effective communications, and computer usage as a problem-solving tool.

Graduates of the curriculum should qualify for positions in a wide range of manufacturing and service organizations. Employment opportunities include industrial engineering technology, quality assurance, supervision, team leadership, and facilities management. Certification is available through organizations such as ASQC, SME, and APICS.

PROGRAM COMPETENCIES

Upon successful completion of the Industrial Engineering Technology program, the student should be able to

1. Demonstrate math, team building, writing, and analytic skills.
2. Demonstrate proficiency in computer, CAD and communication skills.
3. Understand manufacturing processes and project management.
4. Demonstrate skills in team building, critical thinking, and leadership skills.

Please see pages 85-86 for a list of Humanities/Fine Arts and Social/Behavioral Sciences courses approved for this program.

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Industrial Engineering Technology [A40240]

Courses for this A.A.S. degree program are offered day, evening, online and/or hybrid.

Curriculum Courses by Semester		Hours/Week			Semester Hours
First Year: Fall Semester		**Class**	**Lab**	**Wk. Exp.**	**Credit**
ACA 111	College Student Success	1	0	0	1
CTS 115	Info Sys Bus Concept	3	0	0	3
ENG 111	Expository Writing	3	0	0	3
ISC 112	Industrial Safety	2	0	0	2
ISC 243	Prod & Oper Management I	2	3	0	3
MAT 121	Algebra/Trig I	2	2	0	3
	OR				
MAT 161	College Algebra	3	0	0	3
	OR				
MAT 171	Precalculus Algebra	3	0	0	3
---	Humanities/Fine Arts	3	0	0	3
		16/17	**3/5**	**0**	**18**
First Year: Spring Semester					
DFT 170	Engineering Graphics	2	2	0	3
EGR 130	Engineering Cost Control	2	2	0	3
ENG 114	Prof. Research & Reporting	3	0	0	3
ISC 136	Productivity Analysis I	2	3	0	3
ISC 244	Prod & Oper Management II	2	3	0	3
		11	**10**	**0**	**15**
First Year: Summer Semester					
EGR 120	Eng and Design Graphics	2	2	0	3
ISC 128	Industrial Leadership	2	0	0	2
ISC 132	Mfg Quality Control	2	3	0	3
		6	**5**	**0**	**8**
Second Year: Fall Semester					
ACC 170	Technical Accounting	2	2	0	3
ECO 151	Survey of Economics	3	0	0	3
MEC 161	Manufacturing Processes I	3	0	0	3
OMT 181	Industry Reporting Skills	3	0	0	3
---	Social/Behavioral Science	3	0	0	3
		14	**2**	**0**	**15**
Second Year: Spring Semester					
ISC 151	Plant Layout	2	2	0	3
ISC 256	System Design	2	3	0	3
OMT 155	Meeting & Present Skills	3	0	0	3
OMT 222	Project Management	3	0	0	3
		10	**5**	**0**	**12**

Total Semester Hours Credit for Degree: 68

Industrial Engineering Technology [D40240]

Courses for this diploma program are offered day, evening, online and/or hybrid.

Curriculum Courses by Semester		Hours/Week			Semester Hours
First Year: Fall Semester		**Class**	**Lab**	**Wk. Exp.**	**Credit**
ACA 111	College Student Success	1	0	0	1
CTS 115	Info Sys Bus Concept	3	0	0	3
ENG 111	Expository Writing	3	0	0	3
ISC 112	Industrial Safety	2	0	0	2
ISC 243	Prod & Oper Management I	2	3	0	3
MAT 121	Algebra/Trig I	2	2	0	3
	OR				
MAT 161	College Algebra	3	0	0	3
	OR				
MAT 171	Precalculus Algebra	3	0	0	3
		13/14	**3/5**	**0**	**15**
First Year: Spring Semester					
DFT 170	Engineering Graphics	2	2	0	3
EGR 130	Engineering Cost Control	2	2	0	3
ENG 114	Prof. Research & Reporting	3	0	0	3
ISC 136	Productivity Analysis I	2	3	0	3
ISC 244	Prod & Oper Management II	2	3	0	3
		11	**10**	**0**	**15**
First Year: Summer Semester					
EGR 120	Eng and Design Graphics	2	2	0	3
ISC 128	Industrial Leadership	2	0	0	2
ISC 132	Mfg Quality Control	2	3	0	3
		6	**5**	**0**	**8**

Total Semester Hours Credit for Diploma: 38

Industrial Engineering Technology [C40240]

Courses for this certificate program are offered day, evening, online and/or hybrid.

Curriculum Courses by Semester		Hours/Week			Semester Hours
First Year: Fall Semester		**Class**	**Lab**	**Wk. Exp.**	**Credit**
CTS 115	Info Sys Bus Concept	3	0	0	3
ISC 112	Industrial Safety	2	0	0	2
ISC 243	Prod & Oper Management I	2	3	0	3
MAT 121	Algebra/Trig I	2	2	0	3
	OR				
MAT 161	College Algebra	3	0	0	3
	OR				
MAT 171	Precalculus Algebra	3	0	0	3
		9/10	**3/5**	**0**	**11**
First Year: Spring Semester					
DFT 170	Engineering Graphics	2	2	0	3
ISC 136	Productivity Analysis I	2	3	0	3
		4	**5**	**0**	**6**

Total Semester Hours Credit for Certificate: 17

■ Industrial Systems Technology *(pending BOT/NCCCS approval)*

[A50240] Associate in Applied Science Degree; [C50240] Certificate;

The Industrial Systems Technology curriculum is designed to prepare or upgrade individuals to safely service, maintain, repair, or install equipment. Instruction includes theory and skill training needed for inspecting, testing, troubleshooting, and diagnosing industrial systems.

Students will learn multi-craft technical skills in blueprint reading, mechanical systems maintenance, electricity, hydraulics/pneumatics, welding, machining or fabrication, and includes various diagnostic and repair procedures. Practical application in these industrial systems will be emphasized and additional advanced course work may be offered.

Upon completion of this curriculum, graduates should be able to individually, or with a team, safely install, inspect, diagnose, repair, and maintain industrial process and support equipment. Students will also be encouraged to develop their skills as lifelong learners.

PROGRAM COMPETENCIES

Upon successful completion of the Industrial Systems Technology program, the student should be able to

1. Properly weld metals.
2. Identify and explain hydraulic/pneumatic circuits.
3. Distinguish components in a HVAC system.
4. Illustrate proper machining techniques.
5. Demonstrate proper use of general mechanical maintenance knowledge.

Please see pages 85-86 for a list of Humanities/Fine Arts and Social/Behavioral Sciences courses approved for this program.

NOTE: Industrial Systems Technology will be transitioning to Mechatronics Engineering Technology beginning fall 2013.

Industrial Systems Technology [A50240]

Courses for this A.A.S. degree program are offered day, evening, online and/or hybrid.

Curriculum Courses by Semester		Hours/Week			Semester Hours
First Year: Fall Semester		**Class**	**Lab**	**Wk. Exp.**	**Credit**
ACA 111	College Student Success	1	0	0	1
ELC 111	Intro to Electricity	2	2	0	3
ELC 125	Diagrams & Schematics	1	2	0	2
ISC 112	Industrial Safety	2	0	0	2
MAC 111	Machining Technology I	2	12	0	6
MEC 130	Mechanisms	2	2	0	3
		10	**18**	**0**	**17**
First Year: Spring Semester					
EGR 125	Application Software for Technicians	1	2	0	2
ELC 112	DC/AC Electricity	3	6	0	5
ELC 115	Industrial Wiring	2	6	0	4
ENG 111	Expository Writing	3	0	0	3
MAT 121	Algebra/Trigonometry I	2	2	0	3
		11	**16**	**0**	**17**
First Year: Summer Semester					
ATR 112	Intro to Automation	2	3	0	3
ELC 128	Intro to PLC	2	3	0	3
WLD 112	Basic Welding Processes	1	3	0	2
		5	**9**	**0**	**8**
Second Year: Fall Semester					
ELC 213	Instrumentation	3	2	0	4
ELC 228	PLC Applications	2	6	0	4
ENG 114	Prof Research & Reporting	3	0	0	3
OR					
ENG 116	Technical Report Writing	3	0	0	3
MNT 110	Intro. To Maintenance Procedures	1	3	0	2
PHY 131	Physics - Mechanics	3	2	0	4
		12	**13**	**0**	**17**
Second Year: Spring Semester					
ELC 117	Motors and Controls	2	6	0	4
ELN 235	Data Communication Systems	3	3	0	4
HYD 110	Hydraulics/Pneumatics I	2	3	0	3
---	Humanities/Fine Arts	3	0	0	3
---	Social/Behavioral Science	3	0	0	3
		13	**12**	**0**	**17**

Total Semester Hours Credit for Degree: 76

Industrial Systems Technology Automation Certificate [C50240]

Courses for this certificate program are offered day, evening, online and/or hybrid.

Curriculum Courses by Semester		Hours/Week			Semester Hours
First Year: Fall Semester		**Class**	**Lab**	**Wk. Exp.**	**Credit**
ELC 111	Intro to Electricity	2	2	0	3
ELC 125	Diagrams & Schematics	1	2	0	2
ISC 112	Industrial Safety	2	0	0	2
		5	**4**	**0**	**7**
First Year: Spring Semester					
ELC 112	DC/AC Electricity	3	6	0	5
		3	**6**	**0**	**5**
First Year: Summer Semester					
ATR 112	Intro to Automation	2	3	0	3
ELC 128	Intro to PLC	2	3	0	3
		4	**6**	**0**	**6**

Total Semester Hours Credit for Certificate: 18

■ Welding Technology *(pending BOT/NCCCS approval)*

[D50420] Diploma

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

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

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

PROGRAM COMPETENCIES

Upon successful completion of the Welding Technology program, the student should be able to

1. Properly perform welds to industry standards.
2. Demonstrate the ability to identify common weld defects.
3. Show proficiency in setting up of welding machines.

NOTE: The Welding Technology program is offered at RCC's Archdale Center

Welding Technology [D50420]

Courses for this diploma program are offered day only at the Archdale Center.

Curriculum Courses by Semester		Hours/Week			Semester Hours
First Year: Fall Semester		**Class**	**Lab**	**Wk. Exp.**	**Credit**
WLD 110	Cutting Processes	1	3	0	2
WLD 112	Basic Welding Processes	1	3	0	2
WLD 115	SMAW (Stick) Plate	2	9	0	5
WLD 121	GMAW (MIG) FCWA Plate	2	6	0	4
WLD 131	GTAW (TIG) Plate	2	6	0	4
WLD 141	Symbols & Specifications	2	2	0	3
		10	**29**	**0**	**20**
First Year: Spring Semester					
ENG 102	Applied Communications	3	0	0	3
MAT 101	Applied Mathematics	2	2	0	3
WLD 122	GMAW (MIG) Plate/Pipe	1	6	0	3
WLD 132	GTAW (TIG) Plate/Pipe	1	6	0	3
WLD 151	Fabrication I	2	6	0	4
		9	**20**	**0**	**16**
First Year: Summer Semester					
WLD 143	Welding Metallurgy	1	2	0	2
WLD 215	SMAW (Stick) Pipe	1	9	0	4
WLD 231	GTAW (TIG) Pipe	1	6	0	3
WLD 251	Fabrication II	1	6	0	3
		4	**23**	**0**	**12**

Total Semester Hours Credit for Diploma: 48

University Center of Randolph County

The University Center of Randolph County was established in 2008 and is a collaborative effort between Randolph Community College and area four-year colleges and universities. Courses are offered in particular disciplines at significantly reduced tuition rates, creating an opportunity for students to complete a baccalaureate degree or graduate degree without leaving the county. Operating under the University Center banner, the four-year institutions offer courses on RCC's Asheboro Campus.

Salem College Bachelor of Science in Business Administration Degree (B.S.B.A.)

The Salem College bachelor's degree in Business Administration is a 4-year degree offered on Randolph Community College's Asheboro Campus through Salem College. The collaborative agreement between Salem College and Randolph Community College began in fall of 2008 as part of Randolph Community College's University Center of Randolph County. The general education courses are offered through Randolph Community College and the major courses are offered and bachelor's degree is granted by Salem College.

Students must complete a total of 36 courses in order to obtain the degree, 18 of which can be transferred into the program and 18 must be taken through Salem. The 18 transferable courses can come from other colleges or can be taken at Randolph Community College. The RCC classes are taught day, evening or online at RCC tuition rates.

Salem College's classes are currently held on Tuesday, Wednesday, and Thursday evenings on Randolph Community College's Asheboro Campus.

If you are interested in pursuing the Bachelor of Science in Business Administration degree through Salem College, you must apply to Salem College. An application can be found by logging on to http://www.randolph.edu/academics/salem.php. The materials required for application to Salem College include the following:

1. Completed Salem College Application form
2. $30 application fee
3. Official transcripts for all previous college work
4. Two letters of recommendation
5. Proof of high school completion (e. g. copy of diploma or diploma card, GED certificate, high school transcript)
6. Essay (minimum of two pages: autobiographical or educational goals; you may be as creative as you like)

Application materials must be mailed to the following:

Salem College
Fleer Center
601 S. Church Street, Winston-Salem, NC 27108

Students who wish to enroll must also complete a change of major at the Registrar's office on Randolph Community College's Asheboro Campus. In addition, students must also complete an RCC application, submit high school and college transcripts, and provide proof of placement testing or transfer credit evaluation before becoming active in the program.

Students may enroll in the RCC general education classes while taking the Salem College classes. Students will not receive a 4-year degree until they have successfully completed both the general education and Salem College requirements.

More information about the Salem College Business Administration degree can be found at http://www.randolph.edu/academics/salem.php

Interested students should contact Clark Adams, English instructor/Salem College liaison, at Randolph Community College at wcadams@randolph.edu or 336-633-0238 or Ed Hartgrove, program associate/coordinator of academic advising, Fleer Center at Salem College at ed.hartgrove@salem.edu or 336-917-5855.

Pfeiffer University Bachelor of Arts in Elementary Education Degree (B.A.)

The Pfeiffer University Bachelor's degree in Elementary Education is a 4-year degree offered on Randolph Community College's Asheboro Campus through Pfeiffer University. The collaborative agreement between Pfeiffer University and Randolph Community College began in spring of 2008 as part of Randolph Community College's University Center of Randolph County. The general education courses are offered through Randolph Community College. The major courses are offered and bachelor's degree is granted by Pfeiffer University.

Students must complete a total of 124 hours in order to obtain the B.A. degree, with up to 64 credits transferring into the program. The 64 transferable hours can come from other colleges or can be taken at Randolph Community College. Cultural credits, plus 58 hours, are offered through Pfeiffer University. These classes are typically held on Monday evenings at Randolph Community College's Asheboro Campus or are conducted online. Class meetings occasionally occur during the day at a school setting. Pfeiffer classes are taught at Pfeiffer tuition rates with financial aid negotiated through Pfeiffer University.

Students who wish to enroll in the Pfeiffer Elementary Education Program must complete an RCC application with intended major of AGE – E. Students must submit high school and college transcripts. Proof of placement testing or a transfer credit evaluation is also required before becoming active in the program. An application can be found by clicking on Admissions at www.randolph.edu. Students should contact Maria LeBaron, mblebaron@randolph.edu for assistance with registration.

Students should complete as many RCC general education classes as possible before applying to Pfeiffer in fall for the spring semester. An application can be found by clicking on Admissions at www.pfeiffer.edu. At least 24 hours of required credits must be completed before beginning the Pfeiffer classes. Students may enroll in the RCC general education classes while taking the Pfeiffer University classes. Students will not receive a 4-year degree until they have successfully completed both the RCC and Pfeiffer University requirements.

The following are required RCC courses, but some substitutions are acceptable.

ACA 122 College Transfer Success
BIO 111 General Biology I
BIO 112 General Biology II
MAT 140 Survey of Mathematics
MAT 151 Statistics I (or higher math)
ENG 111 Expository Writing
ENG 113 Literature-Based Research
ENG 131 or above, a Literature
HIS 236 North Carolina History
HIS 221 African American History, HIS 121 Western Civilization I, or HIS 122 Western Civilization II
HIS 131 American History I or HIS 132 American History II
PHI 215 Philosophical Issues or PHI 240 Introduction to Ethics (or a Religion course)
SOC 210 Introduction to Sociology (or another Psychology or Sociology course)
REL *** any 3 credit Religion course
PED courses if under 27 years old
PED 110 Fit and Well for Life
PED *** any 1 credit activity course
PED *** any 1 credit activity course

More information about the Pfeiffer University Elementary Education degree can be found at http://www.randolph.edu/academics/pfeiffer.php.

Interested students should contact Maria LeBaron, RCC psychology instructor/Pfeiffer elementary education advisor, at mblebaron@randolph.edu or 336-633-0226; or Dr. Angela H. Kern, Pfeiffer assistant professor of elementary education at angie.kern@fsmail.pfeiffer.edu or 704-463-3173.

Continuing Education (Noncredit) Programs and Services

Randolph Community College offers noncredit courses in a variety of program areas at both the Asheboro Campus and Archdale Center in addition to many locations throughout the county. These areas include occupational, community service, and Basic Skills programs (Adult Basic Education, Adult High School Diploma, General Educational Development, English as a Second Language, and Compensatory Education). Business and Industry training programs within Continuing Education are the Human Resources Development program, Small Business Center, and the Customized Training Program. Online delivery is available for some courses.

Basic Skills Programs

The Basic Skills programs area is located in the Administration/Education Center on RCC's Asheboro Campus. Additionally, classes offered through Basic Skills programs are available throughout Randolph County in facilities provided by businesses, community centers, churches and schools. The programs are offered wherever there are sufficient numbers of students interested in attending and there are appropriate facilities for educational activities.

■ Program Structure

The Basic Skills programs area at Randolph Community College has three academic programs leading to secondary school level completion. These are the Adult Basic Education, Adult High School, and General Educational Development (GED) programs. Adult Basic Education is academic work on levels below the secondary level. Adult High School and General Educational Development are programs of study on the secondary level.

Upon entering Basic Skills, all students must take the TABE placement test, which is a nationally standardized test of adults' reading, language, and math achievement. According to the results of this test, students may qualify to enter the Adult High School Diploma program or the General Educational Development program, or may be placed into Adult Basic Education until they attain an achievement level adequate to enter the two high school level programs. Most students who wish to obtain an Adult High School Diploma or a GED begin their work in Adult Basic Education.

■ Attendance

Once a student registers for a class in any of these programs, regular attendance is required. Signing a registration sheet or taking the placement test does not constitute full-time enrollment in Basic Skills.

■ Full-Time Enrollment

Full-time enrollment in Basic Skills is regular attendance for 20 hours per week. Enrollment requirements for other external offices and agencies supercede this definition. It is the student's responsibility to be informed of external agencies' and offices' definitions of full-time enrollment.

■ Completion Requirements

Completion of General Educational Development is by testing in five areas of academic studies: language arts, writing; language arts, reading; math; science; and social studies. Students must pass all five tests and attain an adequate composite score for the whole battery.

Completion of the Adult High School Diploma is by earning credits for a total of 20 courses. Each course consists of a series of tests and a final exam. Usually, students complete courses by independent study. Students must have completed, in previous high school or at RCC, 20 total units of courses to include four units of English, three units of math (Algebra 1 required), three units of social studies (Civics, U.S. History, and World Studies required), three units of science (Biology and Physical Science required), one unit of Health or P.E., and six electives.

■ Program Authority

Randolph Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools.

The Basic Skills Programs area is governed by the North Carolina Community College System and its Board and by the Board of Trustees of Randolph Community College. These programs are authorized by the General Assembly of the State of North Carolina (North Carolina Administrative Code, Title 23,

Subchapter 2E).

Randolph Community College awards the Adult High School Diploma by affiliation agreements with Asheboro City Schools and Randolph County Schools. Both of these systems are governed by the North Carolina Department of Public Instruction and its Board and by the local boards of education. Both are accredited by the Commission on High Schools of the Southern Association of Colleges and Schools.

Randolph Community College awards the General Educational Development Diploma (GED) under the authority of the State Board of the North Carolina Community College System and of the General Educational Development Program of the American Council on Education.

The above authorities assure that programs of Randolph Community College Basic Skills Programs are offered at or below the secondary level and that secondary level instruction is consistent with standards of traditional four-year high school programs.

■ Adult Basic Education

Adults who have not graduated from high school and high school graduates who need instruction below the ninth grade level may enroll in Adult Basic Education. Instruction is provided in the areas of basic reading, English, math, spelling, and writing. ABE classes help to prepare adults who want to enter an Adult High School or General Educational Development class. Students work at their own pace and receive individual help as needed. There is no registration fee and books are provided for student use in the classroom. Students may enroll at any time.

■ Adult High School Diploma

RCC has agreements with both Randolph County and Asheboro City Schools to award the adult high school diploma. As is the case with the traditional high school diploma, students are required to earn a total of 20 units of credit (including those that are transferable from their high school transcripts). The 20 competency-based units include English (4), math (3), social studies (3), science (3), health (1), and electives (6). This program is available on the Asheboro Campus.

■ Adult Basic Education (GED Online)

Basic Skills offers Adult Basic Education and GED classes online. Interested students will take a placement test to determine eligibility. A minimum test score is required to ensure student success. The Basic Skills distance education specialist closely monitors student progress and communicates through e-mail on a regular basis. To learn more about this program, please contact the Basic Skills distance education specialist at 336-633-0148.

■ Compensatory Education

The Compensatory Education programs focus on helping individuals with intellectual disabilities become as independent and self-directed as possible through acquiring basic and life skills needed to function successfully in daily living. To be eligible to participate in the Compensatory Education program, an individual must be 17 or older, and (a) diagnosed with intellectual disabilities (formerly called mental retardation) or (b) functioning on a level equivalent to intellectual disabilities resulting from head injury or brain damage. Randolph Community College is required by the North Carolina Community College System Audit Services to have on file proof of eligibility. This condition must be determined and certified by a qualified professional, such as a physician, psychiatrist, psychologist, etc. and must have been documented within the past 10 years. Classes are offered in the Asheboro and Archdale areas. For more information on the Compensatory Education program, please call 336-633-0254.

■ English as a Second Language (ESL)

Students whose first language is not English may enroll in the English as a Second Language program to improve their English speaking, listening, reading and writing skills. The program provides language learners with essential life skills that enable them to function in an English-speaking society. These classes are also helpful for students who plan on taking GED or Adult High School Diploma classes or the United States citizenship exam. Following orientation, students can attend classes held at the Asheboro Campus, or at other locations off-site and progress through the program at their own pace. ESL courses are free and study materials are provided at no cost.

■ General Educational Development (GED) Diploma

Reading, writing, math, social studies, and science are taught in the Basic Skills area on the Asheboro Campus and at various locations throughout the county to prepare students for the five tests that make up the GED. Staff and faculty assess students' skills and place them in appropriate classes where they may progress at their own pace.

Business & Industry Training

Randolph Community College is the number one corporate training and workforce preparedness provider in Randolph County. Many training programs and services are available to area businesses and industries, governmental agencies, and public service organizations. Business and industry programs are available to all area firms. Call the College for more information on business and industry programs.

■ Small Business Center

The Small Business Center supports the development of new business and the growth of existing businesses by being a community-based provider of training, counseling, resource information, networking and referral. The objective of the SBC is to increase the success rate and the number of viable small businesses in Randolph County by providing high quality, readily accessible assistance to prospective and existing small business owners. The vision of the SBC is to foster and support entrepreneurship, small business training, and economic development in the community. The SBC offers a wide variety of seminars, workshops, and courses to help businesses be successful. Courses offered regularly through the Center include marketing, management, record keeping, how to start and manage a small business, and the N.C. REAL program, which uses active learning principles to teach entrepreneurship. The SBC provides free, confidential counseling services for new and existing businesses. These services act as a sounding board for ideas and concerns you may have about your business. The SBC professional staff will help you find solutions to your challenging business questions. The Small Business Center has a library of professional resources including books, pamphlets, magazines, trade journals, templates, a wide variety of tapes and videos, wireless access to the Internet, as well as business-related software for your use. Confidential counseling services and access to resource libraries are free of charge. Most seminars and workshops are also free.

■ Customized Training Program

The Customized Training Program supports the economic development efforts of Randolph County by providing education and training opportunities for eligible businesses and industries. Our Customized Training Program shall offer programs and training services to assist new and existing business and industry to remain productive, profitable, and within Randolph County.

The program was developed in recognition of the fact that one of the most important factors for a business or industry considering locating, expanding, or remaining in Randolph County is the ability of the state to ensure the presence of a well-trained workforce. The program is designed to react quickly to the needs of businesses and to respect the confidential nature of proprietary processes and information within those businesses.

Purpose

The purpose of the Customized Training Program is to provide customized training assistance in support of full-time production and direct customer service positions created in the state of North Carolina, thereby enhancing the growth potential of companies located in the state while simultaneously preparing North Carolina's workforce with the skills essential to successful employment in emerging industries.

Eligibility

Randolph County businesses and industries eligible for support through the Customized Training Program include Manufacturing, Technology Intensive (i.e., Information Technology, Life Sciences), Regional or National Warehousing and Distribution Centers, Customer Support Centers, Air Courier Services, National Headquarters with operations outside North Carolina, and Civil Service employees providing technical support to U.S. military installations located in North Carolina.

In order to receive assistance, eligible businesses and industries must demonstrate two or more of the following criteria:

- The business is making an appreciable capital investment;
- The business is deploying new technology;
- The business is creating jobs, expanding an existing workforce, or enhancing the productivity and profitability of the operations within the state; and,
- The skills of the workers will be enhanced by the assistance.

Resources may support training assessment, instructional design, instructional costs, and training delivery for personnel involved in the direct production of goods and services. Production and technology support positions are also eligible for training support.

Full-time probationary employees of qualified Customized Training companies are eligible for training delivered by the community college. The use of Customized Training funds requires that trainees are paid

by the company for all time during training hours.

Our programs, services, and courses are designed for all working shifts—seven days a week— and they can be delivered on company site or at one of our convenient campus locations.

Occupational Extension

Randolph Community College offers occupational extension courses that teach employment-related skills required to obtain and upgrade full-time or part-time employment. Typical courses and certificate programs are emergency medical technician, fire, police upgrading, pharmacy assistant, industrial maintenance, heating, ventilation and air conditioning, welding, power equipment, motorcycle safety, pottery, taxidermy, computers, career readiness and planning, hospitality and tourism, administrative assistant, and insurance. For more information, call the Corporate and Continuing Education office at 336-633-0268.

■ Human Resources Development (HRD)

Adults who are unemployed, underemployed, or who are seeking a career change find assistance through this program. The goal of the Human Resources Development program is to educate and train individuals for success in the workplace. The program focuses on employment training, counseling, and assistance in preparing individuals for entry or reentry into the workforce. Courses are available in career exploration and planning, job seeking and job keeping strategies, study skills, economic literacy, and computer skills training. HRD instructors assist students in many areas including communication skills, career decision-making, problem solving, self-assessment, skills identification and awareness, interviewing, résumé writing, and application completion. Fees for HRD courses are waived for those who are unemployed, who have received notification of pending layoff, or who meet income eligibility requirements. For additional information or to register for HRD classes, please call 336-633-0268.

■ Community Service/Personal Enrichment

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

■ Continuing Education Credits

Certificates of completion are awarded for Continuing Education courses in which Continuing Education Units are earned if participants meet the specified criteria presented at the first class session. Certificates are awarded by request for non-CEU courses if participants attend a minimum of 80 percent of the scheduled course hours.

Course Descriptions

Course content for technical, vocational, and certificate level courses is outlined in the course descriptions to follow. All courses are alphabetized by course code. **All courses are to be pursued in a normal sequence with prerequisite courses taken as indicated.** Provided for each course is the following information: course number and title; number of class, laboratory, clinical/shop/work experience (if any), and credit hours; and the semester in which the course is offered - FA (Fall), SP (Spring), and SU (Summer).

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

■ ACA – Academic Related

ACA 111 College Student Success	1	0	0	1

This course introduces the college's physical, academic, and social environment and promotes the personal development essential for success. Topics include campus facilities and resources; policies, procedures, and programs; study skills; and life management issues such as health, self-esteem, motivation, goal-setting, diversity, and communication. Upon completion, students should be able to function effectively within the college environment to meet their educational objectives. (FA or SP).

ACA 115 Success & Study Skills	0	2	0	1

This course provides an orientation to the campus resources and academic skills necessary to achieve educational objectives. Emphasis is placed on an exploration of facilities and services, study skills, library skills, self-assessment, wellness, goal-setting, and critical thinking. Upon completion, students should be able to manage their learning experiences to successfully meet educational goals. (FA or SP).

ACA 122 College Transfer Success	1	0	0	1

This course provides information and strategies necessary to develop clear academic and professional goals beyond the community college experience. Topics include the CAA, college culture, career exploration, gathering information on senior institutions, strategic planning, critical thinking, and communications skills for a successful academic transition. Upon completion, students should be able to develop an academic plan to transition successfully to senior institutions. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* (FA and SP).

■ ACC – Accounting

ACC 120 Prin of Financial Acct	3	2	0	4

This course introduces business decision-making accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* **RCC prerequisite: Take RED 090 or acceptable placement score.** (FA and SP).

ACC 121 Prin of Managerial Acct	3	2	0	4

This course includes a greater emphasis on managerial and cost accounting skills. Emphasis is placed on managerial accounting concepts for external and internal analysis, reporting and decision-making. Upon completion, students should be able to analyze and interpret transactions relating to managerial concepts including product-costing systems. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* **State prerequisite: Take ACC 120.** (FA and SP).

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
ACC 129 Individual Income Taxes	2	2	0	3

This course introduces the relevant laws governing individual income taxation. Topics include tax law, electronic research and methodologies, and the use of technology for preparation of individual income tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various individual tax forms. (SP).

ACC 130 Business Income Taxes	2	2	0	3

This course introduces the relevant laws governing business and fiduciary income taxes. Topics include tax law relating to business organizations, electronic research and methodologies, and the use of technology for the preparation of business tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various business tax forms. (FA).

ACC 131 Federal Income Taxes	2	2	0	3

This course provides an overview of federal income taxes for individuals, partnerships, and corporations. Topics include tax law, electronic research and methodologies and the use of technology for the preparation of individual and business tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax laws, and complete federal tax returns for individuals, partnerships, and corporations. (FA).

ACC 140 Payroll Accounting	1	2	0	2

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

ACC 150 Accounting Software Appl	1	2	0	2

This course introduces microcomputer applications related to accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to solve accounting problems. **State prerequisites: Take one: ACC 115 or ACC 120.** (SU).

ACC 152 Advanced Software Appl	1	2	0	2

This course provides continued exposure to commercial accounting software and the opportunity to refine skills developed in ACC 150. Emphasis is placed on advanced applications of software packages. Upon completion, students should be able to use commercial software to complete complex accounting tasks. **State prerequisite: Take ACC 150.** (FA).

ACC 170 Technical Accounting	2	2	0	3

This course introduces the use of accounting for decision making and covers integration of financial accounting with managerial concepts. Topics include essentials of financial accounting and analysis, product costing, activity-based costing systems, budgeting, and financial planning. Upon completion, students should be able to understand and develop financial statements and demonstrate an understanding of accounting transactions and product costing systems. (FA).

ACC 220 Intermediate Accounting I	3	2	0	4

This course is a continuation of the study of accounting principles with in-depth coverage of theoretical concepts and financial statements. Topics include generally accepted accounting principles and an extensive analyses of financial statements. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards. **State prerequisite: Take ACC 120.** (FA).

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
ACC 221 Intermediate Acct II	3	2	0	4

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

ACC 227 Practices in Accounting	3	0	0	3

This course provides an advanced in-depth study of selected topics in accounting using case studies and individual and group problem solving. Topics include cash flow, financial statement analysis, individual and group problem solving, practical approaches to dealing with clients, ethics, and critical thinking. Upon completion, students should be able to demonstrate competent analytical skills and effective communication of their analysis in written and/or oral presentations. **State prerequisite: Take ACC 220.** (SP).

■ AHR – Air Conditioning & Refrigeration

AHR 120 HVACR Maintenance	1	3	0	2

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

■ ANT – Anthropology

ANT 210 General Anthropology	3	0	0	3

This course introduces the physical, archaeological, linguistic, and ethnological fields of anthropology. Topics include human origins, genetic variations, archaeology, linguistics, primatology, and contemporary cultures. Upon completion, students should be able to demonstrate an understanding of the four major fields of anthropology. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.* (FA and SP).

ANT 220 Cultural Anthropology	3	0	0	3

This course introduces the nature of human culture. Emphasis is placed on cultural theory, methods of fieldwork, and cross-cultural comparisons in the areas of ethnology, language, and the cultural past. Upon completion, students should be able to demonstrate an understanding of basic cultural processes and how cultural data are collected and analyzed. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.* (FA only).

ANT 240 Archaeology	3	0	0	3

This course introduces the scientific study of the unwritten record of the human past. Emphasis is placed on the process of human cultural evolution as revealed through archaeological methods of excavation and interpretation. Upon completion, students should be able to demonstrate an understanding of how archaeologists reconstruct the past and describe the variety of past human cultures. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.* (SP only).

■ ARC – Architecture

ARC 235 Architectural Portfolio	2	3	0	3

This course covers the methodology for the creation of an architectural portfolio. Topics include preparation of marketing materials and a presentation strategy using conventional and/or digital design media. Upon completion, students should be able to produce an architectural portfolio of selected projects. **RCC prerequisites: DES 231 and DES 241.** (SP).

	Hours/Week Class	Lab	Wk. Exp.	Semester Hours Credit

■ ARS – Automotive Restoration

ARS 101 Intro to Automotive Rest	2	0	0	2

This course introduces the automotive restoration industry. Emphasis is placed on the research of the evolution of the automobile from steam to the internal combustion engine in the United States and Europe. Upon completion, students should be able to describe the process of automotive restoration and note the worldwide impact of the automobile. (SP).

■ ART – Art

ART 111 Art Appreciation	3	0	0	3

This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms including but not limited to sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.* (FA and SP).

ART 114 Art History Survey I	3	0	0	3

This course covers the development of art forms from ancient times to the Renaissance. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.* (FA only).

ART 115 Art History Survey II	3	0	0	3

This course covers the development of art forms from the Renaissance to the present. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.* (SP only).

■ ATR – Automation & Robotics

ATR 112 Intro to Automation	2	3	0	3

This course introduces the basic principles of automated manufacturing and describes the tasks that technicians perform on the job. Topics include the history, development, and current applications of robots and automated systems including their configuration, operation, components, and controls. Upon completion, students should be able to understand the basic concepts of automation and robotic systems. (SU).

■ AUB – Automotive Body Repair

AUB 111 Painting & Refinishing I	2	6	0	4

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

AUB 112 Painting & Refinishing II	2	6	0	4

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

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
AUB 114 Special Finishes	1	2	0	2

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

AUB 121 Non-Structural Damage I	1	4	0	3

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

AUB 122 Non-Structural Damage II	2	6	0	4

This course covers safety, tools, and advanced body repair. Topics include shop safety, damage analysis, tools and equipment, advanced repair techniques, materials selection, materials usage, movable glass, and other related topics. Upon completion, students should be able to identify and repair or replace direct and indirect damage to accepted standards including movable glass and hardware. **RCC prerequisite: Take AUB 121.** (SP).

AUB 131 Structural Damage I	2	4	0	4

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

AUB 132 Structural Damage II	2	6	0	4

This course provides an in-depth study of structural damage analysis and repairs to vehicles that have received moderate to heavy structural damage. Topics include shop safety, structural analysis and measurement, equipment, structural glass, advanced repair techniques, structural component replacement and alignment, and other related topics. Upon completion, students should be able to analyze and perform repairs according to industry standards. **State and RCC prerequisites: Take AUB 131 and AUB 134**. (SU).

AUB 134 Autobody MIG Welding	1	4	0	3

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

AUB 136 Plastics & Adhesives	1	4	0	3

This course covers safety, plastic and adhesive identification, and the various repair methods of automotive plastic components. Topics include safety, identification, preparation, material selection, and the various repair procedures including refinishing. Upon completion, students should be able to identify, remove, repair, and/or replace automotive plastic components in accordance with industry standards. **RCC prerequisite: Take AUB 121.** (SP).

AUB 141 Mech & Elec Components I	2	2	0	3

This course covers the basic principles of automotive mechanical and electrical components. Topics include personal and environmental safety and suspension and steering, electrical, brake, heating and air-conditioning, cooling, drive train, and restraint systems. Upon completion, students should be able to identify system components and perform basic system diagnostic checks and/or repairs according to industry standards. (FA).

	Hours/Week Class	Lab	Wk. Exp.	Semester Hours Credit
AUB 142 Mech & Elec Components II	3	9	0	6

This course provides an in-depth study of automotive mechanical and electrical systems. Topics include personal and environmental safety and suspension and steering, electrical, brake, heating and air-conditioning, cooling, drive train, restraint, fuel intake, and exhaust systems. Upon completion, students should be able to demonstrate a comprehensive understanding of the operation, inspections, and repair of automotive mechanical and electrical systems. **State prerequisite: Take AUB 141.** (SP).

AUB 144 Mech & Elec Specialties	2	2	0	3

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

AUB 160 Body Shop Operations	1	0	0	1

This course introduces the day-to-day operations of autobody repair facilities. Topics include work habits and ethics, customer relations, equipment types, materials cost and control, policies and procedures, shop safety and liabilities, and other related topics. Upon completion, students should be able to understand the general operating policies and procedures associated with an autobody repair facility. (FA).

AUB 162 Autobody Estimating	1	2	0	2

This course provides a comprehensive study of autobody estimating. Topics include collision damage analysis, industry regulations, flat-rate and estimated time, and collision estimating manuals. Upon completion, students should be able to prepare and interpret a damage report. **RCC prerequisites: Take AUB 111, AUB 121, AUB 131, AUB 134.** (FA).

■ AUC – Automotive Customizing

AUC 112 Auto Custom Fabrication	2	4	0	4

This course covers workplace safety, hazardous material and environmental regulations, use of hand tools, service information resources, basic concepts, systems, and terms of automotive technology. Topics include familiarization with vehicle systems along with identification and proper use of various automotive hand and power tools. Upon completion, students should be able to describe safety and environmental procedures, terms associated with automobiles, identify and use basic tools and shop equipment. **RCC prerequisites: Take AUB 121 and AUB 134.** (SP).

■ AUT – Automotive

AUT 110 Intro to Auto Technology	2	2	0	3

This course covers workplace safety, hazardous material and environmental regulations, use of hand tools, service information resources, basic concepts, systems, and terms of automotive technology. Topics include familiarization with vehicle systems along with identification and proper use of various automotive hand and power tools. Upon completion, students should be able to describe safety and environmental procedures, terms associated with automobiles, identify and use basic tools and shop equipment. (FA).

AUT 116 Engine Repair	2	3	0	3

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

AUT 116A Engine Repair Lab	0	3	0	1

This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis, measurement and repair of automotive engines using appropriate tools, equipment, procedures, and service information. **State corequisite: Take AUT 116.** (SP).

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
AUT 141 Suspension & Steering Sys	2	3	0	3

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

AUT 141A Suspension & Steering Lab	0	3	0	1

This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair steering and suspension components, check and adjust alignment angles, repair tires, and balance wheels. **State corequisite: Take AUT 141**. (SP).

AUT 151 Brake Systems	2	3	0	3

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

AUT 151A Brakes Systems Lab	0	3	0	1

This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include drum and disc brakes involving hydraulic, vacuum-boost, hydra-boost, electrically powered boost, and anti-lock, parking brake systems and emerging brake systems technologies. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems. **State corequisite: Take AUT 151.** (FA).

AUT 161 Basic Auto Electricity	4	3	0	5

This course covers basic electrical theory, wiring diagrams, test equipment, and diagnosis, repair, and replacement of batteries, starters, and alternators. Topics include Ohm's Law, circuit construction, wiring diagrams, circuit testing, and basic troubleshooting. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair basic wiring, battery, starting, charging, and electrical concerns. (FA).

AUT 163 Adv Auto Electricity	2	3	0	3

This course covers electronic theory, wiring diagrams, test equipment, and diagnosis, repair, and replacement of electronics, lighting, gauges, horn, wiper, accessories, and body modules. Topics include networking and module communication, circuit construction, wiring diagrams, circuit testing, and troubleshooting. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair wiring, lighting, gauges, accessories, modules, and electronic concerns. **State prerequisite: Take AUT 161.** (SP).

AUT 163A Adv Auto Electricity Lab	0	3	0	1

This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include networking and module communication, circuit construction, wiring diagrams, circuit testing, troubleshooting and emerging electrical/electronic systems technologies. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair wiring, lighting, gauges, accessories, modules, and electronic concerns. **State corequisite: Take AUT 163.** (SP).

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
AUT 171 Auto Climate Control	2	4	0	4

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

AUT 181 Engine Performance 1	2	3	0	3

This course covers the introduction, theory of operation, and basic diagnostic procedures required to restore engine performance to vehicles equipped with complex engine control systems. Topics include an overview of engine operation, ignition components and systems, fuel delivery, injection components and systems and emission control devices. Upon completion, students should be able to describe operation and diagnose/repair basic ignition, fuel and emission related driveability problems using appropriate test equipment/service information. (SP).

AUT 181A Engine Performance 1 Lab	0	3	0	1

This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include overviews of engine operation, ignition components and systems, fuel delivery, injection components and systems and emission control devices and emerging engine performance technologies. Upon completion, students should be able to describe operation and diagnose/repair basic ignition, fuel and emission related driveability problems using appropriate test equipment/service information. **State corequisite: Take AUT 181**. (SP).

AUT 183 Engine Performance 2	2	6	0	4

This course covers study of the electronic engine control systems, the diagnostic process used to locate engine performance concerns, and procedures used to restore normal operation. Topics will include currently used fuels and fuel systems, exhaust gas analysis, emission control components and systems, OBD II (on-board diagnostics) and inter-related electrical/electronic systems. Upon completion, students should be able to diagnose and repair complex engine performance concerns using appropriate test equipment and service information. **State prerequisite: Take AUT 181.** (SU).

AUT 221 Auto Transm/Transaxles	2	3	0	3

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

AUT 221A Auto Transm/Transax Lab	0	3	0	1

This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include hydraulic, pneumatic, mechanical, and electrical/electronic operation of automatic drive trains and the use of appropriate service tools and equipment. Upon completion, students should be able to diagnose and repair automatic drive trains. **State corequisite: Take AUT 221**. (SP).

AUT 231 Man Trans/Axles/Drtrains	2	3	0	3

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

AUT 231A Man Trans/Ax/Drtrains Lab	0	3	0	1

This course is an optional lab for the program that needs to meet NATEF hour standards but does not have a co-op component in the program. Topics include manual drive train diagnosis, service and repair using appropriate service information, tools, and equipment. Upon completion, students should be able to diagnose and repair manual drive trains. **State corequisite: Take AUT 231.** (FA).

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
AUT 281 Adv Engine Performance	2	2	0	3

This course utilizes service information and specialized test equipment to diagnose and repair power train control systems. Topics include computerized ignition, fuel and emission systems, related diagnostic tools and equipment, data communication networks, and service information. Upon completion, students should be able to perform diagnosis and repair. (FA).

AUT 283 Adv Auto Electronics	2	2	0	3

This course covers advanced electronic systems on automobiles. Topics include microcontrollers, on-board communications, telematics, hybrid systems, navigation, collision avoidance, and electronic accessories. Upon completion, students should be able to diagnose electronic systems using appropriate service information, procedures, and equipment and remove/replace/reprogram controllers, sensors, and actuators. **State prerequisite: Take AUT 161**. (SP).

AUT 285 Intro to Alternative Fuels	2	2	0	3

This course is an overview of alternative fuels and alternative fueled vehicles. Topics include composition and use of alternative fuels, including compressed natural gas, propane, biodiesel, ethanol, electric, hydrogen, synthetic fuels, and vehicles that use alternative fuels. Upon completion, students should be able to identify alternative fuel vehicles, explain how each alternative fuel delivery system works, and make minor repairs. (FA).

BIO – Biology

BIO 110 Principles of Biology	3	3	0	4

This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell biology, metabolism, genetics, taxonomy, evolution, ecology, diversity, and other related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to everyday life. *Under the CAA, this course satisfies the general education Natural Science requirement for the AA and AFA degrees. It does not satisfy the general education Natural Science requirement for the AS degree. Under the ICAA, this course satisfies the general education Natural Science requirement for the AA and AFA degrees. It does not satisfy the general education Natural Science requirement for the AS degree.* (FA or SP).

BIO 111 General Biology I	3	3	0	4

This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, cell structure and function, metabolism and energy transformation, genetics, evolution, classification, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.* **RCC prerequisite: Take RED 090 or acceptable placement score.** (FA and SP).

BIO 112 General Biology II	3	3	0	4

This course is a continuation of BIO 111. Emphasis is placed on organisms, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.* **State prerequisite: Take BIO 111.** (SP only).

BIO 120 Introductory Botany	3	3	0	4

This course provides an introduction to the classification, relationships, structure, and function of plants. Topics include reproduction and development of seed and non-seed plants, levels of organization, form and function of systems, and a survey of major taxa. Upon completion, students should be able to demonstrate comprehension of plant form and function, including selected taxa of both seed and non-seed plants. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.* **State prerequisite: Take One: BIO 110 or BIO 111.** (FA or SP).

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
BIO 140 Environmental Biology	3	0	0	3

This course introduces environmental processes and the influence of human activities upon them. Topics include ecological concepts, population growth, natural resources, and a focus on current environmental problems from scientific, social, political, and economic perspectives. Upon completion, students should be able to demonstrate an understanding of environmental interrelationships and of contemporary environmental issues. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.* (FA only).

BIO 140A Environmental Biology Lab	0	3	0	1

This course provides a laboratory component to complement BIO 140. Emphasis is placed on laboratory and field experience. Upon completion, students should be able to demonstrate a practical understanding of environmental interrelationships and of contemporary environmental issues. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.* **State corequisite: Take BIO 140.** (FA only).

BIO 163 Basic Anat & Physiology	4	2	0	5

This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* **RCC prerequisite: Take RED 090 or acceptable placement score.** (FA and SP).

BIO 168 Anatomy and Physiology I	3	3	0	4

This course provides a comprehensive study of the anatomy and physiology of the human body. Topics include body organization, homeostasis, cytology, histology, and the integumentary, skeletal, muscular, and nervous systems and special senses. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* **RCC prerequisite: Take RED 090 or acceptable placement score.** (FA only).

BIO 169 Anatomy and Physiology II	3	3	0	4

This course provides a continuation of the comprehensive study of the anatomy and physiology of the human body. Topics include the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems as well as metabolism, nutrition, acid-base balance, and fluid and electrolyte balance. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* **State prerequisite: Take BIO 168.** (SP only).

BIO 275 Microbiology	3	3	0	4

This course covers principles of microbiology and the impact these organisms have on man and the environment. Topics include the various groups of microorganisms, their structure, physiology, genetics, microbial pathogenicity, infectious diseases, immunology, and selected practical applications. Upon completion, students should be able to demonstrate knowledge and skills including microscopy, aseptic technique, staining, culture methods, and identification of microorganisms. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* **State prerequisites: Take One: BIO 110, BIO 111, BIO 163, BIO 165, or BIO 168.** (SP only).

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

■ BTC – Biotechnology

BTC 181 Basic Lab Techniques 3 3 0 4

This course introduces the basic skills and knowledge necessary in a biological or chemical laboratory. Emphasis is placed on good manufacturing practices, safety, solution preparation, and equipment operation and maintenance following standard operating procedures. Upon completion, students should be able to prepare and perform basic laboratory procedures using labware, solutions, and equipment according to prescribed protocols. (SP only).

■ BUS – Business

BUS 110 Introduction to Business 3 0 0 3

This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* (FA).

BUS 115 Business Law I 3 0 0 3

This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, Uniform Commercial Code, and the working of the court systems. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* (FA and SP).

BUS 116 Business Law II 3 0 0 3

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

BUS 137 Principles of Management 3 0 0 3

This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.*(SP and SU).

BUS 153 Human Resource Management 3 0 0 3

This course introduces the functions of personnel/human resource management within an organization. Topics include equal opportunity and the legal environment, recruitment and selection, performance appraisal, employee development, compensation planning, and employee relations. Upon completion, students should be able to anticipate and resolve human resource concerns. (FA and SU).

BUS 217 Employment Law and Regs 3 0 0 3

This course introduces the principle laws and regulations affecting public and private organizations and their employees or prospective employees. Topics include fair employment practices, EEO, affirmative action, and employee rights and protections. Upon completion, students should be able to evaluate organization policy for compliance and assure that decisions are not contrary to law. (FA).

BUS 225 Business Finance 2 2 0 3

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

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
BUS 230 Small Business Management	3	0	0	3

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

BUS 234 Training and Development	3	0	0	3

This course covers developing, conducting, and evaluating employee training with attention to adult learning principles. Emphasis is placed on conducting a needs assessment, using various instructional approaches, designing the learning environment, and locating learning resources. Upon completion, students should be able to design, conduct, and evaluate a training program. (SP).

BUS 255 Org Behavior in Business	3	0	0	3

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

BUS 256 Recruit Select & Per Plan	3	0	0	3

This course introduces the basic principles involved in managing the employment process. Topics include personnel planning, recruiting, interviewing and screening techniques, maintaining employee records; and voluntary and involuntary separations. Upon completion, students should be able to acquire and retain employees who match position requirements and fulfill organizational objectives. (FA).

BUS 258 Compensation and Benefits	3	0	0	3

This course is designed to study the basic concepts of pay and its role in rewarding performance. Topics include wage and salary surveys, job analysis, job evaluation techniques, benefits, and pay-for-performance programs. Upon completion, students should be able to develop and manage a basic compensation system to attract, motivate, and retain employees. (FA).

BUS 259 HRM Applications	3	0	0	3

This course provides students in the Human Resource Management concentration the opportunity to reinforce their learning experiences from preceding HRM courses. Emphasis is placed on application of day-to-day HRM functions by completing in-basket exercises and through simulations. Upon completion, students should be able to determine the appropriate actions called for by typical events that affect the status of people at work. **State prerequisite: Take All: BUS 217, BUS 234, BUS 256, and BUS 258.** (SP).

BUS 280 REAL Small Business	4	0	0	4

This course introduces hands-on techniques and procedures for planning and opening a small business, including the personal qualities needed for entrepreneurship. Emphasis is placed on market research, finance, time management, and day-to-day activities of owning/operating a small business. Upon completion, students should be able to write and implement a viable business plan and seek funding. **RCC prerequisite: Take ENG 111.** (FA, SP, SU).

■ CHM – Chemistry

CHM 131 Introduction to Chemistry	3	0	0	3

This course introduces the fundamental concepts of inorganic chemistry. Topics include measurement, matter and energy, atomic and molecular structure, nuclear chemistry, stoichiometry, chemical formulas and reactions, chemical bonding, gas laws, solutions, and acids and bases. Upon completion, students should be able to demonstrate a basic understanding of chemistry as it applies to other fields. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.* **RCC prerequisite: MAT 060 (or higher level math course) or acceptable placement score.** (FA and SP).

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
CHM 131A Introduction to Chemistry Lab	0	3	0	1

This course is a laboratory to accompany CHM 131. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 131. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 131. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.* **State corequisite: Take CHM 131.** (FA and SP).

CHM 132 Organic and Biochemistry	3	3	0	4

This course provides a survey of major functional classes of compounds in organic and biochemistry. Topics include structure, properties, and reactions of the major organic and biological molecules and basic principles of metabolism. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts needed to pursue studies in related professional fields. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.* **State prerequisites: Take one set: Set 1: CHM 131 and CHM 131A. Set 2: CHM 151.** (SP only).

CHM 151 General Chemistry I	3	3	0	4

This course covers fundamental principles and laws of chemistry. Topics include measurement, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, stoichiometry, thermochemistry, gas laws, and solutions. Upon completion, students should be able to demonstrate an understanding of fundamental chemical laws and concepts as needed in CHM 152. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.* **RCC prerequisite: MAT 060 (or higher level math course) or acceptable placement score.** (FA only).

CHM 152 General Chemistry II	3	3	0	4

This course provides a continuation of the study of the fundamental principles and laws of chemistry. Topics include kinetics, equilibrium, ionic and redox equations, acid-base theory, electrochemistry, thermodynamics, introduction to nuclear and organic chemistry, and complex ions. Upon completion, students should be able to demonstrate an understanding of chemical concepts as needed to pursue further study in chemistry and related professional fields. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.* **State prerequisite: Take CHM 151.** (SP only).

■ CIS – Information Systems

CIS 110 Introduction to Computers	2	2	0	3

This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems. *This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative). This course has been approved for transfer under the ICAA as a general education course in Mathematics (Quantitative). Credit by proficiency exam is available.* (FA, SP, SU).

CIS 113 Computer Basics	0	2	0	1

This course introduces basic computer usage for non-computer majors. Emphasis is placed on developing basic personal computer skills. Upon completion, students should be able to demonstrate competence in basic computer applications. *Credit by proficiency exam is available.*(FA, SP, SU).

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
CIS 115 Intro to Prog & Logic	2	3	0	3

This course introduces computer programming and problem solving in a structured program logic environment. Topics include language syntax, data types, program organization, problem solving methods, algorithm design, and logic control structures. Upon completion, students should be able to manage files with operating system commands, use top-down algorithm design, and implement algorithmic solutions in a programming language. *This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative). This course has been approved for transfer under the ICAA as a general education course in Mathematics (Quantitative).* **State prerequisites: Take One Set: Set 1: DMA 010, DMA 020, DMA 030, and DMA 040; Set 2: MAT 060* and MAT 070 Set 3: MAT 060* and MAT 080; Set 4: MAT 060* and MAT 090; Set 5: MAT 095; Set 6: MAT 120; Set 7: MAT 121; Set 8: MAT 161; Set 9: MAT 171; Set 10: MAT 175.** (SU).

■ CJC – Criminal Justice

CJC 100 Basic Law Enforcement Training	9	30	0	19

This course covers the basic skills and knowledge needed for entry-level employment as a law enforcement officer in North Carolina. Topics are divided into general units of study: legal, patrol duties, law enforcement communications, investigations, practical application and sheriff-specific. Upon successful completion, the student will be able to demonstrate competence in the topics and areas required for the state comprehensive certification examination. *This is a certificate-level course.* (FA or SP).

CJC 111 Intro to Criminal Justice	3	0	0	3

This course introduces the components and processes of the criminal justice system. Topics include history, structure, functions, and philosophy of the criminal justice system and their relationship to life in our society. Upon completion, students should be able to define and describe the major system components and their interrelationships and evaluate career options. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* (FA).

CJC 112 Criminology	3	0	0	3

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

CJC 113 Juvenile Justice	3	0	0	3

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

CJC 121 Law Enforcement Operations	3	0	0	3

This course introduces fundamental law enforcement operations. Topics include the contemporary evolution of law enforcement operations and related issues. Upon completion, students should be able to explain theories, practices, and issues related to law enforcement operations. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement. Credit by proficiency exam is available.* (SU).

CJC 131 Criminal Law	3	0	0	3

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

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

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

CJC 141 Corrections 3 0 0 3
This course covers the history, major philosophies, components, and current pracices and problems of the field of corrections. Topics include historical evolution, functions of the various components, alternatives to incarceration, treatment programs, inmate control, and other related topics. Upon completion, students should be able to explain the various components, processes, and functions of the correctional system. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* (FA).

CJC 160 Terrorism: Underlying Issu 3 0 0 3
This course identifies the fundamental reasons why America is a target for terrorists, covering various domestic/international terrorist groups and ideologies from a historical aspect. Emphasis is placed upon recognition of terrorist crime scene; weapons of mass destruction; chemical, biological, and nuclear terrorism; and planning considerations involving threat assessments. Upon completion, students should be able to identify and discuss the methods used in terrorists' activities and complete a threat assessment for terrorists' incidents. (SP).

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

CJC 214 Victimology 3 0 0 3
This course introduces the study of victims. Emphasis is placed on roles/characteristics of victims, victim interaction with the criminal justice system and society, current victim assistance programs, and other related topics. Upon completion, students should be able to discuss and identify victims, the uniqueness of victims' roles, and current victim assistance programs. (SP).

CJC 215 Organization & Administration 3 0 0 3
This course introduces the components and functions of organization and administration as it applies to the agencies of the criminal justice system. Topics include operations/functions of organizations; recruiting, training, and retention of personnel; funding and budgeting; communications; span of control and discretion; and other related topics. Upon completion, students should be able to identify and discuss the basic components and functions of a criminal justice organization and its administrative operations. (FA).

CJC 221 Investigative Principles 3 2 0 4
This course introduces the theories and fundamentals of the investigative process. Topics include crime scene/incident processing, information gathering techniques, collection/preservation of evidence, preparation of appropriate reports, court presentations, and other related topics. Upon completion, students should be able to identify, explain, and demonstrate the techniques of the investigative process, report preparation, and courtroom presentation. (SP).

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
CJC 222 Criminalistics	3	0	0	3

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

CJC 225 Crisis Intervention	3	0	0	3

This course introduces critical incident intervention and management techniques as they apply to operational criminal justice practitioners. Emphasis is placed on the victim/offender situation as well as job-related high stress, dangerous or problem-solving citizen contacts. Upon completion, students should be able to provide insightful analysis of emotional, violent, drug-induced, and other critical and/or stressful incidents that require field analysis and/or resolution. (SP).

CJC 231 Constitutional Law	3	0	0	3

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

■ COE – Cooperative Education

COE 111 Co-op Work Experience I	0	0	10	1

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

COE 112 Co-op Work Experience I	0	0	20	2

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

COE 115 Work Exp Seminar I	1	0	0	1

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

COE 121 Co-op Work Experience II	0	0	10	1

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

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
COE 122 Co-op Work Experience II	0	0	20	2

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

COE 125 Work Exp Seminar II	1	0	0	1

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

COE 131 Co-op Work Experience III	0	0	10	1

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

COE 132 Co-op Work Experience III	0	0	20	2

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

COE 212 Co-op Work Experience IV	0	0	20	2

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

COE 222 Co-op Work Experience V	0	0	20	2

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

COE 232 Co-op Work Experience VI	0	0	20	2

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

■ COM – Communication

COM 110 Introduction to Communication	3	0	0	3

This course provides an overview of the basic concepts of communication and the skills necessary to communicate in various contexts. Emphasis is placed on communication theories and techniques used in interpersonal group, public, intercultural, and mass communication situations. Upon completion, students should be able to explain and illustrate the forms and purposes of human communication in a variety of contexts. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts (Substitute). This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts (Substitute).* (FA and SP).

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
COM 231 Public Speaking	3	0	0	3

This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts (Substitute). This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts (Substitute).* **Prerequisites: Take ENG 090 and RED 090.** (SP only).

■ COS – Cosmetology

COS 111 Cosmetology Concepts I	4	0	0	4

This course introduces basic cosmetology concepts. Topics include safety, first aid, sanitation, bacteriology, anatomy, diseases and disorders, hygiene, product knowledge, chemistry, ethics, manicures, and other related topics. Upon completion, students should be able to safely and competently apply cosmetology concepts in the salon setting. **RCC prerequisites: Take RED 090 or acceptable placement score. State corequisite: Take COS 112.** (FA or SP).

COS 112 Salon I	0	24	0	8

This course introduces basic salon services. Topics include scalp treatments, shampooing, rinsing, hair color, design, haircutting, permanent waving, pressing, relaxing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate salon services. **RCC prerequisites: Take RED 090 or acceptable placement score. State corequisite: Take COS 111.** (FA or SP).

COS 113 Cosmetology Concepts II	4	0	0	4

This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, chemistry, manicuring, chemical restructuring, and hair coloring. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting. **State corequisite: Take COS 114.** (FA or SP).

COS 114 Salon II	0	24	0	8

This course provides experience in a simulated salon setting. Topics include basic skin care, manicuring, nail application, scalp treatments, shampooing, rinsing, hair color, design, haircutting, chemical restructuring, pressing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services. **State corequisite: Take COS 113.** (FA or SP).

COS 115 Cosmetology Concepts III	4	0	0	4

This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, salon management, salesmanship, skin care, electricity/light therapy, wigs, thermal hair styling, lash and brow tinting, superfluous hair removal, and other related topics. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting. **State corequisite: Take COS 116.** (SU).

COS 116 Salon III	0	12	0	4

This course provides comprehensive experience in a simulated salon setting. Emphasis is placed on intermediate level of skin care, manicuring, scalp treatments, shampooing, hair color, design, haircutting, chemical restructuring, pressing, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services. **State corequisite: Take COS 115.** (SU).

COS 117 Cosmetology Concepts IV	2	0	0	2

This course covers advanced cosmetology concepts. Topics include chemistry and hair structure, advanced cutting and design, and an overview of all cosmetology concepts in preparation for the licensing examination. Upon completion, students should be able to demonstrate an understanding of these cosmetology concepts and meet program completion requirements. *Credit by proficiency exam is available.* **State corequisite: Take COS 118.** (FA or SP).

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
COS 118 Salon IV	0	21	0	7

This course provides advanced experience in a simulated salon setting. Emphasis is placed on efficient and competent delivery of all salon services in preparation for the licensing examination and employment. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology Licensing Examination and meet entry-level employment requirements. *Credit by proficiency exam is available*. **State corequisite: Take COS 117.** (FA or SP).

COS 121 Manicure/Nail Technology I	4	6	0	6

This course covers techniques of nail technology, hand and arm massage, and recognition of nail diseases and disorders. Topics include OSHA/safety, sanitation, bacteriology, product knowledge, salesmanship, manicures, artificial applications, pedicures, massage, and other related topics. Upon completion, students should be able to safely and competently perform nail care, including manicures, pedicures, massage, decorating, and artificial applications in a salon setting. (FA)

COS 222 Manicure/Nail Tech. II	4	6	0	6

This course covers advanced techniques of nail technology and hand and arm massage. Topics include OSHA/safety, product knowledge, customer service, salesmanship, artificial applications, nail art, and other related topics. Upon completion, students should be able to demonstrate competence necessary for the licensing examination, including advanced nail care, artificial enhancements, and decorations. **State prerequisite: Take COS 121.** (SP).

COS 223 Contemp Hair Coloring	1	3	0	2

This course covers basic color concepts, hair coloring problems, and application techniques. Topics include color theory, terminology, contemporary techniques, product knowledge, and other related topics. Upon completion, students should be able to identify a client's color needs and safely and competently perform color applications and correct problems. **State prerequisites: Take all: COS 111 and COS 112.** (SU).

COS 240 Contemporary Design	1	3	0	2

This course covers methods and techniques for contemporary designs. Emphasis is placed on contemporary designs and other related topics. Upon completion, students should be able to demonstrate and apply techniques associated with contemporary design. **State prerequisites: Take all: COS 111 and COS 112.** (FA or SP).

COS 271 Instructor Concepts I	5	0	0	5

This course introduces the basic cosmetology instructional concepts. Topics include orientation, theories of education, unit planning, daily lesson planning, laboratory management, student assessment, record keeping, and other related topics. Upon completion, students should be able to identify theories of education, develop lesson plans, demonstrate supervisory techniques, and assess student performance in a classroom setting. **State corequisite: Take COS 272.** (FA).

COS 272 Instructor Practicum I	0	21	0	7

This course covers supervisory and instructional skills for teaching entry-level cosmetology students in a laboratory setting. Topics include demonstrations of services, supervision, and entry-level student assessment. Upon completion, students should be able to demonstrate salon services and instruct and objectively assess the entry-level student. **State corequisite: Take COS 271.** (FA).

COS 273 Instructor Concepts II	5	0	0	5

This course covers advanced cosmetology instructional concepts. Topics include practical demonstrations, lesson planning, lecture techniques, development and administration of assessment tools, record keeping, and other related topics. Upon completion, students should be able to develop lesson plans, demonstrate supervision techniques, assess student performance in a classroom setting, and keep accurate records. **State prerequisites: Take all: COS 271 and COS 272. State corequisite: Take COS 274.** (SP).

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
COS 274 Instructor Practicum II	0	21	0	7

This course is designed to develop supervisory and instructional skills for teaching advanced cosmetology students in a laboratory setting. Topics include practical demonstrations, supervision, and advanced student assessment. Upon completion, students should be able to demonstrate competence in the areas covered by the Instructor Licensing Examination and meet program completion requirements. **State prerequisite: Take all: COS 271 and COS 272. State corequisite: Take COS 273.** (SP).

■ CSC – Computer Science

CSC 139 Visual BASIC Programming	2	3	0	3

This course introduces computer programming using the Visual BASIC programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test and debug at a beginning level. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* **RCC prerequisite: Take CIS 115.** (FA).

■ CTS – Computer Information Technology

CTS 115 Info Sys Business Concepts	3	0	0	3

The course introduces the role of IT in managing business processes and the need for business process and IT alignment. Emphasis is placed on industry need for understanding business challenges and developing/managing information systems to contribute to the decision making process based on these challenges. Upon completion, students should be able to demonstrate knowledge of the 'hybrid business manager' and the potential offered by new technology and systems. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* (FA).

CTS 120 Hardware/Software Support	2	3	0	3

This course covers the basic hardware of a personal computer, including installation, operations and interactions with software. Topics include component identification, memory-system, peripheral installation and configuration, preventive maintenance, hardware diagnostics/repair, installation and optimization of system software, commercial programs, system configuration, and device-drivers. Upon completion, students should be able to select appropriate computer equipment and software, upgrade/maintain existing equipment and software, and troubleshoot/repair non-functioning personal computers. **State prerequisites: Take one: CIS 110 or CIS 111.** (SP).

CTS 130 Spreadsheet	2	2	0	3

This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts. **State prerequisites: Take one: CIS 110 or CIS 111 or OST 137.** (FA, SP, SU).

CTS 217 Computer Train/Support	2	2	0	3

This course introduces computer training and support techniques. Topics include methods of adult learning, training design, delivery, and evaluation, creating documentation, and user support methods. Upon completion, students should be able to design and implement training and provide continued support for computer users. (SP).

CTS 285 Systems Analysis & Design	3	0	0	3

This course introduces established and evolving methodologies for the analysis, design, and development of an information system. Emphasis is placed on system characteristics, managing projects, prototyping, CASE/OOM tools, and systems development life cycle phases. Upon completion, students should be able to analyze a problem and design an appropriate solution using a combination of tools and techniques. **State prerequisite: Take CIS 115.** (FA).

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
CTS 289 System Support Project	1	4	0	3

This course provides an opportunity to complete a significant support project with minimal instructor assistance. Emphasis is placed on written and oral communication skills, project definition, documentation, installation, testing, presentation, and user training. Upon completion, students should be able to complete a project from the definition phase through implementation. **State prerequisite: Take CTS 285.** (SP).

■ DBA – Database Management Technology

DBA 110 Database Concepts	2	3	0	3

This course introduces database design and creation using a DBMS product. Emphasis is placed on data dictionaries, normalization, data integrity, data modeling, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to design and implement normalized database structures by creating simple database tables, queries, reports, and forms. (SP).

DBA 115 Database Applications	2	2	0	3

This course applies concepts learned in DBA 110 to a specific DBMS. Topics include manipulating multiple tables, advanced queries, screens and reports, linking, and command files. Upon completion, students should be able to create multiple table systems that demonstrate updates, screens, and reports representative of industry requirements. **State prerequisite: Take DBA 110.** (SP).

■ DES – Design: Creative

DES 110 Architectural Graphics	0	6	0	2

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

DES 120 CAD for Interior Design	0	6	0	2

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

DES 125 Graphic Presentation I	0	6	0	2

This course introduces graphic presentation techniques for communicating ideas. Topics include drawing, perspective drawing, and wet and dry media. Upon completion, students should be able to produce a pictorial presentation. (SP).

DES 135 Prin & Elem of Design I	2	4	0	4

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

DES 136 Prin & Elem of Design II	2	4	0	4

This course provides continued study of design principles introduced in DES 135. Emphasis is placed on color theory, pattern, and texture as used in interiors as well as an investigation of the psychology of color. Upon completion, students should be able to originate a color program for interiors. **State prerequisite: Take DES 135.** (SP).

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
DES 210 Bus Prac/Interior Design	2	0	0	2

This course introduces contemporary business practices for interior design. Topics include employment skills, business formations, professional associations, preparation of professional contracts and correspondence, and means of compensation. Upon completion, students should be able to describe the basic business formations and professional associations and compose effective letters and contracts**.** (SP).

DES 220 Prin of Interior Design	1	6	0	3

This course covers the basic principles of design as they relate specifically to interior design, furniture arrangement, wall composition, color, furnishings, collages, and illustration. Emphasis is placed on spatial relationships, craftsmanship, and visual presentation techniques. Upon completion, students should be able to arrange furnishings in rooms for various purposes, select furnishings and colors, and illustrate ideas graphically. **State prerequisites: Take one set: Set 1: DES 135 and ARC 111; Set 2: DES 110; Set 3: DFT 115.** (SP/Day) and (SU/Night).

DES 225 Textiles/Fabrics	2	2	0	3

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

DES 230 Residential Design I	1	6	0	3

This course includes principles of interior design for various residential design solutions. Emphasis is placed on visual presentation and selection of appropriate styles to meet specifications. Upon completion, students should be able to complete scaled floorplans, elevations, specifications, color schemes and fabrics, and finishes and furniture selection. **RCC prerequisite: Take DES 220.** (SU).

DES 231 Residential Design II	1	6	0	3

This course provides advanced projects with a client profile that utilizes the skills developed in DES 230. Emphasis is placed on a total concept and the presentation of appropriate and creative design solutions. Upon completion, students should be able to complete a detailed floorplan, space planning, furniture plan, specifications, program schedules, finishes, and detailed window treatments. **State prerequisite: Take DES 230.** (FA).

DES 235 Products	2	2	0	3

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

DES 240 Comm/Contract Design I	1	6	0	3

This course introduces commercial/contract design including retail, office, institutional, restaurant, and hospitality design. Emphasis is placed on ADA requirements, building codes and standards, space planning, and selection of appropriate materials for non-residential interiors. Upon completion, students should be able to analyze and design introductory non-residential projects using graphic presentation concepts. **State prerequisite: Take DES 220**. (SU).

DES 241 Comm/Contract Design II	1	6	0	3

This course provides an in-depth study of non-residential design exploring more comprehensive design solutions such as health care facilities, furniture gallery design, and large office complexes. Emphasis is placed on design of commercial interiors and suitability of materials to meet ADA requirements, codes, and standards. Upon completion, students should be able to design non-residential spaces meeting ADA requirements and select furniture, materials, fabrics, and accessories meeting codes and flammability standards. **State prerequisite: Take DES 240.** (FA).

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
DES 255 History/Int & Furn I	3	0	0	3

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

DES 256 History/Int & Furn II	3	0	0	3

This course covers English, American, and various styles of nineteenth- and twentieth-century furniture, interiors, and exteriors. Emphasis is placed on style recognition, vocabulary, and chronology. Upon completion, students should be able to recognize and describe major styles of furniture, interiors, and exteriors. **State prerequisites: Take DES 255.** (SP).

DES 265 Lighting/Interior Design	2	0	0	2

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

■ DFT – Drafting

DFT 119 Basic CAD	1	2	0	2

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

DFT 170 Engineering Graphics	2	2	0	3

This course introduces basic engineering graphics skills, equipment, and applications (manual and computer-aided). Topics include sketching, measurements, lettering, dimensioning, geometric construction, orthographic projections and pictorial drawings, and sectional and auxiliary views. Upon completion, students should be able to demonstrate an understanding of basic engineering graphics principles and practices. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* (SP).

■ DRA – Drama/Theater

DRA 111 Theatre Appreciation	3	0	0	3

This course provides a study of the art, craft, and business of the theatre. Emphasis is placed on the audience's appreciation of the work of the playwright, director, actor, designer, producer, and critic. Upon completion, students should be able to demonstrate a vocabulary of theatre terms and to recognize the contributions of various theatre artists. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.* (FA and SP).

DRA 112 Literature of the Theatre	3	0	0	3

This course provides a survey of dramatic works from the classical Greek through the present. Emphasis is placed on the language of drama, critical theory, and background as well as on play reading and analysis. Upon completion, students should be able to articulate, orally and in writing, their appreciation and understanding of dramatic works. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.* (SP only).

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

■ ECO – Economics

ECO 151 Survey of Economics	3	0	0	3

This course, for those who have not received credit for ECO 251 or 252, introduces basic concepts of micro- and macroeconomics. Topics include supply and demand, optimizing economic behavior, prices and wages, money, interest rates, banking system, unemployment, inflation, taxes, government spending, and international trade. Upon completion, students should be able to explain alternative solutions for economic problems faced by private and government sectors. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.* (FA and SP).

ECO 251 Prin of Microeconomics	3	0	0	3

This course introduces economic analysis of individual, business, and industry choices in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.* (FA or SP).

ECO 252 Prin of Macroeconomics	3	0	0	3

This course introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.* (FA or SP).

■ EDU – Education

EDU 119 Intro to Early Child Educucation	4	0	0	4

This course covers the foundations of the education profession, the diverse educational settings for young children, professionalism and planning developmentally appropriate programs for all children. Topics include historical foundations, program types, career options, professionalism and creating inclusive environments and curriculum responsive to the needs of all children and families. Upon completion, students should be able to design career plans and develop schedules, environments and activity plans appropriate for all children. (FA or SP).

EDU 131 Child, Family, & Communication	3	0	0	3

This course covers the development of partnerships between culturally and linguistically diverse families, children, schools and communities. Emphasis is placed on developing skills and identifying benefits for establishing, supporting, and maintaining respectful, collaborative relationships between diverse families, programs/schools, and community agencies/resources. Upon completion, students should be able to explain appropriate relationships between families, educators, and professionals that enhance development and educational experiences of all children. **State prerequisites: Take one set: Set 1: ENG 080 and RED 080; Set 2: ENG 085.** (FA).

EDU 144 Child Development I	3	0	0	3

This course includes the theories of child development, needs, milestones, and factors that influence development, from conception through approximately 36 months. Emphasis is placed on developmental sequences in physical/motor, emotional/social, cognitive, and language domains and the impact of multiple influences on development and learning. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain environmental factors that impact development, and identify strategies for enhancing development. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.* **State prerequisites: Take one set: Set 1: ENG 080 and RED 080; Set 2: ENG 085.** (FA).

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
EDU 145 Child Development II	3	0	0	3

This course includes the theories of child development, needs, milestones, and factors that influence development, from preschool through middle childhood. Emphasis is placed on developmental sequences in physical/motor, emotional/social, cognitive, and language domains and the impact of multiple influences on development and learning. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain environmental factors that impact development, and identify strategies for enhancing development. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.* **State prerequisites: Take one set: Set 1: ENG 080 and RED 080; Set 2: ENG 085.** (FA).

EDU 146 Child Guidance	3	0	0	3

This course introduces principles and practical techniques including the design of learning environments for providing developmentally appropriate guidance for all children, including those at risk. Emphasis is placed on observation skills, cultural influences, underlying causes of behavior, appropriate expectations, development of self control and the role of communication and guidance. Upon completion, students should be able to demonstrate direct/indirect strategies for preventing problem behaviors, teaching appropriate/acceptable behaviors, negotiation, setting limits and recognizing at risk behaviors. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.* **State prerequisites: Take one set: Set 1: ENG 080 and RED 080; Set 2: ENG 085.** (FA).

EDU 151 Creative Activities	3	0	0	3

This course covers planning, creation and adaptation of developmentally supportive learning environments with attention to curriculum, interactions, teaching practices and learning materials. Emphasis is placed on creating and adapting integrated, meaningful, challenging and engaging developmentally supportive learning experiences in art, music, movement and dramatics for all children. Upon completion, students should be able to create, adapt, implement and evaluate developmentally supportive learning materials, experiences and environments. **State prerequisites: Take one set: Set 1: ENG 080 and RED 080; Set 2: ENG 085.** (SP).

EDU 153 Health, Safety, & Nutrit	3	0	0	3

This course covers promoting and maintaining the health and well-being of all children. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy learning environments, recognition and reporting of abuse and neglect and state regulations. Upon completion, students should be able to demonstrate knowledge of health, safety, and nutritional needs, safe learning environments, and adhere to state regulations. **State prerequisites: Take one set: Set 1: ENG 080 and RED 080; Set 2: ENG 085.** (SU).

EDU 216 Foundations of Education	4	0	0	4

This course introduces the American educational system and the teaching profession. Topics include historical and philosophical foundations of education, contemporary educational, structural, legal, and financial issues, and experiences in public school classrooms. Upon completion, students should be able to relate classroom observations to the roles of teachers and schools and the process of teacher education. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement at select institutions. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement at select institutions.* **State prerequisites: Take one set: Set 1: ENG 090 and RED 090; Set 2: ENG 095.** (SP).

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
EDU 221 Children with Exceptional	3	0	0	3

This course introduces children with exceptionalities, their families, support services, inclusive/diverse settings, and educational/family plans based on the foundations of child development. Emphasis is placed on the characteristics of exceptionalities, observation and assessment of children, strategies for adapting the learning environment, and identification of community resources. Upon completion, students should be able to recognize diverse abilities, describe the referral process, and depict collaboration with families/professionals to plan/implement, and promote best practice. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement at select institutions. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement at select institutions.* **State prerequisites: Take one set: Set 1: ENG 090, RED 090, EDU 144, and EDU 145; Set 2: ENG 090, RED 090, PSY 244, and PSY 245; Set 3: ENG 095, EDU 144, and EDU 145; Set 4: ENG 095, PSY 244, and PSY 245.** (SU).

EDU 234 Infants, Toddlers, & Twos	3	0	0	3

This course covers the unique needs and rapid changes that occur in the first three years of life and the inter-related factors that influence development. Emphasis is placed on recognizing and supporting developmental milestones through purposeful strategies, responsive care routines and identifying elements of quality, inclusive early care and education. Upon completion, students should be able to demonstrate respectful relationships that provide a foundation for healthy infant/toddler/twos development, plan/select activities/materials, and partner with diverse families. **State prerequisites: Take one set: Set 1: ENG 090, RED 090 and EDU 119; Set 2: ENG 095 and EDU 119.** (SP).

EDU 235 School-Age Dev & Program	3	0	0	3

This course includes developmentally appropriate practices in group settings for school-age children. Emphasis is placed on principles of development, environmental planning, and positive guidance techniques. Upon completion, students should be able to discuss developmental principles for all children ages five to twelve and plan and implement developmentally-appropriate activities. **State prerequisites: Take one set: Set 1: ENG 090 and RED 090; Set 2: ENG 095.** (SP).

EDU 251 Exploration Activities	3	0	0	3

This course covers discovery experiences in science, math, and social studies. Emphasis is placed on developing concepts for each area and encouraging young children to explore, discover, and construct concepts. Upon completion, students should be able to discuss the discovery approach to teaching, explain major concepts in each area, and plan appropriate experiences for children. **State prerequisites: Take one set: Set 1: ENG 090 and RED 090; Set 2: ENG 095.** (FA).

EDU 259 Curriculum Planning	3	0	0	3

This course is designed to focus on curriculum planning for three to five year olds. Topics include philosophy, curriculum models, indoor and outdoor environments, scheduling, authentic assessment, and planning developmentally appropriate experiences. Upon completion, students should be able to evaluate children's development, critique curriculum, plan for individual and group needs, and assess and create quality environments. **State prerequisites: Take one set: Set 1: ENG 090, RED 090 and EDU 119; Set 2: ENG 095 and EDU 119.** (FA).

EDU 271 Educational Technology	2	2	0	3

This course introduces the use of technology to enhance teaching and learning in all educational settings. Topics include technology concepts, instructional strategies, materials and adaptive technology for children with exceptionalities, facilitation of assessment/evaluation, and ethical issues surrounding the use of technology. Upon completion, students should be able to apply technology enhanced instructional strategies, use a variety of technology resources and demonstrate appropriate technology skills in educational environments. **State prerequisites: Take one set: Set 1: ENG 090 and RED 090; Set 2: ENG 095.** (SP).

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
EDU 280 Language & Literacy Exp	3	0	0	3

This course is designed to expand students' understanding of children's language and literacy development and provides strategies for enhancing language/literacy experiences in an enriched environment. Topics include selection of diverse literature and interactive media, the integration of literacy concepts throughout the curriculum, appropriate observations/assessments and inclusive practices. Upon completion, students should be able to select, plan, implement and evaluate developmentally appropriate and diverse language/literacy experiences. **State prerequisites: Take one set: Set 1: ENG 090 and RED 090; Set 2: ENG 095.** (FA).

EDU 284 Early Child Capstone Prac	1	9	0	4

This course is designed to allow students to apply skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on designing, implementing and evaluating developmentally appropriate activities and environments for all children; supporting/involving families; and modeling reflective and professional practices. Upon completion, students should be able to demonstrate developmentally appropriate plans/assessments, appropriate guidance techniques and ethical/professional behaviors as indicated by assignments and onsite faculty visits. **State prerequisites: Take one set: Set 1: ENG 090, RED 090, EDU 119, EDU 144, EDU 145, EDU 146, EDU 151; Set 2: ENG 090, RED 090, EDU 119, PSY 244, PSY 245, EDU 146, EDU 151; Set 3: ENG 090, RED 090, EDU 119, PSY 245, EDU 144, EDU 146, EDU 151; Set 4: ENG 090, RED 090, EDU 119, PSY 244, EDU 145, EDU 146, EDU 151; Set 5: ENG 095, EDU 119, EDU 144, EDU 145, EDU 146, EDU 151; Set 6: ENG 095, EDU 119, PSY 244, PSY 245, EDU 146, EDU 151; Set 7: ENG 095, EDU 119, EDU 144, PSY 245, EDU 146, EDU 151; Set 8: ENG 095, EDU 119, EDU 145, PSY 244, EDU 146, EDU 151.** (SP).

■ EGR – Engineering

EGR 120 Eng and Design Graphics	2	2	0	3

This course introduces the graphical tools used for engineering and design communications. Emphasis is placed upon selecting the appropriate methods and tools and conveying ideas using sketches, orthographic views and projections, and computer graphics applications. Upon completion, students should be able to communicate essential features of two-dimensional and three-dimensional objects using the proper tools and methods. (SU).

EGR 125 Appl Software for Tech	1	2	0	2

This course introduces personal computer software and teaches students how to customize the software for technical applications. Emphasis is placed on the use of common office applications software programs such as spreadsheets, word processing, graphics, and Internet access. Upon completion, students should be able to demonstrate competency in using applications software to solve technical problems and communicate the results in text and graphical formats. (SP).

EGR 130 Engineering Cost Control	2	2	0	3

This course covers the management of projects and systems through the control of costs. Topics include economic analysis of alternatives within budget constraints and utilization of the time value of money approach. Upon completion, students should be able to make choices that optimize profits on both short-term and long-term decisions. **State prerequisites: Take one: MAT 121, MAT 161, or MAT 171.** (SP).

■ ELC – Electricity

ELC 111 Intro to Electricity	2	2	0	3

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

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
ELC 112 DC/AC Electricity	3	6	0	5

This course introduces the fundamental concepts of and computations related to DC/AC electricity. Emphasis is placed on DC/AC circuits, components, operation of test equipment; and other related topics. Upon completion, students should be able to construct, verify, troubleshoot, and repair DC/AC circuits. **RCC prerequisite: Take ELC 126.** (SP).

ELC 113 Basic Wiring I	2	6	0	4

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

ELC 115 Industrial Wiring	2	6	0	4

This course covers layout, planning, and installation of wiring systems in industrial facilities. Emphasis is placed on industrial wiring methods and materials. Upon completion, students should be able to install industrial systems and equipment. (SP).

ELC 117 Motors and Controls	2	6	0	4

This course introduces the fundamental concepts of motors and motor controls. Topics include ladder diagrams, pilot devices, contactors, motor starters, motors, and other control devices. Upon completion, students should be able to properly select, connect, and troubleshoot motors and control circuits. (SP).

ELC 118 National Electrical Code	1	2	0	2

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

ELC 125 Diagrams and Schematics	1	2	0	2

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

ELC 126 Electrical Computations	2	2	0	3

This course introduces the fundamental applications of mathematics which are used by an electrical/electronics technician. Topics include whole numbers, fractions, decimals, powers, roots, simple electrical formulas, and usage of a scientific calculator. Upon completion, students should be able to solve simple electrical mathematical problems. *Credit by proficiency exam is available*.(FA).

ELC 128 Intro to PLC	2	3	0	3

This course introduces the programmable logic controller (PLC) and its associated applications. Topics include ladder logic diagrams, input/output modules, power supplies, surge protection, selection/installation of controllers, and interfacing of controllers with equipment. Upon completion, students should be able to install PLCs and create simple programs. **RCC prerequisite: Take ELC 125.** (SU).

ELC 213 Instrumentation	3	2	0	4

This course covers the fundamentals of instrumentation used in industry. Emphasis is placed on electric, electronic, and other instruments. Upon completion, students should be able to install, maintain, and calibrate instrumentation. (FA).

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
ELC 228 PLC Applications	2	6	0	4

This course covers programming and applications of programmable logic controllers. Emphasis is placed on programming techniques, networking, specialty I/O modules, and system troubleshooting. Upon completion, students should be able to specify, implement, and maintain complex PLC controlled systems. (FA).

■ ELN – Electronics

ELN 131 Semiconductor Applications	3	3	0	4

This course introduces the characteristics and applications of semiconductor devices and circuits. Emphasis is placed on analysis, selection, biasing, and applications. Upon completion, students should be able to construct, analyze, verify, and troubleshoot discrete component circuits using appropriate techniques and test equipment. **RCC prerequisite: Take ELC 112.** (SU).

ELN 132 Linear IC Applications	3	3	0	4

This course introduces the characteristics and applications of linear integrated circuits. Topics include op-amp circuits, waveform generators, active filters, IC voltage regulators, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot linear integrated circuits using appropriate techniques and test equipment. **RCC prerequisite: Take ELN 131.** (FA).

ELN 133 Digital Electronics	3	3	0	4

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

ELN 229 Industrial Electronics	3	3	0	4

This course covers semiconductor devices used in industrial applications. Topics include the basic theory, application, and operating characteristics of semiconductor devices. Upon completion, students should be able to install and/or troubleshoot these devices for proper operation in an industrial electronic circuit. **RCC prerequisites: Take ELN 132 and ELN 133.** (SP).

ELN 231 Industrial Controls	2	3	0	3

This course introduces the fundamental concepts of control of rotating machinery and associated peripheral devices. Topics include rotating machine theory, ladder logic, electromechanical and solid state relays, motor controls, pilot devices, three-phase power systems, and other related topics. Upon completion, students should be able to interpret schematics and demonstrate an understanding of electromechanical and electronic control of rotating machinery. (SU).

ELN 235 Data Communication Sys	3	3	0	4

This course covers data communication systems and the transmission of digital information from source to destination. Topics include data transmission systems, interfaces and modems, protocols, networks, and other related topics. Upon completion, students should be able to demonstrate knowledge of the concepts associated with data communication systems. (SP).

ELN 260 Prog Logic Controllers	3	3	0	4

This course provides a detailed study of PLC applications, with a focus on design of industrial controls using the PLC. Topics include PLC components, memory organization, math instructions, documentation, input/output devices, and applying PLCs in industrial control systems. Upon completion, students should be able to select and program a PLC system to perform a wide variety of industrial control functions. **RCC prerequisite: Take ELC 128.** (FA).

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

■ ENG – English

ENG 085 Reading & Writing Found 5 0 0 5

This course uses whole language to develop proficiency in reading and writing for college. Emphasis is placed on applying analytical and critical reading skills to a variety of texts and on introducing the writing process. Upon completion, students should be able to recognize and use various patterns of text organization and compose effective paragraphs. *This course integrates ENG 080 and RED 080. This course does not satisfy the developmental reading and writing prerequisites for ENG 111 or ENG 111A.* **State and RCC prerequisites: Take one set: Set 1: ENG 070 and RED 070; Set 2: ENG 075; or acceptable placement score.** (FA and SP).

ENG 090 Composition Strategies 3 0 0 3

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

ENG 102 Applied Communications II 3 0 0 3

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

ENG 111 Expository Writing 3 0 0 3

This course is the required first course in a series of two designed to develop the ability to produce clear expository prose. Emphasis is placed on the writing process including audience analysis, topic selection, thesis support and development, editing, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. *This course has been approved for transfer under the CAA as a general education course in English Composition. This course has been approved for transfer under the ICAA as a general education course in English Composition.* **State and RCC prerequisites: Take one set: Set 1: ENG 090 and RED 090; Set 2: ENG 095 or acceptable placement score.** (FA and SP).

ENG 112 Argument-Based Research 3 0 0 3

This course, the second in a series of two, introduces research techniques, documentation styles, and argumentative strategies. Emphasis is placed on analyzing information and ideas and incorporating research findings into documented argumentative essays and research projects. Upon completion, students should be able to summarize, paraphrase, interpret, and synthesize information from primary and secondary sources using standard research format and style. *This course has been approved for transfer under the CAA as a general education course in English Composition. This course has been approved for transfer under the ICAA as a general education course in English Composition.* **State prerequisite: Take ENG 111.** (FA and SP).

ENG 113 Literature-Based Research 3 0 0 3

This course, the second in a series of two, expands the concepts developed in ENG 111 by focusing on writing that involves literature-based research and documentation. Emphasis is placed on critical reading and thinking and the analysis and interpretation of prose, poetry, and drama: plot, characterization, theme, cultural context, etc. Upon completion, students should be able to construct mechanically-sound, documented essays and research papers that analyze and respond to literary works. *This course has been approved for transfer under the CAA as a general education course in English Composition. This course has been approved for transfer under the ICAA as a general education course in English Composition.* **State prerequisite: Take ENG 111.** (FA and SP).

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
ENG 114 Prof Research & Reporting	3	0	0	3

This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. *This course has been approved for transfer under the CAA as a general education course in English Composition. This course has been approved for transfer under the ICAA as a general education course in English Composition.* **State prerequisite: Take ENG 111.** (FA and SP).

ENG 116 Technical Report Writing	3	0	0	3

This course, the second in a series of two, introduces layout and design of technical reports used in business and industry. Emphasis is placed on audience analysis, data collection and analysis, technical writing style and organization, oral presentation of technical data, and the appropriate use of graphics in written and oral presentations. Upon completion, students should be able to produce written and oral reports using a variety of technical communication models. **State prerequisites: Take One: ENG 110 or ENG 111.** (FA).

ENG 125 Creative Writing I	3	0	0	3

This course is designed to provide students with the opportunity to practice the art of creative writing. Emphasis is placed on writing, fiction, poetry, and sketches. Upon completion, students should be able to craft and critique their own writing and critique the writing of others. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* **State prerequisite: Take ENG 111.** (FA or SP).

ENG 131 Introduction to Literature	3	0	0	3

This course introduces the principal genres of literature. Emphasis is placed on literary terminology, devices, structure, and interpretation. Upon completion, students should be able to analyze and respond to literature. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.* **State prerequisite: Take ENG 111. State corequisites: Take one: ENG 112, ENG 113, or ENG 114.** (FA and SP).

ENG 231 American Literature I	3	0	0	3

This course covers selected works in American literature from its beginnings to 1865. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.* **State prerequisites: Take one: ENG 112, ENG 113, or ENG 114.** (FA or SP).

ENG 232 American Literature II	3	0	0	3

This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.* **State prerequisites: Take one: ENG 112, ENG 113, or ENG 114.** (FA or SP).

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
ENG 241 British Literature I	3	0	0	3

This course covers selected works in British literature from its beginnings to the Romantic Period. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.* **State prerequisites: Take ENG 112, ENG 113, or ENG 114.** (FA or SP).

ENG 242 British Literature II	3	0	0	3

This course covers selected works in British literature from the Romantic Period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.* **State prerequisites: Take one: ENG 112, ENG 113, or ENG 114.** (FA or SP).

ENG 273 African-American Literature	3	0	0	3

This course provides a survey of the development of African-American literature from its beginnings to the present. Emphasis is placed on historical and cultural context, themes, literary traditions, and backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and respond to selected texts. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* **State prerequisites: Take one: ENG 112, ENG 113, or ENG 114.** (FA or SP).

■ ETR – Entrepreneurship

ETR 210 Intro to Entrepreneurship	3	0	0	3

This course provides a survey of the starting and operating of an entrepreneurial venture. Topics include new venture creation, the business plan, economics of the business, determining resource needs and acquiring resources, marketing, technology, leadership skills, and business ethics. Upon completion, students should be able to demonstrate an understanding of entrepreneurship concepts and how to use the entrepreneurial mindset to succeed in their careers. (FA).

ETR 220 Innovation and Creativity	3	0	0	3

This course provides a study of developing and enhancing individual and organizational creativity and innovation. Topics include that innovation needs to be applied to products, services, and processes to increase competitive advantages and add value to businesses. Upon completion, students should be able to apply innovation and creativity principles in the workplace. (FA).

ETR 230 Entrepreneur Marketing	3	0	0	3

This course covers the techniques to correctly research and define the target market to increase sales for start-up businesses or to expand current businesses. Topics include how to target market and meet customers' needs with a limited budget in the early stages of the life of a start-up business. Upon completion, students should be able to demonstrate an understanding of how to correctly target market for a start-up business with limited resources. (SP).

ETR 270 Entrepreneurship Issues	3	0	0	3

This course introduces current and emerging entrepreneurship issues and opportunities. Topics include franchising, import/export, small business taxes, legal structures, negotiations, contract management, and time management. Upon completion, students should be able to apply a variety of analytical and decision-making requirements to start a new business. (SP).

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

■ FRE – French

FRE 111 Elementary French I 3 0 0 3

This course introduces the fundamental elements of the French language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written French and demonstrate cultural awareness. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Credit by proficiency exam is available.* (FA or SP).

FRE 112 Elementary French II 3 0 0 3

This course is a continuation of FRE 111 focusing on the fundamental elements of the French language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written French and demonstrate further cultural awareness. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Credit by proficiency exam is available.* **State prerequisite: Take FRE 111.** (FA or SP).

FRE 211 Intermediate French I 3 0 0 3

This course provides a review and expansion of the essential skills of the French language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Credit by proficiency exam is available.* **State prerequisite: Take FRE 112.** (FA or SP).

FRE 212 Intermediate French II 3 0 0 3

This course is a continuation of FRE 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Credit by proficiency exam is available.* **State prerequisite: Take FRE 211.** (FA or SP).

■ GEL – Geology

GEL 111 Introductory Geology 3 2 0 4

This course introduces basic landforms and geological processes. Topics include rocks, minerals, volcanoes, fluvial processes, geological history, plate tectonics, glaciers, and coastal dynamics. Upon completion, students should be able to describe basic geological processes that shape the earth. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.* (FA and SP).

GEL 120 Physical Geology 3 2 0 4

This course provides a study of the structure and composition of the earth's crust. Emphasis is placed on weathering, erosional and depositional processes, mountain building forces, rocks and minerals, and structural changes. Upon completion, students should be able to explain the structure, composition, and formation of the earth's crust. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.* (FA or SP).

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
GEL 230 Environmental Geology	3	2	0	4

This course provides insights into geologic forces that cause environmental changes influencing man's activities. Emphasis is placed on natural hazards and disasters caused by geologic forces. Upon completion, students should be able to relate major hazards and disasters to the geologic forces responsible for their occurrence. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.* **State prerequisites: Take one: GEL 111, GEL 120 or PHS 130.** (FA and SP).

■ GEO – Geography

GEO 110 Introduction to Geography	3	0	0	3

This course introduces map reading skills and the physical and cultural features of different areas of the earth. Topics include spatial association, the importance of location, physical characteristics of the earth, and the impact of humans on the environment. Upon completion, students should be able to demonstrate an ability to read a map and describe physical and cultural features of different regions. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* (FA).

GEO 111 World Regional Geography	3	0	0	3

This course introduces the regional concept which emphasizes the spatial association of people and their environment. Emphasis is placed on the physical, cultural, and economic systems that interact to produce the distinct regions of the earth. Upon completion, students should be able to describe variations in physical and cultural features of a region and demonstrate an understanding of their functional relationships. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.* (SP only).

■ GRA – Graphic Arts

GRA 121 Graphic Arts I	2	4	0	4

This course introduces terminology, tools and materials, procedures, and equipment used in graphic arts production. Topics include copy preparation and pre-press production relative to printing. Upon completion, students should be able to demonstrate an understanding of graphic arts production**.** (SU).

GRA 151 Computer Graphics I	1	3	0	2

This course introduces the use of hardware and software for production and design in graphic arts. Topics include graphical user interface and current industry uses such as design, layout, typography, illustration, and imaging for production. Upon completion, students should be able to understand and use the computer as a fundamental design and production tool. (FA).

GRA 152 Computer Graphics II	1	3	0	2

This course covers advanced design and layout concepts utilizing illustration, page layout, and imaging software in graphic arts. Emphasis is placed on enhancing and developing the skills that were introduced in GRA 151. Upon completion, students should be able to select and utilize appropriate software for design and layout solutions. **State prerequisite: Take GRA 151.** (SP).

GRA 153 Computer Graphics III	1	3	0	2

This course is a continuation of GRA 152. Emphasis is placed on advanced computer graphics hardware and software applications. Upon completion, students should be able to demonstrate competence in selection and utilization of appropriate software for specialized applications. **State prerequisite: Take GRA 152.** (SU).

GRA 154 Computer Graphics IV	1	3	0	2

This course is a continuation of GRA 153. Emphasis is placed on advanced techniques using a variety of hardware and software applications to produce complex projects. Upon completion, students should be able to use electronic document production tools. **State prerequisite: Take GRA 153. RCC corequisite: Take GRD 280.** (SP).

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

■ GRD – Graphic Design

GRD 110 Typography I	2	2	0	3

This course introduces the history and mechanics of type and its application to layout and design. Topics include typographic fundamentals, anatomy, measurements, composition, identification, and terminology. Upon completion, students should be able to demonstrate proficiency in design application, analysis, specification, and creation of typographic elements. (SP).

GRD 117 Design Career Exploration	2	0	0	2

This course covers opportunities in the graphic design field and employment requirements. Topics include evaluation of career choices, operations, structure of advertising and graphic design businesses, and related business issues. Upon completion, students should be able to demonstrate an understanding of the graphic design field and consider an appropriate personal direction of career specialization. (FA).

GRD 121 Drawing Fundamentals I	1	3	0	2

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

GRD 131 Illustration I	1	3	0	2

This course introduces the application of rendering techniques to create illustrations. Emphasis is placed on controlling various media, methods, surfaces, design problems, and the appropriate media selection process. Upon completion, students should be able to produce quality illustrations from conception through finished artwork. **State prerequisites: Take one: ART 131, DES 125, or GRD 121.** (SP).

GRD 142 Graphic Design II	2	4	0	4

This course covers the application of visual elements and design principles in advertising and graphic design. Topics include creation of various designs, such as logos, advertisements, posters, outdoor advertising, and publication design. Upon completion, students should be able to effectively apply design principles and visual elements to projects. **State prerequisites: Take one: ART 121, DES 135, DES 136 or GRD 141.** (SU).

GRD 230 Technical Illustration	1	3	0	2

This course introduces technical and industrial illustration techniques. Topics include orthographic, isometric, linear perspective, and exploded views. Upon completion, students should be able to demonstrate competence in various technical rendering techniques. **State prerequisites: Take one: ART 131, DES 125, or GRD 121.** (SU).

GRD 241 Graphic Design III	2	4	0	4

This course is an advanced exploration of various techniques and media for advertising and graphic design. Emphasis is placed on advanced concepts and solutions to complex and challenging graphic design problems. Upon completion, students should be able to demonstrate competence and professionalism in visual problem solving. **State prerequisites: Take one: DES 136 or GRD 142.** (FA).

GRD 271 Multimedia Design I	1	3	0	2

This course introduces the fundamentals of multimedia design and production for computer-related presentations. Topics include interface design, typography, storyboarding, scripting, simple animation, graphics, digital audiovideo, and copyright issues. Upon completion, students should be able to design and produce multimedia presentations. **State prerequisites: Take one: GRD 151 or GRA 151.** (FA and SP).

GRD 272 Multimedia Design II	1	3	0	2

This course is a continuation of GRD 271. Emphasis is placed on advanced animation, specialized software, quality control, and cross-platform delivery, as well as problems associated with delivery media and interactivity. Upon completion, students should be able to produce multimedia presentations and determine and adapt to technical specifications for delivery. **State prerequisite: Take GRD 271.** (SP and SU).

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
GRD 280 Portfolio Design	2	4	0	4

This course covers the organization and presentation of a design/advertising or graphic art portfolio and appropriate related materials. Emphasis is placed on development and evaluation of the portfolio, design and production of a resume and self-promotional materials, and interview techniques. Upon completion, students should be able to prepare and professionally present an effective portfolio and related self-promotional materials. **State prerequisites: Take one set: Set 1: GRD 142 and GRD 152; Set 2: GRD 142 and GRA 152. RCC corequisite: GRA 154.** (SP).

GRD 281 Design of Advertising	2	0	0	2

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

■ HEA – Health

HEA 110 Personal Health/Wellness	3	0	0	3

This course provides an introduction to basic personal health and wellness. Emphasis is placed on current health issues such as nutrition, mental health, and fitness. Upon completion, students should be able to demonstrate an understanding of the factors necessary to the maintenance of health and wellness. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* (FA and SP).

HEA 112 First Aid & CPR	1	2	0	2

This course introduces the basics of emergency first aid treatment. Topics include rescue breathing, CPR, first aid for choking and bleeding, and other first aid procedures. Upon completion, students should be able to demonstrate skills in providing emergency care for the sick and injured until medical help can be obtained. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* (SP only).

HEA 120 Community Health	3	0	0	3

This course provides information about contemporary community health and school hygiene issues. Topics include health education and current information about health trends. Upon completion, students should be able to recognize and devise strategies to prevent today's community health problems. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* (SP only).

■ HIS – History

HIS 111 World Civilizations I	3	0	0	3

This course introduces world history from the dawn of civilization to the early modern era. Topics include Eurasian, African, American, and Greco-Roman civilizations and Christian, Islamic and Byzantine cultures. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in pre-modern world civilizations. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.* (FA and SP).

HIS 112 World Civilizations II	3	0	0	3

This course introduces world history from the early modern era to the present. Topics include the cultures of Africa, Europe, India, China, Japan, and the Americas. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern world civilizations. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.* (FA or SP).

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
HIS 121 Western Civilization I	3	0	0	3

This course introduces western civilization from pre-history to the early modern era. Topics include ancient Greece, Rome, and Christian institutions of the Middle Ages and the emergence of national monarchies in western Europe. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early western civilization. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.* (FA or SP).

HIS 122 Western Civilization II	3	0	0	3

This course introduces western civilization from the early modern era to the present. Topics include the religious wars, the Industrial Revolution, World Wars I and II, and the Cold War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern western civilization. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.* (FA or SP).

HIS 131 American History I	3	0	0	3

This course is a survey of American history from pre-history through the Civil War era. Topics include the migrations to the Americas, the colonial and revolutionary periods, the development of the Republic, and the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early American history. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.* (FA or SP).

HIS 132 American History II	3	0	0	3

This course is a survey of American history from the Civil War era to the present. Topics include industrialization, immigration, the Great Depression, the major American wars, the Cold War, and social conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in American history since the Civil War. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.* (FA or SP).

HIS 221 African-American History	3	0	0	3

This course covers African-American history from the Colonial period to the present. Topics include African origins, the slave trade, the Civil War, Reconstruction, the Jim Crow era, the civil rights movement, and contributions of African Americans. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the history of African Americans. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* **RCC prerequisite: Take ENG 111.** (FA only).

HIS 236 North Carolina History	3	0	0	3

This course is a study of geographical, political, economic, and social conditions existing in North Carolina from America's discovery to the present. Topics include native and immigrant backgrounds; colonial, antebellum, and Reconstruction periods; party politics; race relations; and the transition from an agrarian to an industrial economy. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in North Carolina. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* **RCC prerequisite: Take ENG 111.** (SP only).

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

■ HMT – Healthcare Management

HMT 110 Intro to Healthcare Mgt	3	0	0	3

This course introduces the functions, practices, organizational structures, and professional issues in healthcare management. Emphasis is placed on planning, controlling, directing, and communicating within health and human services organizations. Upon completion, students should be able to apply the concepts of management within a healthcare service environment. (FA).

HMT 210 Medical Insurance	3	0	0	3

This course introduces the concepts of medical insurance. Topics include types and characteristics of third-party payers, coding concepts, payment systems, and manual/electronic claims form preparation. Upon completion, students should be able to process third-party claims forms. **State prerequisites: Take one: MED 122 or OST 142.** (FA).

HMT 211 Long-Term Care Admin	3	0	0	3

This course introduces the administration of long-term care facilities and services. Emphasis is placed on nursing home care, home health care, hospice, skilled nursing facilities, and other long-term care services. Upon completion, students should be able to administer state and national standards and regulations as they apply to longterm care. **State prerequisite: Take HMT 110.** (SP).

HMT 220 Healthcare Financial Mgmt	4	0	0	4

This course covers the methods and techniques utilized in the financial management of healthcare programs. Topics include cost determination, pricing of services, financial statement analysis, forecasting/projections, third-party billing, reimbursement, Medicare, Medicaid, and budgeting. Upon completion, students should be able to interpret and apply the principles of financial management in a healthcare environment. **State prerequisites: Take all: HMT 110 and ACC 121.** (SU).

HMT 225 Practice Mgmt. Simulation	2	2	0	3

This course introduces medical systems used to process and analyze information in the automated office. Emphasis is placed on daily processing of patient services, management reporting used to monitor productivity, and interactive database reporting and analysis. Upon completion, students should be able to process daily services, generate and interpret management reports and utilize key indicators for monitoring practice productivity. **State prerequisite: Take HMT 210. State corequisite: Take HMT 220.** (SP).

■ HUM – Humanities

HUM 110 Technology and Society	3	0	0	3

This course considers technological change from historical, artistic, and philosophical perspectives and its effect on human needs and concerns. Emphasis is placed on the causes and consequences of technological change. Upon completion, students should be able to critically evaluate the implications of technology. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.* (FA and SP).

HUM 120 Cultural Studies	3	0	0	3

This course introduces the distinctive features of a particular culture. Topics include art, history, music, literature, politics, philosophy, and religion. Upon completion, students should be able to appreciate the unique character of the study culture. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.* (FA and SP).

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
HUM 121 The Nature of America	3	0	0	3

This course provides an interdisciplinary survey of the American cultural, social, and political experience. Emphasis is placed on the multicultural character of American society, distinctive qualities of various regions, and the American political system. Upon completion, students should be able to analyze significant cultural, social, and political aspects of American life. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.* (FA or SP).

HUM 122 Southern Culture	3	0	0	3

This course explores the major qualities that make the South a distinct region. Topics include music, politics, literature, art, religion, race relations, and the role of social class in historical and contemporary contexts. Upon completion, students should be able to identify the characteristics that distinguish Southern culture. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.* (FA or SP).

HUM 130 Myth in Human Culture	3	0	0	3

This course provides an in-depth study of myths and legends. Topics include the varied sources of myths and their influence on the individual and society within diverse cultural contexts. Upon completion, students should be able to demonstrate a general familiarity with myths and a broad-based understanding of the influence of myths and legends on modern culture. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.* (FA or SP).

HUM 150 American Women's Studies	3	0	0	3

This course provides an inter-disciplinary study of the history, literature, and social roles of American women from Colonial times to the present. Emphasis is placed on women's roles as reflected in American language usage, education, law, the workplace, and mainstream culture. Upon completion, students should be able to identify and analyze the roles of women as reflected in various cultural forms. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.* (FA or SP).

HUM 160 Introduction to Film	3	0	0	3

This course introduces the fundamental elements of film artistry and production. Topics include film styles, history, and production techniques, as well as the social values reflected in film art. Upon completion, students should be able to critically analyze the elements covered in relation to selected films. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.* (FA or SP).

HUM 220 Human Values and Meaning	3	0	0	3

This course presents some major dimensions of human experience as reflected in art, music, literature, philosophy, and history. Topics include the search for identity, the quest for knowledge, the need for love, the individual and society, and the meaning of life. Upon completion, students should be able to recognize interdisciplinary connections and distinguish between open and closed questions and between narrative and scientific models of understanding. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.* **State prerequisite: Take ENG 111.** (FA or SP).

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

■ HYD – Hydraulics and Pneumatics

HYD 110 Hydraulics/Pneumatics I	2	3	0	3

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

■ INT – International Business

INT 110 International Business	3	0	0	3

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

■ ISC – Industrial Science

ISC 112 Industrial Safety	2	0	0	2

This course introduces the principles of industrial safety. Emphasis is placed on industrial safety, OSHA, and environmental regulations. Upon completion, students should be able to demonstrate knowledge of a safe working environment and OSHA compliance. (FA).

ISC 128 Industrial Leadership	2	0	0	2

This course introduces principles and techniques for managers in modern industry. Topics include leadership traits, management principles and processes, managing conflict, group dynamics, team building, counseling, motivation, and communication. Upon completion, students should be able to understand and apply leadership and management principles in work situations. (SU).

ISC 132 Mfg Quality Control	2	3	0	3

This course introduces quality concepts and techniques used in industry. Topics include elementary statistics and probability, process control, process capability, and quality improvement tools. Upon completion, students should be able to demonstrate an understanding of the concepts and principles of quality and apply them to the work environment. (SU).

ISC 136 Productivity Analysis I	2	3	0	3

This course covers methods of measuring, analyzing, and improving productivity. Topics include methods analysis, standardized practices, process analysis, and human factors. Upon completion, students should be able to apply productivity improvement techniques. (SP).

ISC 151 Plant Layout	2	2	0	3

This course provides a practical study of factory planning. Emphasis is placed on site selection and efficient arrangement of work areas to achieve lower manufacturing costs. Upon completion, students should be able to produce sample layouts of manufacturing operations. (SP).

ISC 243 Prod & Oper Management I	2	3	0	3

This course introduces concepts used to analyze and solve productivity and operational problems. Topics include operations strategy, forecasting, resource allocation, and materials management. Upon completion, students should be able to recognize, analyze, and solve a variety of productivity and operational problems. (FA).

ISC 244 Prod & Oper Management II	2	3	0	3

This course covers advanced production and operations management concepts, including the use of computer programs to analyze/solve manufacturing problems. Topics include systems analysis, resource allocation, cost control, and productivity improvement using advanced tools such as linear programming, ABC costing, manufacturing modeling, and manufacturing simulation. Upon completion, students should be able to recognize, analyze, and solve a variety of complex production and operations problems. **State prerequisite: Take ISC 243.** (SP).

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
ISC 256 System Design	2	3	0	3

This course incorporates all phases of industrial engineering into the comprehensive design of an industrial system. Emphasis is placed on developing project reports which reflect a comprehensive understanding of industrial engineering and the analytical tools used to plan work systems. Upon completion, students should be able to demonstrate a comprehensive knowledge of industrial engineering through this capstone course. (SP).

■ JOU – Journalism

JOU 120 JOU/Theory & Production	2	2	0	3

This course provides a study of basic journalistic writing and production techniques. Emphasis is placed on interviewing, drafting, editing, layout, design, and printing. Upon completion, students should be able to demonstrate competence in the various phases of writing and producing a publication. **RCC prerequisite: Take ENG 111.** (SP).

■ LOG – Logistics

LOG 110 Introduction to Logistics	3	0	0	3

This course provides an overview of logistics. Topics include traffic management, warehousing, inventory control, material handling, global logistics, and the movement and storage of goods from raw materials sources to end consumers. Upon completion, students should be able to identify the different segments of logistics and use the terminology of the industry. (FA).

LOG 125 Transportation Logistics	3	0	0	3

This course covers the role and importance of the transportation industry. This is an overview of transportation emphasizing its environmental and sociological aspects, economic impact, services, regulatory guidelines, policies, and its future. Upon completion, students should be able to identify modes of transportation, interpret governing regulations, and describe the principles and terminology used in the transportation industry. (FA).

LOG 211 Distribution Management	2	2	0	3

This course covers the functions, techniques, and tools utilized in warehousing and distribution centers and their role in business and logistics. Emphasis is placed on warehouse and distribution center management, operations, productivity, software systems, picking, automation, cross docking, safety, security, material handling, benchmarking, and cost. Upon completion, students should be able to describe the role of warehouses and distribution centers, apply industry principles and terminology, and understand distribution productivity measures. **State prerequisite: Take LOG 110.** (SP).

LOG 215 Supply Chain Management	3	0	0	3

This course covers all activities involved in the flow of products and information between the suppliers, customers, producers, and service providers. Topics include acquiring, purchasing, manufacturing, assembling, and distributing goods and services throughout the supply chain organizations. Upon completion, students should be able to identify the supply chain units, describe the materials management processes, and prepare for the APICS CPIM examination. **State prerequisite: Take LOG 110.** (SU).

LOG 220 Logistics Management	3	0	0	3

This course covers the management of the movement and storage of goods and analysis of total costs involved. Emphasis is placed on the monitoring of inventory using automated systems, managing the storage function, warehousing, and distribution. Upon completion, students should be able to describe warehousing and facility layouts, identify material handling methods, and apply inventory control procedures. **State prerequisite: Take LOG 110.** (FA).

LOG 230 Transportation Management	3	0	0	3

This course covers the function of shippers and carriers in the transportation industry. Emphasis is placed on negotiating price and service requirements in the movement of goods, identifying areas of carrier liability, and the methods for processing claims. Upon completion, students should be able to compare common carriers and company operated transportation for service and cost, interpret pricing structures, and determine carrier liability. **State prerequisite: Take LOG 110.** (SP)

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
LOG 235 Import/Export Management	3	0	0	3

This course introduces the elements of import and export operations, from transportation to documentation, finance, and security and the effects on the global supply chain. Emphasis is placed on existing import/export regulations, customs documentation, intermodal transportation, foreign freight forwarders, global technology, and homeland security initiatives. Upon completion, students should be able to perform import/export operations, channels of distribution, implemented technologies, and associate with operating a secure supply chain. **State prerequisite: Take LOG 125.** (SU).

LOG 240 Purchasing Logistics	3	0	0	3

This course introduces the various aspects of purchasing, and their impact on materials management, supply chain, transportation, and global logistics processes. Emphasis is placed on the different methods of electronic sourcing, negotiating and pricing principles, and on the internal and external considerations associated with international logistics. Upon completion, students should be able to describe and apply the principles and terminology used in procurement including electronic data interchange services, purchasing and logistics systems. **State prerequisite: Take LOG 110.** (FA).

LOG 250 Advanced Global Logistics	3	2	0	4

This course covers the advanced application of global operations and logistics strategies, planning, technology, risk, and management necessary to cope with the global business environment. Emphasis is placed on an in-depth understanding of global sourcing, shipping, tracking, and e-logistics systems necessary to operate inbound/outbound logistics in a global market. Upon completion, students should be able to identify the different global markets and logistics technology available to process international inbound/outbound logistics transactions. **State prerequisite: Take LOG 125.** (SP).

■ MAC – Machining

MAC 111 Machining Technology I	2	12	0	6

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

MAC 111A Machining Technology I (FA/Evening).	1	6	0	3
MAC 111B Machining Technology I (SP/Evening).	1	6	0	3

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

MAC 112 Machining Technology II	2	12	0	6

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

MAC 112A Machining Technology II (FA/Evening).	1	6	0	3
MAC 112B Machining Technology II (SP/Evening).	1	6	0	3

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

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
MAC 122 CNC Turning	1	3	0	2

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

MAC 124 CNC Milling	1	3	0	2

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

MAC 131 Blueprint Reading/Mach I	1	2	0	2

This course covers the basic principles of blueprint reading and sketching. Topics include multi-view drawings; interpretation of conventional lines; and dimensions, notes, and thread notations. Upon completion, students should be able to interpret basic drawings, visualize parts, and make pictorial sketches. (FA).

MAC 151 Machining Calculations	1	2	0	2

This course introduces basic calculations as they relate to machining occupations. Emphasis is placed on basic calculations and their applications in the machine shop. Upon completion, students should be able to perform basic shop calculations. (FA or SP).

MAC 152 Adv Machining Calc	1	2	0	2

This course combines mathematical functions with practical machine shop applications and problems. Emphasis is placed on gear ratios, lead screws, indexing problems, and their applications in the machine shop. Upon completion, students should be able to calculate solutions to machining problems. **RCC prerequisite: Take MAC 151.** (FA or SP).

MAC 171 Measure/Material & Safety	0	2	0	1

This course introduces precision measuring instruments, process control and adjustment, inspection, material handling and workplace safety. Topics include properly identifying and handling various measurement instruments and materials, process control, adjustment and improvement, Personal Protective equipment (PPE) and OSHA safety regulations. Upon completion, students should be able to safely demonstrate effective measurement techniques, identify and handle various materials, and explain safe industry practices. (FA).

MAC 172 Job Plan, Bench & Layout	0	2	0	1

This course introduces the basics of job process planning, sawing, and manual operations including benchwork and layout. Topics include deciphering blueprints and/or schematics, dimensions, design and using various instruments required in the layout of various components. Upon completion, students should be able to demonstrate an understanding of job plans, dimensions, design, transfer and layout common to the machining industry. (FA).

MAC 173 Manual Milling/Drilling	1	3	0	2

This course introduces the fundamental skills associated with the design, setup and operation of drill presses and manual milling machines. Topics include blueprints, cutting tools, coolants, component identification, drill presses and manual milling machine operations, process plans, setup, speeds and feeds and work holding devices. Upon completion, students should be able to demonstrate the proper setup and operation of a drill press and manual milling machine. (SP and SU).

MAC 174 Manual Turning	1	3	0	2

This course introduces the fundamental skills associated with the design, setup and safe operation of manual lathes including the identification of all major lathe components. Topics include setup and operation of a lathe including the selection and use of work holding devices, speeds, feeds, cutting tools, and coolants. Upon completion, students should be able to demonstrate the proper setup and operation of a manual lathe. **RCC prerequisite: Take MAC 111.** (SU).

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
MAC 176 Manual Surface Grinding	2	2	0	3

This course introduces horizontal spindle, reciprocating table and other popular types of manual surface grinders. Topics include component identification, proper application, grinder dressing, measurement techniques, set-up and safety. Upon completion, students should be able to grind steps, slots, angles, radii, dress grinding wheels and square blocks. **RCC prerequisite: Take MAC 111.** (SU).

MAC 214 Machining Technology IV	2	12	0	6

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

MAC 222 Advanced CNC Turning	1	3	0	2

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

MAC 224 Advanced CNC Milling	1	3	0	2

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

MAC 241 Jigs & Fixtures I	2	6	0	4

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

MAC 243 Die Making I	2	6	0	4

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

MAC 245 Mold Construction I	2	6	0	4

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

■ MAT – Mathematics

MAT 060 Essential Mathematics	3	2	0	4

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

MAT 070 Introductory Algebra	3	2	0	4

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

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
MAT 080 Intermediate Algebra	3	2	0	4

This course continues the study of algebraic concepts with emphasis on applications. Topics include factoring; rational expressions; rational exponents; rational, radical, and quadratic equations; systems of equations; inequalities; graphing; functions; variations; complex numbers; and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology. **State and RCC prerequisites: Take all: MAT 060 and MAT 070 or acceptable placement score. State and RCC corequisites: Take one: RED 080 or ENG 085 or acceptable placement score.** (FA and SP).

MAT 101 Applied Mathematics I	2	2	0	3

This course is a comprehensive review of arithmetic with basic algebra designed to meet the needs of certificate and diploma programs. Topics include arithmetic and geometric skills used in measurement, ratio and proportion, exponents and roots, applications of percent, linear equations, formulas, and statistics. Upon completion, students should be able to solve practical problems in their specific areas of study. **State and RCC prerequisites: Take one set: Set 1: DMA 010, DMA 020, and DMA 030; Set 2: MAT 060; Set 3: MAT 070; Set 4: MAT 080; Set 5: MAT 090; Set 6: MAT 095; or acceptable placement score.** (SP only).

MAT 110 Mathematical Measurement	2	2	0	3

This course provides an activity-based approach to utilizing, interpreting, and communicating data in a variety of measurement systems. Topics include accuracy, precision, conversion, and estimation within metric, apothecary, and avoirdupois systems; ratio and proportion; measures of central tendency and dispersion; and charting of data. Upon completion, students should be able to apply proper techniques to gathering, recording, manipulating, analyzing, and communicating data. **State and RCC prerequisites: Take one set: Set 1: DMA 010, DMA 020, and DMA 030; Set 2: MAT 060* and MAT 070; Set 3: MAT 060* and MAT 080; Set 4: MAT 060* and MAT 090; Set 5: MAT 095; Set 6: MAT 120; Set 7: MAT 121; Set 8: MAT 161; Set 9: MAT 171; Set 10: MAT 175; or acceptable placement score.** (FA and SP).

MAT 115 Mathematical Models	2	2	0	3

This course develops the ability to utilize mathematical skills and technology to solve problems at a level found in non-mathematics-intensive programs. Topics include applications to percent, ratio and proportion, formulas, statistics, function notation, linear functions, probability, sampling techniques, scatter plots, and modeling. Upon completion, students should be able to solve practical problems, reason and communicate with mathematics, and work confidently, collaboratively, and independently. **State and RCC prerequisites: Take one set: Set 1: DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050; Set 1: MAT 060* and MAT 070; Set 2: MAT 060* and MAT 080; Set 3: MAT 060* and MAT 090; Set 4: MAT 095; Set 5: MAT 120; Set 6: MAT 121; Set 7: MAT 161; Set 8: MAT 171; Set 9: MAT 175; or acceptable placement score.** (SP only).

MAT 120 Geometry and Trigonometry	2	2	0	3

This course introduces the concepts of plane trigonometry and geometry with emphasis on applications to problem solving. Topics include the basic definitions and properties of plane and solid geometry, area and volume, right triangle trigonometry, and oblique triangles. Upon completion, students should be able to solve applied problems both independently and collaboratively using technology. **State and RCC prerequisites: Take one set: Set 1: DMA 010, DMA 020, DMA 030, and DMA 040; Set 2: MAT 060* and MAT 070; Set 3: MAT 060* and MAT 080; Set 4: MAT 060* and MAT 090; Set 5: MAT 095; Set 6: MAT 121; Set 7: MAT 161; Set 8: MAT 171; Set 9: MAT 175; or acceptable placement score.** (FA and SP).

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
MAT 121 Algebra/Trigonometry I	2	2	0	3

This course provides an integrated approach to technology and the skills required to manipulate, display, and interpret mathematical functions and formulas used in problem solving. Topics include simplification, evaluation, and solving of algebraic and radical functions; complex numbers; right triangle trigonometry; systems of equations; and the use of technology. Upon completion, students should be able to demonstrate an understanding of the use of mathematics and technology to solve problems and analyze and communicate results. **State and RCC prerequisites: Take one set: Set 1: DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050; Set 2: MAT 060* and MAT 070; Set 3: MAT 060* and MAT 080; Set 4: MAT 060* and MAT 090; Set 5: MAT 095; or acceptable placement score.** (FA or SP).

MAT 140 Survey of Mathematics	3	0	0	3

This course provides an introduction in a non-technical setting to selected topics in mathematics. Topics may include, but are not limited to, sets, logic, probability, statistics, matrices, mathematical systems, geometry, topology, mathematics of finance, and modeling. Upon completion, students should be able to understand a variety of mathematical applications, think logically, and be able to work collaboratively and independently. *Under the CAA, this course satisfies the general education Mathematics requirement for the AA and AFA degrees. It does not satisfy the general education Mathematics requirement for the AS degree. Under the ICAA, this course satisfies the general education Mathematics requirement for the AA and AFA degrees. It does not satisfy the general education Mathematics requirement for the AS degree.* **State and RCC prerequisites: Take one set: Set 1: DMA 010, DMA 020, DMA 030, and DMA 040; Set 1: MAT 060* and MAT 070; Set 2: MAT 060* and MAT 080; Set 3: MAT 060* and MAT 090; Set 4: MAT 095; Set 5: MAT 120; Set 6: MAT 121; Set 7: MAT 161; Set 8: MAT 171; Set 9: MAT 175; or acceptable placement score.** (FA and SP).

MAT 151 Statistics I	3	0	0	3

This course provides a project-based approach to the study of basic probability, descriptive and inferential statistics, and decision making. Emphasis is placed on measures of central tendency and dispersion, correlation, regression, discrete and continuous probability distributions, quality control, population parameter estimation, and hypothesis testing. Upon completion, students should be able to describe important characteristics of a set of data and draw inferences about a population from sample data. *This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative). This course has been approved for transfer under the ICAA as a general education course in Mathematics (Quantitative).* **State and RCC prerequisites: Take one set: Set 1: DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050; Set 2: MAT 060* and MAT 080; Set 3: MAT 060* and MAT 090; Set 4: MAT 095; Set 5: MAT 120; Set 6: MAT 121; Set 7: MAT 140; Set 8: MAT 161; Set 9: MAT 171; Set 10: MAT 175; or acceptable placement score.** (FA and SP).

MAT 161 College Algebra	3	0	0	3

This course provides an integrated technological approach to algebraic topics used in problem solving. Emphasis is placed on applications involving equations and inequalities; polynomial, rational, exponential and logarithmic functions; and graphing and data analysis/modeling. Upon completion, students should be able to choose an appropriate model to fit a data set and use the model for analysis and prediction. *Under the CAA, this course satisfies the general education Mathematics requirement for the AA and AFA degrees. It does not satisfy the general education Mathematics requirement for the AS degree. Under the ICAA, this course satisfies the general education Mathematics requirement for the AA and AFA degrees. It does not satisfy the general education Mathematics requirement for the AS degree.* **State and RCC prerequisites: Take one set: Set 1: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060, DMA 070, and DMA 080; Set 2: MAT 060* and MAT 080; Set 3: MAT 060* and MAT 090; Set 4: MAT 095; or acceptable placement score.** (FA and SP).

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
MAT 171 Precalculus Algebra	3	0	0	3

This is the first of two courses designed to emphasize topics which are fundamental to the study of calculus. Emphasis is placed on equations and inequalities, functions (linear, polynomial, rational), systems of equations and inequalities, and parametric equations. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and predictions. *This course has been approved for transfer under the CAA as a general education course in Mathematics. This course has been approved for transfer under the ICAA as a general education course in Mathematics. Credit by proficiency exam is available.* **State and RCC prerequisites: Take one set: Set 1: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060, DMA 070, DMA 080; Set 2: MAT 060* and MAT 080; Set 3: MAT 060* and MAT 090; Set 4: MAT 095; Set 5: MAT 161; or acceptable placement score.** (FA only).

MAT 171A Precalculus Algebra Lab	0	2	0	1

This course is a laboratory for MAT 171. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* **State prerequisites: Take one set: Set 1: MAT 060* and MAT 080; Set 2: MAT 060* and MAT 090; Set 3: MAT 095; Set 4: MAT 161. State corequisite: Take MAT 171.** (FA only).

MAT 172 Precalculus Trigonometry	3	0	0	3

This is the second of two courses designed to emphasize topics which are fundamental to the study of calculus. Emphasis is placed on properties and applications of transcendental functions and their graphs, right and oblique triangle trigonometry, conic sections, vectors and polar coordinates. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction. *This course has been approved for transfer under the CAA as a general education course in Mathematics. This course has been approved for transfer under the ICAA as a general education course in Mathematics.* **State prerequisite: Take MAT 171.** (SP only).

MAT 172A Precalculus Trig Lab	0	2	0	1

This course is a laboratory for MAT 172. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* **State prerequisite: Take MAT 171. State corequisite: Take MAT 172.** (SP only).

MAT 175 Precalculus	4	0	0	4

This course provides an intense study of the topics which are fundamental to the study of calculus. Emphasis is placed on functions and their graphs with special attention to polynomial, rational, exponential, logarithmic and trigonometric functions, and analytic trigonometry. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction. *This course has been approved for transfer under the CAA as a general education course in Mathematics. This course has been approved for transfer under the ICAA as a general education course in Mathematics. Credit by proficiency exam is available.* **RCC prerequisite: MAT 080 or acceptable placement score.** (FA and SP).

MAT 175A Precalculus Lab	0	2	0	1

This course is a laboratory for MAT 175. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* **State corequisite: Take MAT 175.** (FA and SP).

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
MAT 263 Brief Calculus	3	0	0	3

This course is designed for students needing only one semester of calculus. Topics include functions, graphing, differentiation, and integration with emphasis on applications drawn from business, economics, and biological and behavioral sciences. Upon completion, students should be able to demonstrate an understanding of the use of basic calculus and technology to solve problems and to analyze and communicate results. *This course has been approved for transfer under the CAA as a general education course in Mathematics. This course has been approved for transfer under the ICAA as a general education course in Mathematics.* **State prerequisite: Take one: MAT 161, MAT 171 or MAT 175.** (FA or SP).

MAT 271 Calculus I	3	2	0	4

This course covers in depth the differential calculus portion of a three-course calculus sequence. Topics include limits, continuity, derivatives, and integrals of algebraic and transcendental functions of one variable, with applications. Upon completion, students should be able to apply differentiation and integration techniques to algebraic and transcendental functions. *This course has been approved for transfer under the CAA as a general education course in Mathematics. This course has been approved for transfer under the ICAA as a general education course in Mathematics.* **State prerequisite: Take one: MAT 172 or MAT 175.**(FA or SP).

MAT 272 Calculus II	3	2	0	4

This course provides a rigorous treatment of integration and is the second calculus course in a three-course sequence. Topics include applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to use integration and approximation techniques to solve application problems. *This course has been approved for transfer under the CAA as a general education course in Mathematics. This course has been approved for transfer under the ICAA as a general education course in Mathematics.* **State prerequisite: Take MAT 271.** (FA or SP).

MAT 273 Calculus III	3	2	0	4

This course covers the calculus of several variables and is the third calculus course in a three-course sequence. Topics include functions of several variables, partial derivatives, multipleintegrals, solid analytical geometry, vector-valued functions, and line and surface integrals. Upon completion, students should be able to solve problems involving vectors and functions of several variables. *This course has been approved for transfer under the CAA as a general education course in Mathematics. This course has been approved for transfer under the ICAA as a general education course in Mathematics.* **State prerequisite: Take MAT 272.** (SP only).

MAT 280 Linear Algebra	3	0	0	3

This course provides a study of linear algebra topics with emphasis on the development of both abstract concepts and applications. Topics include vectors, systems of equations, matrices, determinants, vector spaces, linear transformations in two or three dimensions, eigenvectors, eigenvalues, diagonalization and orthogonality. Upon completion, students should be able to demonstrate both an understanding of the theoretical concepts and appropriate use of linear algebra models to solve application problems. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* **State prerequisite: Take MAT 271.** (FA only).

MAT 285 Differential Equations	3	0	0	3

This course provides an introduction to ordinary differential equations with an emphasis on applications. Topics include first-order, linear higher-order, and systems of differential equations; numerical methods; series solutions; eigenvalues and eigenvectors; Laplace transforms; and Fourier series. Upon completion, students should be able to use differential equations to model physical phenomena, solve the equations, and use the solutions to analyze the phenomena. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* **State prerequisite: Take MAT 272.** (SP only).

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

■ MEC – Mechanical

MEC 110 Intro to CAD/CAM	1	2	0	2

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

MEC 111 Machine Processes I	1	4	0	3

This course introduces shop safety, hand tools, machine processes, measuring instruments, and the operation of machine shop equipment. Topics include use and care of tools, safety, measuring tools, and the basic setup and operation of common machine tools. Upon completion, students should be able to safely machine simple parts to specified tolerances. (FA).

MEC 130 Mechanisms	2	2	0	3

This course introduces the purpose and action of various mechanical devices. Topics include cams, cables, gear trains, differentials, screws, belts, pulleys, shafts, levers, lubricants, and other devices. Upon completion, students should be able to analyze, maintain, and troubleshoot the components of mechanical systems. (FA).

MEC 161 Manufacturing Processes I	3	0	0	3

This course provides the fundamental principles of value-added processing of materials into usable forms for the customer. Topics include material properties and traditional and non-traditional manufacturing processes. Upon completion, students should be able to specify appropriate manufacturing processing for common engineering materials.(FA).

MEC 231 Comp-Aided Manufact I	1	4	0	3

This course introduces computer-aided design / manufacturing (CAD / CAM) applications and concepts. Topics include software, programming, data transfer and verification, and equipment setup. Upon completion, students should be able to produce parts using CAD / CAM applications. (SU).

■ MED – Medical Assisting

MED 110 Orientation to Medical Assisting	1	0	0	1

This course covers the history of medicine and the role of the medical assistant in the health care setting. Emphasis is placed on professionalism, communication, attitude, behaviors, and duties in the medical environment. Upon completion, students should be able to project a positive attitude and promote the profession of medical assisting. (FA).

MED 114 Prof Interac in Heal Care	1	0	0	1

This course is designed to identify various patient behaviors encountered in the medical setting. Emphasis is placed on stressors related to illness, cultural influences, death and dying, and needs specific to patients. Upon completion, students should be able to utilize appropriate methods of verbal and nonverbal communication with empathy and impartiality. (SU).

MED 116 Introduction to A & P	3	2	0	4

This course introduces basic anatomy and physiology. Emphasis is placed on the relationship between body structure and function and the procedures common to health care. Upon completion, students should be able to identify body system components and functions relating this knowledge to the delivery of health care. (FA).

MED 118 Medical Law and Ethics	2	0	0	2

This course covers legal relationships of physicians and patients, contractual agreements, professional liability, malpractice, medical practice acts, informed consent, and bioethical issues. Emphasis is placed on legal terms, professional attitudes, and the principles and basic concepts of ethics and laws involved in providing medical services. Upon completion, students should be able to meet the legal and ethical responsibilities of a multi-skilled health professional. (FA).

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
MED 121 Medical Terminology I	3	0	0	3

This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders. (FA).

MED 122 Medical Terminology II	3	0	0	3

This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders. **State prerequisite: Take MED 121.** (SP).

MED 130 Admin Office Proc I	1	2	0	2

This course introduces medical office administrative procedures. Topics include appointment processing, written and oral communications, medical records, patient orientation, and safety. Upon completion, students should be able to perform basic administrative skills within the medical environment. (FA and SP).

MED 131 Admin Office Proc II	1	2	0	2

This course provides medical office procedures in both economic and management skills. Topics include physical plant maintenance, equipment and supplies, liability coverage, medical economics, and introductory insurance procedures. Upon completion, students should be able to manage the economics of the medical office and supervise personnel. (SP).

MED 140 Exam Room Procedures I	3	4	0	5

This course provides instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with exams and treatment, patient education, preparation and administration of medications, EKG, vital signs, and medical emergencies. Upon completion, students should be able to demonstrate competence in exam room procedures. (SU).

MED 150 Laboratory Procedures I	3	4	0	5

This course provides instruction in basic lab techniques used by the medical assistant. Topics include lab safety, quality control, collecting and processing specimens, performing selective tests, phlebotomy, screening and follow-up of test results, and OSHA/CLIA regulations. Upon completion, students should be able to perform basic lab tests/skills based on course topics. (FA).

MED 183 Electronic Med Records I	3	2	0	5

This course introduces students to the design and creation of Electronic Methods Records using a variety of EMR models. Topics include historical background of electronic medical records, legal/ethical principles inherent to healthcare information, patient flow, scheduling, call processing and tasking using the EMR. Upon completion, students should be able to discuss the history of EMR, identify emerging issues, apply ethical principles, and use basic modules of an EMR. **State corequisites: Take One: OST 131 or CIS 111.** (SU).

MED 232 Medical Insurance Coding	1	3	0	2

This course is designed to develop coding skills. Emphasis is placed on advanced diagnostic and procedural coding in the outpatient facility. Upon completion, students should be able to demonstrate proficiency in coding for reimbursement. (FA and SP).

MED 240 Exam Room Procedures II	3	4	0	5

This course is designed to expand and build upon skills presented in MED 140. Emphasis is placed on advanced exam room procedures. Upon completion, students should be able to demonstrate enhanced competence in selected exam room procedures. **State prerequisite: Take MED 140.** (FA).

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
MED 260 MED Clinical Practicum	0	0	15	5

This course provides the opportunity to apply clinical, laboratory, and administrative skills in a medical facility. Emphasis is placed on enhancing competence in clinical and administrative skills necessary for comprehensive patient care and strengthening professional communications and interactions. Upon completion, students should be able to function as an entry-level health care professional. (SP).

MED 262 Clinical Perspectives	1	0	0	1

This course is designed to explore personal and occupational responsibilities of the practicing medical assistant. Emphasis is placed on problems encountered during externships and development of problem-solving skills. Upon completion, students should be able to demonstrate courteous and diplomatic behavior when solving problems in the medical facility. (SP).

MED 264 Med Assisting Overview	2	0	0	2

This course provides an overview of the complete medical assisting curriculum. Emphasis is placed on all facets of medical assisting pertinent to administrative, laboratory, and clinical procedures performed in the medical environment. Upon completion, students should be able to demonstrate competence in the areas covered on the national certification examination for medical assistants. (SP).

MED 270 Symptomatology	2	2	0	3

This course covers the study of disease symptoms and the appropriate actions taken by medical assistants in a medical facility in relation to these symptoms. Emphasis is placed on interviewing skills and appropriate triage, preparing patients for procedures, and screening test results. Upon completion, students should be able to recognize how certain symptoms relate to specific diseases, recognize emergency situations, and take appropriate actions. (FA).

MED 272 Drug Therapy	3	0	0	3

This course focuses on major drug groups, including their side effects, interactions, methods of administration, and proper documentation. Emphasis is placed on the theory of drug administration. Upon completion, students should be able to identify, spell, recognize side effects of, and document the most commonly used medications in a physician's office. (FA).

MED 276 Patient Education	1	2	0	2

This course is designed to provide communication skills, basic education principles, and knowledge of available community resources and to apply this knowledge to the clinical setting. Emphasis is placed on identifying appropriate community resources, developing patient education materials, and perfecting written and oral communication skills. Upon completion, students should be able to instruct, communicate effectively, and act as a liaison between the patient and community agencies. (SP).

■ MKT – Marketing & Retailing

MKT 120 Principles of Marketing	3	0	0	3

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

MKT 223 Customer Service	3	0	0	3

This course stresses the importance of customer relations in the business world. Emphasis is placed on learning how to respond to complex customer requirements and to efficiently handle stressful situations. Upon completion, students should be able to demonstrate the ability to handle customer relations. (FA or SP).

MKT 231 Health Care Marketing	3	0	0	3

This course is designed to help students gain an understanding of how the principles of marketing are used in a health care setting. Topics include market development, market segmentation, market research, advertising and promotion, and service development for health care marketing. Upon completion, students should be able to plan, develop, and implement a basic marketing plan for an institution within the health care industry. **State prerequisite: Take MKT 120.** (SP)

	Hours/Week Class	Lab	Wk. Exp.	Semester Hours Credit

■ MNT – Maintenance

MNT 110 Intro to Maint Procedures 1 3 0 2

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

MNT 111 Maintenance Practices 2 2 0 3

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

■ MUS – Music

MUS 110 Music Appreciation 3 0 0 3

This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.* (FA and SP).

MUS 112 Introduction to Jazz 3 0 0 3

This course introduces the origins and musical components of jazz and the contributions of its major artists. Emphasis is placed on the development of discriminating listening habits, as well as the investigation of the styles and structural forms of the jazz idiom. Upon completion, students should be able to demonstrate skills in listening and understanding this form of American music. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.*(FA or SP).

MUS 114 Non-Western Music 3 0 0 3

This course provides a basic survey of the music of the non-Western world. Emphasis is placed on non-traditional instruments, sources, and performing practices. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of non-Western music. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.* (FA and SP).

MUS 210 History of Rock Music 3 0 0 3

This course is a survey of Rock music from the early 1950's to the present. Emphasis is placed on musical groups, soloists, and styles related to the evolution of this idiom and on related historical and social events. Upon completion, students should be able to identify specific styles and to explain the influence of selected performers within their respective eras. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.* (FA or SP).

■ NAS – Nursing Assistant

NAS 101 Nursing Assistant I 3 4 3 6

This course introduces basic nursing skills required to provide personal care for patients, residents, or clients in a health care setting. Topics include communications, safety, patients' rights, personal care, vital signs, elimination, nutrition, emergencies, rehabilitation, and mental health. Upon completion, students should be able to demonstrate skills necessary to qualify as Nursing Assistant I with the North Carolina Nurse Aide I Registry. **RCC prerequisite: Take RED 090 or acceptable placement score.** (FA and SP).

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
NAS 102 Nursing Assistant II	3	2	6	6

This course provides training in selected advanced nursing assistant procedures. Emphasis is placed on sterile techniques, respiratory procedures, catheterizations, wound and trach care, irrigations, and ostomy care. Upon completion, students should be able to demonstrate skills necessary to qualify as a Nursing Assistant II with the North Carolina Board of Nursing. **RCC prerequisite: Take NAS 101 or equivalent and currently listed as CNA I with the NC Nurse Aide Registry.** (FA and SP).

NAS 103 Home Health Care	2	0	0	2

This course covers basic health issues that affect clients in the home setting. Emphasis is placed on home safety, recognizing significant changes in the client's condition, family dynamics, and use of home health care equipment. Upon completion, students should be able to identify care for clients at home. **RCC prerequisite: Take NAS 101.** (FA and SP).

■ NET – Networking Technology

NET 125 Networking Basics	1	4	0	3

This course introduces the networking field. Emphasis is placed on network terminology and protocols, local-area networks, wide-area networks, OSI model, cabling, router programming, Ethernet, IP addressing, and network standards. Upon completion, students should be able to perform tasks related to networking mathematics, terminology, and models, media, Ethernet, subnetting, and TCP/IP Protocols. (FA).

NET 126 Routing Basics	1	4	0	3

This course focuses on initial router configuration, router software management, routing protocol configuration, TCP/IP, and access control lists (ACLs). Emphasis will be placed on the fundamentals of router configuration, managing router software, routing protocol, and access lists. Upon completion, students should have an understanding of routers and their role in WANs, router configuration, routing protocols, TCP/IP, troubleshooting, and ACLs. **State prerequisite: Take NET 125.** (FA and SP).

NET 225 Routing & Switching I	1	4	0	3

This course focuses on advanced IP addressing techniques, intermediate routing protocols, command-line interface configuration of switches, Ethernet switching, VLANs, STP, and VTP. Emphasis will be placed on application and demonstration of skills acquired in pre-requisite courses. Upon completion, students should be able to perform tasks related to VLSM, routing protocols, switching concepts and configuration, STP, VLANs, and VTP. **State prerequisite: Take NET 126.** (SP).

NET 226 Routing & Switching II	1	4	0	3

This course introduces WAN theory and design, WAN technology, PPP, Frame Relay, ISDN, and additional case studies. Topics include network congestion problems, TCP/IP transport and network layer protocols, advanced routing and switching configuration, ISDN protocols, PPP encapsulation operations on a router. Upon completion, students should be able to provide solutions for network routing problems, identify ISDN protocols, and describe the Spanning Tree protocol. **State prerequisite: Take NET 225.** (SP).

NET 240 Network Design	3	0	0	3

This course covers the principles of the design of LANs and WANs. Topics include network architecture, transmission systems, traffic management, bandwidth requirements, Internet working devices, redundancy, and broad-band versus base-band systems. Upon completion, students should be able to design a network to meet specified business and technical requirements. **State and RCC prerequisites: Take one: NET 110 or NET 125.** (SP).

NET 289 Networking Project	1	4	0	3

This course provides an opportunity to complete a significant networking project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, documentation, installation, testing, presentation, and training. Upon completion, students should be able to complete a project from the definition phase through implementation. **State corequisites: Take NET 226.** (SP).

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

■ NOS – Network Operating System

NOS 110 Operating System Concepts	2	3	0	3

This course introduces students to a broad range of operating system concepts, including installation and maintenance. Emphasis is place on operating system concepts, management, maintenance, and resources required. Upon completion of this course, students will have an understanding of OS concepts, installation, management, maintenance, using a variety of operating systems. (FA).

NOS 120 Linux/UNIX Single User	2	2	0	3

This course develops the necessary skills for students to develop both GUI and command line skills for using and customizing a Linux workstation. Topics include Linux file system and access permissions, GNOME Interface, VI editor, X Window System expression pattern matching, I/O redirection, network and printing utilities. Upon completion, students should be able to customize and use Linux systems for command line requirements and desktop productivity roles. **State prerequisite: Take one: NOS 110 or CET 211.** (SP).

NOS 130 Windows Single User	2	2	0	3

This course introduces operating system concepts for single-user systems. Topics include hardware management, file and memory management, system configuration/optimization, and utilities. Upon completion, students should be able to perform operating systems functions at the support level in a single user environment. **State prerequisite: Take one: NOS 110 or CET 211.** (SU).

NOS 230 Windows Admin I	2	2	0	3

This course covers the installation and administration of a Windows Server network operating system. Topics include managing and maintaining physical and logical devices, access to resources, the server environment, managing users, computers, and groups, and Managing/Implementing Disaster Recovery. Upon completion, students should be able to manage and maintain a Windows Server environment. **State prerequisite: Take NOS 130.** (FA).

■ NUR – Nursing

NUR 111 Intro to Health Concepts	4	6	6	8

This course introduces the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts within each domain including medication administration, assessment, nutrition, ethics, interdisciplinary teams, informatics, evidence-based practice, individual-centered care, and quality improvement. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course. (FA).

NUR 112 Health-Illness Concepts	3	0	6	5

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of acid-base, metabolism, cellular regulation, oxygenation, infection, stress/coping, health-wellness-illness, communication, caring interventions, managing care, safety, quality improvement, and informatics. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course. **State prerequisite: Take NUR 111.** (SP).

NUR 113 Family Health Concepts	3	0	6	5

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of oxygenation, sexuality, reproduction, grief/loss, mood/affect, behaviors, development, family, health-wellness-illness, communication, caring interventions, managing care, safety, and advocacy. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course. **State prerequisite: Take NUR 111.** (FA, SP).

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
NUR 114 Holistic Health Concepts	3	0	6	5

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, inflammation, sensory perception, stress/coping, mood/affect, cognition, self, violence, health-wellness-illness, professional behaviors, caring interventions, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course. **State prerequisite: Take NUR 111.** (SP, SU).

NUR 117 Pharmacology	1	3	0	2

This course introduces information concerning sources, effects, legalities, and the safe use of medications as therapeutic agents. Emphasis is placed on nursing responsibility, accountability, pharmocokinetics, routes of medication administration, contraindications and side effects. Upon completion, students should be able to compute dosages and administer medication safely. **RCC corequisite: MAT 110.** (FA, SP).

NUR 211 Health Care Concepts	3	0	6	5

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, infection, immunity, mobility, comfort, behaviors, health-wellness-illness, clinical decision-making, caring interventions, managing care, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course. **State prerequisite: Take NUR 111.** (FA, SU).

NUR 212 Health System Concepts	3	0	6	5

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of grief/loss, violence, health-wellness-illness, collaboration, managing care, safety, advocacy, legal issues, policy, healthcare systems, ethics, accountability, and evidence-based practice. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course. **State prerequisite: Take NUR 111.** (FA, SP).

NUR 213 Complex Health Concepts	4	3	15	10

This course is designed to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of fluid/electrolytes, metabolism, perfusion, mobility, stress/coping, violence, health-wellness-illness, professional behaviors, caring interventions, managing care, healthcare systems, and quality improvement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide quality, individualized, entry level nursing care. **State prerequisite: Take: NUR 111. State corequisites: Take all: NUR 112, NUR 113, NUR 114, NUR 211, and NUR 212.** (SP, SU).

■ OMT – Operations Management

OMT 155 Meeting & Present Skills	3	0	0	3

This course is designed to develop skills for facilitating successful meetings by enhancing employee involvement and initiative. Topics include planning meetings that promote results, encouraging diverse points of view, handling disruptive behavior, encouraging participation, and taking action when required. Upon completion, students should be able to plan and participate in meetings that accomplish positive results. (SP).

OMT 181 Industry Reporting Skills	3	0	0	3

This course is designed to develop skills in technical writing and oral presentations with emphasis on business reports and professional presentations. Topics include documenting procedures, writing work instructions, information security, preparing business reports and developing and presenting proposals. Upon completion, students should be able to communicate effectively in a manufacturing or industry setting. (FA).

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
OMT 222 Project Management	3	0	0	3

This course covers fundamental concepts associated with multi-task management and coordination. Topics include flow diagrams, process and operations charts, network scheduling, Gantt charts, and PERT and Critical Path Methods as tools in project management. Upon completion, students should be able to understand and apply project management tools and methods. (SP).

■ OST – Office Systems Technology

OST 122 Office Computations	1	2	0	2

This course introduces the keypad and the touch method using the electronic calculator. Topics include mathematical functions in business applications. Upon completion, students should be able to use the electronic calculator to solve a wide variety of problems commonly encountered in business. (FA).

OST 131 Keyboarding	1	2	0	2

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

OST 134 Text Entry & Formatting	2	2	0	3

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

OST 135 Adv Text Entry & Format	3	2	0	4

This course is designed to incorporate computer application skills in the generation of office documents. Emphasis is placed on advanced document production. Upon completion, students should be able to make independent decisions regarding planning, style, and method of presentation. **State prerequisite: Take OST 134.** (FA).

OST 136 Word Processing	2	2	0	3

This course is designed to introduce word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment. (SP and SU).

OST 137 Office Software Applicat	2	2	0	3

This course introduces the concepts and functions of software that meets the changing needs of the community. Emphasis is placed on the terminology and use of software through a hands-on approach. Upon completion, students should be able to use software in a business environment. Students will build on previously acquired basic skills in presentation software. **RCC prerequisite: Take CIS 110.** (SU).

OST 141 Med Terms I-Med Office	3	0	0	3

This course uses a language-structure approach to present the terminology and vocabulary that will be encountered in medical office settings. Topics include word parts that relate to systemic components, conditions, pathology, and disorder remediation in approximately one-half of the systems of the human body. Upon completion, students should be able to relate words to systems, pluralize, define, pronounce, and construct sentences with the included terms. (FA).

OST 142 Med Terms II-Med Office	3	0	0	3

This course is a continuation of OST 141 and continues the study, using a language-structure approach, of medical office terminology and vocabulary. Topics include word parts that relate to systemic components, conditions, pathology, and disorder remediation in the remaining systems of the human body. Upon completion, students should be able to relate words to systems, pluralize, define, pronounce, and construct sentences with the included terms. **State prerequisite: Take OST 141.** (SP).

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
OST 148 Med Coding Billing & Insu	3	0	0	3

This course introduces fundamentals of medical coding, billing, and insurance. Emphasis is placed on the medical billing cycle to include third party payers, coding concepts, and form preparation. Upon completion, students should be able to explain the life cycle of and accurately complete a medical insurance claim. (SP).

OST 149 Med Legal Issues	3	0	0	3

This course introduces the complex legal, moral, and ethical issues involved in providing health-care services. Emphasis is placed on the legal requirements of medical practices; the relationship of physician, patient, and office personnel; professional liabilities; and medical practice liability. Upon completion, students should be able to demonstrate a working knowledge of current medical law and accepted ethical behavior. (FA and SP).

OST 164 Text Editing Applications	3	0	0	3

This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text. **RCC prerequisite: Take ENG 090 or acceptable placement score.** (FA and SP).

OST 181 Intro to Office Systems	2	2	0	3

This course introduces the skills and abilities needed in today's office. Topics include effectively interacting with coworkers and the public, processing simple financial and informational documents, and performing functions typical of today's offices. Upon completion, students should be able to display skills and decision-making abilities essential for functioning in the total office context. (SU).

OST 184 Records Management	2	2	0	3

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

OST 223 Admin Office Transcript I	2	2	0	3

This course provides experience in transcribing documents. Emphasis is placed on appropriate formatting, advanced text editing skills, and transcription techniques. Upon completion, students should be able to transcribe office documents. **State prerequisites: Take OST 164; OST 134 or OST 136.** (SP).

OST 233 Office Publications Design	2	2	0	3

This course provides experience in transcribing documents. Emphasis is placed on appropriate formatting, advanced text editing skills, and transcription techniques. Upon completion, students should be able to transcribe office documents. **State prerequisite: Take OST 136.** (SP).

OST 236 Adv Word/Information Proc	2	2	0	3

This course develops proficiency in the utilization of advanced word/information processing functions. Emphasis is placed on advanced word processing features. Upon completion, students should be able to produce a variety of complex business documents. **State prerequisite: Take OST 136.** (SU).

OST 241 Med Ofc Transcription I	1	2	0	2

This course introduces machine transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription, proofreading, and use of reference materials as well as vocabulary building. Upon completion, students should be able to prepare accurate and usable transcripts of voice recordings in the covered specialties. **State prerequisites: Take one: MED 121 or OST 141.** (FA).

OST 243 Med Office Simulation	2	2	0	3

This course introduces medical systems used to process information in the automated office. Topics include traditional and electronic information resources, storing and retrieving information, and the billing cycle. Upon completion, students should be able to use the computer accurately to schedule, bill, update, and make corrections. **State prerequisite: Take OST 148.** (SP).

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

OST 247 Procedure Coding 1 2 0 2

This course provides in-depth coverage of procedural coding. Emphasis is placed on CPT and HCPCS coding systems. Upon completion, students should be able to properly code procedures and services performed in a medical facility. **State prerequisites: Take one: MED 121 or OST 141.** (SU).

OST 248 Diagnostic Coding 1 2 0 2

This course provides an in-depth study of diagnostic coding. Emphasis is placed on ICD coding system. Upon completion, students should be able to properly code diagnoses in a medical facility.
State prerequisites: Take MED 121 or OST 141. (SU).

OST 286 Professional Development 3 0 0 3

This course covers the personal competencies and qualities needed to project a professional image in the office. Topics include interpersonal skills, health lifestyles, appearance, attitude, personal and professional growth, multicultural awareness, and professional etiquette. Upon completion, students should be able to demonstrate these attributes in the classroom, office, and society. **RCC prerequisites: Take one: OST 181 or MED 130.** (SP).

OST 289 Administrative Office Mgt 2 2 0 3

This course is designed to be a capstone course for the office professional and provides a working knowledge of modern office procedures. Emphasis is placed on scheduling, telephone procedures, travel arrangements, event planning, office design, and ergonomics. Upon completion, students should be able to adapt in an office environment. **State and RCC prerequisites: Take one set: Set 1: OST 134 and OST 164; Set 2: OST 136 and OST 164; and CTS 130 and OST 137.** (SP).

■ PED – Physical Education

PED 110 Fit and Well for Life 1 2 0 2

This course is designed to investigate and apply the basic concepts and principles of lifetime physical fitness and other health-related factors. Emphasis is placed on wellness through the study of nutrition, weight control, stress management, and consumer facts on exercise and fitness. Upon completion, students should be able to plan a personal, lifelong fitness program based on individual needs, abilities, and interests. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* (FA and SP).

PED 111 Physical Fitness I 0 3 0 1

This course provides an individualized approach to physical fitness utilizing the five major components. Emphasis is placed on the scientific basis for setting up and engaging in personalized physical fitness programs. Upon completion, students should be able to set up and implement an individualized physical fitness program. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* (FA or SP).

PED 112 Physical Fitness II 0 3 0 1

This course is an intermediate-level fitness class. Topics include specific exercises contributing to fitness and the role exercise plays in developing body systems. Upon completion, students should be able to implement and evaluate an individualized physical fitness program. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* **State prerequisite: Take PED 111.** (FA or SP).

PED 117 Weight Training I 0 3 0 1

This course introduces the basics of weight training. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, students should be able to establish and implement a personal weight training program. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* (FA or SP).

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
PED 119 Circuit Training	0	3	0	1

This course covers the skills necessary to participate in a developmental fitness program. Emphasis is placed on the circuit training method which involves a series of conditioning timed stations arranged for maximum benefit and variety. Upon completion, students should be able to understand and appreciate the role of circuit training as a means to develop fitness. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* (FA or SP).

PED 120 Walking for Fitness	0	3	0	1

This course introduces fitness through walking. Emphasis is placed on stretching, conditioning exercises, proper clothing, fluid needs, and injury prevention. Upon completion, students should be able to participate in a recreational walking program. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* (FA or SP).

PED 121 Walk, Jog, Run	0	3	0	1

This course covers the basic concepts involved in safely and effectively improving cardiovascular fitness. Emphasis is placed on walking, jogging, or running as a means of achieving fitness. Upon completion, students should be able to understand and appreciate the benefits derived from these activities. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* (FA or SP).

PED 122 Yoga I	0	2	0	1

This course introduces the basic discipline of yoga. Topics include proper breathing, relaxation techniques, and correct body positions. Upon completion, students should be able to demonstrate the procedures of yoga. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* (FA or SP).

PED 123 Yoga II	0	2	0	1

This course introduces more detailed aspects of the discipline of yoga. Topics include breathing and physical postures, relaxation, and mental concentration. Upon completion, students should be able to demonstrate advanced procedures of yoga. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* **State prerequisite: Take PED 122.** (FA or SP).

PED 171 Nature Hiking	0	2	0	1

This course provides instruction on how to equip and care for oneself on the trail. Topics include clothing, hygiene, trail ethics, and necessary equipment. Upon completion, students should be able to successfully participate in nature trail hikes. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* (FA or SP).

PED 172 Outdoor Living	1	2	0	2

This course is designed to acquaint the beginning camper with outdoor skills. Topics include camping techniques such as cooking and preserving food, safety, and setting up camp. Upon completion, students should be able to set up camp sites in field experiences using proper procedures. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* (FA or SP).

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
PED 174 Wilderness Pursuits	0	2	0	1

This course covers the skills necessary to prepare for and participate in a wilderness trip. Emphasis is placed on planning, preparing, and participating in a wilderness pack trip. Upon completion, students should be able to safely participate in overnight wilderness pack trips. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* (FA or SP).

PED 186 Dancing for Fitness	0	2	0	1

This course is designed to develop movement and recreational dance skills, safety, fitness, coordination, and techniques used to teach various groups. Emphasis is placed on participation and practice with adapting dances for ages and ability levels. Upon completion, students should be able to demonstrate knowledge of fitness through social, folk, and square dance participation and instruction. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* (FA or SP).

■ PHI – Philosophy

PHI 215 Philosophical Issues	3	0	0	3

This course introduces fundamental issues in philosophy considering the views of classical and contemporary philosophers. Emphasis is placed on knowledge and belief, appearance and reality, determinism and free will, faith and reason, and justice and inequality. Upon completion, students should be able to identify, analyze, and critique the philosophical components of an issue. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.* **State prerequisite: Take ENG 111.** (FA and SP).

PHI 220 Western Philosophy I	3	0	0	3

This course covers Western intellectual and philosophic thought from the early Greeks through the medievalists. Emphasis is placed on such figures as the pre-Socratics, Plato, Aristotle, Epicurus, Epictetus, Augustine, Suarez, Anselm, and Aquinas. Upon completion, students should be able to trace the development of leading ideas regarding reality, knowledge, reason, and faith. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.* **State prerequisite: Take ENG 111.** (FA or SP).

PHI 221 Western Philosophy II	3	0	0	3

This course covers Western intellectual and philosophic thought from post-medievalists through recent thinkers. Emphasis is placed on such figures as Descartes, Spinoza, Leibnitz, Locke, Berkeley, Hume, Kant, Hegel, Marx, Mill, and representatives of pragmatism, logical positivism, and existentialism. Upon completion, students should be able to trace the development of leading ideas concerning knowledge, reality, science, society, and the limits of reason. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.* **State prerequisite: Take ENG 111.** (FA or SP).

PHI 230 Introduction to Logic	3	0	0	3

This course introduces basic concepts and techniques for distinguishing between good and bad reasoning. Emphasis is placed on deduction, induction, validity, soundness, syllogisms, truth functions, predicate logic, analogical inference, common fallacies, and scientific methods. Upon completion, students should be able to analyze arguments, distinguish between deductive and inductive arguments, test validity, and appraise inductive reasoning. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.* **State prerequisite: Take ENG 111.** (FA or SP).

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
PHI 240 Introduction to Ethics	3	0	0	3

This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on utilitarianism, rule-based ethics, existentialism, relativism versus objectivism, and egoism. Upon completion, students should be able to apply various ethical theories to individual moral issues such as euthanasia, abortion, crime and punishment, and justice. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.* **State prerequisite: Take ENG 111.** (FA and SP).

■ PHO – Photography

PHO 110 Fund of Photography	3	6	0	5

This course covers the basic technical aspects of black and white photography, including camera controls, light and optics, flash, film exposure, and processing. Emphasis is placed on mechanical principles of camera design and the relationship between subject and photographic image, with hands-on experience in the darkroom. Upon completion, students should be able to consistently produce technically excellent images. **RCC prerequisite: Take RED 090. RCC corequisite: Take PHO 111.** (FA).

PHO 111 Photo Corr and Finish I	0	3	0	1

This course introduces traditional mounting and corrections techniques used in black and white photography. Topics include various mounting and presentation techniques and chemical and physical methods for correction on both negatives and prints. Upon completion, students should be able to mount and mat photographs and retouch and spot photographic images in black and white. **RCC prerequisite: Take RED 090. State corequisite: Take PHO 110.** (FA).

PHO 112 Design Laboratory I	0	3	0	1

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

PHO 121 Photo Corr & Finish II	0	3	0	1

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

PHO 122 Design Laboratory II	0	3	0	1

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

PHO 123 Large-Format Photo I	1	3	0	2

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

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

PHO 125 Basic Object Lighting 0 3 0 1

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

PHO 126 Basic Portrait Lighting 0 3 0 1

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

PHO 127 Photo Materials/Processes 3 3 0 4

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

PHO 132 Small-Format Photography 2 6 0 4

This course introduces small-format cameras and their application in location portraiture, industrial photography, Multimedia Photojournalism, and multimedia photography and portable lighting equipment and techniques. Topics include rapid camera operation, location photography, exposure techniques, portable flash, process modification, filtration, and simple multimedia production. Upon completion, students should be able to produce professional quality images under a variety of adverse shooting conditions using the equipment and techniques studied. **State prerequisites: Take one set: Set 1: PHO 110 and PHO 115; Set 2: PHO 110, PHO 125, and PHO 126.** (SU).

PHO 133 Large-Format Photo II 1 3 0 2

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

PHO 134 Custom Color Printing 1 2 0 2

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

PHO 135 Product Lighting 0 3 0 1

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

PHO 139 Intro to Digital Imaging 1 3 0 2

This course introduces the conversion of photographs into digital images by exploring the effect hardware and software have on the reproduction process. Topics include basic imaging tools and vocabulary, calibration, density, contrast, and color. Upon completion, students should be able to demonstrate a basic understanding of the digital imaging process and be able to capture and output images. **State and RCC prerequisites: Take PHO 110, PHO 121, and PHO 127.** (SU).

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
PHO 180 Creative Problem Solving	1	4	0	3

This course encourages the development of innovative photographic solutions to instructor-assigned tasks. Emphasis is placed on identifying components necessary to complete the task and applying creative solutions. Upon completion, students should be able to solve problems in a variety of photographic areas, combining media where needed to achieve the desired results. **State and RCC prerequisites: PHO 110, PHO 132, PHO 133, PHO 134, PHO 135, and PHO 139. State and RCC corequisites: PHO 218 and PHO 225.** (FA).

PHO 210 Prof Wedding Photography	1	6	0	3

This course covers the techniques used in producing wedding photographs and formal bridal portraits, along with applicable business practices. Emphasis is placed on the protocol of various religious services, discussion of sales packages and album sources, and promotional and advertising techniques. Upon completion, students should be able to photograph a wedding and deliver a professional photographic wedding album along with bridal portraits. *This course is a unique concentration requirement in the Portrait Studio Management concentration in the Photographic Technology program.* **State and RCC prerequisites: Take PHO 132, PHO 133, PHO 134, PHO 135, and PHO 139.** (FA).

PHO 211 Prof Portraiture I	2	12	0	8

This course covers lighting, cameras, and accessory equipment used in studio/location professional portraiture and the dynamics and psychology of posing individuals and groupings. Topics include lighting, backgrounds, make-up, clothing, presentation techniques, sound business principles, and direct sales methods. Upon completion, students should be able to produce a variety of professional portraits and demonstrate an understanding of the business considerations of professional portrait photography. *This course is a unique concentration requirement in the Portrait Studio Management concentration in the Photographic Technology program.* **State and RCC prerequisites: Take PHO 126, PHO 132, PHO 133, PHO 134, PHO 135, and PHO 139.** (FA).

PHO 212 Biocom Photojournalism	1	3	0	2

This course introduces practical techniques used in Biocommunications news and public relations photography. Topics include a study of general news, sports, and public relations along with advanced photographic techniques. Upon completion, students should be able to demonstrate an understanding of basic aspects of Biocommunications news, sports, and public relations photography by completion of assignments. *This course is a unique concentration requirement in the Biocommunications Photography concentration in the Photographic Technology program.* **State and RCC prerequisites: Take PHO 132, PHO 133, PHO 134, PHO 135, and PHO 139.** (FA).

PHO 213 Macro Photography	1	3	0	2

This course covers the equipment and techniques used by Biocommunications photographers in the production of magnified images by direct photographic means. Topics include magnification ratios, specialized lighting equipment and techniques, and a variety of medically related subjects. Upon completion, students should be able to produce quality scaled reproductions of properly prepared subjects. *This course is a unique concentration requirement in the Biocommunications Photography concentration in the Photographic Technology program.* **State prerequisites: Take all: PHO 218 and PHO 225.** (SP).

PHO 215 Photographic Illustration	2	8	0	6

This course provides a comprehensive study of professional commercial photographic illustration, including tools, techniques, and applications in preparation for internship experiences. Topics include theory and practice of location and studio lighting, camera techniques, and people/product and editorial illustration. Upon completion, students should be able to plan and execute professionally acceptable images in studio and on location illustrating people and products emphasizing commercial applications. *This course is a unique concentration requirement in the Commercial Photography concentration in the Photographic Technology program.* **State and RCC prerequisites: Take all: PHO 132, PHO 133, PHO 134, PHO 135, and PHO 139.** (FA).

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
PHO 217 Photojournalism I	1	6	0	4

This course covers logistics and techniques used in current professional newspaper photography. Topics include detailed study of spot and general news, sports, and feature photography along with basic newspaper layout, advanced photographic techniques, and legal issues. Upon completion, students should be able to demonstrate an understanding of basic aspects of news, sports, and feature photography. **State and RCC prerequisites: Take one: PHO 132, or PHO 223, and PHO 133, PHO 134, PHO 135, and PHO 139.** (FA).

PHO 218 Biocom Portrait Lighting	1	3	0	2

This course provides an advanced study of portrait lighting in the studio and on location using electronic flash and small-format cameras. Emphasis is placed on understanding principles of portrait lighting and small-format cameras in Biocommunications settings. Upon completion, students should be able to apply techniques to professionally light a variety of subjects in studio and on location. *This course is a unique concentration requirement in the Biocommunications Photography concentration in the Photographic Technology program.* **State and RCC prerequisites: Take all: PHO 126, PHO 132, PHO 133, PHO 134, PHO 135, and PHO 139.** (FA).

PHO 221 Prof Portraiture II	1	8	0	5

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

PHO 224 Multimedia Production	2	3	0	3

This course covers various aspects of computer-based multimedia production. Topics include sound recording and editing techniques and software, multimedia software, control of image and continuity and pacing, script writing, copyright laws, and ethics. Upon completion, students should be able to use computer hardware and software for multimedia productions. **State and RCC prerequisites: Take one: PHO 132 or PHO 223, and PHO 133, PHO 134, PHO 135, and PHO 139.** (FA and SP).

PHO 225 Biocom Object Lighting	1	3	0	2

This course provides an advanced study of object lighting in studio and on location using electronic flash and small-format cameras. Emphasis is placed on understanding lighting principles and light control, including filtration, light balancing, multiple light setups, and lighting a variety of object types and surfaces. Upon completion, students should be able to professionally light a variety of subjects in studio and location situations. *This course is a unique concentration requirement in the Biocommunications Photography concentration in the Photographic Technology program.* **State and RCC prerequisites: Take all: PHO 132, PHO 133, PHO 134, PHO 135, and PHO 139.** (FA).

PHO 227 Photojournalism II	2	12	0	8

This course provides additional experience in news photography. Topics include expanded coverage, illustration, layout, picture usage, picture stories, editing, survey of regional newspapers, employment opportunities, portfolio development, and job seeking skills. Upon completion, students should be able to understand the operation of a daily newspaper and professionally photograph news, sports, and feature situations. Competencies in multimedia story telling, audio/video capture, editing and formatting for use by various news media outlets will be developed. **State prerequisite: Take PHO 217.** (SP).

PHO 228 Adv Corr & Finishing	1	3	0	2

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

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
PHO 229 Advertising Photography	2	8	0	6

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

PHO 230 Biocom Portfolio Prep	0	6	0	2

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

PHO 231 Commercial Portfolio Prep	0	6	0	2

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

PHO 232 Photojournalism Port Prep	0	6	0	2

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

PHO 233 Portrait Portfolio Prep	0	6	0	2

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

PHO 241 Digital Image Technology	2	3	0	3

This course provides an advanced study of technologies and processes used in the capture and purposing of digital images. Topics include operation and application of image capture, scanning, printing, and recording devices; and us of image retouching, toning, modifying and layout software. Upon completion, students should be able to capture, process, and purpose digital images for specific applications used in various segments of the photographic industry. **RCC prerequisites: Take all PHO 132, PHO 133, PHO 134, PHO 135, and PHO 139. State corequisites: Take one set: Set 1: PHO 211; Set 2: PHO 215; Set 3: PHO 217; Set 4: PHO 212, PHO 218, and PHO 225.** (FA).

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

■ PHY– Physics

PHY 121 Applied Physics I 3 2 0 4

This algebra-based course introduces fundamental physical concepts as applied to industrial and service technology fields. Topics include systems of units, problem-solving methods, graphical analyses, vectors, motion, forces, Newton's laws of motion, work, energy, power, momentum, and properties of matter. Upon completion, students should be able to demonstrate an understanding of the principles studied as applied in industrial and service fields. **RCC prerequisite: Take MAT 060.** (FA, SP, SU).

PHY 131 Physics-Mechanics 3 2 0 4

This algebra/trigonometry-based course introduces fundamental physical concepts as applied to engineering technology fields. Topics include systems of units, problem-solving methods, graphical analysis, vectors, motion, forces, Newton's laws of motion, work, energy, power, momentum, and properties of matter. Upon completion, students should be able to apply the principles studied to applications in engineering technology fields. **State prerequisites: Take one: MAT 121, MAT 161, MAT 171, or MAT 175.** (FA).

PHY 151 College Physics I 3 2 0 4

This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vectors, linear kinematics and dynamics, energy, power, momentum, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.* **State prerequisites: Take one: MAT 161, MAT 171, or MAT 175.** (FA only).

PHY 152 College Physics II 3 2 0 4

This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.* **State prerequisite: Take PHY 151.** (SP only).

PHY 251 General Physics I 3 3 0 4

This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vector operations, linear kinematics and dynamics, energy, power, momentum, rotational mechanics, periodic motion, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.* **State prerequisite: Take MAT 271. State corequisite: Take MAT 272.** (FA only).

PHY 252 General Physics II 3 3 0 4

This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This course has been approved for transfer under the ICAA as a general education course in Natural Science.* **State prerequisites: Take all: MAT 272 and PHY 251.** (SP only).

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit

■ POL– Political Science

POL 110 Intro Political Science 3 0 0 3

This course introduces basic political concepts used by governments and addresses a wide range of political issues. Topics include political theory, ideologies, legitimacy, and sovereignty in democratic and non-democratic systems. Upon completion, students should be able to discuss a variety of issues inherent in all political systems and draw logical conclusions in evaluating these systems. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.* (FA or SP).

POL 120 American Government 3 0 0 3

This course is a study of the origins, development, structure, and functions of American national government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy formation. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.* (FA or SP).

POL 130 State & Local Government 3 0 0 3

This course includes state and local political institutions and practices in the context of American federalism. Emphasis is placed on procedural and policy differences as well as political issues in state, regional, and local governments of North Carolina. Upon completion, students should be able to identify and discuss various problems associated with intergovernmental politics and their effect on the community and the individual. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* (SP only).

POL 220 International Relations 3 0 0 3

This course provides a study of the effects of ideologies, trade, armaments, and alliances on relations among nation-states. Emphasis is placed on regional and global cooperation and conflict, economic development, trade, non-governmental organizations, and international institutions such as the World Court and UN. Upon completion, students should be able to identify and discuss major international relationships, institutions, and problems. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.* (SP only).

■ PSY – Psychology

PSY 150 General Psychology 3 0 0 3

This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.* (FA and SP).

PSY 239 Psychology of Personality 3 0 0 3

This course covers major personality theories and personality research methods. Topics include psychoanalytic, behavioristic, social learning, cognitive, humanistic, and trait theories including supporting research. Upon completion, students should be able to compare and contrast traditional and contemporary approaches to the understanding of individual differences in human behavior. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.* **State prerequisite: Take PSY 150.** (FA or SP).

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
PSY 241 Developmental Psych	3	0	0	3

This course is a study of human growth and development. Emphasis is placed on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.* **State prerequisite: Take PSY 150.** (FA and SP).

PSY 263 Educational Psychology	3	0	0	3

This course examines the application of psychological theories and principles to the educational process and setting. Topics include learning and cognitive theories, achievement motivation, teaching and learning styles, teacher and learner roles, assessment, and developmental issues. Upon completion, students should be able to demonstrate an understanding of the application of psychological theory to educational practice. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.* **State prerequisite: Take PSY 150.** (FA only).

PSY 281 Abnormal Psychology	3	0	0	3

This course provides an examination of the various psychological disorders, as well as theoretical, clinical, and experimental perspectives of the study of psychopathology. Emphasis is placed on terminology, classification, etiology, assessment, and treatment of the major disorders. Upon completion, students should be able to distinguish between normal and abnormal behavior patterns as well as demonstrate knowledge of etiology, symptoms, and therapeutic techniques. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.* **State prerequisite: Take PSY 150.** (FA or SP).

■ RAD – Radiography

RAD 110 Rad Intro & Patient Care	2	3	0	3

This course provides an overview of the radiography profession and student responsibilities. Emphasis is placed on basic principles of patient care, radiation protection, technical factors, and medical terminology. Upon completion, students should be able to demonstrate basic skills in these areas. **State corequisites: Take all: RAD 111 and RAD 151.** (FA).

RAD 111 RAD Procedures I	3	3	0	4

This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the chest, abdomen, extremities, spine, and pelvis. Upon completion, students should be able to demonstrate competence in these areas. **State corequisites: Take all: RAD 110 and RAD 151.** (FA).

RAD 112 RAD Procedures II	3	3	0	4

This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the skull, bony thorax, and gastrointestinal, biliary, and urinary systems. Upon completion, students should be able to demonstrate competence in these areas. **State prerequisites: Take all: RAD 110, RAD 111, and RAD 151. RCC corequisites: Take all: RAD 121 and RAD 161.** (SP).

RAD 121 Radiographic Imaging I	2	3	0	3

This course provides the principles of conventional film-screen radiography. Emphasis is placed on the factors that impact density, contrast, recorded detail, and distortion. Upon completion, students should be able to demonstrate an understanding of conventional film-screen radiographic imaging. **State prerequisites: Take all: RAD 110, RAD 111, and RAD 151.** (SP).

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
RAD 122 Radiographic Imaging II	1	3	0	2

This course provides advanced principles of imaging including digital radiography. Emphasis is placed on the factors that impact brightness, contrast, recorded detail, and distortion. Upon completion, students should be able to demonstrate an understanding of advanced principles of imaging. **State prerequisites: Take all: RAD 112, RAD 121, and RAD 161. RCC corequisites: Take all: RAD 131 and RAD 171.** (SU).

RAD 131 Radiographic Physics I	1	3	0	2

This course introduces the principles of radiation characteristics and production. Emphasis is placed on imaging equipment. Upon completion, students should be able to demonstrate a basic understanding of radiation characteristics and production. **RCC prerequisites: Take one: MAT 115 or MAT 161.** (SU).

RAD 151 RAD Clinical Ed I	0	0	6	2

This course introduces patient management and basic radiographic procedures in the clinical setting. Emphasis is placed on mastering positioning of the chest and extremities, manipulating equipment, and applying principles of ALARA. Upon completion, students should be able to demonstrate successful completion of clinical objectives. **State corequisites: Take all: RAD 110 and RAD 111.** (FA).

RAD 161 RAD Clinical Ed II	0	0	15	5

This course provides additional experience in patient management and in more complex radiographic procedures. Emphasis is placed on mastering positioning of the spine, pelvis, head and neck, and thorax and adapting procedures to meet patient variations. Upon completion, students should be able to demonstrate successful completion of clinical objectives. **State prerequisites: Take all: RAD 110, RAD 111, and RAD 151. State corequisites: Take all: RAD 112 and RAD 121.** (SP).

RAD 171 RAD Clinical Ed III	0	0	12	4

This course provides experience in patient management specific to fluoroscopic and advanced radiographic procedures. Emphasis is placed on applying appropriate technical factors to all studies and mastering positioning of gastrointestinal and urological studies. Upon completion, students should be able to demonstrate successful completion of clinical objectives. **State prerequisites: Take all: RAD 112, RAD 121, and RAD 161. State corequisites: Take all: RAD 122 and RAD 131.** (SU).

RAD 211 RAD Procedures III	2	3	0	3

This course provides the knowledge and skills necessary to perform standard and specialty radiographic procedures. Emphasis is placed on radiographic specialty procedures, sectional anatomy, and advanced imaging. Upon completion, students should be able to demonstrate an understanding of these areas. **State prerequisite: Take RAD 122. State corequisites: Take all: RAD 231, RAD 241, and RAD 251.** (FA).

RAD 231 Radiographic Physics II	1	3	0	2

This course provides advanced principles of radiation characteristics and production including digital imaging and Computed Tomography (CT). Emphasis is placed on imaging equipment. Upon completion, students should be able to demonstrate an understanding of radiation characteristics and production. **State prerequisites: Take one: RAD 171 or RAD 131.** (FA).

RAD 241 Radiobiology/Protection	2	0	0	2

This course covers the principles of radiation protection and radiobiology. Topics include the effects of ionizing radiation on body tissues, protective measures for limiting exposure to the patient and personnel, and radiation monitoring devices. Upon completion, students should be able to demonstrate an understanding of the effects and uses of radiation in diagnostic radiology. **State prerequisites: Take all: RAD 122, RAD 131, and RAD 171. State corequisites: Take all: RAD 211, RAD 231, and RAD 251.** (FA).

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
RAD 245 Image Analysis	1	3	0	2

This course provides an overview of image analysis and introduces methods of quality management. Topics include image evaluation, pathology, quality control, and quality assurance. Upon completion, students should be able to demonstrate a basic knowledge of image analysis and quality management. **State prerequisites: Take all: RAD 211, RAD 231, RAD 241, and RAD 251. State and RCC corequisites: Take all: RAD 261 and RAD 271.** (SP).

RAD 251 RAD Clinical Ed IV	0	0	21	7

This course provides the opportunity to continue mastering all basic radiographic procedures and to attain experience in advanced areas. Emphasis is placed on equipment operation, pathological recognition, pediatric and geriatric variations, and a further awareness of radiation protection requirements. Upon completion, students should be able to demonstrate successful completion of clinical objectives. **State prerequisites: Take all: RAD 122, RAD 131, and RAD 171. State corequisites: Take all: RAD 211, RAD 231, and RAD 241.** (FA).

RAD 261 RAD Clinical Ed V	0	0	21	7

This course is designed to enhance expertise in all radiographic procedures, patient management, radiation protection, and image production and evaluation. Emphasis is placed on developing an autonomous approach to the diversity of clinical situations and successfully adapting to those procedures. Upon completion, students should be able to demonstrate successful completion of clinical objectives. **State prerequisite: Take RAD 251. State and RCC corequisites: Take RAD 245 and RAD 271.** (SP).

RAD 271 Radiography Capstone	0	3	0	1

This course provides an opportunity to exhibit problem-solving skills required for certification. Emphasis is placed on critical thinking and integration of didactic and clinical components. Upon completion, students should be able to demonstrate the knowledge required of any entry-level radiographer. **State prerequisites: Take all: RAD 211, RAD 231, RAD 241, and RAD 251. State corequisites: Take all: RAD 245 and RAD 261.** (SP).

■ RED – Reading

RED 090 Improved College Reading	3	2	0	4

This course is designed to improve reading and critical thinking skills. Topics include vocabulary enhancement; extracting implied meaning; analyzing author's purpose, tone, and style; and drawing conclusions and responding to written material. Upon completion, students should be able to comprehend and analyze college-level reading material. *This course satisfies the developmental reading prerequisite for ENG 111 or ENG 111A.* **State and RCC prerequisites: Take one: RED 080 or ENG 085, or acceptable placement score.** (FA and AP).

■ REL – Religion

REL 110 World Religions	3	0	0	3

This course introduces the world's major religious traditions. Topics include Primal religions, Hinduism, Buddhism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.* (FA and SP).

REL 211 Intro to Old Testament	3	0	0	3

This course is a survey of the literature of the Hebrews with readings from the law, prophets, and other writings. Emphasis is placed on the use of literary, historical, archeological, and cultural analysis. Upon completion, students should be able to use the tools of critical analysis to read and understand Old Testament literature. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.* (FA only).

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
REL 212 Intro to New Testament	3	0	0	3

This course is a survey of the literature of first-century Christianity with readings from the gospels, Acts, and the Pauline and pastoral letters. Topics include the literary structure, audience, and religious perspective of the writings, as well as the historical and cultural context of the early Christian community. Upon completion, students should be able to use the tools of critical analysis to read and understand New Testament literature. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.* (FA or SP).

REL 221 Religion in America	3	0	0	3

This course is an examination of religious beliefs and practice in the United States. Emphasis is placed on mainstream religious traditions and non-traditional religious movements from the Colonial period to the present. Upon completion, students should be able to recognize and appreciate the diversity of religious traditions in America. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts.* (FA and SP).

■ SCI – Science

SCI 095 Developmental Science	3	4	0	5

This course covers basic principles of science. Topics include measurement, basic atomic structure, compounds of life, cytology, histology, anatomy, taxonomy, and ecology. Upon completion, students should be able to demonstrate the basic knowledge necessary for college-level science courses. **RCC corequisites: Take all: MAT 070 and RED 090 or acceptable placement score.** (FA and SP).

■ SEC – Information Systems Security

SEC 110 Security Concepts	2	2	0	3

This course introduces the concepts and issues related to securing information systems and the development of policies to implement information security controls. Topics include the historical view of networking and security, security issues, trends, security resources, and the role of policy, people, and processes in information security. Upon completion, students should be able to identify information security risks, create an information security policy, and identify processes to implement and enforce policy. (SU).

■ SOC – Sociology

SOC 210 Introduction to Sociology	3	0	0	3

This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.* (FA and SP).

SOC 213 Sociology of the Family	3	0	0	3

This course covers the institution of the family and other intimate relationships. Emphasis is placed on mate selection, gender roles, sexuality, communication, power and conflict, parenthood, diverse lifestyles, divorce and remarriage, and economic issues. Upon completion, students should be able to analyze the family as a social institution and the social forces which influence its development and change. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.* (FA or SP).

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
SOC 220 Social Problems	3	0	0	3

This course provides an in-depth study of current social problems. Emphasis is placed on causes, consequences, and possible solution.0ns to problems associated with families, schools, workplaces, communities, and the environment. Upon completion, students should be able to recognize, define, analyze, and propose solutions to these problems. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.* (FA or SP).

SOC 225 Social Diversity	3	0	0	3

This course provides a comparison of diverse roles, interests, opportunities, contributions, and experiences in social life. Topics include race, ethnicity, gender, sexual orientation, class, and religion. Upon completion, students should be able to analyze how cultural and ethnic differences evolve and how they affect personality development, values, and tolerance. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.* (FA or SP).

SOC 240 Social Psychology	3	0	0	3

This course examines the influence of culture and social groups on individual behavior and personality. Emphasis is placed on the process of socialization, communication, conformity, deviance, interpersonal attraction, intimacy, race and ethnicity, small group experiences, and social movements. Upon completion, students should be able to identify and analyze cultural and social forces that influence the individual in a society. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences. This course has been approved for transfer under the ICAA as a general education course in Social/Behavioral Sciences.* (FA or SP).

■ SPA – Spanish

SPA 111 Elementary Spanish I	3	0	0	3

This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Credit by proficiency exam is available.* (FA and SP).

SPA 112 Elementary Spanish II	3	0	0	3

This course is a continuation of SPA 111 focusing on the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate further cultural awareness. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Credit by proficiency exam is available.* **State prerequisite: Take SPA 111.** (FA and SP).

SPA 120 Spanish for the Workplace	3	0	0	3

This course offers applied Spanish for the workplace to facilitate basic communication with people whose native language is Spanish. Emphasis is placed on oral communication and career-specific vocabulary that targets health, business, and/or public service professions. Upon completion, students should be able to communicate at a functional level with native speakers and demonstrate cultural sensitivity. (FA and SP).

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
SPA 211 Intermediate Spanish I	3	0	0	3

This course provides a review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Credit by proficiency exam is available.* **Statae prerequisite: Take SPA 112.** (FA and SP).

SPA 212 Intermediate Spanish II	3	0	0	3

This course provides a continuation of SPA 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the ICAA as a general education course in Humanities/Fine Arts. Credit by proficiency exam is available.* **State prerequisite: Take SPA 211.** (FA and SP).

■ WEB – Web Technologies

WEB 110 Internet/Web Fundamentals	2	2	0	3

This course introduces World Wide Web Consortium (W3C) standard markup language and services of the Internet. Topics include creating Web pages, search engines, FTP, and other related topics. Upon completion, students should be able to deploy a hand-coded website created with mark-up language, and effectively use and understand the function of search engines. (SP).

■ WLD – Welding

WLD 110 Cutting Processes	1	3	0	2

This course introduces oxy-fuel and plasma-arc cutting systems. Topics include safety, proper equipment setup, and operation of oxy-fuel and plasma-arc cutting equipment with emphasis on straight line, curve and bevel cutting. Upon completion, students should be able to oxy-fuel and plasma-arc cut metals of varying thickness. (FA).

WLD 112 Basic Welding Processes	1	3	0	2

This course introduces basic welding and cutting. Emphasis is placed on beads applied with gases, mild steel fillers, and electrodes and the capillary action of solder. Upon completion, students should be able to set up welding and oxy-fuel equipment and perform welding, brazing, and soldering processes. (FA).

WLD 115 SMAW (stick) Plate	2	9	0	5

This course introduces the shielded metal arc (stick) welding process. Emphasis is placed on padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, students should be able to perform SMAW fillet and groove welds on carbon plate with prescribed electrodes. (FA).

WLD 121 GMAW (MIG) FCAW/Plate	2	6	0	4

This course introduces metal arc welding and flux core arc welding processes. Topics include equipment setup and fillet and groove welds with emphasis on application of GMAW and FCAW electrodes on carbon steel plate. Upon completion, students should be able to perform fillet welds on carbon steel with prescribed electrodes in the flat, horizontal, and overhead positions. (FA).

WLD 122 GMAW (MIG) Plate/Pipe	1	6	0	3

This course is designed to enhance skills with the gas metal arc (MIG) welding process. Emphasis is placed on advancing skills with the GMAW process making groove welds on carbon steel plate and pipe in various positions. Upon completion, students should be able to perform groove welds with prescribed electrodes on various joint geometry. **State prerequisite: Take WLD 121.** (SP).

	Hours/Week			Semester Hours
	Class	Lab	Wk. Exp.	Credit
WLD 131 GTAW (TIG) Plate	2	6	0	4

This course introduces the gas tungsten arc (TIG) welding process. Topics include correct selection of tungsten, polarity, gas, and proper filler rod with emphasis placed on safety, equipment setup, and welding techniques. Upon completion, students should be able to perform GTAW fillet and groove welds with various electrodes and filler materials. (FA).

WLD 132 GTAW (TIG) Plate/Pipe	1	6	0	3

This course is designed to enhance skills with the gas tungsten arc (TIG) welding process. Topics include setup, joint preparation, and electrode selection with emphasis on manipulative skills in all welding positions on plate and pipe. Upon completion, students should be able to perform GTAW welds with prescribed electrodes and filler materials on various joint geometry. **State prerequisite: Take WLD 131.** (SP).

WLD 141 Symbols & Specifications	2	2	0	3

This course introduces the basic symbols and specifications used in welding. Emphasis is placed on interpretation of lines, notes, welding symbols, and specifications. Upon completion, students should be able to read and interpret symbols and specifications commonly used in welding. (FA).

WLD 143 Welding Metallurgy	1	2	0	2

This course introduces the concepts of welding metallurgy. Emphasis is placed on basic metallurgy, effects of welding on various metals, and metal classification and identification. Upon completion, students should be able to understand basic metallurgy, materials designation, and classification systems used in welding. (SU).

WLD 151 Fabrication I	2	6	0	4

This course introduces the basic principles of fabrication. Emphasis is placed on safety, measurement, layout techniques, cutting, joining techniques, and the use of fabrication tools and equipment. Upon completion, students should be able to perform layout activities and operate various fabrication and material handling equipment. (SP).

WLD 215 SMAW (stick) Pipe	1	9	0	4

This course covers the knowledge and skills that apply to welding pipe. Topics include pipe positions, joint geometry, and preparation with emphasis placed on bead application, profile, and discontinuities. Upon completion, students should be able to perform SMAW welds to applicable codes on carbon steel pipe with prescribed electrodes in various positions. **State prerequisites: Take one: WLD 115 or WLD 116.** (SU).

WLD 231 GTAW (TIG) Pipe	1	6	0	3

This course covers gas tungsten arc welding on pipe. Topics include joint preparation and fit up with emphasis placed on safety, GTAW welding technique, bead application, and joint geometry. Upon completion, students should be able to perform GTAW welds to applicable codes on pipe with prescribed electrodes and filler materials in various pipe positions. **State prerequisite: Take WLD 132.** (SU).

WLD 251 Fabrication II	1	6	0	3

This course covers advanced fabrication skills. Topics include advanced layout and assembly methods with emphasis on the safe and correct use of fabrication tools and equipment. Upon completion, students should be able to fabricate projects from working drawings. **State prerequisite: Take WLD 151.** (SU).

Personnel

Board of Trustees

The Randolph Community College Board of Trustees is made up of 13 members—four appointed by the Governor, four by the Randolph County and Asheboro City Boards of Education, and four by the Randolph County Board of Commissioners. The president of the College's Student Government Association serves as a nonvoting member of the Board. Following is the current Board of Trustees:

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Student Government Association President

For an up-to-date listing of RCC Administration, Faculty, and Staff members , go to the following website:
www.randolph.edu/welcome/faculty/directory.php

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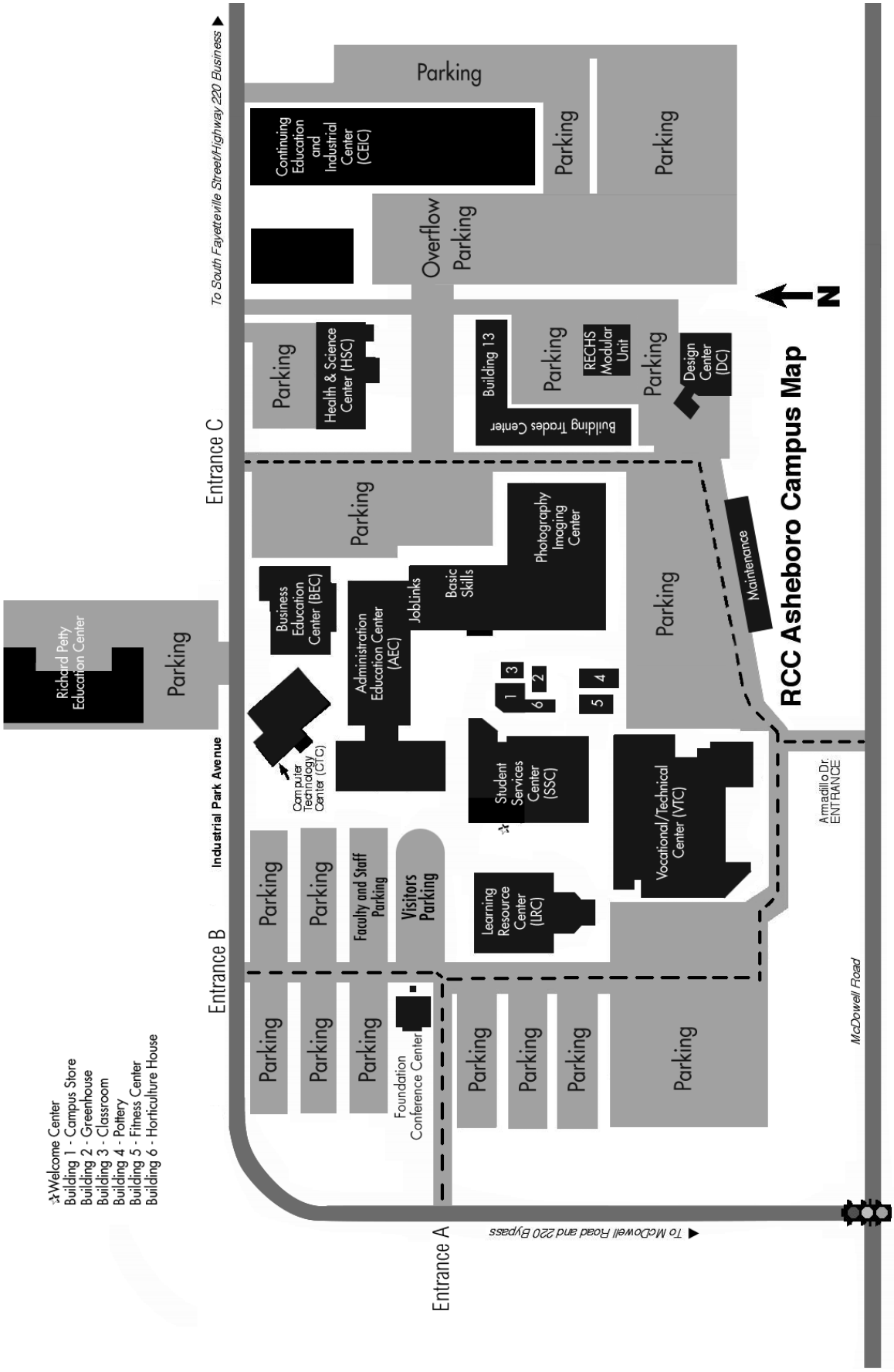
RCC Asheboro Campus Map
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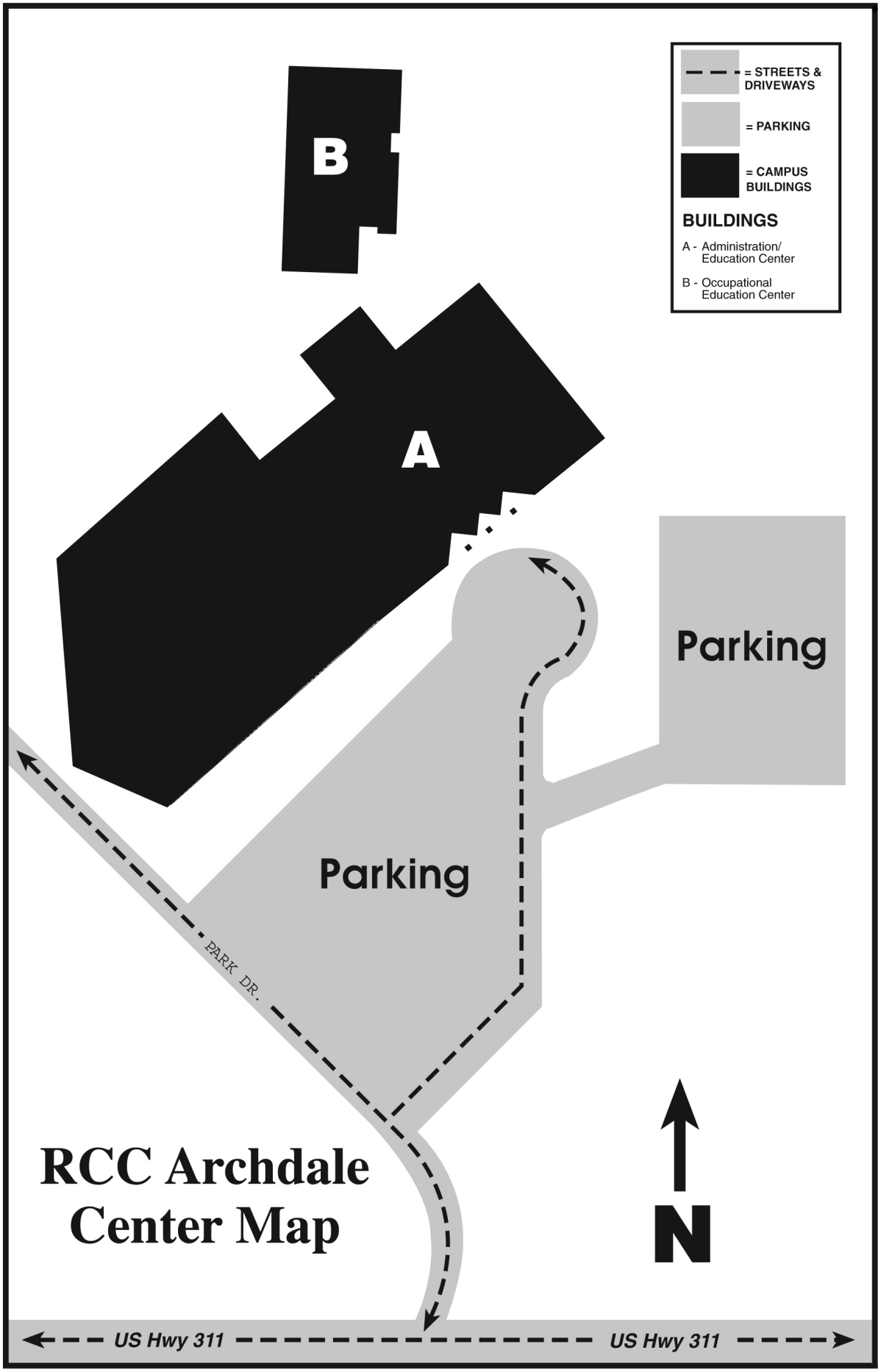
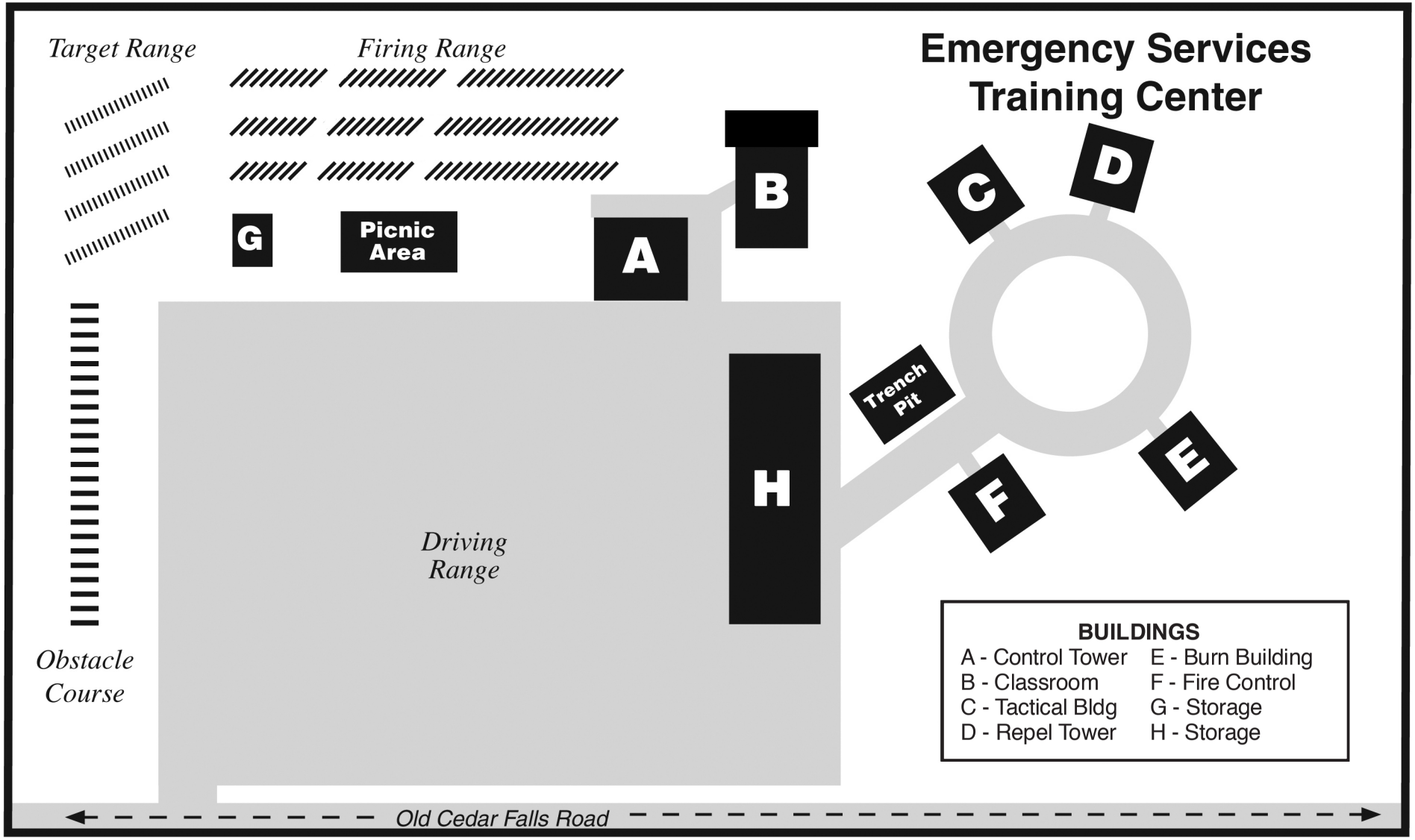
Entrance B
Entrance A
Industrial Park Avenue
To McDowell Road and 220 Bypass
McDowell Road
Armadillo Dr. ENTRANCE
Richard Petty Education Center
Parking
Continuing Education and Industrial Center (CEIC)
Overflow Parking
Health & Science Center (HSC)
Building 13
Building Trades Center
RECHS Modular Unit
Design Center (DC)
Business Education Center (BEC)
Administration Education Center (AEC)
JobLinks
Basic Skills
Photography Imaging Center
Maintenance
Computer Technology Center (CITC)
Student Services Center (SSC)
Learning Resource Center (LRC)
Vocational/Technical Center (VTC)
Faculty and Staff Parking
Visitors Parking
Foundation Conference Center
1
2
3
4
5
6
Welcome Center
Building 1 - Campus Store
Building 2 - Greenhouse
Building 3 - Classroom
Building 4 - Pottery
Building 5 - Fitness Center
Building 6 - Horticulture House


= STREETS & DRIVEWAYS
= PARKING
= CAMPUS BUILDINGS
BUILDINGS
A - Administration/ Education Center
B - Occupational Education Center
B
A
Parking
Parking
PARK DR.
RCC Archdale Center Map
N
US Hwy 311
US Hwy 311


Emergency Services Training Center
Target Range
Firing Range
G
Picnic Area
A
B
C
D
E
F
H
Trench Pit
Driving Range
Obstacle Course
Old Cedar Falls Road
BUILDINGS
A - Control Tower
B - Classroom
C - Tactical Bldg
D - Repel Tower
E - Burn Building
F - Fire Control
G - Storage
H - Storage

Randolph Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Ga. 30033-4097 or call 404-679-4500 for questions about the accreditation of Randolph Community College. The College is authorized by the State Board of Community Colleges to award the Associate in Applied Science degree, the Associate in Arts degree, and the Associate in Science degree. EOE. PIO/64/12

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Joy
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